



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
August 12, 2021 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on August 12, 2021.

Committee Members Present:

Latasha Causey (Chair)	Jesus Love
Erick Garcia	Steven Cramer
Nick Bielinski (Vice Chair)	Daniel Barajas
Melissa Trujillo	Nick DePorter
Kaaren-Lyn Graves	

Committee Members Not Present:

John Soto

Public Attendees:

Eddie Barojas	Todd Berndt
LaSetta Hogans	Marie Payden
Christina Edwards	Kweilin Waller
Eric Johnson	David Chavez
Susan Roger	Deseret Romero
Ricky Duran	Mary Alejandro
Rob Stenson	Kennedy Riley
Laura Whitehead	Steve Clark
Nancy Avina	Hayden Maynard
Demitria Robles	Bryan Hasler
Hayden Maynard	Jeremy Schlosser
Eric Toll	Al Jernigan

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

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

PBWDB Chair Latasha Causey called the August 12, 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 nine members in attendance.

2. Approval of Minutes for June 10, 2021 ELC Meetings:

ELC Vice Chair Nick Bielinski made a **motion to approve minutes for the June 10, 2021 ELC Meeting** and ELC member Daniel Barajas seconded.

Approved: Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, Daniel Barajas, Melissa Trujillo, Nick DePorter and Jesus Love

Abstained: Kaaren-Lyn Graves

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 during the Summer months.

4. Salesforce Presentation

Jeremy Schlosseraz from Salesforce gave a presentation to the committee members about modernization efforts in workforce development and services their company offers.

5. 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:

- 900.903 Draft WIOA Data Validation Policy

ELC Vice Chair Nick Bielinski made a **motion to approve 900.903 Draft WIOA Data Validation Policy** and ELC member Steven Cramer seconded.

Approved: Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, Daniel Barajas, Melissa Trujillo, Nick DePorter, Kaaren-Lyn Graves and Jesus Love

Opposed: None

Motion passed unanimously

6. Shared Local Governance Agreement – Service Provider Agreement:

PBWDB Executive Director, LaSetta Hogans, shared the current status of the Shared Local Governance Agreement (SLGA) and Service Provider Agreement. The Service Provider Agreement is the Board's agreement with the City of Phoenix Human Services Department, Business and Workforce

Development Division, to provide WIOA Adult, Dislocated Worker and Youth program services. This agreement expired on June 30, 2021 and is currently being revised with the new agreement to take effect this program year. The SLGA will require some minor updates and will be completed after the Service Provider Agreement is finished. These documents will need to come to the ELC for discussion, review and approval before being executed.

7. Committee Updates:

Business and Workforce Engagement Committee (BWEC):

Jesus Love, BWEC Chair, shared a recap of the recent Bagels & Business event. The next Bagels & Business event will take place in the Fall. Jesus thanked all the Committee and Board members who attended the event.

Communication and Outreach Committee (COC):

Steven Cramer, COC Chair, shared they working to identify the marketing metrics and social media platforms that will be used to push out ARIZONA@WORK City of Phoenix content. There are 10-12 committee members now and the COC discussed the current scorecard strategies and actions at the July meeting. The goal for the COC is to report out social media and website traffic to the ELC moving forward.

Program Excellence Committee (PEC):

Daniel Barajas, PEC Chair, shared the committee is excited to have Melissa Trujillo and Erick Garcia as Vice Chairs. The first meeting of the PEC with the new leadership in place occurred in July and served as an orientation session for the new committee members. The committee is working to establish their meeting agendas with standing agenda items to include input from the Board's service providers. Rob Stenson gave a great presentation around Rapid Response services for Dislocated Workers and Daniel recommended this presentation be shared with the full board in November. PEC Vice Chair, Erick Garcia, will continue to work with the other PBWDB committees to share objectives and identify opportunities to work together.

8. ELC Scorecard/Work Plan:

The committee members reviewed the current scorecard strategies for the ELC. PBWDB Executive Director LaSetta Hogans shared that a WIOA Budget Update will occur at the September full Board meeting. Director Hogans clarified that in the future the ELC will see the WIOA Budget update prior to being presented to the full Board, beginning with the next budget update that takes place after the September full Board meeting.

Director Hogans shared that the MOU/IFA is complete. The next step is to get the Title II partners included in an Addendum to the MOU. Director Hogans

met with Sheryl Hart, Adult Education, to discuss the process for completing each Title II partner Addendum. A conversation will need to take place with each Title II partner and our Service Provider. These conversations are expected to take place during the next quarter. Jesus Love, Literacy Volunteers of Maricopa County, will continue to act as a liaison to help facilitate the completion of each Title II partner Addendum.

PBWD Board Liaison, Christina Edwards, provided updates on the ELC Work Plan items and added future due dates on WIOA compliance-based projects.

Director Hogans proposed that some of the ELC Work Plan items could be delegated to ELC member's individual committees (BWEC, COC, PEC). The ELC members will discuss this at their October meeting.

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. Need to tie Veterans to the PBWDB Strategic Plan Scorecards.
- Rob Stenson will provide a Rapid Response presentation at the October ELC meeting.
- ELC will consider delegating the ELC Workplan items to the other Board committees at the Oct. ELC meeting

10. Call to the Public and Open Discussion:

- PBWD Board Vice Chair Nick Bielinski will begin his new role at Google.
- WIOA Budget to be added to the ELC as a standing agenda item moving forward

11. Adjournment:

A motion to adjourn the meeting was made at 9.56 a.m. by ELC Vice Chair Nick Bielinski and seconded by ELC member Steven Cramer.

Approved: Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, Daniel Barajas, Melissa Trujillo, Nick DePorter, Kaaren-Lyn Graves and Jesus Love

Opposed: None

All were in favor and the meeting adjourned at 9:56 a.m.

DRAFT