



**Phoenix Business and Workforce Development Board
Emergency Executive Leadership Committee Meeting Minutes
March 10, 2022 ~ 8:00 a.m.**

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

Committee Members Present:

Latasha Causey (Chair)	Jesus Love
Meghan McGilvra	Steven Cramer
Nick Bielinski (Vice Chair)	Daniel Barajas
Melissa Trujillo	Karren-Lyn Graves

Committee Members Not Present:

Nick DePorter

Public Attendees:

Sylvia Hokey
LaSetta Hogans

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

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

PBWDB Chair Latasha Causey called the March 10, 2022, Phoenix Business and Workforce Development (PBWD) Board Emergency Executive Leadership Committee (ELC) Meeting to order at 8:10 a.m. Roll call was completed, and quorum was met with eight members in attendance.

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

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

- 900.911 WIOA COVID-19 Policy

ELC Member Steven Cramer made a **motion to approve 900.911 WIOA COVID-19 Policy** and ELC Member Nick Bielinski seconded.

Approved: Latasha Causey, Nick Bielinski, Steven Cramer, Daniel Barajas, Melissa Trujillo, Meghan McGilvra, Kaaren-Lyn Graves, and Jesus Love

Opposed: None

Motion passed unanimously

3. PBWD Board Bylaws:

LaSetta Hogans, PBWD Board Executive Director, shared the following updates to the PBWD Board Bylaws with the committee members for approval:

ARTICLE IX. ETHICS AND CONFLICT OF INTEREST

Board members must adhere to the following rules regarding conflict of interest:

- A. A PBWD Board member may not vote on any matter that would provide direct financial benefit to the member or the member's immediate family, or on matters of the provision of services by the member or the entity the member represents.*
- B. A PBWD Board member must avoid even the appearance of a conflict of interest. Prior to taking office, Board members must provide to the PBWD Board Chair and PBWD Board Liaison a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the Board. Such declarations must be updated annually or within 30 days to reflect any changes in such business interests or relationships. PBWD Board staff will review the disclosure information in a timely manner and advise the PBWD Board Chair and appropriate members of potential conflicts.*
- C. Prior to a discussion, vote, or decision on any matter before the PBWD Board, if a PBWD Board member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or property that would be affected by any official Board action, the member must disclose the nature and extent of the interest or relationship and must abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions must be recorded in the minutes of the Board meeting and be maintained as part of the official record.*
- D. It is the responsibility of the PBWD Board members to monitor potential conflict of interest and bring it to the Board staff's attention in the event a member does not make a self-declaration.*
- E. In order to avoid a conflict of interest, the PBWD Board will ensure that the PBWD Board's workforce service providers for WIOA Title IB adult, dislocated worker, and youth programs must not employ or otherwise compensate a current Board member or Board employee who is employed or compensated by the Board or its administrative entity, fiscal agent, or grant recipient to support the Board in carrying out its duties.*
- F. The PBWD Board will ensure that the Board, its members, or its administrative staff do not have any supervisory responsibility for the daily activities of its workforce service providers, workforce system partners or contractors. There*

must be complete separation between governance functions and operating functions within an organization including different reporting structures.

G. *PBWD Board members or their organizations may receive services as a customer of a local workforce service provider or workforce system partner.*

ELC Member Melissa Trujillo made a **motion to approve the PBWD Board Bylaws** and ELC Member Steven Cramer seconded.

Approved: Latasha Causey, Nick Bielinski, Steven Cramer, Daniel Barajas, Melissa Trujillo, Meghan McGilvra, Kaaren-Lyn Graves, and Jesus Love

Opposed: None

Motion passed unanimously

4. WIOA Service Provider Selection:

LaSetta Hogans, PBWD Board Executive Director, discussed the ARIZONA@WORK City of Phoenix service provider for Adult, Dislocated Worker and Youth program. The committee took action to determine who the service provider will be moving forward.

ELC Member Kaaren-Lyn Graves made a **motion to approve the City of Phoenix, Business and Workforce Development Division, in the Human Services Department as the Service Provider administering WIOA Adult, Dislocated Worker and Youth program services for the ARIZONA@WORK City of Phoenix local area** and ELC Member Nick Bielinski seconded.

Approved: Latasha Causey, Nick Bielinski, Steven Cramer, Daniel Barajas, Melissa Trujillo, Meghan McGilvra, Kaaren-Lyn Graves, and Jesus Love

Opposed: None

Motion passed unanimously

5. Matters for Future Discussion:

None

6. Call to the Public and Open Discussion:

None

7. Adjournment:

A motion to adjourn the meeting was made at 8:31 a.m. by ELC Member, Melissa Trujillo, and seconded by ELC Member Meghan McGilvra.

Approved: Latasha Causey, Nick Bielinski, Steven Cramer, Daniel Barajas, Melissa Trujillo, Meghan McGilvra, Kaaren-Lyn Graves, and Jesus Love

Opposed: None

All were in favor and the meeting adjourned at 8:31 a.m.