** SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT**

**EXECUTIVE BOARD MEETING**

**Minutes**

**Center for Academic Success (CAS)**

900 Carmelita Drive

Sierra Vista, Arizona 85635

**Wednesday, March 11, 2020**

**2:30 PM**

**Executive Board Members Present**

Ron Curtis – President

Jason Bowling – Vice President

Wick Lewis – Treasure

Doris Tolbert – Secretary

**Board Members Present**

Brad Dale

Kathy Bullock

**Staff Present**

Vada Phelps – Executive Director

Vickie Simmons – Deputy Director

Johanna Scott – Board Clerk

**A. Meeting Called to Order at 2:30 P.M.**

**B. Welcome by President of Executive Board, Ron Curtis**

***“If such a conflict does arise, I will declare that conflict before the Executive Board and***

***refrain from discussing and voting on matters in which I have conflict.”***

**C. Roll Call and established Quorum of Executive Board members in attendance were:**

President, Ron Curtis, Vice President, Jason Bowling, Treasure, Wick Lewis, Secretary, and Doris Tolbert.

**Regular Board members in attendance were**: Brad Dale and Kathy Bullock

**Staff in attendance were:** Executive Director, Vada Phelps, Deputy Director, Vickie Simmons, and Board Clerk, Johanna Scott

**D. Matters for Discussion and Decision by the Executive Board:**

***Discussed developing leadership for the Board.***

* Executive Board discussed presenting a presentation for Sierra Vista Chamber of Commerce to attract/recruit Board members that will be dedicated (present at meetings, collaborate, present suggestions/ideas, and participate in Boards mission/vision)
* Suggest attracting Millennials and Generation Z to Board as members
* Succession Planning
* Discussed rotating Jason Bowling position as Vice President; will bring before Board members

***Discussed recruiting Board members.***

* Executive Board discussed recruiting individuals that will be motivated to serve on the Board (recruiting for the right reason, empowered service of mission and common vision)
* Organizational growth
* Executive Director, Vada Phelps doing face to face recruitment
* Scouting in Graham and Greenlee those with vision of workforce and economic development
* Spring Hiring Fair
* Presenting ARIZONA@WORK video at events/public
* Contacting Graham County Electric, Greenlee Headframe Pharmacy, FMI, 226-Monica Boulevard Glass, Taylor Freeze, Boulevard Sales, Chase Creek Market Place (Susan Synder), Custom Laser Engraving (David Wells), Jack in Box Manager etc…

***Discussed the Annual Board Retreat.***

* Executive Board decided to hold retreat at the Omni Hotel, Tucson, AZ on June 17-19
* Executive Board will meet Monday, March 30th at Center for Academic Success in conference room at 2:30 PM for planning of the Retreat Agenda

***Discussed the future of ARIZONA@WORK Workforce Development Board.***

* Identify/Recruit those who have the skill and qualities
* Attracting Millennials and Generation Z to Board as members
* Collaborating to create a deeply engrained culture of talent development
* Organizational growth
* Create, shared vision, and align strategically (informed, consider best practices, contribute to the development of, and commitment to, a shared vision that provides meaning and direction)
* Develop effective relationships (nurture a healthy organization and work environment, are socially aware and maintain effective relationships)
* Create value (open to innovation, creativity, and change; translate theories into action; are responsive and accountable)
* Recognize leaders for leadership.
* Recruiting an attorney to join Workforce Board

**E. Next Meeting:** **Workforce Development Board Meeting**

Thursday, March 19, 2020

10:00 a.m.

Arizona Electric Power Cooperative

 1000 Arizona 80, Benson, AZ 85602

**F. Executive Board Adjourned at 4:05 P.M.**

*Funded by WIOA federal dollars serving Adults, Youth, and Dislocated*

*Workers ARIZONA@WORK is a partner of the American Job Center*

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