

## PCWDB New Member Onboarding

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***Let's get started!***

# WELCOME

Welcome to the Pinal County Local Workforce Development Board! As a valued member, you are one of 19 professional experts who represent a wide variety of businesses and Organizations throughout Pinal County.

This Board serves as a strategic convener to promote and broker effective relationships between the Pinal County Board of Supervisors and economic, education, and workforce partners throughout the county. Local workforce development boards are responsible for developing a strategy to continuously improve and strengthen the workforce development system through and alignment and improvement of, employment, training, and education programs to promote economic growth.

Workforce Board members must actively participate and collaborate closely with the partners of the workforce development system, including public and private organizations. This is crucial to the Board's role to integrate and align a more effective, employer-driven workforce development system. This Board must work to develop a comprehensive and high-quality workforce development system by collaborating with its business, workforce, education, and economic development partners to improve and align employment, training, and education programs under the federal Workforce Innovation and Opportunity Act (WIOA).

# *PCWDB New Member Checklist*

Membership Date:

Name:

1. Complete each item on the checklist below within the prescribed time frames.

**a. Within the first week of membership:**

- i. Read through this module and write down any questions you may have
- ii. Change the password on your Boardable Account
- iii. [Click here](#) to sign Conflict of Interest Statement (external link)

**b. Within the first month of membership:**

- i. Participate in a discussion with Board Staff (at your place of business if possible).
- ii. Walk through the Comprehensive Center
  1. Sign in at the kiosk
  2. Take an initial assessment
  3. Create an AJC account
- iii. Meet with your PCWDB Mentor
  1. Receive a Polo Shirt, Coffee Mug, and Padfolio.

iv. Attend your first board meeting

**c. Within the first 60 days of membership**

- i. Provide feedback to Board Staff on onboarding process/first 90 days.

# ***PCWDB New Member Checklist***

## ***Instructions***

2. Complete each item on the checklist above within the prescribed time frames.
3. In order to continuously improve this process, after all tasks have been completed and within your first 60 days of membership, please provide the PCWDB and staff some feedback (last item on checklist) below.
4. Submit the form upon completion.

### **Feedback**

# MISSION, VISION, & COMMUNICATION

## **Mission:**

*The mission of the Pinal County Workforce Development Board is to fulfill the Six Purposes of WIOA.*

## **Vision:**

*Pinal County: A vibrant, affordable community, home to a skilled, and diverse workforce; providing innovative opportunities for job seekers, employers, and employees to learn, grow, and prosper.*

## **Communication:**

Effective communication is critical in order for the PCWDB to carry out its mission. As a board member, you are strongly encouraged to communicate your thoughts, ideas, experiences, and questions with your PCWDB peers. Additionally, communicating the PCWDB mission throughout your professional networks is key to continuous capacity building of Pinal County's Workforce Development system.

### **Boardable**

The PCWDB uses Boardable as an internal communication tool to post shared documents, meeting schedules, agendas, and minutes, committee discussions and more. During your first week, you will receive a link to create a Boardable account. Please email [arizonaatwork@pinalcountyz.gov](mailto:arizonaatwork@pinalcountyz.gov) if you did not receive the link.

# Six Purposes of WIOA



# AN EMPLOYER DRIVEN WORKFORCE DEVELOPMENT SYSTEM

(Hover over icons and pictures for more information)

