



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

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on April 8, 2021.

**Committee Members Present:**

Audrey Bohanan (Chair)	Jesus Love
Erick Garcia	Nick DePorter
Nick Bielinski	Steven Cramer
Latasha Causey	
Daniel Barajas	

**Committee Members Not Present:**

James Frolov

**Public Attendees:**

Stacey Van Emst	Ricky Duran
LaSetta Hogans	Kweilin Waller
Christina Edwards	Demitria Robles
Eric Johnson	Kimberly Whetstone
Gretchen Wolfe	

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

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

PBWDB Chair Audrey Bohanan called the April 8, 2021 Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:31 a.m. Roll call was completed, and quorum was met with eight members in attendance.

**2. Approval of Minutes for February 11, 2021 ELC Meetings:**

ELC member Steven Cramer made a **motion to approve minutes for the February 11, 2021 ELC Meetings** and ELC member Nick Bielinski seconded.

**Approved:** Audrey Bohanan, Nick DePorter, Daniel Barajas, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia and Jesus Love

**Opposed:** None

**Motion passed unanimously**

### **3. Capstone Project:**

Ricky Duran, Data and Research Manager, Business and Workforce Division, City of Phoenix, shared that he is doing a capstone project for school that focuses on whether the City of Phoenix's workforce development efforts align with the needs of the communities they serve. The project will focus on the following goals:

1. Understand the distribution of need across City of Phoenix communities.
2. Understand the distribution of resources and services across the City of Phoenix.
3. Identify supplemental resources, services and relationships that can be leveraged to strengthen support services for BWD participants.
4. Develop workable recommendations for actions and collaborations which could help to better align resources and services with the needs of the community.

Next steps for the project include:

Conduct same analyses of Census 2020 Data (Expected out later this year)

- Increased sample size from the same time, rather than estimates based on multi-year survey data
- More temporally accurate

Compare this data with City of Phoenix WIOA Program Data

- This study was originally intended to include this comparison, but was not possible due to the ongoing transition of AJC Data to a new reporting tool
- Can Provide insight to areas of opportunity

Begin using this information to help gauge continuous improvement in COP WIOA Programing.

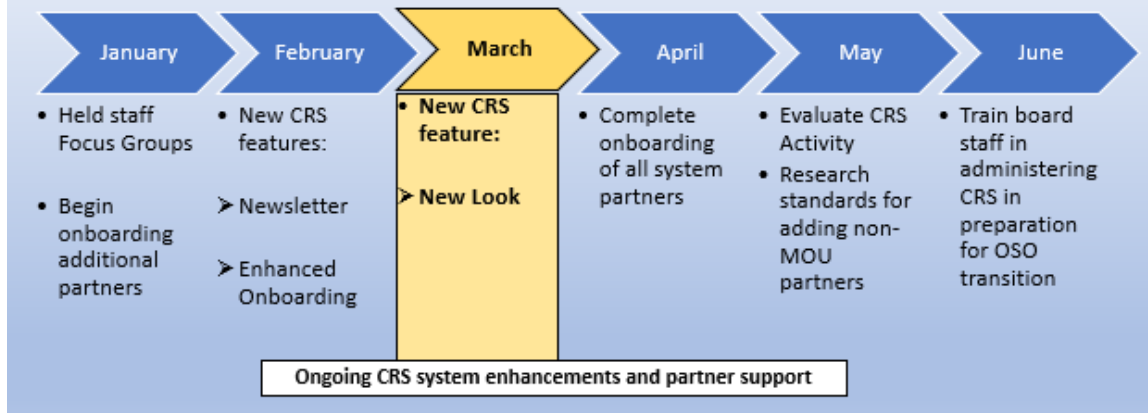
Ricky will continue his research and come back to the PBWD Board in May with the final project outcomes.

### **4. Client Referral System Update:**

Stacy Van Emst, One-Stop Operator, gave an update on the progress of the Client Referral System. Stacey shared that ongoing system enhancements have been occurring and partners have been providing support and feedback.

