



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
December 8, 2022 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on December 8, 2022.

Committee Members Present:

Latasha Causey (Chair)
Nick Bielinski (Vice Chair)
Jesus Love
Daniel Barajas
Steven Cramer
Meghan McGilvra

Committee Members Not Present:

Kaaren-Lyn Graves

Public Attendees:

LaSetta Hogans
Chris Mackay
Alexandra Platas
Eddie B
Denise
Matalie Hastings
Demitria Robles
Mary Alejandro
Kweilin Waller
Hayden Maynard
Deb Furlong
Ken Valencia
Kweilin Waller
Ariadna Valentin
Camille Padilla
Jovanna Parkhouse

Action items taken are noted in **bold** print.

1. Call to Order/ Roll Call:

PBWDB Chair Latasha Causey called the December 8, 2022, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:32 a.m. Roll call was completed, and quorum was met with four members in attendance.

2. Approval of Minutes for ELC October 13, 2022 Meeting Minutes:

ELC Vice Chair Nick Bielinski made a **motion to approve minutes for the October 13, 2022 ELC Meeting** and ELC Member Jesus Love seconded.

Approved: Latasha Causey, Steven Cramer, Meghan McGilvra and Daniel Barajas,

Opposed: None

Motion passed unanimously

3. PBWD Board Chair Update:

PBWDB Chair Latasha Causey asked for members to round robin share what they have planned for and what they are looking forward to, two weeks from holidays and into a new year.

All members shared.

4. Board Platform Solicitation Update:

PBWD Business Center Administrative Assistant, Hayden Maynard, informed the ELC that the current Board Platform Software contract expires in January 2023. She thanked Board Members, Chairman Nick Bielinski, Steven Cramer and Daniel Barajas for their input and feedback on the current system and wish list for potential new system. Hayden then reviewed the submitted proposals of four vendors and compared and contrasted offerings and features. In the end, the lowest priced, responsive, and responsible vendor was Boardable. The contract is currently being finalized.

		Govenda	Diligent Community	Boardable	Easy Board
System Requirements (Mark Yes or No)	Document Center- bylaws, policies, contracts/agreements, etc.	Yes; native file storage allowed	Yes	Yes	Yes
	People Directory- Board/Committee Rosters - Sortable	Yes	Yes - by group only	Yes	Yes
	Attendance Tracker- multiple groups & individuals	Yes	Yes	Yes	Yes
	Schedule Meetings - one time or reoccurring	Yes; Reoccurring through cloning	Yes	Yes	Yes - Reoccurring through duplicate functionality
	Intuitively customizable agenda forms	Yes	Yes, plus director approval	Yes	No - Agendas uploaded
	Ability to send surveys	Yes	No	Yes	No - Maybe by Q2 23
	Ability to request e-signatures	Yes	No	Yes, on professional tier	No
	Ability to assign tasks	Yes	No	Yes	No - Maybe by Q2 23
	Dashboard (with events, actions, assigned tasks, etc)	Yes	Yes	Yes	Yes
	Printing Capabilities-Individual items or full packet	Yes	Yes	Yes	Yes
	Multi User Access	Yes		Yes	Yes
	Create Groups (BWEC, ELC, PEC, PBWDB) <i>Ability to manage multiple committees /Workgroup seperately</i>	Yes	Yes	Yes	Yes
	Event Calendar	Yes	Yes	Yes	Yes
	Mobile Phone/Tablet Application	Yes	No - Web app	Yes	No - Web app can be bookmarked
	Archive Board Documents	Yes	Yes	Yes	Yes
	Google/Outlook Integration	Yes - Elite/add-on	No - Can enable SMS message	Yes	Yes
	News & Announcements Section	Yes	Yes	Yes	Yes
Software Training/Professional Development for New Users	Yes	Yes	Yes	Yes	
Price	Annual Fee	\$14,949/enterprise with Google/Outlook integration	\$9,000 + \$1,000 one-time set up fee	\$11,012.33 for 40 users/professional tier, \$7,722.11/40 users - essentials tier	\$1,920/year
	Monthly Fee		n/a		n/a
Technical Support (Mark yes or no)	Offered 24 hours a day, 365 days a year	Yes	Yes	Yes	No - Resolve issues within one business day
	By Telephone	Yes	Yes	Yes	Yes
Additional Comments		refresher/recorded training	Transparency Portal	Accessibility features	Have an update planned for Q2 that will address surveys and tasks, prioritize ease of access for board members who don't want to learn a more technical platform
			Minutes Manager		
			Voting tool in minutes		
			No current RSVP function		

5. Board Budget Presentation:

Alexandra Platas, Deputy Human Director, Human Services Department, Management Services Division presented an update on the Board budget. Ms. Platas began reviewing information for last year's allocation in the current years, and then went over the carry over for FY21-22, amounts spent, balances and current expenditures, as shown below.

