**Phoenix Business and Workforce Development Board**

**Program Excellence Committee**

**Meeting Minutes**

**Virtual Meeting**

**August 6, 2020**

**9:00 a.m.**

**Members Present**

Latasha Causey, Chairman

Erick Garcia, Vice-Chairman

Daniel Barajas, Vice-Chairman

Jan Davis

Michelle Jameson

Melissa Trujillo

Edward Abramowitz

Samantha Hansen

Stacey Garlieb

**City of Phoenix Staff**

Eric Johnson

Christina Edwards

Kimberly Whetstone

Stan Flowers

Kweilin Waller

1. **Call to Order / Roll Call**

Latasha Causey, Program Excellence Committee (PEC) Chair, called the August 8, 2020, meeting to order at 9:02 a.m. Roll call was completed, and a quorum was present.

1. **Introductions:**

Latasha Causey, PEC Chair, introduced herself to the newly appointed committee and called on each member individually to introduce themselves.

1. **Ad-Hoc Membership Application Review:**

The committee had the opportunity prior to the meeting to review the ad-hoc membership application and resume for the Program Excellence Committee (PEC).

Jan Davis, PEC member, motioned to approve new AD-HOC Member, Samantha Hanson to join PEC, Melissa Trujillo, PEC Member, seconded the motion. **Motion passed 8:0**

Yes: 8 – Latasha Causey, Erick Garcia, Daniel Barajas, Jan Davis, Michelle Jameson, Melissa Trujillo, Edward Abramowitz, Stacey Garlieb

No: 0

1. **Youth Services Request for Proposal (RFP):**

Kweilin Waller, City of Phoenix Human Services Department Deputy Director, discussed the upcoming issuing of a Request for Proposals to obtain new Youth Services Providers. ARIZONA@WORK City of Phoenix Human Services Department (HSD) is seeking proposals from qualified organizations to provide programs and services to City of Phoenix youth through its Workforce

Innovation and Opportunity Act (WIOA) Youth Workforce Program.

1. **Committee Structure:**

The committee reviewed the Program Excellence Committee structure. Latasha Causey, PEC Chair, asked committee members if they had any questions or concerns regarding committee structure.

1. **Review Scorecard:**

The committee reviewed the Program Excellence Committee scorecard. Latasha Causey, PEC Chair, requested committee members review scorecard in detail and discuss possible adjustments to actions and metrics at the September 3, 2020 committee meeting.

The committee reviewed Strategy 5 for possible addition to the Scorecard. Jan Davis, PEC member, motioned to approve the addition of Strategy 5: Ensure ROI for workforce development in the City to the PEC scorecard, Daniel Barajas, PEC Member, seconded the motion. **Motion passed 8:0**

Yes: 8 – Latasha Causey, Erick Garcia, Daniel Barajas, Jan Davis, Michelle Jameson, Melissa Trujillo, Edward Abramowitz, Stacey Garlieb,

No: 0

1. **Matters for Future Discussion:**

* Vocational Rehabilitation Matrix
* Technology resources available for Adult, Dislocated Worker and Youth during COVID
* Build Metrics and Actions for Strategy 5 on the PEC Scorecard

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

None.

1. **Adjournment:**

Michelle Jameson, PEC Member, motioned to adjourn the meeting at 9:47 a.m., Jan Davis, PEC Member, seconded, **Motion passed 8:0.**

Yes: 8 – Latasha Causey, Erick Garcia, Daniel Barajas, Jan Davis, Michelle Jameson, Melissa Trujillo, Edward Abramowitz, Stacey Garlieb,

No: 0