



## **WORKFORCE ARIZONA COUNCIL – PERFORMANCE EXCELLENCE COMMITTEE MINUTES**

Tuesday, August 8, 2017  
1:00 – 3:00 PM  
100 N. 15<sup>th</sup> Avenue, Phoenix, AZ 85007, Suite 103  
Via Conference Call  
1-877-820-7831 Access Code: 103468

### **Members Present**

Thomas Winkel, Chair – Arizona Coalition for Military Families  
Carol Curtis – Arizona@Work Coconino County  
Molly Bright - Department of Economic Security  
Trevor Stokes – Office of Economic Opportunity  
Lawrence (Larry) Lucero – Tucson Electric Power

### **Members Present Via Phone**

Doug Yonko – Hensley Beverage Company  
Steve Chucri – Maricopa County Board of Supervisors

### **Members Not Present**

Beverly Wilson – Adult Education, ADE

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

- The meeting was called to order at 1:05 p.m.

#### **2. Welcome**

- Thomas Winkel, Chair, welcomed the Committee members and public to the meeting.

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

- There were no comments received from the public.

#### **4. Approval of Minutes**

- A motion to adopt the previous meeting minutes was made by Trevor Stokes and seconded by Larry Lucero.
- The April 7, 2017 meeting minutes were adopted.

#### **5. Discuss Certification of Arizona@Work Job Center Policy – 06**

- Thomas thanked everyone who worked on the policies that are being reviewed and knows it took a lot of time and work to get these in front of the Committee.
- The policy consultant walked the Committee through the proposed policy on Certification of the Arizona@Work Job Centers.

- There was discussion about making the tool available in electronic form in the future.
- There was discussion on possibly duplicating monitoring of DES. The policy consultant explained that this is not an in-depth look at the services or activities that are being completed but only to see if they are available. The board may want to look at it in a more granule detail but that is not the intent of this tool. If there is an area that has a no marked on the tool it the board can do further investigation to see if it is in fact not present anywhere before submitting the final report to the WAC.
- There was discussion about the use of “corrective action”.
  - a. **Vote to recommend the Workforce Arizona Council adopt the Certification of Arizona@Work Job Center policy**
    - A motion to recommend the Workforce Arizona Council adopt the Certification of Arizona@Work Job Center policy 06-2016 with the following changes:
      - *All references to corrective action plan being changed to follow-up action plan*
      - *A typo on page 3 to read regardless rather than regards*
      - *Implement the tool one time and come together to evaluate after the implementation with that evaluation process to include examining if there were areas that DES are monitoring that could be combined.*

was made by Larry Lucero and seconded by Molly Bright.
    - The motion passed.

#### **6. Discuss Revision of Arizona@Work Job Center MOU and Infrastructure Costs Policy - 05**

- The policy consultant explained that this is a revision of the current Arizona@Work Job Center MOU and Infrastructure Costs policy 05-2016 to include the formula that will be used in such an event as the State Funding Mechanism(SFM) is triggered by one or more local areas. The SFM will only be used to determine the co-located partner contributions for those local areas that are not able to come to an agreement at a local level.
  - a. **Vote to recommend the Workforce Arizona Council adopt the revisions to the Arizona@Work Job Center MOU and Infrastructure Costs policy.**
    - A motion to recommend the Workforce Arizona Council adopt the revisions to the Arizona@Work Job Center MOU and Infrastructure Cost policy 05-2016 was made by Larry Lucero and seconded by Carol Curtis.
    - The motion was passed.

#### **7. Discuss Arizona@Work WIOA Compliance Policy - 07**

- The policy consultant gave an overview of the Arizona@Work WIOA Compliance policy 07-2016 for review of by the Committee.
- There was a discussion on if the WAC has authority to monitor local areas and if that is only a DES function.
- There was discussion on the process for public comment for this policy.

- Paul Shannon, Director of the Office of Economic Opportunity, explained that the monitoring that the WAC would conduct with this policy is the monitoring on the areas of governance in which the WAC has oversight of such as local board certification, local plans, One-Stop Operator procurements, etc. Paul then asked that his staff, Trevor Stokes, who sits on the Committee to recuse himself from this vote since OEO also provides staff to the WAC who would be doing this monitoring for compliance.

**a. Vote to recommend the Workforce Arizona Council adopt the Arizona@Work WIOA Compliance policy**

- A motion was made to defer this policy for further discussion and seconded by Carol.
- The motion passed with Thomas Winkel voting No and Trevor Stokes' abstention.

**8. Update on Infrastructure Funding Agreement Process and Timeline**

- Gretchen Caraway, DERS Policy Administrator, reported what steps DES has taken to work with the local areas to get their Infrastructure Funding Agreements in place to help ensure that the State Funding Mechanism is not triggered.

**9. Update on One-Stop Operator procurement monitoring**

- Ashley Wilhelm, Workforce Arizona Council Manager, explained that the Department of Labor(DOL) has announced that they will be reviewing the One-Stop Operator procurements done by the local areas in each state. She also explained that she is working with DES to correlate all of the information received from the local areas on their procurement process to submit to DOL for their review.

**10. Update on Professional Development Training Program**

- Ashley Wilhelm, Workforce Arizona Council Manager, gave a report for Lynn Larson, Deputy Assistant Director, Arizona Department of Economic Security, Division of Employment and Rehabilitation Services(DERS), who was unable to attend the meeting. The Professional Development task force has been meeting and working on a series of trainings for the staff of Arizona@Work. There was a timeline given to the Committee with a short explanation of each area of training focus.

**11. Update on Business Services Training Program**

- Monica Magoon, Workforce Program Manager, Office of Economic Opportunity, reported on the steps that have been taken on the Business Service Training this quarter.

**12. Committee Next Steps**

### **13. Adjournment**

- A motion to adjourn was made by Trevor Stokes and seconded by Larry Lucero
- Meeting was adjourned at 3:05 p.m.

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