

**Phoenix Business and Workforce Development Board  
Executive Leadership Committee Meeting Minutes  
June 09, 2022 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on February 10, 2022.

**Committee Members Present:**

Latasha Causey (Chair)  
Meghan McGilvra  
Nick Bielinski (Vice Chair)  
Karren-Lyn Graves

Jesus Love  
Steven Cramer  
Daniel Barajas

**Committee Members Not Present:**

Nick DePorter

**Public Attendees:**

LaSetta Hogans  
Christine Mackay  
Sylvia Hokey  
James Montoya  
Saswati Basu  
Stacey Van Emst  
Todd Berndt  
Susan Roger  
Laura Whitehead  
Matalie Hastings  
Michele (Public)  
Deseret Romero  
Demitria Robles  
Eric Johnson  
Cynthia Vega  
Eric Toll  
Mary Alejandro  
Kweilin Waller  
Hayden Maynard  
Alexandra Platas  
Maja Malkoc

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

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

PBWDB Chair Latasha Causey called the June 09, 2022, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:34 a.m. Roll call was completed, and quorum was met with seven members in attendance.

**2. Approval of Minutes for ELC February 10, 2022 & March 10, 2022 Meeting Minutes:**

ELC Member Daniel Barajas made a **motion to approve minutes for the February 10, 2022 ELC Meeting** and ELC Vice Chair Nick Bielinski seconded.

ELC Vice Chair Nick Bielinski made a **motion to approve minutes for the March 10, 2022 ELC Meeting** and ELC Member Meghan McGilvra seconded.

**Approved:** Latasha Causey, Jesus Love, Meghan McGilvra, Steven Cramer, Nick Bielinski, Daniel Barajas, Karren-Lyn Graves

**Opposed:** None

**Motion passed unanimously**

**3. Consent Agenda:**

ELC Member Daniel Barajas made a **motion to approve the consent agenda items** and ELC Vice Chair Nick Bielinski seconded.

**Approved:** Latasha Causey, Jesus Love, Meghan McGilvra, Steven Cramer, Nick Bielinski, Daniel Barajas, Karren-Lyn Graves

**Opposed:** None

**Motion passed unanimously**

**4. PBWD Board Chair Update:**

PBWDB Chair, Latasha Causey, checked-in with each ELC member giving them an opportunity to share about how they are doing and any special outings or events that participated in.

**5. Intergovernmental Agreement (IGA) with AZ DES for Reemployment Services and Eligibility Assessment (RESEA) Pilot Program:**

PBWD Board Executive Director, LaSetta Hogans, reviewed the IGA with the committee for approval. LaSetta Hogans, presented on the reemployment services and eligibility program (RESEA) and explained the State of Arizona's strategic plan to increase the number of individuals receiving unemployment insurance to participate in RESEA. The role of ARIZONA@WORK City of Phoenix would be to engage with individuals (adult and dislocated worker) receiving unemployment benefits to reduce the unemployment duration and to engage the individuals in career services with WIOA funding.

ELC Member Steven Cramer made a **motion to approve the Intergovernmental Agreement (IGA) with AZ DES for Reemployment Services and Eligibility Assessment (RESEA) Pilot Program** and ELC Vice Chair Nick Bielinski seconded.

**Approved:** Latasha Causey, Jesus Love, Meghan McGilvra, Steven Cramer, Nick Bielinski, Daniel Barajas, Karren-Lyn Graves

**Opposed:** None

**Motion passed unanimously**

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

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

600.602 Training Services-Occupational Skills Training Policy  
900.908 Eligible Training Provider List (ETPL) Policy

ELC Vice Chair Nick Bielinski made a **motion to approve 600.602 Training Services-Occupational Skills Training Policy** and ELC Member Meghan McGilvra seconded.

ELC Vice Chair Nick Bielinski made a **motion to approve 900.908 Eligible Training Provider List (ETPL) Policy** and ELC Member Steven Cramer seconded.

**Approved:** Latasha Causey, Jesus Love, Meghan McGilvra, Steven Cramer, Nick Bielinski, Daniel Barajas, Karren-Lyn Graves

**Opposed:** None

**Motion passed unanimously**

#### **7. WIOA Service Provider Agreement/ MOU:**

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

ELC Member Steven Cramer made a **motion to approve the WIOA Service Provider Agreement/ MOU** and ELC Member Karren-Lyn Graves seconded.

**Approved:** Latasha Causey, Jesus Love, Meghan McGilvra, Steven Cramer, Nick Bielinski, Daniel Barajas, Karren-Lyn Graves

**Opposed:** None

**Motion passed unanimously**

#### **8. Committee Updates:**

##### **Business and Workforce Engagement Committee (BWEC):**

Jesus Love, BWEC Chair, shared the committee will continue to work on the strategies with regularly scheduled workgroup meetings for each of the strategies. The bagels and business August 1<sup>st</sup> meeting will be in person.

##### **Program Excellence Committee (PEC):**

Daniel Barajas, PEC Chair, shared that he would be representing the PEC at the DES meeting regarding the performance measures negotiation.

The PEC committee did not meet quorum for June. However, the PEC will continue reviewing the local plan and working on strategies to improve the PEC scorecard.

**Additional Updates:** Steven Cramer, ELC Member, stated the Communication and Outreach Committee (COC) is no longer active but

continues as a workgroup. The workgroup is focused on reporting data to the full board conducting data analysis.

**9. Matters for Future Discussion:**

- Possible in-person meetings for Board and Committees. What's permitted and next steps.

**10. Call to the Public and Open Discussion:**

ELC Vice Chair Nick Bielinski, mentioned that he was chosen as an Amazon representee for Junior Achievers. He will share an update after the meeting in August.

**11. Adjournment:**

**A motion to adjourn the meeting was made at 9:48 a.m.** by ELC Vice Chair, Nick Bielinski and seconded by ELC Member, Steven Cramer.

**Approved:** Latasha Causey, Jesus Love, Meghan McGilvra, Steven Cramer, Nick Bielinski, Daniel Barajas, Karren-Lyn Graves

**Opposed:** None

**All were in favor and the meeting adjourned at 9:48 a.m.**