

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

Tuesday, August 8, 2017

100 N 15th 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

David Martin – Arizona Chapter of the Association of General Contractors

Members Present by Phone

Bill Terry – IBM

Cecilia Mata – AllSource Global Management

Mark Gaspers – Boeing

Members Not Present

Glenn Hamer – Arizona Chamber of Commerce

1. Call to Order

- The meeting was called to order at 3:10 p.m.

2. Welcome

- Chair, Dawn Grove, welcomed David Martin, *title* of the Arizona Chapter of the Association of General Contractors, to the Executive Committee as the Co-Chair to the Strategic Communications and Partnerships Committee. She indicated that he may be called upon by the Quality Workforce Committee as well because of his experience with apprenticeships.

3. Chair Report

- Chair, Dawn Grove reported concerning the upcoming National Association of State Workforce Board Chairs and Liaisons meetings, and commended the committees for their hard work and involvement throughout the quarter.

4. Call to the Public

- No public comment was offered.

5. Approval of Minutes

- A motion to adopt the previous meeting minutes was made by Thomas Winkel and seconded by Cecilia Mata.
- The May 4, 2017 and June 28, 2017 meeting minutes were adopted.

6. Presentations

- **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. After Executive Committee questions and discussion, Dawn Grove, Chair, thanked Sheryl for the information on the steps that were taken to provide Title II services.

7. Committee Reports

- **Bylaws Workgroup**

- Mayor Jim Lane explained that the Bylaws Workgroup met on June 28th and is recommending two minor changes be made to the current bylaws.
 - i. Vote to recommend to the Council to adopt bylaws with revisions**
 - A motion to recommend the Workforce Arizona Council adopt the bylaws with revisions was made by Thomas Winkel and seconded by David Martin.
 - The motion was passed.

- **Performance Excellence**

- i. New Policies and Policy Changes – Certification of Arizona@Work Job Center, Arizona@Work WIOA Compliance Policy and Arizona@Work Job Center MOU and Infrastructure Costs policy revisions**

Thomas Winkel, Chair, asked Karen Kurtz, Policy Consultant, to give an overview of each of the policies presented and the changes indicated by the Performance Excellence Committee.

- a. 06-2016 Certification of Arizona@Work Job Center Policy**

- Karen explained the Performance Excellence Committee made minor changes to the policy:
 - 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 monitors that could be combined.

- b. 07-2016 Arizona@Work WIOA Compliance Policy**

- Karen explained that this policy was also considered by the Performance Excellence Committee and discussed with workforce collaborators.
- The Committee decided to defer this policy for further discussion.

c. 05-2016 Revision to Include State Funding Mechanism in Arizona@Work Job Center MOU and Infrastructure Cost Policy

- Karen explained that revisions were suggested on the existing Policy 05-2016. The revisions were to include the steps that would be taken if a State Funding Mechanism would need to be used for an Infrastructure Funding Agreement.

ii. Vote to recommend to the Council to adopt the Policy 06-2016 and revised Policy 05-2016.

- A motion to recommend the Council adopt the Policy 06-2016 and Policy 05-2016 as revised by the Performance Excellence Committee was moved by Thomas Winkel and seconded by David Martin.
- The motion passed.

• Strategic Communications and Partnerships

- Committee Chair, Cecilia Mata, reported that the Communications Committee is working on products that will help the Council members communicate who the Workforce Arizona Council is and their role within the Arizona@Work system to the Local Workforce Development Boards and outside entities.

i. Vote to recommend to the Council to authorize selected communicators to offer presentations regarding the Workforce Arizona Council at Local Workforce Development Boards' meetings throughout the state

- Committee Chair, Cecilia Mata, explained that the Committee has put together a presentation that can be given at the local area board meetings. She explained that this is a working document and can be changed based on what is found as the communicators attend local board meetings.
- Cecilia explained that a few communicators were able to attend the local board meeting in Pinal County on July 27th. The first edition of the presentation was presented there, but changes are being made.
- A motion to recommend that the Council authorize the selected communicators to offer presentations regarding the Workforce Arizona Council at Local Workforce Development Board meetings throughout the state was made by Cecilia Mata and seconded by David Martin.
- The motion passed.

ii. Vote to recommend to the Council to approve one-page collateral document

- Committee Chair, Cecilia Mata, explained that the one-page collateral document is a Workforce Arizona Council Synopsis that can be given to boards or organizations as a reference.
- A motion to recommend the Council approve the Workforce Arizona Council Synopsis document was made by David Martin and seconded by Bill Terry.
- The motion passed.

iii. Vote to recommend to the Council to authorize the Committee to prepare different versions of organization collaboration letters

- Committee Chair, Cecilia Mata, explained that the Committee had previously reached out to the Council members asking them to participate in a survey collecting organizations and associations with which they have a connection. The letter that is being presented is the letter that would be sent out to select organizations asking them to collaborate with Arizona@Work to spread the word about what is offered and how the organization and Arizona@Work can work together.
 - She explained that the Committee does plan on writing additional letters to address other audiences.
 - The motion to recommend the Council authorize the Committee to prepare different versions of organization collaborations letters was moved by Dawn Grove and seconded by David Martin.
 - The motion was passed.
- **Measuring Effectiveness**
 - i. **Presentation and Discussion on the Workforce Performance Dashboard**
 - Committee Chair, Bill Terry, explained that the Measuring Effectiveness Committee has been working on the Dashboard project and designing this tool to be an Agile style design. Adjustments will be made as the data received evolves such as the data from other Titles and the employer measures.
 - Bill explained that the team that is creating the dashboard tool did conduct webinars and is giving presentations to the local areas' boards to receive feedback on the tool. They have made some adjustments based on that feedback.
 - Bill asked Doug Walls, Research Administrator, to give the Committee an overview of the dashboard tool and answer any questions the Committee members may have.
 - Doug gave a short presentation explaining where the dashboard tool came from and how they collected and incorporated feedback.
 - ii. **Vote to recommend approval by the Workforce Arizona Council to launch the dashboard tool for a 90-day period for testing and feedback on the use of the tool by the Arizona Workforce System.**
 - There was discussion on the launch of the dashboard tool and the Executive Committee agreed that there should be a soft launch to get more feedback from the users of the tool as well as add any additional changes that may need to be made.
 - A motion to recommend the Workforce Arizona Council approve a 90-day period launch for testing and collecting feedback on the use of the tool by the Arizona Workforce System was made by Dawn Grove and seconded by Cecilia Mata.

8. Council Agenda/Consent Agenda Vote

- Chair, Dawn Grove, asked the Executive Committee members to review the draft Council meeting agenda and submit any requested changes to Ashley.

9. Adjournment

- A motion to adjourn was made by Cecilia Mata and seconded by David Martin.
- The meeting was adjourned at 5:00 p.m.

DRAFT