



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
October 14, 2021 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on October 14, 2021.

Committee Members Present:

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

Committee Members Not Present:

Nick DePorter

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 October 15, 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 nine members in attendance.

2. Approval of Minutes for August 12, 2021 ELC Meetings:

ELC Vice Chair Nick Bielinski made a **motion to approve minutes for the August 12, 2021 ELC Meeting** and ELC member Jesus Love seconded.

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

Opposed: None

Motion passed unanimously

3. 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.

4. Connecting Laid-Off Workers Presentation:

Rob Stenson, City of Phoenix Business Services Supervisor, gave a presentation on services that are available to laid-off workers to include:

- Workshops
- Hiring events
- Job search support
- Training programs

Additionally, Rob reviewed the Arizona Department of Economic Security unemployment insurance information and requirements for individuals who lose their job due to no fault of their own. The Arizona Job Connection online platform was discussed, which allows job seekers to create user accounts and perform job search functions.

5. WIOA Budget Update:

PBWD Board Executive Director, LaSetta Hogans, gave an update on the WIOA budget to ELC members. Director Hogans reviewed each WIOA program budget in detail for Adult, Dislocated Worker and Youth.

Moving forward, percentages will be provided for funds expended in the Out of School Youth (OSY) and Work Experience (WEX) categories. For Program Year 2019, the City of Phoenix did not meet the OSY and WEX requirements. City staff and service providers are seeking technical assistance to provide clarification on how to calculate and monitor the OSY and WEX expenditure requirements.

6. Delegating ELC Work Plan Items to PBWDB Committees:

ELC Chair, Latasha Causey, reviewed the ELC Work Plan Items and discussed which items can be delegated to the PBWDB Committees.

The Program Excellence Committee (PEC) will be assigned the WIOA Performance Negotiations item on the Work Plan. All other items will stay under the ELC purview.

7. 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.

8. ELC Scorecard/Work Plan:

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

9. Matters for Future Discussion:

- November full Board meeting has been moved to November 10th. The focus of this meeting will be Veterans and Veteran success stories.
- Quorum discussion and reiterate attendance requirements from PBWDB Bylaws

10. Call to the Public and Open Discussion:

- ELC Chair, Latasha Causey, shared that she will be presenting at Mayor Gallego's inaugural Workforce Ad-hoc Committee meeting on November 30th. Chair Causey asked for members to let her know if there is anything they would like her to share during the meeting. Chair Causey will highlight the members of the Board and the work we do and will highlight the services continuously provided to Phoenix citizens during the pandemic.

11. Adjournment:

A motion to adjourn the meeting was made at 10:19 a.m. by ELC Member, Kaaren Lyn Graves, and seconded by ELC Vice Chair, Nick Bielinski.

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

Opposed: None

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