**Phoenix Business and Workforce Development Board**

**Executive Leadership Committee Meeting Minutes**

**February 11, 2021 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on February 11, 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

LaSetta Hogans

Christina Edwards

Eric Johnson Gretchen Wolfe

Ricky Duran

Kweilin Waller

Demitria Robles

Kimberly Whetstone

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

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

PBWDB Chair Audrey Bohanan called the February 11, 2021 Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:34 a.m. Roll call was completed, and quorum was met with eight members in attendance.

1. **Approval of Minutes for** **December 10, 2020 and January 14, 2021 ELC Meetings:**

ELC member Latasha Causey made a **motion to approve minutes for the December 10, 2020 and January 14, 2021 ELC Meetings** and ELC member Steven Cramer 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.

Ricky will continue his research and come back to the ELC in April with an update. The final project presentation will be delivered to the PBWD Board in May of 2021.

1. **Client Referral System Update:**

Stacy Van Emst, One-Stop Operator, gave an update on the progress of the Client Referral System. Stacey shared that the CRS pilot was completed in December with all core partners participating. Additionally, four user focus group sessions were completed at the end of January, providing valuable feedback on the use of the CRS.

The timeline below was shared with the committee.



Immediate next steps include new CRS features, a monthly newsletter and an enhanced onboarding experience for new system partners. The next CRS updated will be provided at the April ELC meeting.

**5.** **Youth Services RFP Provider Selections:**

Gretchen Wolfe, Procurement Manager for the Community and Economic Development Department, City of Phoenix, provided an overview of the Youth Services RFP process with the committee.

The outcome of the RFP process resulted in the recommendation of four youth providers:

* Chicanos Por La Causa (CPLC)
* Jewish Family and Children’s Service (JFCS)
* Neighborhood Ministries Inc.
* Valley of the Sun Young Men’s Christian Association (YMCA)

The contract term for the youth provider contracts are:

* Transition Period: April 1 – June 30, 2021
* Services: July 1, 2021 - June 30, 2022
* 4 one-year renewal options

A) ELC member Steven Cramer made a **motion to approve the Youth provider selections** 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**

The aggregate value of the Youth Workforce Development Services to be

provided through these contracts shall not exceed $5,300,000.00 and

WIOA grant funds will be used to pay for these services.

B) ELC Vice Chair, Nick DePorter made a **motion to approve the Youth provider budgets shall not exceed $5.3MM** and ELC member Daniel Barajas seconded.

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

**Opposed:** None

**Motion passed unanimously**

**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:

* 300.312 Youth Contract Risk Assessment Monitoring (CRAM) Policy

ELC member Steven Cramer made a **motion to approve 300.312 Youth Contract Risk Assessment Monitoring Policy** and ELC member Latasha Causey 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. One-Stop Operator RFP Update:**

LaSetta Hogans, PBWDB Executive Director, shared an update on the One-Stop Operator(OSO) RFP process. Goodwill of Central and Northern Arizona has decided not to submit a proposal for the new OSO contract and have been working closely with Board staff on a transition plan.

The solicitation process is ongoing, and we will be coming back to ELC in April for approval of a selected vendor.

ELC member, Nick DePorter, inquired as to why Goodwill is not submitting a proposal for the new OSO contract. Bobby Ghisolfo, Senior Director of Mission Services, Goodwill of Central and Northern Arizona, stated the partnership with the City of Phoenix over the last four years has been a great partnership. The direction of Goodwill as an organization has changed, which is why they decided to not peruse the new contract.

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

ELC member, Nick Bielinski, provided the committee information on the candidate he is referring to the PBWDB for membership consideration. The committee reviewed the candidate’s application, resume and letter of recommendation to the PBWD Board.

ELC member Steven Cramer made a **motion to approve the PBWDB candidate to the City of Phoenix Mayor for her consideration** and ELC member Latasha Causey seconded.

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

**Opposed:** None

**Motion passed unanimously**

**9. PBWDB Member Committee Assignments:**

ELC Chair, Audrey Bohanan, led the discussion regarding the PBWDB member committee assignments.

* New PBWDB Member, Meghan McGilvra, was assigned to the Program Excellence Committee.
* New PBWDB Member, Jennifer Grondahl, was assigned to the Communication and Outreach Committee.
* Existing PBWDB Member, Dean Van Kirk, was reassigned to the Program Excellence Committee.
* There are two Committee Vice Chair vacancies on the Communication and Outreach Committee and the Business and Workforce Engagement Committee. Audrey encouraged those interested in these positions to reach out to herself or the Committee Chair.

