

### CITY OF PHOENIX

# Phoenix Business and Workforce Development Board Program Excellence Committee Meeting Minutes

Virtual Meeting August 05, 2021 9:00 a.m.

# Members Present:

Daniel Barajas, Chair Erick Garcia, Vice Chair Melissa Trujillo, Vice Chair Dean VanKirk Meghan McGilvra Jon Ellerston Samantha Hansen Stacie Garlieb

# Committee Members Absent:

Alison Benezra

# Public Attendees:

Christina Edwards (PBWDB Liaison) Robert Stenson Mary Alejandro Silvia Valadez Barba (PEC Administrative Support Staff)

# 1. Call to Order / Roll Call:

Daniel Barajas, Program Excellence Committee (PEC) Chair, called the August 5, 2021 meeting to order at 9:04 a.m. Roll call was completed, and a quorum was present.

# 2. Approval of June 3, 2021 Meeting Minutes:

Daniel Barajas, Program Excellence Committee (PEC) Chair requested a a motion to approve the June 3, 2021 PEC Meeting Minutes. A motion to approve the June 3, 2021 Meeting Minutes, was made by PEC Member Stacie Garlieb, and seconded by PEC Vice Chair, Melissa Trujillo.



**Approved:** Daniel Barajas, Erick Garcia, Melissa Trujillo, Dean VanKirk, Meghan McGilvra, Samantha Hansen and Stacie Garlieb.

# Opposed: None

# Motion passed unanimously

## 3. PEC Member Assignments:

PEC Chair, Daniel Barajas went over the PEC goal and purpose. He provided a brief introduction of himself, his experience, expertise and his affiliation with the PBWD Board. He invited every PEC member present to provide a similar introduction of themselves and PEC members proceeded to introduce themselves.



## PHOENIX BUSINESS AND WORKFORCE DEVELOPMENT BOARD PROGRAM EXCELLENCE COMMITTEE (PEC) Program Year 2021/2022 PEC Roster

PEC Goal: Instill Hope

## PEC Purpose:

- Develop opportunities for individual connections and relationships to support vulnerable populations including youth and dislocated workers.
- Align with local investment in diversity and inclusion as a primary business strategy.
- Show promise for individuals seeking careers through the sharing of simple approaches.
- Ensure WIOA performance standards and agreement terms are met for the adult, dislocated worker, and youth programs and specialty grants.
- Provide information and assist with planning, operational, oversight, and other issues relating to the provision of services to youth.

Name	Role
Daniel Barajas	Chair
Erick Garcia	Vice-Chair
Melissa Trujillo	Vice-Chair
Dean Van Kirk	Member
Meghan McGilvra	Member
Alison Benezra	Member
Jon Ellerston	Member
Samantha Hansen	Ad Hoc Member
Stacie Garlieb	Ad Hoc Member



4. Presentation on Rapid Response Services to Dislocated Workers:

PEC Chair, Daniel Barajas invited, Rob Stenson, City of Phoenix ARIZONA@WORK Business and Workforce Supervisor to present on the Rapid Response Services to Dislocated Worker. Rob Stenson proceeded to briefly introduce himself and the ARZONA@WORK Business and Workforce Center. He then presented on the Rapid Response Services to Dislocated Workers.





## CITY OF PHOENIX

### ARIZONA @ WORK A111 04 184

# Unemployment Insurance

Innovative Workforce Solutions

#### Department of Economic Security

#### Review of Arizona Unemployment Basic Information Sheet

- Must file weekly claim at www.azui.com
- Report any earnings you have
- DURING COVID-19 work

#### Weekly Chains

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## ARIZONA WORK -----

Innovative Workforce Solutions

### Department of Economic Security

Review of Arizona Unemployment Basic Information Sheet

- Enroll in Arizona Job
  - Connection State job posting service that connects you to
    - employers
  - It also enrolls you in additional benefits that will be described in the next section.

# Unemployment Insurance

#### Employment Service

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Innovative Workforce Solutions

Let's be honest, searching for a job is stressful.

# You are not alone.

Our team is here with supportive tools to assist you.

- Workshops
- One-on-one
- Training

# Support for Your Search

### **Career Counseling**

Providing job seeker advisement and assistance with career planning and job search

### Employment Assistance

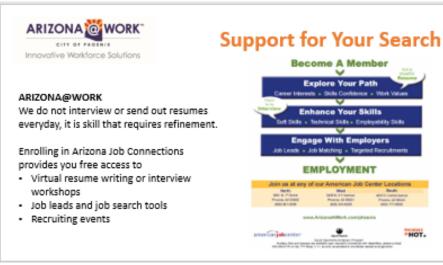
Connecting qualified and trained talent to companies.