The timeline below was shared with the committee.

## CRS Timeline Continued for PY 2020-2021



Immediate next steps include completing the onboarding process for all system partners and making updates to the monthly CRS newsletter. The next CRS updated will be provided at the PBWD Board May meeting.

### 5. One-Stop Operator Contract and Budget:

City of Phoenix Procurement Manager, Gretchen Wolfe, presented the One-Stop Operator contract and budget information below to the ELC for review and approval.

- Request for Proposal
  - Issued: November 30, 2020
  - Proposal Deadline: January 12, 2021
- Evaluation
  - Four Responsive Proposals
  - Diverse Panel
    - Board member
    - Maricopa County Board Executive Dir.
    - City staff from Community and Economic Development and Human Services departments
- Recommended Proposer
  - Arbor E&T, LLC dba Equus Workforce Solutions
- Contract Term
  - Transition Period: June 1 – June 30
  - Services: July 1 – June 30
  - 3 one-year renewal options
- The aggregate value of the One-Stop Operator Services to be provided through this contract shall not exceed \$3,100,000.00 and WIOA grant funds will be used to pay for these services.

ELC member Daniel Barajas made a **motion to approve the Arbor E&T, LLC dba Equus Workforce Solutions contract** and ELC member Latasha Causey Bielinski seconded.

**Approved:** Audrey Bohanan, Nick DePorter, Daniel Barajas, Latasha Causey and Erick Garcia

**Opposed:** Nick Bielinski and Jesus Love

**Abstained:** Steven Cramer

**Motion passed 5-2**

**6. ARIZONA@WORK City of Phoenix Draft Policy Review and Approval:** LaSetta Hogans, PBWDB Executive Director, reviewed the following policy with the ELC for approval to the PBWD Board:

- 300.301 Youth Program Policy
- 600.601 Training Services Policy
- 600.602 Occupational Skills Training Policy

ELC member Steven Cramer made a **motion to approve 300.312 Youth Program Policy, 600.601 Training Services Policy and 600.602 Occupational Skills Training Policy** and ELC member Nick Bielinski seconded.

**Approved:** Audrey Bohanan, Nick DePorter, Daniel Barajas, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia and Jesus Love

**Opposed:** None

**Motion passed unanimously**

**7. PBWDB Membership Application Review and Recommendation:**

Audrey Bohanan, ELC Chair, review three Business application packets with the committee for approval. The approved application packets will be forwarded to the Mayor's Office for consideration and possible appointment to the PBWD Board.

Nick Bielinski shared information about the Business seat referrals he submitted to the ELC for review.

Future candidates will be invited to attend the ELC meeting to share a little about themselves with the committee.

ELC member Daniel Barajas made a **motion to approve the three PBWDB Business candidates to the City of Phoenix Mayor for her consideration** and ELC member Nick Bielinski seconded.

**Approved:** Audrey Bohanan, Nick DePorter, Daniel Barajas, Latasha Causey, Nick Bielinski, Erick Garcia and Jesus Love

**Opposed:** None

**Abstained:** Steven Cramer

**Motion passed**

**8. PBWDB Officer Candidates:**

PBWDB Executive Director, LaSetta Hogans, led the discussion regarding the PBWDB Business members interested in running for Chair or Vice Chair of the Board, effective July 1, 2021 through June 30, 2023.

The following Business seat members will participate in the PBWDB Officer Elections:

<b>Chair Candidates</b>	<b>Vice Chair Candidates</b>
Latasha Causey	Nick Bielinski
Steven Cramer	Steven Cramer

The Officer Elections will take place through a survey in Govenda. Election results will be tallied and presented at the May PBWD Board meeting.

ELC member Nick Bielinski made a **motion to approve the Business seat candidates: Latasha Causey, Nick Bielinski and Steven Cramer, for the Officer Elections of the PBWDB** and ELC member Steven Cramer seconded.

