



**Phoenix Business and Workforce Development Board  
Meeting Minutes  
January 9, 2020 ~ 8:30 AM**

The meeting of the Phoenix Business and Workforce Development Board was held on January 9, 2020, located at the Phoenix Business and Workforce Development Center, 302 N. 1<sup>st</sup> Ave., 6<sup>th</sup> Floor, Phoenix, AZ 85003.

**Board Members Present:**

Audrey Bohanan (Chairwoman)  
Melissa Trujillo  
Steven Cramer  
Jenna Kohl  
Ali Gamero-Hernandez  
Janice Mrkonjic  
Nick Bielinski  
Dean Van Kirk  
Nick DePorter  
Brandon Ramsey

Michael Hale (Vice Chair)  
Travis Hardin  
Susan Ciardullo  
Michelle Jameson  
Jan Davis  
Jesus Love  
Daniel Barajas  
Delbert Hawk  
Bethany Woodard  
Latasha Causey

**Board Members Absent:**

Kaaren-Lyn Graves

**City of Phoenix Staff:**

LaSetta Hogans (Executive Director)  
Christina Edwards (Board Liaison)  
Dana Mosley  
Kweilin Waller  
Stan Flowers  
Chris Mackay  
Rob Stenson  
Michael Pierce

Mark Carr  
Claudia Whitehead  
Kerri Barnes  
David Chavez  
James Montoya  
Mayor Kate Gallego  
Kim Whetstone  
Eddie Barojas

**Public Attendees:**

Michael Burchett  
Karen Nelson-Hunter  
Stacey Van Emst  
Tracey Regenold

Patti OBrien  
Tracee Spire  
Dustin Panoff  
Sheila Murphy

**1. Call to Order**

Phoenix Business and Workforce Development (PBWD) Board Chair, Audrey Bohanan, called the January 9, 2020 PBWD Board Meeting to order at 8:33

a.m. Roll call was completed and a quorum of 20 members were present, including in person and on the phone.

## **2. PBWDB Chair Update**

1. Thank you, Nick Bielinski, for providing the refreshments for the Mix & Mingle event this morning.
2. Welcome New Board Member, Latasha Causey, Head of Recruiting for U-Haul International who filled a Business vacancy on the PBWDB.
3. Board Vacancies Update:
  - Small Business candidate was forwarded to Mayor for review.
  - Two Labor candidates will be reviewed by ELC in February.
  - Derek Anderson resigned from the PBWD Board 12/24/19. Derek provided a recommendation from Banner to replace him.
4. Thanked PBWDB members who participated in the visit with Mr. Jeffrey Stone from U.S. Department of Labor – Janice M., Michelle P., Nick B., Steven C. & Audrey B. were in attendance.
5. Thank you, Janice Mrkonjic and Rob Stenson, for participating in the *Women in Leadership* panel discussion. Thank you, Travis Hardin and Brandon Ramsey, for attending the YMCA Pancake Breakfast.
6. Received approval from DES to move forward with BoardBookit!
7. PBWD Board Recertification is complete. Shared Local Governance Agreement was approved by the Workforce Arizona Council in December. Currently routing for signatures.
8. PBWD Board Strategic Planning Retreat – Feb. 27<sup>th</sup> & 28<sup>th</sup> , 9am-4pm @ the Phoenix Business & Workforce Development Center

## **3. Approval of November 14, 2019 Meeting Minutes**

**A motion to approve the November 14, 2019 Meeting Minutes**, was made by PBWD Board Member Steven Cramer, and seconded by PBWD Board Vice Chair Michael Hale.

**Approved:** Daniel Barajas, Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Steven Cramer, Latasha Causey, Jan Davis, Nick DePorter, Delbert Hawk, Ali Gamero-Hernandez, Michael Hale, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Brandon Ramsey, Melissa Trujillo, Dean Van Kirk and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

#### **4. Consent Items**

The following Consent Items were presented for approval:

- A. One-Stop Operator Monthly Report for October and November
- B. Hive@Central October and November Reports
- C. ARIZONA@WORK city of Phoenix Policy DRAFT Approval
  - 1. SWFI 400.401 Grant Program Eligibility
  - 2. SWFI 400.402 Support Services
  - 3. SWFI 400.414 Support Services-Childcare

**A motion to approve consent items A-C** was made by PBWD Board Member Susan Ciardullo and seconded by PBWD Board Member Janice Mrkonjic.

**Approved:** Daniel Barajas, Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Steven Cramer, Latasha Causey, Jan Davis, Nick DePorter, Delbert Hawk, Ali Gamero-Hernandez, Michael Hale, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Brandon Ramsey, Melissa Trujillo, Dean Van Kirk and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

#### **5. Presentation by City of Phoenix Mayor Kate Gallego**

City of Phoenix Mayor, Kate Gallego, shared her priority initiatives and areas of interest with the PBWD Board to include:

- Census 2020, April 11-The importance of diversity inclusion and that everyone is counted to ensure continued funding for vital programs in the City
- My Brother's Keeper-An avenue for our community to collaborate and address persistent opportunity gaps faced by boys and young men of color
- New 202 Corridor development with an emphasis on construction jobs
- Build talent pools for web development and computer science occupations
- Special populations including justice involved and homeless
- Re-Entry Week April 24-30, with Mayor co-sponsored Re Entry Career Fair on April 22, 2020.

