



**Minutes  
Youth/Development Council  
Virtual Meeting – Zoom  
November 4, 2024 | 1:45 p.m.**

Members		Members		Staff & Guests Present	Staff & Guests Present
Katrina Lunsford, Chair	P	Amanda Wilson	P	Joylette Stevens	Dakorie Chambers
Patti Gander	P	Derrick Woodard	E	Barbara Mincy	Michael Caponero
Ginger Garner	E	Ryan Reis	P	Lidia Cordova	Audrey Williams
Yesse Olivas	P			Cristina Mazarredo	Alona Hampton

**CALL TO ORDER**

The meeting was called to order by Chair Katrina Lunsford at 1:45 p.m. followed by introductions of all those present.

**APPROVAL OF MINUTES**

Chair Katrina Lunsford called for a motion to approve the minutes from the May 6, 2024, meeting. The motion was made by Yesse Olivas, seconded by Ryan Reis. Chair Katrina Lunsford opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

**OLD BUSINESS: N/A**

**COMMITTEE INFORMATION: WIOA YOUTH FACT SHEET**

Barbara Mincy gave a brief overview of the WIOA Fact Sheet, there was no discussion.

**COMMITTEE EDUCATION: Primary Indicators of Performance Year (PY) 2023-2024 4<sup>th</sup> Quarter- WIOA Youth Performance Measures**

Chair Katrina Lunsford directed the Council to the LWDB Primary Indicators of Performance for Program Year 2023-2024. Joylette Stevens gave an overview of the WIOA Youth Performance Measures.

**NEW BUSINESS**

**Recommendation: Approve Needs Additional Assistance Policy**

Chair Katrina Lunsford called for a motion to approve the Needs Additional Assistance Policy. A motion was made by Ryan Reis. Yesse Olivas seconded. All voted. Motion carried unanimously. Chair Katrina Lunsford opened the floor for discussion. Barbara Mincy commented that there are youth that will benefit from this policy because even though they need the services, sometimes they do not qualify because they do not have a barrier which is one of the eligibility requirements. This policy will help those youth that have additional barriers.

**Committee Update: Youth Services Report for 1<sup>st</sup> Quarter PY2024-2025**

Chair Katrina directed the Council to the Youth Services Report for 1<sup>st</sup> Quarter on pages 6-9. Barbara Mincy discussed the highlights of the report.

**Recap & Discussion: 2024 Summer Youth Leadership Training Program**

Chair Katrina Lunsford asked who would initiate the discussion Barbara Mincy replied that Joylette Stevens would begin. Joylette discussed the internal communication between parents, students, and CareerSource Polk. She highlighted that communication needs improvement between all parties. Barbara Mincy discussed youth that didn't receive compensation because the worksite supervisors were not approving timesheets, she also discussed the lack of reputable worksites that the youth can explore for careers. Ryan Reis asked if the worksites were completing paper timesheets. Barbara Mincy responded that all timesheets are electronic and the worksite supervisors receive their username and passwords. Chair Katrina Lunsford commented that as the Youth Services committee it is their job to help push the youth forward to their desired fields. There was no further discussion.

**Recommendation: Review Discuss and Approve DRAFT Summer Youth Internship Program Design**

Chair Katrina Lunsford directed the Council to the DRAFT Summer Youth Internship Program Design on pages 10-11. A motion was made by Ryan Reis. Yessi Olivas seconded. All voted. Motion was carried unanimously. Barbara Mincy reviewed the report. She explained that the goal is to target more Youth. There were no other questions or concerns.

**Recommendation: Recommendation to approve Year-Round Young Leaders Program**

Chair Lunsford called for a motion to approve the Year-Round Young Leaders Program on pages 12-16. A motion was made by Yessi Olivas Ryan Reis seconded. Chair Katrina Lunsford opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

**Recommendation: Review DRAFT Updated Employer Handbook for Hosting Interns**

Chair Lunsford directed the Council review DRAFT Updated Employer Handbook for Hosting Interns that was emailed. Chair Lunsford called for a motion to approve the Updated Employer Handbook a motion was made by Ryan Reis. Second by Amanda Wilson. All voted. Motion was carried unanimously. There was no further discussion.

**Report: CareerSource Polk Customer Tracker/Services Report 1<sup>st</sup> Quarter PY2024-2025**

Chair Lunsford directed the Council to the CareerSource Polk Customer Tracker/Services Report on page 17. Joylette reviewed the report and mentioned that some of the staff were relocated from Winter Haven office to Lakeland. Joylette informed that the Winter Haven office only provides reemployment assistance, and unemployment assistance on the computers. Joylette mentioned that we are currently looking for another location as a new home in the Winter Haven area.

**Report: CareerSource Polk Customer Concerns 1<sup>st</sup> Quarter PY2024-2025**

Chair Lunsford directed the Council to the CareerSource Polk Customer Concerns on page 18. Joylette reviewed the report regarding customer concerns. There was a conflict between the customer and case manager which caused misunderstanding. Joylette noted in the concern of the customer that was not pleased with the delay in a signed Training provider Agreement, we informed the providers that the agreement had to be approved by the school's governing board before it could be returned. There were no other questions or concerns.

**Report: Employee Shoutouts for 1<sup>st</sup> Quarter PY2024-2025**

Chair Katrina Lunsford directed the Council to the Employee Shoutouts. Joylette reviewed the report. Chair Katrina questioned if employees get some type of reward. Joylette responded that they do get some type of incentive at the end of the year. There were no other questions or concerns.

**Report: THMP Monitoring Summary Report – June 2024**

Chair Katrina Lunsford directed the Council to the THMP Monitoring Summary Report – September 2024 on pages 21-22. Barbara reviewed the report., she explained the two findings. One was the system closed the activity because it was not closed timely. This was resolved with more training. The second finding was missing documentation to support the file. The applicable documentation was obtained and placed in the file. There were no other questions or concerns.

**Additional Comments**

Chair Katrina Lunsford mentioned the importance of Youth Program to our communities to provide them with an opportunity to expose them to their desired fields and having check points to make it successful. Chair Katrina thanked all those present and adjourned the meeting.

**Meeting adjourned at 2:12p.m.**