



## **WORKFORCE ARIZONA COUNCIL – EXECUTIVE COMMITTEE Meeting Minutes**

Monday, May 16, 2016, 9:00 – 11:00 a.m.

333 N. Central Avenue, Phoenix, AZ 85004, Saguaro Conference Room

### **Members Present**

Ed Oxford, Chair – Banner Health  
Thomas Winkel – Arizona Coalition for Military Families  
Bill Terry – IBM  
Cecilia Mata – AllSource Global Management  
Dawn Grove – Karsten Manufacturing

### **Members Present via Phone**

Glenn Hamer – Arizona Chamber of Commerce and Industry

### **Members Absent**

Tim Jeffries, Co-Chair – Arizona Department of Economic Security

#### **1. Call to Order**

- The meeting was called to order at 9:05 a.m.

#### **2. Welcome**

- The Chair welcomed the members and the public to the first Executive Committee meeting.
- Staff introduced two consultants who will be assisting with Council activities while staff is on maternity leave.

#### **3. Call to the Public**

- No public comment was offered.

#### **4. Consent Agenda Discussion**

- The Chair outlined the reasoning for creating a consent agenda for Council Meeting agendas.
- The Committee had no objections to the concept.

#### **5. Committee Reports**

##### **a. Council Bylaws**

##### **i. Bylaws Review**

- The Chair of the Bylaws Workgroup provided a brief summary of the activity of the Workgroup and the draft Bylaws it generated.
- There was brief discussion of the draft, and it was noted that this item would need to be discussed by the full Council, so it was not appropriate for a consent agenda.

##### **b. Performance Excellence**

##### **i. Arizona@Work Job Center Service Delivery Policy**

- The Chair of the Performance Excellence Committee provided an overview of the policy the Committee generated and highlighted the vision section.
- There was brief discussion of the policy, and it was noted that this item would need to be discussed by the full Council, so it was not appropriate for a consent agenda.

**ii. Local Board Certification Process**

- The Chair of the Performance Excellence Committee discussed the concept of the self-assessment and the reason for adding it to the local board certification process.
- There was brief discussion of the process and self-assessment, and it was noted that this item would need to be discussed by the full Council, so it was not appropriate for a consent agenda.

**c. Strategic Communications and Partnerships**

**i. Charter Document**

- The Chair of the Strategic Communications and Partnerships Committee provided an overview of the Committee’s activity and 2016 Charter Document.
- Feedback was provided, and it was determined that this and the other charter documents were appropriate for a consent agenda.

**d. Measuring Effectiveness**

**i. Report**

- The Chair of the Measuring Effectiveness Committee outlined the Committee’s activity to date and the direction in which it intends to move.
- It was noted that the Committee was meeting that afternoon and would be looking at a draft charter document to be voted on prior to the full Council meeting.

**e. Quality Workforce**

**i. Report**

- The Chair of the Quality Workforce Committee provided an update on activity and discussed the Committee’s upcoming meeting prior to the Council meeting at which it intends to adopt a charter document.

**6. Local Area Allocations**

- A presentation was provided by Brandon Floer from the Arizona Department of Economic Security.
- There was discussion about the recommendation provided, and it was decided this would be a good discussion item for the Council.

**7. Local Plan Guidance Review**

- Staff provided an overview of the newly created template for local plans and the reason for its creation.
- It was determined this might be appropriate for a consent agenda.

**8. Governor’s Discretionary Funds**

- Staff provided a summary of information gathered since the previous Council meeting and provided a recommendation for approval of the three current grants.
- There was a brief discussion about the grants and the potential for this to be a consent agenda item because it was discussed at the previous Council meeting.

**9. Council Agenda/Consent Agenda Vote**

- Staff provided a review of items for a consent agenda and items up for discussion at the next Council meeting:
  - Previous Meeting Minutes
  - Committee Charter Documents
  - Local Plan Guidance – Template
  - Governor’s Discretionary Funds
- There was discussion about removing the Governor’s Discretionary Funds from the consent agenda so the Council could have a discussion and separate vote.
- A motion to place the suggested items on a consent agenda, removing the Governor’s Discretionary Funds, was made by Bill Terry and seconded by Cecilia Mata.
- The Consent Agenda as outlined was passed.

**10. Adjournment**

- A motion to adjourn was made by Thomas Winkel and seconded by Dawn Grove.
- The meeting was adjourned at 10:42 a.m.