**Phoenix Business and Workforce Development Board**

**Job Center Certification Workgroup**

**Meeting Minutes**

**September 14, 2020 ~ 1:00 p.m.**

**VIRTUAL MEETING**

**Workgroup Members Present:**

James Frolov (Co-Chairman)

Steven Cramer (Co-Chairman)

Fabian Sandez

Latasha Causey

Michael Hale

**City of Phoenix Staff:**

|  |  |
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| Christina Edwards (Board Liaison)  LaSetta Hogans (Executive Director)  Stan Flowers (Program Operator) |  |

1. **Call to Order**

Job Center Certification (JCC) Workgroup Co-Chair, James Frolov, called the September 14, 2020 PBWDB Job Center Certification Workgroup meeting to order at 1:01 p.m. Roll call was completed and a quorum of five members were present on the phone.

**2. JCC Workgroup 08.14.20 Meeting Minutes**

**A motion to approve the 08.14.20 JCC Workgroup Meeting Minutes** was made by Workgroup Member, Michael Hale, and seconded by Workgroup Member, Latasha Causey.

**Approved:** James Frolov, Steven Cramer, Michael Hale, Latasha Causey, and Fabian Sandez.

**Opposed***:* None

**3. Job Center Certification Assessment Tools Review and Approval**

PBWD Board Liaison, Christina Edwards, reviewed the completed assessment tools for each job center location with the assessment team (workgroup members). The members reviewed each section of the tools and made minor adjustments to some of the tools.

A discussion around Transitional Jobs occurred with the Workgroup, as some ARIZONA@WORK City of Phoenix comprehensive job centers do not offer transitional jobs. Transitional jobs mean employment that provides a time-limited work experience that is wage-paid and subsidized, and is in the public, private, or non-profit sectors, for those individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history.

The Workgroup requested the topic of transitional jobs be discussed further with the PBWD Board and/or the Executive Leadership Committee to ascertain whether it is cost-effective to provide this service in the local area.

**A motion to approve the completed Job Center Certification Assessment Tools for each ARIZONA@WORK City of Phoenix location, with the exception of Turn A New Leaf,** was made by Workgroup Member, Michael Hale, and seconded by Workgroup Member, Latasha Causey.

**Approved:** James Frolov, Steven Cramer, Michael Hale, Latasha Causey, and Fabian Sandez.

**Opposed***:* None

**4. Matters for Future Discussion**

PBWD Board Liaison, Christina Edwards, worked with the Workgroup members to schedule the next Workgroup meeting to complete Part II-Alignment with Workforce Arizona Council of the Job Center Certification process. The next Workgroup meeting will occur on Wednesday, September 16, 2020 from 2:30-4:00 p.m.

**5. Call to The Public**

None

**6. Adjournment**

**A motion to adjourn the meeting was made at 2:32 p.m.** by Workgroup Member, Michael Hale, and seconded by Workgroup Member, Fabian Sandez.

**Approved:** James Frolov, Steven Cramer, Michael Hale, Latasha Causey, and Fabian Sandez.

**Opposed***:* None

**All were in favor and the meeting adjourned at 2:32 p.m.**