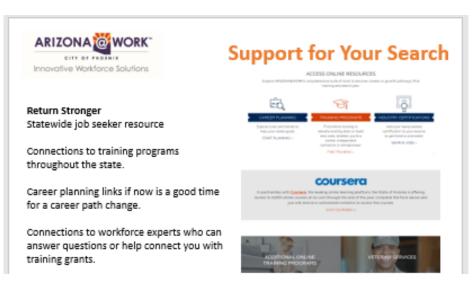
### Talent Development

Professional skills with a five day employability workshop. Soft skills, communication, working in teams, and interview skills.



Where can I get support? ARIZONA @ WORK CITY OF PR ARIZONA SWORK Innovative Workforce Solutions Helpful websites: ARIZONAatWORK.com Listing of events: Workshops & Recruiting List of center locations COVID-19 Resources Return Stronger (www.azcommerce.com/returnstronger/) ARIZONAS IN-DEMAND JOBS > Connect with local experts Career planning Training programs Arizona Job Connections Enrolls you into services Increases resume visibility











# 5. Updates From Other Committees:

PEC Chair, Daniel Barajas, invited Vice-Chair, Erick Garcia to discuss updates from other committees. PEC Vice-Chair, Erick Garcia shared that there were not currently any updated from other committee but did request feedback from the PEC members to see if there was interest in learning what some of the other committees are working on; this might help identify synergies and connections amongst the committees as well as identify mutual benefits to all the committees' scorecards' goals and strategies.

PEC Member, Dean VanKirk, shared that he really liked the idea. Often times committees work in silos and this would provide the opportunity to avoid duplicating efforts. PEC Vice-Chair, Melissa Trujillo, agreed with the idea. She shared that cross-collaborating whenever possible would make both PEC and the PBWD Board more effective. Based on the PEC's feedback, Vice-Chair, Erick Garcia shared that this would be a standing agenda item.



# 6. PEC Scorecard Review:

PEC Chair, Daniel Barajas, invited PEC Vice-Chair Melissa Trujillo to lead the discussion on the PEC Scorecard. Vice-Chair Erick Garcia shared that he is working on strategy two of the scorecard, which focuses on aligning investment in diversity and inclusion as a business strategy. The group has been meeting and working toward picking which communities they will be focusing on. Additionally, the City of Phoenix is working on getting a more dedicated resource to use towards diversity and inclusion initiatives across the Phoenix Metro Area. PEC Member, Samantha Hanssen and Vice-Chair, Daniel Barajas shared that there are no recent updates to strategy one, but they will connect to review the strategy before the next PEC meeting. PEC Vice-Chair Melissa Trujillo and PEC Member, Meghan McGilvra shared that there are no updates to strategy three. Melissa Trujillo, PEC Vice-Chair shared that the goal would be for each scorecard strategy's group to meet before each PEC meeting so they can provide an updates during each monthly PEC meeting.

# 7. PEC Report Form:

PEC Chair, Daniel Barajas recapped what will be included on the PEC Report Form that is sent monthly to the ELC and PBWD Board. PEC Member, Stacie Garlieb suggested to include the "Updates From Other Committees" agenda item on the PEC Report Form. It would serve as a heads up to the other committees that the PEC will be reaching out to them.

# 8. City of Phoenix ARIZONA@WORK Provider Introductions:

PEC Chair, Daniel Barajas shared that in future meetings City of Phoenix ARIZONA@WORK providers will be asked to provide updates. He asked providers to please be prepared to share any updates at the next PEC meeting.

# 9. Matters for Future Discussion:

- PEC Member, Stacie Garlieb shared that it would be helpful to have the City of Phoenix ARIZOAN@WORK Operator provide a presentation on what their role and responsibility is, particularly given the pandemic. PBWDB Liaison, Christina Edwards shared that she will reach out to the new operator to get them scheduled to present during the next PEC meeting.
- PEC Member, Meghan McGilvra, shared that she would like to hear from the City of Phoenix ARIZONA@WORK providers on what is of most concern to them, particularly given how much things have changed. This information would help the PEC do a better job of aligning the scorecard strategies to what is currently happening versus what was happening a year ago.



- PEC Chair, Daniel Barajas shared that he would like to learn more about the health and safety protocols? What are the expectations for PEC ceasing the virtual meetings? Can we go on-sight and have meeting at some of our providers' sites?
- 10. Call to the Public and Open Discussion: None

# 11. Adjournment:

**A motion to adjourn the meeting was made at 10:31 a.m.** by PEC Member, Meghan McGilvra, and seconded by PEC Member, Dean VanKirk.

**Approved:** Daniel Barajas, Erick Garcia, Melissa Trujillo, Dean VanKirk, Meghan McGilvra, Jon Ellerston, Samantha Hansen and Stacie Garlieb.

## Opposed: None

Motion passed unanimously