**Phoenix Business and Workforce Development Board**

**Job Center Certification Workgroup**

**Meeting Minutes**

**September 29, 2020 ~ 9:00 a.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)Laura Whitehead (Program Operator) | Stacey Van Emst (One-Stop Operator) |

1. **Call to Order**

Job Center Certification (JCC) Workgroup Co-Chair, James Frolov, called the September 29, 2020 PBWDB Job Center Certification Workgroup meeting to order at 9:02 a.m. Roll call was completed and a quorum of five members were present on the phone.

**2. JCC Workgroup 09.16.20 Meeting Minutes**

**A motion to approve the 09.16.20 JCC Workgroup Meeting Minutes** was made by Workgroup Member, Latasha Causey, and seconded by Workgroup Co-Chair, Steven Cramer.

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

**Opposed***:* None

**3. Job Center Certification Part II-Alignment with Workforce Arizona Council**

 **Vision**

PBWD Board Liaison, Christina Edwards, led the workgroup members through the final sections of the Job Center Certification Part II-Alignment with Workforce Arizona Council Vision. The team reviewed each section, had discussions around the topic, provided examples and gave a rating of 0-4 for each section in Part II.

Part II of the certification process was completed by the workgroup members.

**4. Matters for Future Discussion**

The following areas of the Part II assessment tool were recognized as needed additional discussion and action from the PBWD Board:

* Section G.3. – Prepare job seekers for disruption through career pathways – shifting technologies
* Section H.6. - Provide guidance to participants and employers on workplace flexibility strategies (time, place, tasks) for individuals with multiple barriers to employment, including individuals with disabilities.
* Section I.E.8. – Ensure seamless service delivery for refugee populations – make connections and partnerships with community leaders
* J.7. – Arizona Job Connection – Customers need the ability to upload existing resumes that will satisfy the Business Services Teams job matching

**5. Call to The Public**

None

**6. Adjournment**

**A motion to adjourn the meeting was made at 10:57 a.m.** by Workgroup Co-Chair, Steven Cramer, and seconded by Workgroup Member, Fabian Sandez.

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

**Opposed***:* None

**All were in favor and the meeting adjourned at 10:57 a.m.**