**Phoenix Business and Workforce Development Board**

**Executive Leadership Committee Minutes**

**April 11, 2019**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held on April 11, 2019 located at Phoenix City Hall, 200 W. Washington St., 20th Floor, Phoenix, AZ 85003.

**Committee Members Present:**

Nick DePorter (Chair)

Audrey Bohanan (Vice Chair)

Daniel Barajas

Nick Bielinski

Michael Hale

Michelle Jameson

Jesus Love

Bethany Woodard

**Committee Members Absent:**

Lisa Elowson

**Public Attendees:**

Eddie Barojas

Jim Cahill

Melissa Magallanez

Mark Carr

Kweilin Waller

Brandon Ramsey

Christina Edwards (PBWDB Liaison)

Kerri Barnes

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

1. **Call to Order**

PBWDB Chair Nick DePorter called the April 11, 2019 Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:30 a.m. Roll call was completed, and quorum was met with eight members in attendance.

1. **Approval of Minutes for February 14, 2019 Meeting:**

ELC member Nick Bielinski made a **motion to approve minutes for the February 14, 2019 meeting** and ELC member Daniel Barajas seconded.

**Approved:** Nick DePorter, Audrey Bohanan, Michael Hale, Michelle Jameson, Jesus Love and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

1. **PBWD Board Chairman Update**

A. ELC Chair, Nick DePorter, stated the board needs to create a One-Stop Certification Workgroup to certify Aeroterra and the new South Job Center. The time commitment would include: An introduction workgroup meeting, performing the onsite assessments (approx. 2 hours) at each location and a follow-up workgroup meeting. Chair DePorter asked for a member of the ELC to lead the Workgroup. ELC Vice Chair, Audrey Bohanan, volunteer to be the chair of the One-Stop Certification Workgroup, with Bethany Woodard volunteering to be a workgroup member. Pending approval from the sites being certified, ELC Vice Chair Bohanan will open the onsite assessments to any PBWD Board member who wishes to attend to gain a better understanding of the work being done at these ARIZONA@WORK locations. A request for additional volunteers will be discussed at the May 9th PBWD Board meeting.

B. ELC Chair, Nick DePorter, asked committee members to view the National Association of Workforce Boards (NAWB) Memo in the ELC meeting packet. Kweilin Waller, Deputy Director, Human Services Department, shared that herself, LaSetta Hogans, PBWDB Executive Director and Marchelle Franklin, Director, Human Services Department, attended the NAWB conference in Washington D.C. last month (March). The group worked with the government relations team at the City of Phoenix to set up meetings with Arizona’s congressional leaders. Three items were identified as the top priorities when speaking with the congressional leaders:

1. Make sure they know who we are. (ARIZONA@WORK City of Phoenix and the City of Phoenix Human Services Department)

2. Bring attention to the WIOA reauthorization in 2020 and express the need for continued funding for workforce programs and services.

3. Ensuring that when working on legislation, congressional leaders incorporate workforce into the legislation.

The group met with Congressman Greg Stanton, Congressman Gallego’s staff, Senator Sinema’s staff and Senator McSally’s staff. Moving forward, Kweilin and her team will be developing a strategy for board members/staff who may be going to D.C who want to meet with Arizona’s elected officials. The goal is to keep workforce a focus in Washington D.C. and build relationships with our elected officials.

C. Chairman DePorter spoke about his visit with Jewish Family and Children’s Services and discussed the GED programs they offer. Although WIOA funds do not allow for a marketing budget, board members need to spread the word about the programs and services offered through our job centers and contracted youth provider locations. Chairman DePorter encouraged ELC members to clean out their closets and donate any professional attire, or clothes for special events like prom, to the youth providers who have a “store” in their facilities. Youth can borrow clothing items for job interviews and special events.

D. Chairman DePorter shared information from the recent ASU-GSV summit. The summit included leaders from education, workforce and technology. The reoccurring theme of the event is workforce.

