

**Phoenix Business and Workforce Development Board
Meeting Minutes
July 8, 2021 ~ 8:30 a.m.**

VIRTUAL MEETING

Board Members Present:

Latasha Causey (Chairwoman)
Melissa Trujillo
Steven Cramer
Bethany Woodard
Alli Benezra
Dean Van Kirk
Meghan McGilvra
Dawna Cato
Jeff Clark
Jon Ellerston

Nick Bielinski (Vice Chair)
Travis Hardin
Jennifer Grondahl
Karen Carter
Jesus Love
Brendan Mahoney
John Soto
Kaaren-Lyn Graves
Adam Hawkins

Board Members Absent:

Daniel Barajas
Nick DePorter

Eric Garcia
Luke Tate

City of Phoenix Staff:

LaSetta Hogans (Executive Director)
Hayden Maynard
Mary Alejandro
Rob Stenson
Marchelle Franklin
Christina Edwards (Board Liaison)
Eric Toll
Eric Johnson
Angela Boozer
Demitria Robles
Laura Whitehead
Susan Roger
Todd Berndt

Public Attendees:

Samantha Hansen
Reeti Devi
Kandi Tillman
Gina Harper
Dustin Panoff
Soren Simonson
Amy Schofield
Manuela Sheehan
Aida Jimenez
Camille Padilla

1. Call to Order

Phoenix Business and Workforce Development (PBWD) Board Chair, Audrey Bohanan, called the July 8, 2021 PBWD Board Meeting to order at 8:37 a.m. Roll call was completed and a quorum of 19 members were present virtually.

2. Approval of May 13, 2021 PBWDB Meeting Minutes

A motion to approve the May 13, 2021 PBWDB Meeting Minutes was made by PBWD Board Member, Steven Cramer, and seconded by PBWD Board Member Nick Bielinski.

Approved: Latasha Causey, Nick Bielinski, Alli Benezra, Steven Cramer, Jon Ellerston, Adam Hawkins, Jeff Clark, Kaaren-Lyn Graves, Jennifer Grondahl, Travis Hardin, Jesus Love, Brendan Mahoney, Meghan McGilvra, Melissa Trujillo, Dean Van Kirk, John Soto and Bethany Woodard.

Opposed: None

Abstained: Dawna Cato and Karen Carter

Motion passed

3. Consent Items

The following Consent Items were presented for approval:

- One-Stop Operator June Report
- ARIZONA@WORK City of Phoenix Draft Policy Review and Approval:
 - A. 100.107 Draft Administrative Cost Policy

A motion to approve the consent items was made by PBWD Board Member Jenifer Grondahl and seconded by PBWD Board Member Travis Hardin.

Approved: Latasha Causey, Nick Bielinski, Alli Benezra, Karen Carter, Dawna Cato, Steven Cramer, Jon Ellerston, Adam Hawkins, Jeff Clark, Kaaren-Lyn Graves, Jennifer Grondahl, Travis Hardin, Jesus Love, Brendan Mahoney, Meghan McGilvra, Melissa Trujillo, Dean Van Kirk, John Soto and Bethany Woodard.

Opposed: None

Motion passed

4. New Board Leadership and New Board Member Introductions

PBWD Board Chair, Latasha Causey, introduced the following new Board members and gave each one an opportunity to share about themselves:

Luke Tate

Jon Ellerston

Brendan Mahoney

Karen Carter

John Soto

Adam Hawkins

Allison Benezra

Dawna Cato

Jeff Clark

5. TRANSFERVR Presentation

Mr. Soren Simonson from TRANSFERVR gave a presentation to the Board about his company's work in creating a public / private partnership of entities throughout Arizona creating the next generation of skilled labor.

6. New Committee Leadership

PBWD Board Chair, Latasha Causey, discussed the new Board Committee Leadership teams with the members. The following Chair and Vice Chairs roles were highlighted.

