

**WORKFORCE ARIZONA COUNCIL  
MEETING MINUTES**

Thursday, August 24, 2017

Arizona State Capitol

1700 Washington, 3<sup>rd</sup> Floor Conference Room, Phoenix, AZ 85007

**I. Call to Order**

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

**II. Roll Call**

**Members Present**

Senator Kimberly Yee, *Arizona State Senate*

Dawn Grove, *Karsten Manufacturing*

Randall Gibb, *Grand Canyon University*

Doug Yonko, *Hensley Beverage Company*

Dennis Anthony, *Arizona Apprenticeship Advisory Committee*

Farrell Quinlan, *National Federation of Independent Business*

William (Jim) Lane, *City of Scottsdale*

David Martin, *Arizona Chapter of the Associated General Contractors of America*

Thomas Winkel, *Arizona Coalition for Military Families*

Bill Terry, *IBM*

Sheryl Hart, *Arizona Department of Education*

Stephen Gilman, *United Goodyear Firefighters Association*

Michael Traylor, *Department of Economic Security*

Alexander Horvath, *Tucson Medical Center*

Lawrence Lucero, *Tucson Electric Power*

**Members Present via Phone**

Thomas Longstreth, *Ventana Medical Systems*

Cecilia Mata, *AllSource Global Management*

Naomi Cramer, *Banner Health*

**Members Absent**

Governor Doug Ducey, *State of Arizona*

Representative Vince Leach, *Arizona State House of Representatives*

Susan Anable, *Cox Communications*

Mark Gaspers, *Boeing*

Dominic Escamilla, *Country Financial*

Todd Graver, *Freeport McMoRan*

Stephen Macias, *Pivot Manufacturing*

Steven Thompson, *Uber Phoenix*

Robert Trenchel, *Yuma Regional Medical Center*

Glenn Hamer, *Arizona Chamber of Commerce & Industry*

Steve Chucri, *Maricopa County Board of Supervisors*  
Sandra Watson, *Arizona Commerce Authority*

### **III. Welcome**

- Chair Grove welcomed all the Council members and guests to the Workforce Arizona Council meeting. Chair Grove thanked Senator Yee for her service and commitment to the businesses in Arizona.

### **IV. Introductions**

- Chair Grove introduced a new members to the Council: Michael Traylor, Director, Arizona Department of Economic Security.

### **V. Chairman's Report**

- Chair Grove shared a success story of a business, Abbott Nutrition, in Pinal County.

### **VI. Manager's Report**

- Thanked the Council and Committee Chair's for their time and commitment to the Council.
- Discussed training opportunities that she has participated in.
- Gave an update on the upcoming quarter.

### **VII. Call to the Public**

- No public comment was offered.

### **VIII. Discussion & Possible Action**

#### **A. Vote to Approve Meeting Minutes - June 1, 2017**

- A motion to approve the June 1, 2017 Council Meeting minutes was made by Bill Terry and seconded by Mayor Jim Lane.
- Minutes from the June 1, 2017 Council meeting were approved.

#### **B. Presentation: Title II Adult Education Local Area Contract Update**

- Sheryl Hart, Deputy Associate Superintendent, Adult Education, Arizona Department of Education, gave a presentation on the Adult Education local area contracts. She explained that they went through an RFP process to select Title II providers within the local areas. She stated that they were able to fill all of the local areas Title II needs from the RFP process.
- Dawn Grove, Chair, thanked Sheryl for the information on the steps that were taken to provide Title II services in the local areas.

#### **C. Presentation: Arizona Association of Workforce Developers Update**

- John Morales, Arizona Association of Workforce Developers, reported on the Association retreat they held this month.
- Mr. Morales expressed concerns the Association members have on items the Council is both developing and approving.

## **D. Committee Reports**

### **1. Executive Committee**

- Chair Grove explained that the Executive Committee met during an emergency meeting on June 28, 2017 to approve the funding allocations for the local areas.

### **2. Bylaws Workgroup**

- Mayor Jim Lane stated that the Bylaws workgroup met and reviewed the Council Bylaws. There were two changes suggested by the Workgroup.

#### **a. Vote to approve Bylaw revisions**

- A motion to approve the Bylaw revisions as presented was made by Thomas Winkel and seconded by Larry Lucero.
- The motion was passed.