**4. PBWD Board Revised Policy Procedure**

PBWD Board Liaison, Christina Edwards, reviewed the proposed PBWDB Policy Procedure with the ELC members. The new policy procedures do not contain information regarding Standard of Work or Guidance Letters, as these are not approved by the board and serve as internal documents for staff. Board Liaison Edwards shared that the policy header was slightly modified and the numbering system for each policy was updated.

ELC member Bethany Woodard made a **motion to approve PBWDB Revised Policy Procedure** and ELC member Michael Hale seconded.

**Approved:** Nick DePorter, Audrey Bohanan, Daniel Barajas, Nick Bielinski, Michelle Jameson and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

**5. ARIZONA@WORK City of Phoenix Policy Review and Draft Approval**

The following Draft Policies were reviewed and approved by the ELC and will be forwarded to the Phoenix Business and Workforce Development Board for final approval:

A. SWFI Sec. 400-408 Subrecipient Monitoring - Program

B. SWFI Sec. 400-409 Subrecipient Monitoring – Fiscal

C.SWFI Sec. 400-410 Records Management

D. SWFI Sec. 400-411 Leveraged Resources

E. SWFI Sec. 400-412 Cash Management

ELC member Daniel Barajas **motioned to recommend Agenda Item 5, SWFI Policies A-E to the PBWD Board for approval**. ELC member Nick Bielinski seconded.   
  
**Approved:** Nick DePorter, Audrey Bohanan, Michael Hale, Michelle Jameson, Jesus Love and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

**6. Private LinkedIn Group**

Chairman DePorter led a discussion regarding a private LinkedIn group to replace Google Community, which is no longer available. Google community was created so that staff at each job center could communicate with each other and with the PBWDB members. ELC member, Nick Bielinski, came up with the suggestion to replace Google Community with a private LinkedIn group. A private group can be created with an administrator having the ability to add/delete members. Members of the group can post messages and photos related to ARIZONA@WORK City of Phoenix workforce activities and events.

ELC member, Nick Bielinski, suggested having a disclaimer for the private group, notating what is allowable and what is not allowable to post. The main purpose of the private LinkedIn group would be to post what board members and ARIZONA@WORK staff are doing within the community and job centers.

Chairman DePorter and ELC member, Nick Bielinski, will research the private LinkedIn group further and will come back with recommendations for the board. Nick Bielinski will work with the Continuous Improvement Committee to develop the language on the disclaimer and guidelines for using the private group.

**7. PBWDB Application Review and Recommendation**The Executive Leadership Committee (ELC) reviewed the following applications and resumes for PBWDB membership.

A. An application and resume were received from **James Cahill, President**

**of the Bricklayers and Allied Craftworkers (BAC) Local #3 Union** for a

vacant Labor position on the PBWD Board. This applicant was

recommended by PBWDB Chairman Nick DePorter.

Mr. Jim Cahill was present at the ELC meeting and stated he was born and raised in Arizona and has been a member of the BAC union for 26 years. The union is 110 years old and his father and grandfather are/were members. Mr. Cahill has been in union leadership since 2000 and became president in 2007.

ELC member Michael Hale **motioned to approve the application and resume from James Cahill** to the City of Phoenix Mayor and City Council for appointment to the PBWDB. ELC member Michelle Jameson seconded.   
  
**Approved:** Nick DePorter, Audrey Bohanan, Daniel Barajas, Nick Bielinski, Jesus Love and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

B. An application and resume were received from **Dean Van Kirk, Director**

**of Training, Arizona Pipe Trades Apprenticeship**, for a vacant Labor

position on the PBWD Board. This applicant was recommended by

PBWDB Chairman Nick DePorter.

ELC Vice Chair, Audrey Bohanan, **motioned to approve the application and resume from Dean Van Kirk** to the City of Phoenix Mayor and City Council for appointment to the PBWDB. ELC member Jesus Love seconded.   
  
**Approved:** Nick DePorter, Daniel Barajas, Nick Bielinski, Michael Hale, Michelle Jameson and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

C. An application and resume were received from **Brandon Ramsey,**

**Business Sales Specialist, Microsoft**, for a vacant Business position on

the PBWD Board. This applicant was recommended by PBWDB Chairman

Nick DePorter.