WIOA EXPENDITURES
FUND 1755 & 1845
Budget Report, Summary: As at October 30, 2022

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ADULT	Carry Over Budget	Fnd (1845 budget)	1755 YTD Actuals	Commitments	Obligations	YTD Total Expenses+Comm+Obligations	% of Fnd 1755 Budget	% of Fnd 1845 Budget	Remaining Budget FY22/23	1845 YTD Total Expenses+Comm+Obligations
	(1755 fnd) Jul 1/21 - 06/2022									
Personal Services & EREs	\$1,517,929	\$2,636,247	\$1,205,599	\$0	\$0	\$1,205,599	79.4%	0.0%	\$2,948,577	\$0
Professional & Outside Services	\$417,673	\$550,627	\$36,829	\$7,065	\$0	\$43,893	10.5%	0.0%	\$924,407	\$0
Other Operating Expenses	\$459,224	\$738,994	\$177,584	\$0	\$0	\$177,584	38.7%	0.0%	\$1,020,634	\$0
Client Support Services	\$133,700	\$90,746	\$140,365	\$24,958	\$0	\$165,323	100.0%	110.4%	-\$9,426	\$68,549
Client Training	\$1,243,886	\$157,899	\$1,199,592	\$0	\$980,000	\$2,179,592	175.2%	272.3%	-\$1,207,839	\$430,052
TOTAL ADULT	\$3,772,412	\$4,174,513	\$2,759,969	\$32,023	\$980,000	\$3,771,992	100.0%	111.9%	\$3,676,352	\$498,561
DISLOCATED WORKER	Carry Over Budget (1755 fnd) Jul 1/21 - 06/2022	Fnd (1845 budget)	1755 YTD Actuals	Commitments	Obligations	YTD Total Expenses+Comm+Obligations	% of Fnd 1755 Budget	% of Fnd 1845 Budget	Remaining Budget FY22/23	1845 YTD Total Expenses+Comm+Obligations
Personal Services & EREs	\$1,119,614	\$0	\$318,687	\$0	\$0	\$318,687	28.5%	-	\$800,927	\$0
Professional & Outside Services	\$280,137	\$50,000	\$7,641	\$1,486	\$0	\$9,126	3.1%	0.0%	\$331,011	\$0
Other Operating Expenses	\$1,588,722	\$0	\$55,611	\$0	\$0	\$55,611	3.5%	-	\$1,533,111	\$0
Client Support Services	\$50,000	\$50,000	\$16,619	\$0	\$1,924	\$18,544	37.1%	0.0%	\$81,456	\$0
Client Training	\$1,002,500	\$3,768,246	\$150,408	\$0	\$133,827	\$284,235	28.4%	0.0%	\$4,486,511	\$0
TOTAL DISLOCATED WORKER	\$4,050,973	\$3,868,246	\$548,966	\$1,486	\$135,751	\$686,203	16.9%	0.0%	\$7,233,016	\$0
YOUTH-IN	Carry Over Budget (1755 fnd) Jul 1/21 - 06/2022	Fnd (1845 budget)	1755 YTD Actuals	Commitments	Obligations	YTD Total Expenses+Comm+Obligations	% of Fnd 1755 Budget	% of Fnd 1845 Budget	Remaining Budget FY22/23	1845 YTD Total Expenses+Comm+Obligations
Personal Services & EREs	\$71,628	\$108,390	\$44,665	\$0	\$0	\$44,665	62.4%	0.0%	\$135,353	\$0
Professional & Outside Services	\$391,087	\$456,891	\$225,542	\$232,700	\$0	\$458,242	117.2%	156.2%	-\$323,895	\$713,631
Other Operating Expenses	\$30,277	\$10,514	\$6,158	\$0	\$0	\$6,158	20.3%	0.0%	\$34,633	\$0