### **3. Measuring Effectiveness**

- Committee Chair, Bill Terry, explained that the Workforce Performance Dashboard is a project that his Committee has been working on for a while. The team that is working on the Dashboard project gave a presentation to the Executive Committee on behalf of the Measuring Effectiveness Committee who requested that the tool be launched.
- Bill stated that the Executive Committee felt that there were still areas that needed to be approved and made a decision to move a vote forward for the a 90-day launch period to give a timeline for testing and feedback from those that will be using the system.

#### **a. Presentation: Workforce Performance Dashboard**

- Doug Walls, Research Administrator, gave a presentation to the Council to show what data is included in the Dashboard tool and when the missing data will be available to include.
- There was some discussion on the employer metrics that will be included in the Dashboard.
- There was also discussion on making sure that the tool is usable on multiple devices.

#### **b. Vote to approve a 90-day launch period of the dashboard for testing and feedback by the Arizona Workforce System.**

- A motion was made to approve a 90-day launch period of the Workforce Performance Dashboard for testing and feedback by the Arizona Workforce System by Alex Horvath and seconded by David Martin.
- The motion was passed.

### **4. Performance Excellence**

- Committee Chair, Thomas Winkel, explained that they received updates on training programs that are being developed for the employees within the workforce system.
- Thomas explained that there were two policies and one revision to an existing policy that were reviewed by the Committee. One policy was deferred for further discussion so the Council has one new policy and a policy revision to review today.
- Thomas explained the process that the Committee took to collect local input on the new Policy 06-2016. He explained that it is the State Board's responsibility to establish the criteria in which the local boards will conduct the certifications.
- Thomas also explained that the policy revisions on Policy 05-2016 address the State Funding Mechanism in the instance that it is needed in the Infrastructure Agreement process.
- a. **New policy and policy changes – Certification of Arizona@Work Job Center and Arizona@Work Job Center MOU and Infrastructure Costs policy revisions.**
  - (1) **Vote to adopt the following policies:**
    - **Policy 06-2016: Certification of Arizona@Work Job Center**
    - **Policy 05-2016: Revision to Include State Funding Mechanism in Arizona@Work Job Center MOU and Infrastructure Cost**
  - A motion was made to approve Policy 06-2016 and the revisions to Policy 05-2016 was made by David Martin and seconded by Alex Horvath.
  - The motion was passed.

## 5. Strategic Communications and Partnerships

- Committee Chair, Cecilia Mata, stated that David Martin has agreed to co-chair the Communications Committee with her and she looks forward to working with him on where this Committee is headed.
- Cecilia explained that a few of the communicators attending their first board meeting in Pinal County. They were able to give an initial presentation and have been working on updates to the presentation and ways to incorporate more discussion during the time the boards are together. She would like the Council to authorize the communicators to work to continuously improve the presentation as they travel the state attending the board meetings.
- Cecilia explained that the two documents that the Committee has brought before the Council for approval is the Workforce Arizona Council Synopsis that will be given to groups as a resource of information on the Council.
- The second document is a letter that will be sent from the Council members to organizations that they are associated with to ask them to incorporate the Arizona@Work link on their website and any organization newsletter they

may have. The Communications Committee will be working on additional letters with targeted audiences.

- a. **Vote to authorize selected communicators to offer presentations regarding the Workforce Arizona Council at Local Workforce Development Board meetings throughout the state.**
- b. **Vote to approve one-page collateral document (referenced as “Workforce Arizona Council Synopsis”)**
- c. **Vote to authorize the Strategic Communications Committee to prepare different versions of collaboration letters.**
  - A motion was made to authorize the communicators to offer presentations to the local workforce boards, to approve the Workforce Arizona Council Synopsis and authorize the Communications Committee to prepare letters to be sent targeted audiences to strengthen the relationships with the Arizona@Work system by Thomas Winkel and seconded by Mayor Jim Lane.
  - The motion was passed.

**E. 2017 WAC Meeting Schedule**

1. Thursday, November 30, 2017, 1:00 – 3:00 p.m. - Arizona State Capitol
2. Thursday, March 1, 2018, 1:00 – 3:00 p.m. – TBD
3. Thursday, May 31, 2018, 1:00 – 3:00 p.m. – Arizona State Capitol
4. Thursday, August 30, 2018, 1:00 – 3:00 p.m. – Arizona State Capitol
5. Thursday, November 29, 2018, 1:00 – 3:00 p.m. – Arizona State Capitol

**F. Council Member Remarks – No additional remarks**

**IX. Adjournment**

- A motion to adjourn the meeting was made by Farrell Quinlan and seconded by David Martin.
- The meeting adjourned at 2:57 p.m.