**10. WIOA Legislative Update:**

LaSetta Hogans, PBWDB Executive Director, shared that the new administration in Washington, D.C. will have new priorities for workforce. There is a major emphasis on workforce and getting people back to work, making family-sustaining wages. Information and updates are coming in from the National Association of Workforce Boards (NAWB) and the U.S. Conference of Mayors and LaSetta is forwarding on that information to Board members through News & Announcements in BoardBookit or direct emails to Board members.

There hasn’t been any information about WIOA, and the reauthorization is not on the forefront of the Administration at this time. Clean and green technology is a focus of the Administration right now. The Board should consider training in this area as an option for job seekers.

Mayor Kate Gallego was recently appointed to the Jobs, Education and Workforce Committee with the U.S. Conference of Mayors. Mayor Gallego is the Chair of this committee and workforce conversations with Mayor Gallego’s staff are currently occurring with LaSetta and Kweilin Waller, the Board’s Program Operator.

As updates become available, LaSetta will provide them to the PBWD Board.

**11. Committee Update Reports:**

**Business and Workforce Engagement Committee**:

**Date:** January 21, 2021

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

**Committee Members:** Present: Robert Cain, Susan Ciardullo, Kaaren-Lyn Graves,

Jesús Love, Brandon Ramsey, Patrick Winters.

Absent: Nick DePorter, James Frolov, Fred Lockhart, Brenda Schmidt.

**Up to three (3) items to share with the PBWDB:**

1. Upon reviewing Strategy 5, “Ensure return on investment (ROI) for Workforce Development in the City”, Strategy Co-Champion Robert Cain shared with the BWEC that in trying to determine ROI the biggest problem is getting data of participants that exited the program, thereby limiting the ability to quantify ROI. However, ROI can be measured by considering the number of participants that exited the program compared to program expenses.
2. Please plan to attend our next Virtual Bagels and Business event, on Wednesday March 17th. This event will feature a round table of employers discussing the hiring and employment implications resulting from the legalization of recreational marijuana, pending City of Phoenix approval.

**What do you need from Board Members?**

1. Plan to attend the next Virtual Bagels and Business on Wednesday March 17th, 2021 9:00 to 10:30AM.
2. Help promoting Virtual Bagel and Business via their social media networks.

**Program Excellence Committee:**

**Date:** 1/7/2021 @ 9:00a-10:30a

**Committee Name:** Program Excellence Committee

**Goal: Instill Hope:**

**Strategy 1** - Develop opportunities for individual connections and relationships to support vulnerable populations

including youth and dislocated workers.

**Strategy 2** - Align with local investment in diversity and inclusion as a primary business strategy.

**Strategy 3** - Show promise for individuals seeking careers through the sharing of simple approaches.

**Strategy 5 –** Ensure ROI for Workforce Development in the city

**Committee Members:** Latasha Causey – Chair, Daniel Barajas – Vice Chair, Erick Garcia (absent) – Vice chair

Michelle Jameson, Samantha Hansen, Edward Abramowitz, Jan Davis, Melissa Trujillo (absent), Fabian Sandez

**Up to three (3) items to share with the PBWDB:**

We approved some proposed changes to the action items for Strategy 1

**Leads for each strategy are listed below:**

* Strategy 1 – Michelle Jameson (lead), Samantha Hansen (co-lead)
* Strategy 2 –Erick Garcia
* Strategy 3 – Edward Abramowitz

**What do you need from Board Members?**

Please feel free to attend the next meeting being held on **Thursday February 4, 2020 at 9:00a-10:30a –** or any future meeting.

**12. ELC Scorecard/Work Plan:**

 ELC Chair, Audrey Bohanan, reviewed the Work Plan items with committee members. Each item listed in yellow (in progress) was reviewed with Board staff to determine the current status. Chair Bohanan thanked the committee members and Board staff for their hard work.

Chair Bohanan reviewed the strategies assigned to the ELC with the committee members. The committee made notes and updates to the assigned strategies. The return on investment (ROI) for strategies was discussed in detail and further clarification is needed on how to measure ROI on specific actions related to the strategies. Ricky Duran, Data and Research Manager, suggested measuring specific data year over year to make an ROI determination.

Further discussion was held regarding gaps in service and specific scorecard action items. No changes were noted to the scorecard.

**13. ELC Committee Report:**

* Highlights from Capstone Project

*\*ELC Member, Daniel Barajas, left the meeting at 10:00 a.m.*

 **14. Matters for Future Discussion:**

* Quarterly Partner Meeting Update – One-Stop Operator
* Future updates on Mayor Gallego’s U.S. Conference of Mayors, Jobs, Education and Workforce committee

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

 None

**16. Adjournment:**

**A motion to adjourn the meeting was made at 10:18 a.m.** by ELC Member Nick Bielinski and seconded by ELC member Steven Cramer.

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

**Opposed:** None

**All were in favor and the meeting adjourned at 10:18 a.m.**