



Phoenix Business and Workforce Development Board
 Executive Leadership Committee Meeting
 February 10, 2022
 8:30 am-10:30 am Mountain Standard Time

VIRTUAL MEETING

Meeting link: <https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=m27dce06775c49d0fd856dda2b986402f>
MTID=m27dce06775c49d0fd856dda2b986402f
Password: 4MDuj5NxzY6
Phone: 415-655-0001 Meeting Number 2450 726 4024#

I. Call to Order/ Roll Call/ Chair Update

(Latasha Causey)

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

II. For Approval: December 9, 2021 ELC Meeting Minutes

(Latasha Causey)

The December 9, 2021 Meeting Minutes are recommended for review and approval.

RECOMMENDATION: This item is for information and approval.

III. For Approval: CONSENT Items

(Latasha Causey)

Consent Items are for Updates and Approval ONLY and are approved in a single vote. Consent Items are operational, compliance, and/or contractual items that are not subject to discussion unless pulled from the consent agenda. If a discussion is required a Board Member can request to have a Consent Item removed and discussed at the current or next Board Meeting.

One-Stop Operator Monthly Report

RECOMMENDATION: This item is for information and approval.

IV. Board Chair Update

(Latasha Causey)

The ELC Chair, Latasha Causey, will give an update to the committee.

RECOMMENDATION: This item is for information and discussion.

V. Client Referral System (CRS) Update

(Stacey VanErnst)

One Stop Operations Manager, Stacey Van Emst, will share information regarding the client referral system.

This item is for information and discussion.

VI. WIOA Budget Update

(Latasha Causey)

The Committee members will review the WIOA budget.

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

VII. ARIZONA@WORK City of Phoenix Draft Policy Review and Approval

(Christina Edwards)

The ELC will review the following draft policy for approval to the PBWD Board.

- 400.416 Incentive Payments Adult & Dislocated Worker Policy

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

VIII. WIOA Service Provider Agreement

(LaSetta Hogans)

PBWDB Executive Director, LaSetta Hogans, will review the WIOA Service Provider Agreement with the committee for approval.

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

IX. Member Attendance Review

(Christina Edwards)

PBWD Board Liaison, Christina Edwards, will review the Board and Committee member attendance.

This item is for information, discussion and possible action.

X. PBWDB Committee Report Form

(Nicholas Bielinski)

The committee will discuss utilizing a new committee report-out form.

This item is for information and discussion.

XI. Committee Updates

(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.

XII. ELC Scorecard & Work Plan Review

(Latasha Causey)

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

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

XIII. Matters for Future Discussion

(Latasha Causey)

XIV. Call to The Public & Open Discussion

(Latasha Causey)

XV. Adjournment

(Latasha Causey)