Business and Workforce Engagement Committee

Chair: Jesus Love

Vice Chairs: Karren-Lyn Graves and Nick DePorter

Communication and Outreach Committee

Chair: Steven Cramer

Vice Chairs: John Soto and Vacant

Program Excellence Committee

Chair: Daniel Barajas

Vice Chairs: Melissa Trujillo and Erick Garcia

7. PBWD Board Bylaws

Board members reviewed the following proposed changes to the PBWD Board Bylaws:

1. ARTICLE I. NAME AND ESTABLISHMENT: Added language that includes compliance with all Federal and State regulations, policies and procedures as outlined in WIOA.
2. ARTICLE V. MEMBERSHIP, Section II. Nominations and Appointments: Added language to clarify nomination process. Board members are nominated and appointed by Mayor.
3. ARTICLE V. MEMBERSHIP, Section III. Membership Terms: Provided a graph to clarify how membership terms are staggered to ensure only a portion of terms expire within a given year.
4. Adding clarification of standing committee membership positions to ARTICLE VII. COMMITTEES, Section III. Standing Committees.

5. ARTICLE IX. ETHICS AND CONFLICT OF INTEREST added
Workforce Arizona Council Policy #1 Local Governance reference.

A motion to approve the amendments to the PBWD Board Bylaws was made by PBWD Board Member Steven Cramer and seconded by PBWD Board Member Karen Lyn Graves.

Approved: Latasha Causey, Nick Bielinski, Alli Benezra, Karen Carter, Dawna Cato, Steven Cramer, Jon Ellerston, Adam Hawkins, Jeff Clark, Kaaren-Lyn Graves, Jennifer Grondahl, Travis Hardin, Jesus Love, Brendan Mahoney, Meghan McGilvra, Melissa Trujillo, Dean Van Kirk, John Soto and Bethany Woodard.

Opposed: None

Motion passed

8. Committee Report

Business and Workforce Engagement Committee (BWEC): Chair, Jesus Love, shared the virtual Bagels and Business event is scheduled for Wednesday, August 18, 2021. Experts will share information around employment and challenges in returning to work.

Communication and Outreach Committee (COC): Chair, Steven Cramer, shared many revisions have taken place regarding the traffic going into the websites for ARIZONA@WORK. This gives the committee a benchmark on how we can track website activity and move forward. This material will be presented to the Board during the next Board meeting.

Program Excellence Committee (PEC): Former Chair, Latasha Causey, indicated in the previous meeting the committee worked to align strategies with the workforce delivery. Vice Chair, Erick Garcia, continues to work on the equity and inclusion efforts with our service provider staff. Daniel Barajas will be taking over as Chair of this committee effective July 2021.

9. Matters for Future Discussion

- Nick Bielinski - Economic Development Presentation from Christine Mackay.
- Latasha Causey - Recap of Bagels & Business August Event.
- Jesus Love - How can we support individuals going back to work?
- Dawna Cato - Retention in the workforce.
- Jon Ellerston - Connecting with employers and VR services.

10. Call to The Public

- Ricky Duran – Title IB passed all WIOA performance metrics for Program Year 2020. The PEC will receive a presentation on this in September.
- Manuela – Neighborhood Ministries introduced themselves as one of the Title IB youth providers for ARIZONA@WORK City of Phoenix.
- Camille Padilla – Equus Workforce Solutions, new One-Stop Operator, will give a formal presentation at the September full Board meeting.
- Kaaren Lyn Graves – Arizona Hispanic Chamber of Commerce thanks everyone for their support in their efforts to obtain another grant.
- Dustin Panoff – YMCA invited Board members to come and see the Print Shop and the nine youth participants that are participating in a Work Experience (WEX) at the Print Shop.
- Steven Cramer – Congratulations to Latasha and Nick B. on their first Board meeting.
- Nick Bielinski – Reminder that committees will not meet during July.
- **GO SUNS!**

11. Adjournment

A motion to adjourn the meeting was made at 9:52 a.m. by PBWD Board Member, Travis Hardin, and seconded by PBWD Board Member, Steven Cramer.

Approved: Latasha Causey, Nick Bielinski, Alli Benezra, Karen Carter, Dawna Cato, Steven Cramer, Jon Ellerston, Adam Hawkins, Jeff Clark, Kaaren-Lyn Graves, Jennifer Grondahl, Travis Hardin, Jesus Love, Brendan Mahoney, Meghan McGilvra, Melissa Trujillo, Dean Van Kirk, John Soto and Bethany Woodard.

Opposed: None

All were in favor and the meeting adjourned at 9:52 a.m.