ELC member, Michelle Jameson, stated she has worked with Mr. Ramsey in the past through U.S. Vets and that Mr. Ramsey is very reliable, follows through with tasks and has demonstrated excellent commitment.

Mr. Brandon Ramsey was present at the ELC meeting and stated he is grateful for the opportunity to serve on the PBWDB. He has lived in Arizona for the past 12 years, and currently works for Microsoft. Mr. Ramsey’s passion right now is working with veterans and he enjoys working with the nonprofits.

ELC member Jesus Love **motioned to approve the application and resume from Brandon Ramsey** to the City of Phoenix Mayor and City Council for appointment to the PBWDB. ELC member Michael Hale seconded.   
  
**Approved:** Nick DePorter, Audrey Bohanan, Daniel Barajas, Nick Bielinski, Michelle Jameson and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

**8. PBWDB Officer Elections PY 19/20 & PY 20/21**

According to the PBWDB bylaws, the ELC shall select two, but no more than three, individuals to run for the office of chair and vice chair of the PBWDB. The following individuals were selected to move forward in the officer election process:

Chair Vice Chair

Audrey Bohanan Nick Bielinski

Michael Hale

Bethany Woodard

The ELC members held discussion about having only one member volunteer for the role of Chair. ELC Chair, Nick DePorter, stated he is comfortable with having only one candidate run for Chair. Further research will be conducted by the PBWD Board Liaison to identify how to move forward with the chair nomination.

ELC member Jesus Love **motioned to approve the chair and vice chair candidate(s) for officer elections**. ELC member Daniel Barajas seconded.   
  
**Approved:** Nick DePorter, Audrey Bohanan, Nick Bielinski, Michael Hale, Michelle Jameson and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

**9. PBWD Board Member Survey Results**

ELC Vice Chair, Audrey Bohanan, led the discussion to review the survey results with the committee. ELC Vice Chair, Nick DePorter, stated having agenda items at the full board that relate back to the WIOA board functions has been very helpful.

ELC Vice Chair, Audrey Bohanan, would like to identify a way to connect with workforce board members across the U.S. to share best practices. Vice Chair Bohanan would like to continue seeing links to online training that is available to board members. Online training is available through Workforce GPS. When looking at the professional development strategy for next year, Vice Chair Bohanan wants to provide links to online training and webinars but wants the Continuous Improvement Committee to review the information first before pushing it out to all the board members.

Vice Chair Bohanan shared that board members are requesting to have a networking lunch after the board meeting for board members to get to know one another better. An idea was presented to have each board member donate money and then have lunch catered at the Business Center. This idea will be introduced at the May 9th board meeting, with the intent to do the luncheon after the July 11th board meeting.

ELC member, Michael Hale, encouraged the committee to make data-driven decisions. Business Engagement Team Supervisor, Rob Stenson, makes a report called “By the Numbers” available to the Business Engagement Committee (BEC) monthly. The report delivers information from a business perspective and allows the BEC to assess what is important and how they can “move the needle” in certain areas of business engagement. The report also helps identify the return on investment and keeps it at the forefront of what the committee is doing.

ELC Vice Chair, Audrey Bohanan, suggested developing a dashboard of metrics that the board can continually check for progress towards performance goals. ELC member Daniel Barajas agreed that the creation of a dashboard should be a priority, but also recommended looking into how we can engage our political leaders. Vice Chair Bohanan stated that training on what board members can say when out in public, or speaking with elected officials, would be very beneficial. PBWD Board Liaison, Christina Edwards, stated she will investigate what types of training may be available to board members to help them engage elected officials and the public.

**10. New PBWDB Member Committee Assignments**

ELC Chair, Nick DePorter, began a discussion on having new PBWDB members be automatically assigned to the Advancing Youth Workforce Committee. If after a few AYWC meetings the board member felt it wasn’t a good fit, they could be reassigned to another committee. ELC member, Daniel Barajas, stated it is difficult for his committee (AYWC) to achieve quorum and this may be a good way to remedy that. Additionally, the AYWC has had turnover issues in the past.