**Approved:** Audrey Bohanan, Nick DePorter, Daniel Barajas, Latasha Causey, Steven Cramer, Nick Bielinski, Erick Garcia and Jesus Love

**Opposed:** None

**Motion passed unanimously**

**9. Committee Update Reports:**

### **Business and Workforce Engagement Committee (BWEC):**

Jesus Love, BWEC Chair, shared that the committee continues to work through their assigned strategies. The virtual Bagels and Business will occur Wednesday, April 14, 2021 and encouraged everyone to attend. There is a current Vice Chair opening on the committee and asked that interested parties contact him.

### **Communication and Outreach Committee (COC):**

Nick Bielinski, COC Chair, shared that the committee didn't meet quorum last month, so the meeting was cancelled. They will be adding additional ad-hoc committee members next month to help avoid any issues with quorum. The committee continues to review website traffic to ensure individuals are being referred to the ARIZONA@WORK website. There is a current Vice Chair opening and asked that interested parties contact him.

### **Program Excellence Committee (PEC):**

Latasha Causey, PEC Chair, shared they had a great meeting this past month and had a special guest, Nick Bielinski, to share how the PEC can support marketing and outreach efforts. Ricky Duran, Data and Research Manager, City of Phoenix, shared about performance metrics. Moving forward the committee will invite specific service providers to share during the meetings. Everyone is encouraged and invited to attend their committee meetings.

## **10. ELC Scorecard/Work Plan:**

ELC Chair, Audrey Bohanan, reviewed the Work Plan items with committee members. The WIOA performance metrics for Adult, Dislocated Worker and Youth received final approval from DES. The Local Plan, Strategic Plan, Job Center Certification and MOU/IFA have all been completed. Updates to the SLGA and Board Recertification are pending. PBWDB Executive Director, LaSetta Hogans, provided an updated on the following items:

Shared Local Governance Agreement (SLGA): The Program Operator Agreement, the agreement with the Human Services Department to provide Adult, DW and Youth services, is part of the Board Recertification process. The documents for Board Recertification were submitted to DES a few weeks ago. DES did not recommend any changes to the SLGA, however, internal updates will be made to clarify specific functions and roles between Community and Economic Development Department and the Human Services Department, including the Program Operator Agreement. Additional language regarding the WIOA budget will need to be added to the SLGA as well. The Program Operator Agreement ends June 30, 2021 and we will be coming back to the ELC for review and approval on the updated agreement.

Board Recertification: Board vacancies are part of the recertification process. DES recommended specific updates to the PBWD Board bylaws and encouraged Board members to review the bylaws and provide any feedback on updates that are needed to LaSetta or Christina. The bylaws will be going to City Council for approval. Second round recertification documents will be submitted to DES by the due date.

ELC Chair, Audrey Bohanan, asked that all ELC members review the bylaws and provide feedback to LaSetta and Christina. During the next committee meetings, Chair Bohanan asked that each committee add to their agenda a review of tools and resources that are needed to address any outstanding issues or needs of the Board.

**11. ELC Committee Report:**

- Chair Bohanan thanked everyone for their work and opened up the discussion to committee members.

**12. Matters for Future Discussion:**

- Announcement of New PBWDB Chair and Vice Chair
- Update on when the City will allow in-person meetings
- Discuss hybrid model for future meetings- in-person and virtual
- One-Stop Operator transition status update

**13. Call to the Public and Open Discussion:**

- Adelante Healthcare is doing COVID vaccine events in the City. Please visit Adelante Healthcare's website for additional information and to make an appointment.
- Volunteers are going to harder to come by in the Summer. If there is an opportunity to come together with Mayor and Board members, that would be appreciated.

**14. Adjournment:**

**A motion to adjourn the meeting was made at 10:28 a.m.** by ELC Member Steven Cramer and seconded by ELC member Nick Bielinski.

**Approved:** Audrey Bohanan, Nick DePorter, Daniel Barajas, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia and Jesus Love

**Opposed:** None

**All were in favor and the meeting adjourned at 10:28 a.m.**

DRAFT