**Phoenix Business and Workforce Development Board**

**Job Center Certification Workgroup**

**Meeting Minutes**

**August 14, 2020 ~ 10:00 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) |  |

1. **Call to Order**

PBWD Board Vice Chair, Michael Hale, called the August 14, 2020 PBWDB Job Center Certification Workgroup meeting to order at 10:08 a.m. Roll call was completed and a quorum of five members were present on the phone.

**2. Job Center Certification Presentation**

PBWD Board Liaison, Christina Edwards, gave a presentation to the workgroup members detailing the Job Center Certification process, as required by WIOA. The presentation included a timeline to complete the certification process for all ten ARIZONA@WORK City of Phoenix job center locations.

The tools for Job Center Certification were developed by the state workforce board, Workforce Arizona Council. Each job center location must be assessed using the Job Center Certification Tool Part I for comprehensive, affiliate or specialized locations. Part II of the certification requires the workgroup to assess whether the ARIZONA@WORK City of Phoenix job center network aligns with the Workforce Arizona Council’s vision for workforce development in the state.

**3. Onsite Assessment Schedule/ Create Assessment Teams**

The proposed assessment schedule was put forth and workgroup members shared their availability for the timeframe indicated. PBWD Board Liaison, Christina Edwards, stated she will take the workgroup members availability and create assessments teams and an assessment schedule for the Job Center Certification onsite assessments, using the tools provided by the Workforce Arizona Council. Board Liaison Edwards stated she will share the updated schedule with workgroup members by Monday, August 17, 2020 for their feedback and finalization.

The onsite assessments for the ten locations in the City of Phoenix are scheduled to occur between August 18th through August 27th. A final workgroup meeting is scheduled for September 14, 2020 at 1:00pm to finalize Part I of the assessment tools and complete Part II Alignment with Workforce Arizona Council Vision. Finalized Tools Parts I & II will be submitted to AZ Department of Economic Security no later than October 15, 2020. At that time, the Job Center Certification Workgroup will be dissolved.

**4. Selection of a Workgroup Chair**

PBWDB Member James Frolov and PBWDB Member Steven Cramer volunteered to be co-chairs of the Job Center Certification Workgroup.

**5. Matters for Future Discussion**

None

**6. Call to The Public**

None

**7. Adjournment**

**A motion to adjourn the meeting was made at 10:07 a.m.** 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

**All were in favor and the meeting adjourned at 10:07 a.m.**