ELC members reviewed the rosters for all the board committees and realized each committee has about the same number of members. ELC member, Bethany Woodard, stated that the AYWC has the highest rate of attrition and doesn’t know why. More investigation needs to be done to determine the cause of the AYWC turnover.

With the onboarding of six new members to the PBWDB in the next few weeks, committee attendance and the ability to meet quorum should improve. An emphasis on ad-hoc membership was discussed to make sure the board is staffing the ad-hoc vacancies with passionate individuals who would make good candidates for the full board. Committee members will work to staff the ad-hoc vacancies within their committees.

**11. PBWDB Committee Updates**

AYWC: AYWC Chair, Daniel Barajas, stated that he and Bethany Woodard attended their first meeting as Chair and Vice Chair last month. The committee did a deep dive and did some level setting for the group. The committee is going to include a youth ad-hoc member on the committee. Chair Barajas stated the committee will be redoing their Strategic Plan Scorecard goals and has asked the City of Phoenix team (Mark and Kweilin) to review the existing goals before the April 23rd meeting.

Chairman Barajas indicated the committee is focused on alternative sources of funding, other than WIOA, and will be working to research this more. Additionally, the committee will put more emphasis on current funding allocations and expenditures to ensure funds are being used appropriately. There will be a larger emphasis on engaging the youth providers at AYWC meetings and making sure the needs of the youth are being met.

In closing, the committee will be more inclusive, will be adding a youth to the committee and will engage the youth providers more by having them at the table and/or participating in discussions. The committee is excited and energized and have great expectations for the work ahead.

AYWC Vice Chair, Bethany Woodard, is excited about exploring “braided” funding – incorporating funds other than WIOA into the program and working with business and employers to identify funding streams.

BEC: BEC Chair, Michael Hale, stated the committee is doing very well with their strategies and tactics. They continue working on hiring processes and working closely with employers. Business Engagement Team Supervisor, Rob Stenson, is providing the reports the committee needs to facilitate discussions. The committee has a Bagels & Business event coming soon so be on the lookout for an invite. The speaker at the event has been reserved and the event will focus on integrity and communication – skills that are most commonly desired by business. BEC Chairman Hale stated that keeping momentum between Bagels & Business events is critical and one area the committee focuses on.

Chairman Hale commended his committee members for their engagement in the community at various events. Chairman Hale is proud of his committee members and their efforts and acknowledged PBWD board staff for their efforts as well.

CIC: CIC Chair, Audrey Bohanan, stated their committee recently looked at a lot of data and gave assignments out to other committees. Looking at performance data was very beneficial, and the committee invited SMEs from the adult and youth programs to explain the data. For the most part, the committee is pleased with program performance and for reaching their benchmarks. The committee’s scorecard is primarily green.

CIC Vice Chair, Nick Bielinski, wants to continue researching training options and making sure staff is aware of the training that is currently available to them.

SDC: SDC Chair, Michelle Jameson, stated their committee is looking at performance metrics and staff development. Survey results were shared with the committee and they will be reviewing them at the SDC meeting today. The committee will review the Strategic Plan year one goals to ensure they were completed. Chair Jameson would like to know what specific surveys are going out and who is completing them. ELC Vice Chair, Audrey Bohanan, stated they should look at all the surveys again and review them with the full board.

**12. Matters for Future Discussion**

ELC member, Michael Hale, stated he recently attended a Women in Power webinar where he learned that 52% of the workforce is women. Member Hale encouraged the ELC to keep focus on gender equality. ELC Vice Chair, Audrey Bohanan, stated her committee has asked for statistics to be broken down by gender for added insight.

ELC Vice Chair, Audrey Bohanan, would like to review the red and yellow items currently listed on the ELC Scorecard.

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

None

**14. Adjournment**

**A motion to adjourn the meeting was made at 10:20 a.m.** by ELC member

Michael Hale seconded by ELC member Michelle Jameson.

**Approved:** Nick DePorter, Audrey Bohanan, Daniel Barajas, Nick Bielinski, Jesus Love and Bethany Woodard.

**Opposed:** None

**All were in favor and the meeting adjourned at 10:20 a.m.**