



Phoenix Business and Workforce Development Board  
 Program Excellence Committee Meeting  
 November 03, 2022  
 9:00 am-10:30 am Mountain Standard Time

## VIRTUAL MEETING

Meeting link:

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=m6e87ac0e7c613aae228143b9240c1205>

Join by meeting number

Meeting number (access code): 2452 313 8324

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Tap to join from a mobile device (attendees only)

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### I. **Call to order/ Roll call**

*(Daniel Barajas)*

The Program Excellence Committee (PEC) Chair, Daniel Barajas, will call the PEC meeting to order.

Roll call will be completed by the Program Excellence Committee Staff Support to ensure a quorum is present.

### II. **Approval of October 6, 2022 PEC Meeting Minutes**

*(Daniel Barajas)*

The October 6, 2022 Program Excellence Committee (PEC) Minutes are recommended for review and approval.

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

### III. **Announcement of PBWD Board Member Jon Ellerston retirement**

PEC Chair, Daniel Barajas, will announce the retirement of PBWD Board Member, Jon Ellerston and convey the Committee's gratitude and appreciation for his participation and volunteerism.

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

**IV. Announcement of new Board Member, Suzanne Armijo**

PEC Chair, Daniel Barajas will announce and welcome new Board Member, Suzanne Armijo.

*(Daniel Barajas)*

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

**V. Workforce Program Participant Success Story**

*(Laura Whitehead)*

Laura Whitehead, City of Phoenix Human Services Department Workforce Development Manager, will introduce a Workforce Development Specialist to speak about a Program Participant's experience and success in the program.

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

**VI.  Employment Services Presentation**

*(John Soto)*

John Soto, Program Manager with the Arizona Department of Economic Security will present on Employment Services programs and metrics.

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

**VII. Strategy Team Assignment Updates**

*(Daniel Barajas)*

The Program Excellence Committee will provide updates to inform how each team is accomplishing their Strategy Assignments.

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

**VIII. Scorecard Review and Strategies for Improvement**

*(Program Excellence Committee)*

The Program Excellence Committee will discuss ways to improve the strategies listed on the PEC scorecard.

Scorecard items for discussion:

- A review of the committee meeting and committee scorecard PowerPoints used to streamline the reporting process.
- Suggested workgroups and expectations of the PEC members.
- Scorecard alignment with the local plan and the strategies used to achieve the PEC scorecard goals.

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

**IX. Committee Report Form**

*(Daniel Barajas)*

Daniel Barajas, Program Excellence Committee (PEC) Chair, will provide PEC committee updates.

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

**X. Matters for Future Discussion**

*(Daniel Barajas)*

**XI. Call to the Public & Open Discussion**

*(Daniel Barajas)*

**XII. Adjournment**

*(Daniel Barajas)*