



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
June 10, 2021 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on June 10, 2021.

Committee Members Present:

Audrey Bohanan (Chair)	Jesus Love
Erick Garcia	Steven Cramer
Nick Bielinski	
Latasha Causey	
James Frolov	

Committee Members Not Present:

Daniel Barajas
Nick DePorter

Public Attendees:

Eddie Barojas	Marie Payden
LaSetta Hogans	Demitria Robles
Christina Edwards	Hayden Maynard
Eric Johnson	Eric Toll
Susan Roger	Chris Mackay
Ricky Duran	Marie Payden
Rob Stenson	

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

1. Call to Order/ Roll Call/ Chair Update:

PBWDB Chair Audrey Bohanan called the June 10, 2021 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 seven members in attendance.

2. Consent Agenda:

- One-Stop Operator May Report
- Title II Adult Education 3rd Quarter Report

ELC member James Frolov made a **motion to approve the Consent Agenda** and ELC member Latasha Causey seconded.

Approved: Audrey Bohanan, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, James Frolov and Jesus Love

Opposed: None

Motion passed unanimously

3. Approval of Minutes for April 8, 2021 ELC Meetings:

ELC member James Frolov made a **motion to approve minutes for the April 8, 2021 ELC Meetings** and ELC member Steven Cramer seconded.

Approved: Audrey Bohanan, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, James Frolov and Jesus Love

Opposed: None

Motion passed unanimously

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

LaSetta Hogans, PBWDB Executive Director, reviewed the following policy with the ELC for approval to the PBWD Board:

- 100.107 WIOA Administrative Cost Policy

ELC member Steven Cramer made a **motion to approve 100.107 WIOA Administrative Cost Policy** and ELC member Nick Bielinski seconded.

Approved: Audrey Bohanan, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, James Frolov and Jesus Love

Opposed: None

Motion passed unanimously

5. Board and Committee Effectiveness:

ELC Chair, Audrey Bohanan, shared the following with the committee to help facilitate board and committee meeting effectiveness.

Tips to Facilitating an Effective Board/Committee Meetings

- 1. Plan your meeting, your agenda and any guest participants*
- 2. Get familiar with your board software and how to navigate and access information*
- 3. Stay on time and on track, adjust when necessary*

4. *Find opportunities for board and committee members to participate*
5. *Use your subject matter experts*
6. *Ask when you need clarification of the next step, if a vote is needed or what options you have as the facilitator*
7. *Recognize the limitations of a virtual environment*
 - a. *Have someone monitor the chat window*
 - b. *Encourage members to be on camera*
 - c. *Work to engage everyone*
8. *After the meeting check in for feedback, build on what went well*
9. *Have fun!*

Additionally, Chair Bohanan shared a *Robert's Rules of Order Cheat Sheet* to help Chairs and Vice Chairs facilitate their meetings.

6. Committee Update Reports:

Business and Workforce Engagement Committee (BWEC):

Jesus Love, BWEC Chair, shared that the committee decided to create a workgroup to develop career pathways. August 18th will be the next Bagels & Business event.

Communication and Outreach Committee (COC):

Nick Bielinski, COC Chair, shared they are closing the books on the physical year and are looking to replace Nick as he will be the Vice Chair of the full board. The committee will need help filling the committee Chair role. Marketing efforts continue.

Program Excellence Committee (PEC):

Latasha Causey, PEC Chair, shared her committee will be getting a new Chair, as Latasha is going to be Chair of the full board. Some committee members have left the committee and there are opportunities for new members to be assigned as they are onboarded.

7. ELC Scorecard/Work Plan:

ELC Chair, Audrey Bohanan, briefly reviewed the ELC Scorecard with the committee members. Strategy 11, Action 2 will be handed-off to the new Chair and Vice Chair of the PBWD Board.

The ELC Work Plan was reviewed and two outstanding items, Shared Local Governance Agreement (SLGA) and the Board Recertification, were discussed.

PBWDB Executive Director, LaSetta Hogans, shared the SLGA is good for now but updates will be needed to the Program Operator Agreement. Regarding the Board Recertification, DES has asked for additional items in order to gain recertification. The City team is working to adjust and provide those items to DES as quickly as possible. By the end of June, everything will be complete and submitted.

8. Matters for Future Discussion:

- Defined timeline for in person PBWD Board and Committee meetings
- DES back to work programs and information
- Arizona Military Coalition and Partnership with ARIZONA@WORK City of Phoenix
- Outreach program - Invite business leaders to PBWD Board meetings
- Adult Education Title II MOU completion

9. Call to the Public and Open Discussion:

- Many PBWD Board members and staff thanked Audrey Bohanan for her seven years of service to the PBWD Board.

10. Adjournment:

A motion to adjourn the meeting was made at 9.36 a.m. by ELC Member Jesus Love and seconded by ELC member Nick Bielinski.

Approved: Audrey Bohanan, Nick DePorter, Daniel Barajas, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia and Jesus Love

Opposed: None

All were in favor and the meeting adjourned at 10:28 a.m.