Client Support Services	\$115,300	\$134,700	\$30,450	\$161,295	\$0	\$191,745	166.3%	0.0%	\$58,255	\$0
WEX	\$100,853	\$172,387	\$105,201	\$0	\$0	\$105,201	104.3%	158.4%	-\$104,945	\$272,984
Client Training	\$97,083	\$210,500	\$0	\$0	\$0	\$0	0.0%	226.5%	-\$169,130	\$476,713
TOTAL YOUTH-IN	\$806,228	\$1,093,382	\$412,016	\$393,995	\$0	\$806,011	100.0%	133.8%	-\$369,729	\$1,463,328
YOUTH-OUT	Carry Over Budget (1755 fnd) Jul 1/21 - 06/2022	Fnd (1845 budget)	1755 YTD Actuals	Commitments	Obligations	YTD Total Expenses+Comm+Obligations	% of Fnd 1755 Budget	% of Fnd 1845 Budget	Remaining Budget FY22/23	1845 YTD Total Expenses+Comm+Obligations
Personal Services & EREs	\$196,302	\$202,653	\$125,731	\$0	\$0	\$125,731	64.0%	0.0%	\$273,224	\$0
Professional & Outside Services	\$1,251,717	\$1,292,216	\$674,931	\$0	\$0	\$674,931	53.9%	219.7%	-\$969,992	\$2,838,994
Other Operating Expenses	\$3,037	\$3,136	\$0	\$0	\$0	\$0	0.0%	0.0%	\$6,173	\$0
Client Support Services	\$246,020	\$315,613	\$91,890	\$53,000	\$0	\$144,890	58.9%	135.7%	-\$11,477	\$428,220
WEX	\$322,793	\$656,029	\$309,967	\$810,831	\$0	\$1,120,798	347.2%	0.0%	-\$141,976	\$0
Client Training	\$986,817	\$810,500	\$355,108	\$0	\$0	\$355,108	88.5%	0.0%	\$856,209	\$0
TOTAL YOUTH-OUT	\$2,418,686	\$3,280,147	\$1,555,628	\$863,831	\$0	\$2,419,459	100.0%	99.6%	\$12,160	\$3,267,214
TOTAL YOUTH-IN/OUT	\$3,224,914	\$4,373,529	\$1,967,644	\$1,257,826	\$0	\$3,225,470	100.0%	108.2%	-\$357,569	\$4,730,542
ADMIN	Carry Over Budget (1755 fnd) Jul 1/21 - 06/2022	Fnd (1845 budget)	1755 YTD Actuals	Commitments	Obligations	YTD Total Expenses+Comm+Obligations	% of Fnd 1755 Budget	% of Fnd 1845 Budget	Remaining Budget FY22/23	1845 YTD Total Expenses+Comm+Obligations
Personal Services & EREs	\$336,067	\$844,653	\$19,971	\$0	\$0	\$19,971	5.9%	54.8%	\$1,160,749	\$462,875
Professional & Outside Services	\$0	\$3,600	\$0	\$38,386	\$0	\$38,386	-	27.0%	-\$34,786	\$973
Other Operating Expenses	(\$336,067)	\$422,327	\$7,960	\$48,187	\$0	\$56,148	-16.7%	7.7%	\$30,113	\$32,851
TOTAL ADMIN	\$0	\$1,270,580	\$27,931	\$86,573	\$0	\$114,505	-	39.1%	\$1,156,075	\$496,499
PY2021/FY2022	Carry Over Budget (1755 fnd) Jul 1/21 - 06/2022	Fnd (1845 budget)	YTD Actuals	Commitments	Obligations	YTD Total Expenses & Obligations	% of Fnd 1755 Budget	% of Fnd 1845 Budget	Remaining Budget FY22/23	1845 YTD Total Expenses+Comm+Obligations
ALL WIOA PROGRAMS	\$11,048,299	\$13,686,868	\$5,304,510	\$1,377,907	\$1,115,751	\$7,798,168	70.6%	41.8%	\$11,707,876	\$5,725,622

