



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
December 9, 2021 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on December 9, 2021.

Committee Members Present:

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

Committee Members Not Present:

Nick DePorter
Kaaren-Lyn Graves

Public Attendees:

Karen Ledin	Tamara John
LaSetta Hogans	Demitria Robles
Christina Edwards	Eric Johnson
Stacey Van Emst	David Chavez
Jovanna Parkhouse	Sylvia Valadez
Todd Berndt	Sylvia Hokey
Susan Roger	Eric Toll
Eddie Barojas	Rob Stenson
Laura Whitehead	Kweilin Waller
Steven Bennett	Ricky Duran
Matalie Hastings	Nancy Avina
Desert Romero	

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

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

PBWDB Chair Latasha Causey called the December 9, 2021, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:32 a.m. Roll call was completed, and quorum was met with seven members in attendance.

2. Approval of Minutes for October 14, 2021 ELC Meeting:

ELC Member Steven Cramer made a **motion to approve minutes for the October 14, 2021 ELC Meeting** and ELC Vice Chair Nick Bielinski seconded.

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

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, Nick Bielinski, Steven Cramer, Daniel Barajas, Melissa Trujillo, Meghan McGilvra, and Jesus Love

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.

Chair Causey would like the ELC members to email her the top three items they would like to see address at Mayor Gallegos's Workforce Ad Hoc Committee meetings.

Will work with ELC members at the February meeting to create a new committee report template.

5. WIOA Budget Update:

ELC Chair, Latasha Causey, gave an update on the WIOA budget to ELC members. The format for the update is new and Chair Causey reviewed the Adult, Dislocated Worker, and Youth budget line items with the committee.

Questions around the Youth budget were posed regarding outreach and partnerships. PBWDB Director, LaSetta Hogans, shared that 20% of Youth

funds are allocated to Out of School (OSY) Youth and 25% of Youth funds are allocated to Work Experiences (WEX).

ELC Member Steven Cramer made a **motion to approve the WIOA Budget** and ELC Vice Chair Nick Bielinski seconded.

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

Opposed: None

Motion passed unanimously

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

Christina Edwards, PBWD Board Liaison, reviewed the following policies with the ELC for approval to the PBWD Board:

- A. 200.202 Individualized Career Services Policy
- B. 200.204 Eligibility Adult & Dislocated Worker Policy
- C. 400.407 WIOA Performance Measures Policy
- D. 500.501 Eligibility for Supportive Services
- E. 500.502 Supportive Services Categories
- F. 600.603 Training Services- Entrepreneurial

ELC Member Meghan McGilvra made a **motion to approve policies A-F** and ELC Member Melissa Trujillo seconded.

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

Opposed: None

Motion passed unanimously

7. Attendance and Quorum Discussion:

PBWDB Chair, Latasha Causey, asked the committee to share their experiences and input regarding meeting quorum for committee meetings.

Steven Cramer, Communication and Outreach Committee Chair, thanked the City staff for their support to meet the committee objectives. Vice Chair vacancies (2) need to be filled. Committee member attendance and engagement has been an issue. Some members are not attending meetings and do not respond to email and voice messages.

PBWDB Vice Chair, Nick Bielinski, suggested reviewing the bylaws and attendance at the next ELC meeting in February.

PBWDB Chair, Latasha Causey, will do a review of the attendance section in the bylaws at the next full Board meeting in January or March.

Program Excellence Chair, Daniel Barajas, shared that October and November were difficult for quorum, but he is optimistic moving forward. The December meeting was well attended and two new ad-hoc members were voted into the committee.

8. Committee Updates:

Business and Workforce Engagement Committee (BWEC):

Jesus Love, BWEC Chair, shared the Vice Chairs and Chair are working to engage new committee members in getting them updated and involved in the committee's strategies.

Communication and Outreach Committee (COC):

Steven Cramer, COC Chair, shared the committee has done a great job with Nick Bielinski's leadership and gathering all the resources available to the committee for outreach and communication. Three tracking sheets have been created to track data on the social media platforms and the committee is now positioned to move forward with the established strategies. The COC plans to report information on a quarterly basis to the ELC and full board. The COC is looking for two Vice Chairs and welcome anyone who may have interest in serving in these roles.

Program Excellence Committee (PEC):

Daniel Barajas, PEC Chair, shared the committee is doing well and thanked Board staff for their assistance in ensuring the committee is productive. Meghan McGilvra has stepped into the Vice Chair role and the committee is very excited to have her in that role.

9. ELC Scorecard/Work Plan:

The committee members reviewed the current scorecard strategies for the ELC.

10. Matters for Future Discussion:

- Review bylaws and set expectations regarding attendance at committee and board meetings at March full board meeting (Review member attendance with Chair and Vice Chair privately)
- Review new committee report form options at next ELC meeting in February
- Steven Cramer, Chair, Communications and Outreach Committee – Quarterly metrics will start being reported at the end of the first quarter of 2022.
- Nick Bielinski, ELC Vice Chair, will share outcomes and information from the Workforce Leaders Convening.

11. Call to the Public and Open Discussion:

Quarterly Partner Meeting on 12/17/21 from 2:00-4:00pm. Demonstration on the Client Referral System, Unite Us, will be given.

12. Adjournment:

A motion to adjourn the meeting was made at 10:32 a.m. by ELC Member, Jesus Love, and seconded by ELC Member Daniel Barajas.

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

Opposed: None

All were in favor and the meeting adjourned at 10:19 a.m.