



Phoenix Business and Workforce Development Board  
 Executive Leadership Committee Meeting  
 April 08, 2021  
 8:30 am-10:30 am Mountain Standard Time

## VIRTUAL MEETING

**Meeting link:** <https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=mb0346bf19664985b838785ad3cef46e6>  
**Password:** HpnXSU2Ai35

**Phone:** 415-655-0001 **Access Code:** 133 909 0759#

### I. Call to Order/ Roll Call/ Chair Update

*(Audrey Bohanan)*

The Phoenix Business and Workforce Development (PBWD) Board Chair, Audrey Bohanan, will call the Executive Leadership Committee (ELC) meeting to order. Roll call will be called to ensure a quorum is present.

### II. For Approval: February 11, 2021 ELC Meeting Minutes

*(Audrey Bohanan)*

The February 11, 2021 Meeting Minutes are recommended for review and approval.

**RECOMMENDATION: This item is for information and approval.**

### III. Capstone Project Part 2

*(Ricky Duran)*

Ricky Duran, Data and Research Manager for the Human Services Department, will review his Capstone Project with the committee members.

**RECOMMENDATION: This item is for information and discussion.**

### IV. Client Referral System Update

*(Stacey VanErnst)*

The One Stop Operator will give a status update on progress towards a client referral system.

**RECOMMENDATION: This item is for information, discussion and possible action.**

### V. One-Stop Operator Contract & Budget

*(Gretchen Wolfe)*

City of Phoenix Procurement Manager, Gretchen Wolfe, will review the One-Stop Operator contract and budget for approval.

**RECOMMENDATION: This item is for information, discussion and possible action.**

**VI. ARIZONA@WORK City of Phoenix Draft Policy Review and Approval:**  
(LaSetta Hogans)

PBWDB Executive Director, LaSetta Hogans, will review the following draft policies with the committee for approval to the PBWD Board.

- 300.301 Youth Eligibility Policy
- 600.601 Training Services Policy
- 600.602 Occupational Skills Training Policy
- 900.905 ARIZONA@WORK Branding Policy

**RECOMMENDATION: This item is for information, discussion and possible action.**

**VII. PBWDB Membership Application Review and Recommendation**  
(LaSetta Hogans)

The committee will review three PBWDB membership applications, resumes and letters of recommendation for three business vacancies on the PBWD Board. The committee's recommendations will be forwarded to the PBWD Board for review and approval to the City of Phoenix Mayor's Office for consideration.

**RECOMMENDATION: This item is for information, discussion and possible action.**

**VIII. PBWD Board Officer Elections**  
(Audrey Bohanan)

The ELC members will review the list of candidates for the Chair and Vice Chair positions for July 1, 2021 through June 30, 2023. Candidates that are approved will move forward in the election process.

**RECOMMENDATION: This item is for information, discussion and possible action.**

**IX. Committee Update Reports**  
(Committee Members)

The Chair/Vice Chair of each committee will give a status report of the work the committee is doing.

**RECOMMENDATION: This item is for information and discussion.**

**X. ELC Scorecard & Work Plan Review**  
(Audrey Bohanan)

The committee will review their scorecard and make any necessary adjustments to the actions and timelines.

**RECOMMENDATION: This item is for information, discussion and possible action.**

**XI. ELC Committee Report**  
(Audrey Bohanan)

Committee members will work together to complete the ELC  
Committee Update Report

**RECOMMENDATION: This item is for information and  
discussion.**

**XII. Matters for Future Discussion**

*(Audrey Bohanan)*

**XIII. Call to The Public & Open Discussion**

*(Audrey Bohanan)*

**XIV. Adjournment**

*(Audrey Bohanan)*