

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

Thursday, May 4, 2017

100 N 15<sup>th</sup> Avenue, Suite 103, Phoenix, AZ 85007

Conference Line: 1-877-820-7831, Passcode: 103468

**Members Present**

Dawn Grove, Chair – Karsten Manufacturing

Thomas Winkel – Arizona Coalition for Military Families

Bill Terry – IBM

Cecilia Mata – AllSource Global Management

Mark Gaspers – Boeing

**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 1:05 p.m.

**2. Welcome**

- Chair Dawn Grove welcomed Mark Gaspers, Boeing, to the Executive Committee as the Co-Chair to the Quality Workforce Committee.

**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 Bill Terry.
- The February 3, 2017 meeting minutes were adopted.

**5. Presentations**

- **Col. Wanda Wright, Director, Arizona Department of Veterans' Services** gave an informative presentation on the Roadmap to Veteran Employment with an overview of each of the initiatives and efforts that are in place and part of the roadmap.
  - A motion to recommend that the Workforce Arizona Council endorse the Roadmap to Veteran Employment program and encourage the local areas to cooperate in this program and add metrics to determine the use of this system in the local areas was made by Bill Terry and seconded by Cecilia Mata.
  - The motion to endorse the initiative was passed.

- **Trevor Stokes, Workforce Program Manager, Office of Economic Opportunity** provided an overview of the Advanced Technology Corridor project which included an initial update from what was learned at the Industry Skills Summit.
  - A motion to recommend that the Workforce Arizona Council endorse the Arizona Advanced Technology Corridor Project was made by Mark Gaspers and seconded by Thomas Winkel.
  - The motion to endorse the project was passed.

## 6. Approval of Revised Local Plans

- Gretchen Caraway, DERS Policy Administrator, provided an update of the evaluation process for the local plans. She indicated that all local areas have now provided sufficient elements needed in their plans and are ready for approval.
- A motion was made to recommend that the Workforce Arizona Council approve the local area plans was made by Thomas Winkel and seconded by Bill Terry.
- The motion was passed.

## 7. Committee Reports

- **Performance Excellence**

- i. **Policy Workgroups**

- Committee Chair, Thomas Winkel, reported that there will be two workgroups assigned to formulate new policies, one for the One-Stop Center Certification and one for the Infrastructure Cost policy. These workgroups will engage partner agencies and local areas. Once drafted they will be provided to the Performance Excellence Committee.

- ii. **Professional Development**

- The Committee had two presentations regarding professional development at their meeting. One was a system wide professional development program addressing five competencies. This has been in development by DES with input from local areas in the process. They are hoping to have the program active by the Fall. The second presentation was involving the Business Services Representatives. The purpose is to have integrated and employer focused service delivery by the business engagement team. This program has recently started and is focusing on DES, City of Phoenix, and Maricopa County in the first phase before it is used system wide.

- **Strategic Communications and Partnerships**

- i. **Update of Communications Toolkit**

- Committee Chair, Cecilia Mata, reported that the workgroup met to work on the presentation that the Communicators can give to the local boards, a one-page collateral document and a letter that would be sent to agencies that were indicated by the Council members to ask them to share our link on their newsletter or other communication. The Committee has had the first review of these documents and have provided revisions. The Communicators did have their first training and are going to be looking at dates of the local board meetings to begin connecting with the local boards.

- **Measuring Effectiveness**
  - i. **WAC Dashboard Concept**
    - Committee Chair, Bill Terry, reported that there were two webinars completed to share the dashboard project with the local areas to receive input on the progress. He asked Doug Walls, Arizona Office of Economic Opportunity, to present an update on the WAC Dashboard Concept. Doug showed a draft visualization of the dashboard.
- **Quality Workforce**
  - Committee Co-Chair, Mark Gaspers, explained that the Committee considered and discussed presentations on the Veteran Roadmap and the Arizona Advanced Manufacturing Corridor that they then recommended to move to the Council for endorsement.

#### **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**

- The Committee asked Gretchen Caraway, DERS Policy Administrator, to give an update on the One-Stop Operator RFPs at the June 1<sup>st</sup> and August 24<sup>th</sup> Workforce Arizona Council meetings.

#### **10. Adjournment**

- A motion to adjourn was made by Bill Terry and seconded by Mark Gaspers.
- The meeting was adjourned at 3:04 p.m.