**STEP 1: High growth, high earning potential industries in Pinal County drive demand for a skilled workforce**

**STEP 2: Job seekers interact with ARIZONA@WORK services and resources**

**STEP 3: As a result of those interactions, job seekers are assisted appropriately**

**STEP 4: A better prepared workforce now has the skills to enter high growth, high wage potential occupations**

## PINAL COUNTY Workforce Board Structure



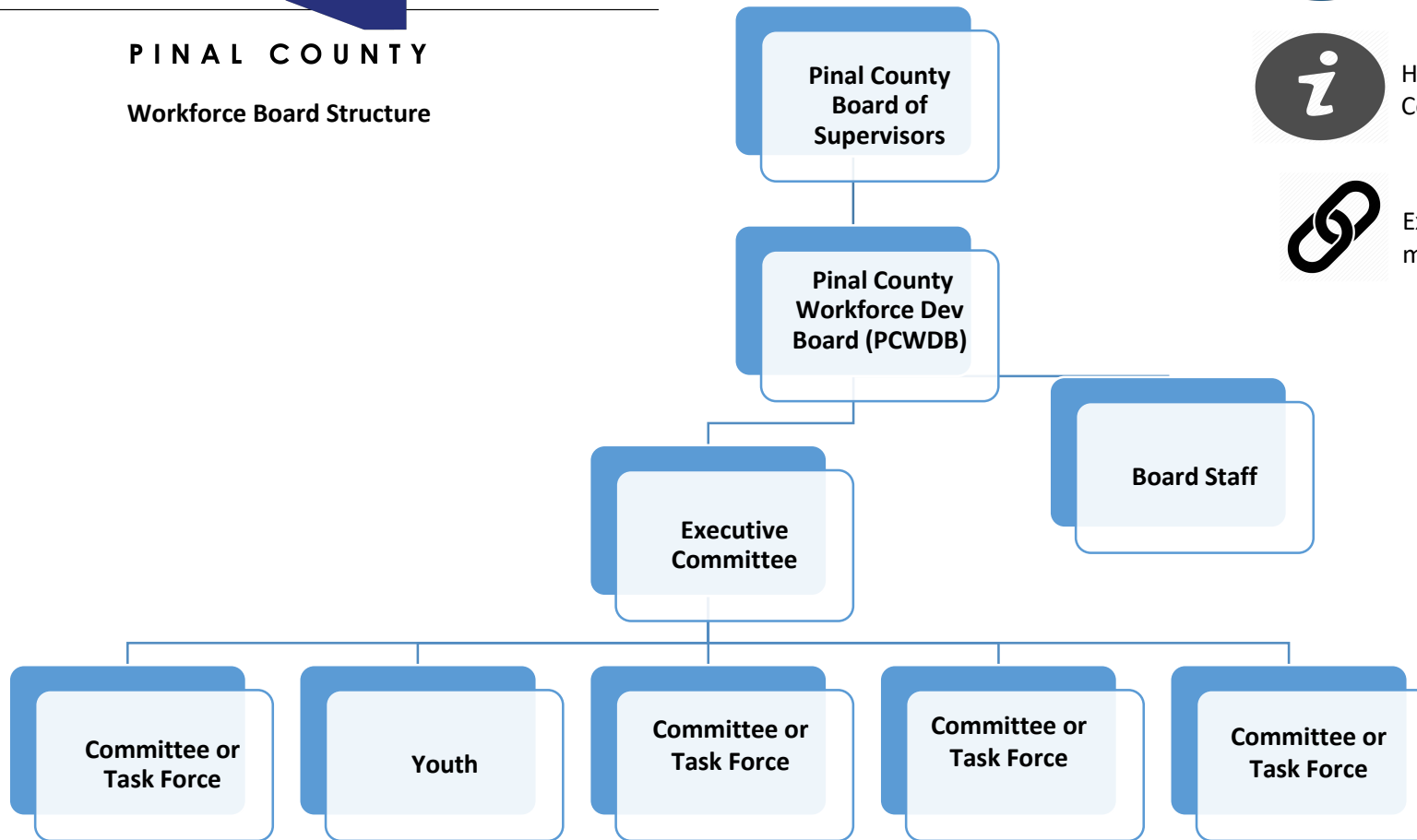
Hover over to view members



Hover over for information on Committee

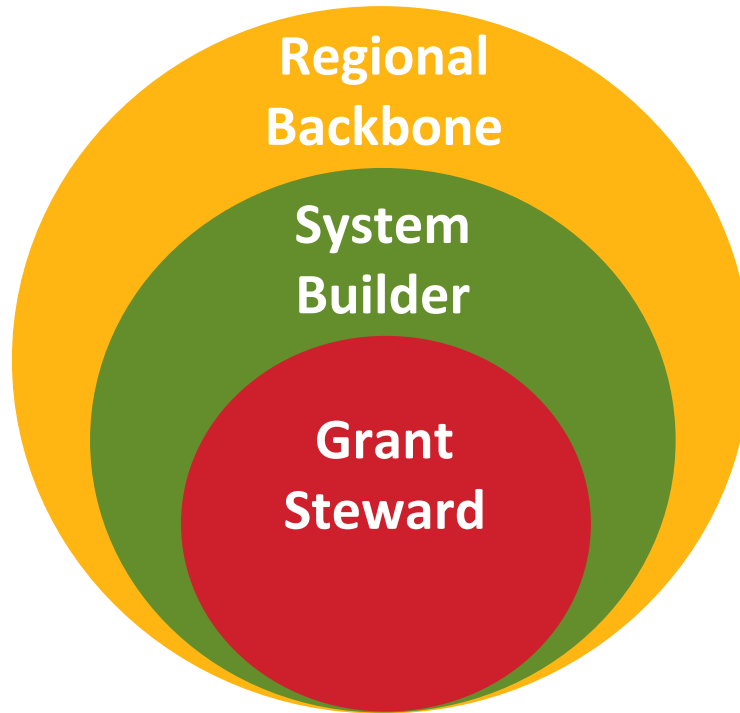


External link. Click for member information





# ROLES OF WORKFORCE BOARDS



## PCWDB Roles & Responsibilities

At its core, the role of the PCWDB is to be effective grant stewards of the funding made available to Pinal County via the Workforce Innovation and Opportunity Act (WIOA). This function is primarily carried out in an oversight and administrative capacity of employment and training programs. Specific functions to be performed are listed on the next page.