WIOA FUNDING & EXPENDITURES BY PROGRAM (FY21-22) - Reporting period 07/1/21 - 10/30/22						
Program	Allocation PY22/FY23	Allocation PY21/FY22	Life to Date Expenditures	Balance	Percentage of Allocation Spent	
Adult	4,174,513	4,120,210	3,107,767	5,186,956	75.4%	YOUTH - LTD
DW	3,868,246	4,065,682	563,676	7,370,252	13.9%	Out of School
Youth	4,373,529	4,415,106	3,160,109	5,628,526	71.6%	In School
Admin	1,379,588	1,400,112	1,428,043	1,351,657	102.0%	WEX (Work Experience)
Totals	13,795,876	14,001,110	8,259,595	19,537,391	59.0%	

Board Member Steven Cramer asked Alex to define ‘other operating expenses.’ Alex explained that these are any expenses that are not “personal services” or “training,” things like travel, supplies, or equipment.

Board Member Meghan McGilvra asked how long the Board has to spend carry over. Alex responded that carry over needs to be spent by June 2023. PBWD Board Executive Director added that Board funding is based on a formula of economic and demographic data in the City of Phoenix. Whenever the Local Area experiences higher unemployment rates the Board receives more funding, and when we have a lower unemployment rate and we’re doing well, economically, we receive less funding. In addition, the state has three years in total to be able to reallocate those funds to come up with other commitments for it. That is why they give us two years. The state would work to determine how else are those funds could be spent, but our goal is to never return funding back to the state.

And that is why it is important that the Board see where our percentages are as far as we are spending down in our carry over.

6. Board Strategic Planning Day 2023:

ELC Chair, Latasha Causey discussed possible locations, and asked staff to provide options for dates.

7. 2023 Central Arizona Annual Workforce Summit

PBWD Board Executive, LaSetta Hogans informed that in conversations with Maricopa and Pinal County Workforce Board executives about holding a regional summit on an annual basis. LaSetta asked the ELC for feedback around event ideas and information. She added that the purpose of the summit is to convene economic development, workforce development, and education partners to collaborate and share solutions and best practices from a regional perspective, inclusive of City of Phoenix, Maricopa and Pinal Counties. She looks forward to having this Committee engage in conversations throughout the planning process.

2023 CENTRAL ARIZONA ANNUAL WORKFORCE SUMMIT

“RECONCEPTUALIZING REGIONALISM”



Purpose of Summit

Convene regional strategic partners in the areas of economic development, workforce development, and education to collaborate and share innovative solutions from a regional perspective.





Event Details

- One-day event – June 2023
- Location Options (central location)
 - Desert Willow Conference Center
 - Wild Horse Pass
 - The Buttes
 - Arizona Grande Resort
- Keynote Speaker – TBD
- Panelists – TBD
- Breakout Presenters - TBD

Areas of Focus

Identify leaders in Workforce, Economic Development, and Education who represent Maricopa County, the City of Phoenix, and Pinal County local areas to share the following:

1. Best Practices
2. Innovative Ideas
3. Forward Thinking/
Regional Opportunities



Planning Discussion Input

- **What would you like to see as a topic during the convening?**
- **What role do you envision for each respective Board take?**
 - Facilitators?
 - Presenters?
- **Do you have any Speaker ideas that we should consider?**

8. PBWD Board Committee Updates:

Business and Workforce Engagement Committee (BWEC):

Jesus Love, BWEC Chair, shared that he is going to have a meeting set up to meet with Phoenix Workforce Alliance with the four designated Maricopa Community Colleges and he is really looking forward to be able to put together a series of Bagels and Business engagements. The community colleges provide a greater leverage and presence throughout the whole greater Phoenix metropolitan area.

Program Excellence Committee (PEC):

Daniel Barajas, PEC Chair, shared that members have been retooling our their scorecard with regard to the activities and the strategies. They have broken the committee into teams that are addressing each one of those areas. Daniel mentioned that he was able to have a meeting with Dr Sheila and it was really positive to share ideas and perspective as the Chair of the PEC.

Additional Updates: Steven Cramer, ELC Member, provided an update on behalf of the Branding and Engagement Strategy Team (BEST) work group, which reflects the team's initiative to be able to focus on the data

and the communications that relates to the data to ARIZONA@WORK. The group focuses on branding and strategy for social media and the Internet. They have been accumulating the data that comes from the One Stop Operator and from the State of Arizona. The group conducted a review, and they have some updates that they would like to present to the ELC after reevaluation and analyzing group function with more information upcoming.

9. Matters for Future Discussion:

- ELC Member Daniel Barajas asked for an activities calendar with events from providers all in the same place, where members can review that periodically, and allowing for greater participation and attendance to these events and facilities, the new West Job Center for example.
- ELC Chair, Nick Bielinski suggested members visit in-demand industry and new companies to advance this Committee's knowledge and job market scan of local area companies and report that back to the Committee.

10. Call to the Public and Open Discussion:

ELC Vice Chair Nick Bielinski, reminded members to RSVP for all meetings as required by the Bylaws.

11. Adjournment:

A motion to adjourn the meeting was made at 9:35 a.m. by ELC member Jesús Love and seconded by ELC Chair, Latasha Causey.

Approved: Meghan McGilvra, Steven Cramer, Nick Bielinski, and Daniel Barajas.

Opposed: None

All were in favor and the meeting adjourned at 9:35 a.m.