

**Phoenix Business and Workforce Development Board  
Emergency Meeting Minutes  
April 14, 2020 ~ 2:00 PM**

An emergency meeting of the Phoenix Business and Workforce Development Board was held on April 14, 2020. This was a virtual meeting.

**Board Members Present:**

Audrey Bohanan (Chairwoman)  
James Frolov  
Steven Cramer  
Jenna Kohl  
Janice Mrkonjic  
Nick Bielinski  
Dean Van Kirk  
Nick DePorter  
Brandon Ramsey  
Kaaren-Lyn Graves

Michael Hale (Vice Chair)  
Travis Hardin  
Yolanda Bejarano  
Michelle Jameson  
Jesus Love  
Bethany Woodard  
Latasha Causey  
Brenda Schmidt  
Erick Garcia

**Board Members Absent:**

Daniel Barajas  
Susan Ciardullo  
Jan Davis

Ali Gamero-Hernandez  
Melissa Trujillo

**City of Phoenix Staff:**

LaSetta Hogans (Executive Director)  
Christina Edwards (Board Liaison)

Kweilin Waller  
Stan Flowers

**Public Attendees:**

None

**1. Call to Order**

Phoenix Business and Workforce Development (PBWD) Board Chair, Audrey Bohanan, called the April 14, 2020 PBWD Board Meeting to order at 2:05 p.m. Roll call was completed and a quorum of 19 members were attending by WebEx or phone.

**2. PBWD Board and ARIZONA@WORK City of Phoenix Policy Review and Draft Approval:**

The following policies were presented for review and approval:

- A. **SWFI** Sec. 400-403 Data Integrity and Customer Participation Cycle

- B. **SWFI** Sec. 400-404 Program Exits
- C. **SWFI** Sec. 400-405 Case Notes Requirements
- D. **SWFI** Sec. 400.406 Follow up and Job Retention
- E. **SWFI** Sec. 400.415 Worker Designation
- F. **Governance** Sec. 900.910 State of Emergency

PBWDB member Travis Hardin made a **motion to approve the SWFI policies A.-E.** and PBWDB Vice Chair Michael Hale seconded.

**Approved:** Audrey Bohanan, Michael Hale, Yolanda Bejarano, Nick Bielinski, Steven Cramer, Latasha Causey, Nick DePorter, James Frolov, Erick Garcia, Kaaren-Lyn Graves, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Brandon Ramsey, Brenda Schmidt, Dean Van Kirk, and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

PBWDB member Nick Bielinski made a **motion to approve the Governance Policy F.** and PBWDB member Latasha Causey seconded.

**Approved:** Audrey Bohanan, Michael Hale, Yolanda Bejarano, Nick Bielinski, Steven Cramer, Latasha Causey, Nick DePorter, James Frolov, Erick Garcia, Kaaren-Lyn Graves, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Brandon Ramsey, Brenda Schmidt, Dean Van Kirk, and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

### **3. Matters for Future Discussion**

None

### **4. Call to The Public**

None

### **5. Adjournment**

**A motion to adjourn the meeting was made at 2:18 p.m.** by PBWD Board Member Janice Mrkonjic seconded by PBWD Board Member Jesus Love.

**Approved:** Audrey Bohanan, Michael Hale, Yolanda Bejarano, Nick Bielinski, Steven Cramer, Latasha Causey, Nick DePorter, James Frolov, Erick Garcia, Kaaren-Lyn Graves, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Brandon Ramsey, Brenda Schmidt, Dean Van Kirk, and Bethany Woodard

**Opposed:** None

**All were in favor and the meeting adjourned at 2:18 p.m.**