# FUNCTIONS OF WORKFORCE BOARDS

In partnership with the Pinal County Board of Supervisors, the PCWDB performs those functions necessary and appropriate to effectively implement the WIOA to include but not limited to the actions categorized below.

## GRANT STEWARD



### Grant Steward

- ❖ Negotiate and reach agreement on local performance accountability measures
- ❖ Annually assess the physical and programmatic accessibility of service delivery centers in accordance with applicable laws
- ❖ Conduct oversight for the local workforce system and ensure appropriate use and management of funds for workforce activities
- ❖ Designate or certify one-stop operators and youth providers, and terminate for cause the eligibility of such operators
- ❖ Develop a local workforce development plan for submission to the Governor
- ❖ Develop a budget for the activities of the local area consistent with the local plan, subject to the approval of the chief elected official

## SYSTEM BUILDER



### System Builder

- ❖ Develop strategies for using technology to maximize the workforce system
- ❖ Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers
- ❖ Develop additional funding streams to enhance workforce development activities
- ❖ Convene workforce development system stakeholders to align strategic direction and leverage resources
- ❖ Enhance coordination of education and training providers in the local area
- ❖ Conduct workforce research and regional labor market analyses of economic conditions in the region including the collection of research and data

## REGIONAL BACKBONE

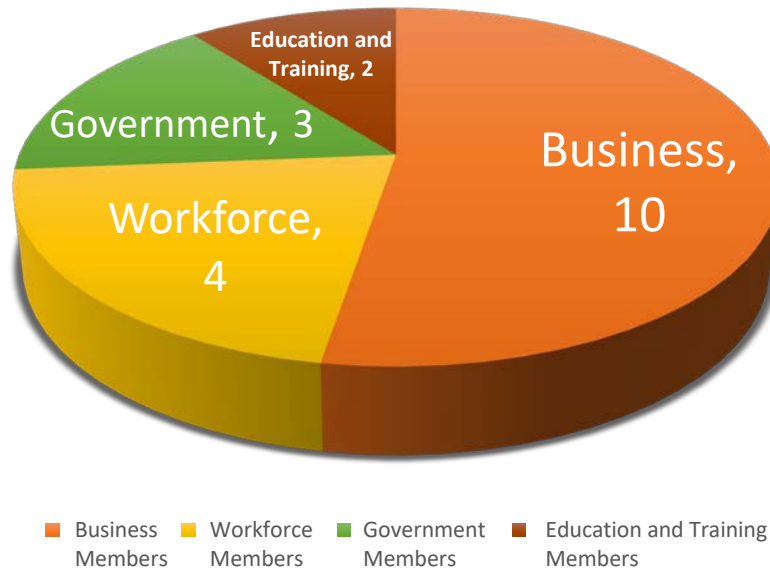


### Regional Backbone

- ❖ Lead efforts in Pinal County to develop and implement career pathways
- ❖ Lead efforts to engage with a diverse range of employers within the region to identify opportunities and implement sector strategies
- ❖ Convene, broker, and leverage workforce system stakeholders in the creation of regional plans and strategies that drive fundamental changes in workforce development activities

# PCWDB Board Composition

Configuration of Our 19 Member Board



The PCWDB represents a wide variety of individuals, businesses, and organizations throughout Pinal County. The PCWDB plays a critical role in ensuring that workforce training and initiatives are aligned with the needs of Pinal County's economy through the design, delivery, and oversight of the local workforce development system.

# FITTING MEMBERS TOGETHER

Hover over each category to find out more

# WORKFORCE SYSTEM PARTNERS

To achieve our mission, we partner with many organizations who increase the capacity of Pinal County's workforce development delivery system and enhance the services we deliver.

Hover over the icons within each program box to find out more.

Program Information

Service Provider

PCWDB Required Member

Adult

Dislocated Worker

Youth

Adult Education  
and Family Literacy

Wagner-Peyser

Vocational Rehab

Rapid Response

Temporary  
Assistance for  
Needy Families

Jobs for Veterans

Senior Community  
Service  
Employment

Trade Adjustment  
Assistance

Indian and Native  
American  
Programs

Migrant and  
Seasonal  
Farmworkers

Department of  
Housing and Urban  
Development

Unemployment  
Insurance

**ARIZONA @ WORK™**

PINAL COUNTY

Innovative Workforce Solutions