

**WORKFORCE ARIZONA COUNCIL – EXECUTIVE COMMITTEE
MEETING MINUTES**

Friday, February 3, 2017

100 N 15th Avenue, Suite 103, Phoenix, AZ 85007

Members Present

Dawn Grove, Chair – Karsten Manufacturing

Thomas Winkel – Arizona Coalition for Military Families

Cecilia Mata – AllSource Global Management

Members Present via Phone

Bill Terry – IBM

Members Not Present

Glenn Hamer – Arizona Chamber of Commerce and Industry

Ed Oxford, Goodwill

1. Call to Order

- The meeting was called to order at 10:05 a.m.

2. Welcome

3. Call to the Public

- No public comment was offered.

4. Adoption of Minutes

- A motion to adopt the previous meeting minutes was made by Cecilia Mata and seconded by Thomas Winkel.
- The November 7, 2016 meeting minutes were adopted.

5. Presentations

- **Paul Shannon, Director of AZ Office of Economic Opportunity** provided a brief overview of the Workforce Innovation and Opportunity Act (WIOA) focusing on the Governance and Local Control aspects of the new regulations.
- **Sheryl Hart, Deputy Associate Superintendent, Arizona Department of Education, Adult Education Services** provided an overview of the purpose of Arizona Adult Education, how the agency sits within the Arizona Workforce system and discussed the Title II multi-year grant process.

- **Mr. Trevor Stokes, Workforce Program Manager, Office of Economic Opportunity** provided an overview of the Arizona Career Readiness Initiative (a Breakthrough Project from the Governor's office).
 - A motion to recommend that the Workforce Arizona Council endorse the Career Readiness Initiative was made by Thomas Winkle and seconded by Cecilia Mata.
 - The motion to endorse the initiative was passed.
- **Dennis Anthony, Chairman, Arizona Apprenticeship Advisory Committee** provided an overview of the impact of the Apprenticeship programs in the State, the type of apprenticeships that his company, Arizona Public Service, supports and discussed some of the means that APS has implemented through the years to assist with making the apprenticeship program work more effectively for their company.

6. Update and Discussion of Local Plan Evaluation Review

- Gretchen Caraway, DERS Policy Administrator provided an overview of the evaluation process and presented the various documents that were used throughout the process.
- The Executive Committee recommended that the WAC Performance Executive Committee have the opportunity to comment on the revised Local Plans prior to being presented to the WAC on June 1, 2017 for final approval. Chair Winkle indicated that the next Performance Excellence Committee meeting will be held in early April.
- A motion was made to recommend that the Workforce Arizona Council approve all the Local Plans conditional that by June 1, 2017 all Local Plans would have met their required revisions was made by Cecilia Mata and seconded by Thomas Winkle.
- The motion was passed.

7. Committee Reports

- **Performance Excellence**
 - i. **Policy Changes – Local Governance and Service Delivery Policies**
 - Committee Chair reported that by hosting the two workgroups and engaging the Local Area Directors, the Performance Excellence Committee was ready to recommend that the WAC adopt the One Stop Center Operator Selection Policy (04-2016), the Local Governance Policy (01-2016) and the renumbered, retitled previous approved policies 02-2016, 03-2016 and 05-2016. Consultant also provided a brief summary of the key changes in policy 04-2016.
 - A motion to recommend that the WAC adopt 04-2016 One-Stop Center Operator Selection Policy, 01-2016 Local Governance Policy, and Renumbered, Retitled Previously Approved (May 26, 2016) Policy (02)- Vision for One Stop Delivery System; Policy (03) Structure of One Stop Delivery System and Policy (05) MOU and Infrastructure Costs was made by Thomas Winkle and seconded by Bill Terry.
 - The motion was passed.

- **Strategic Communications and Partnerships**
 - ii. **WAC Communications Plan**
 - Committee Chair reported that Committee updated the Communication Plan by adding numbers to the objectives, fine-tuning the tasks and timeline, and forming several Work Groups.
 - Chair Grove suggested that Objective #6 be renumbered to #5.
 - A motion to recommend that the WAC approve the Strategic Communications Plan was made by Cecilia Mata and seconded by Thomas Winkel.
 - The motion was passed.
- **Measuring Effectiveness**
 - iii. **WAC Dashboard Concept**
 - Mr. Doug Walls, Arizona Office of Economic Opportunity, presented an update on the WAC Dashboard Concept and indicated that progress is being made.
- **Quality Workforce**
 - i. **No report**

8. Update to the State Plan Executive Summary Due to Insertion of Revisions

- Staff reported that due to the insertions of the revisions to the State Plan that were approved at the November 17, 2016 WAC meeting, the State Plan Executive Summary needed to be Renumbered and Retitled.
- A motion to recommend to the Workforce Arizona Council that the Renumbered, Retitled State Plan Executive Summary be approved was made by Cecilia Mata and seconded by Thomas Winkel.
- The motion was passed.

9. Council Agenda/Consent Agenda Vote

- No items for the Council Consent Agenda.
- Items for the Full Council Agenda included:
 - Presentation by Sheryl Hart, Deputy Associate Superintendent, Arizona Department of Education, Adult Education Services
 - Presentation by Trevor Stokes, Office of Economic Opportunity
 - Presentation by Dennis Anthony, Chairman, Arizona Apprenticeship Advisory Committee
 - Local Plans Evaluations
 - 04-2016 One-Stop Center Operator Selection Policy, 01-2016 Local Governance Policy, and Renumbered, Retitled Previously Approved (May 26, 2016) Policy (02)- Vision for One Stop Delivery System; Policy (03)
 - Strategic Communication Plan
 - Dashboard concept
 - Updates to State Plan Executive Summary

10. Adjournment

- A motion to adjourn was made by Cecilia Mata and seconded by Thomas Winkel.
- The meeting was adjourned at 12:15 p.m.