## **6. Healthcare Expansion Presentation**

City of Phoenix Community and Economic Development Director, Christine Mackay, presented information to PBWDB members on Bioscience Healthcare Strategic Initiatives in the City of Phoenix that included information on:

- Phoenix Biomedical Campus
  - Translational Genomics Research Institute (TGen)
  - University of Arizona's medical school
  - Arizona State University's downtown campus
  - Northern Arizona University Allied Health Programs
  - Creighton Medical School
- Bioscience and Healthcare expansions
- Phoenix's focus on Bioscience and Healthcare
  - Healthcare Systems located in Phoenix

Director Mackay's next presentation to the PBWD Board will focus on cybersecurity.

## **7. Strengthening Working Families Initiative (SWFI) Update**

Deputy Human Services Director, Kweilin Waller, and SWFI Program Manager, David Chavez, gave the PBWD Board an update on the SWFI program to include:


- Program Overview
- Program Eligibility and Services Provided
- Performance Outcomes and Budget
- Program challenges and improvements

The SWFI program will continue to align policy and processes for accurate data management and reporting, identify areas to streamline, develop and foster relations with education and training providers, explore adding additional H-1B occupations and research new incumbent worker employer opportunities for the duration of the grant period, ending June 30, 2020.

## 8. Committee Updates

The following reports were submitted by the PBWDB Committee Chairs for review and discussion.

### BEC:



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**Phoenix Business and Workforce Development Board  
Committee & Workgroup Report**

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Committee/ Workgroup Chairs and/or Vice Chairs, please complete this report and email to [christina.edwards@phoenix.gov](mailto:christina.edwards@phoenix.gov) and [lasetta.hogans@phoenix.gov](mailto:lasetta.hogans@phoenix.gov) after each committee or workgroup meeting.

These updates will be shared at the Executive Leadership Committee meetings and the Full Board meetings.

**Date:** Thursday, October 17, 2017

**Committee Name:** Business Engagement Committee

**Committee Members:** Jesús Love, Janice Mrkonjic , Kaaren-Lynn Graves, Patrick Winters  
Dean Van Kirk (telephone)

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

1. The BEC had a great discussion around this morning's Bagels & Business event. We would have liked more Board Members present, especially Youth Committee members since that was the topic of the presentation; as well as other youth services providers.
2. For the next Bagels & Business event, on January 16<sup>th</sup>, 2020, we will have q &a panel around Title 1 services, adult job training and related services to unemployed or underemployed individuals. Panelists including Stan Flowers and Stacey VanEmst will receive questions ahead of time. We expect discussion to include apprenticeship, work-based training, Eligible Training Providers' List, and other support processes; along with testimonial from client.
- 3.- We initiated discussion regarding the multiple reporting elements utilized by the Arizona@Work City of Phoenix programs, including sources and descriptions of each element; some of these utilized in the *Numbers Report*. The BEC members will individually analyze what is currently being reported and what is considered useful; to continue discussion at the next BEC committee meeting.

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

The BEC would like Board Members to attend, and promote, the following scheduled Bagels & Business events: Title I Workforce Development Activities for Adults, January 16<sup>th</sup>; Title II Adult Education and Literacy, March 19<sup>th</sup>; Title III Wagner-Peyser, May 21<sup>st</sup>; and, Title IV Vocational Rehabilitation, August 20<sup>th</sup>. Ideally, we would like all Committee Members to attend the related Bagels & Business event.

**CIC:**



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These updates will be shared at the Executive Leadership Committee meetings and the Full Board meetings.

**Date:** 10/2/2019

**Committee Name:** Continuous Improvement Committee

**Committee Members:**

CONTINUOUS IMPROVEMENT	
Meet	1st Wed @ 4 p.m.
Chair	Nick Bielinski
Vice	Steven Cramer
Members	Delbert Hawk Jan Davis
Ad Hoc:	Kandi Tillman Fred Lockhart
Staff:	Melissa Magallanez
SME:	Kerr Barnes


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

- 1) Motioned that the Reporting Elements for Business Services, Youth Programs, Adult/Dislocated Worker Programs and SWFI be reviewed by the full board for continuous data reporting review.
- 2) Revised our annual Survey questions for deployment to Board in Q1 2020.

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

- 1) Reporting Elements was on the Executive Board agenda for review to be reviewed/approved by full-board.

**SDC:**



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These updates will be shared at the Executive Leadership Committee meetings and the Full Board meetings.

**Date:** October 10<sup>th</sup>, 2019

**Committee Name:** Service Delivery Committee (SDC)

**Committee Members:** Derek Anderson, Jim Cahill, Susan Ciardullo, Stacie Garlieb, Michelle Jameson, Brandon Ramsay, Jim Sorensen

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

1. One-Stop Operator Stacey Van Emst presented the ARIZONA@WORK City of Phoenix (COP) Partner Directory that was created that details all of the partners in the system. The directory is updated quarterly and is intended to encourage collaboration. There is a matrix that answers which services are provided by the various partners. In the future, they will try to put the directory on an online platform to make it easily editable.
2. ARIZONA@WORK City of Phoenix Business Engagement Supervisor Rob Stenson presented the Labor Market Information to the SDC. The intention of the document is intended to provide information about needs of employers and connecting them with skills in the Phoenix-area talent pool.
3. ARIZONA@WORK COP Workforce Development Isis Sanchez shared a document on the reporting elements available for reporting information to the Phoenix Business and Workforce Development Board (PBWDB) and the metrics that are currently tracked through the Arizona Department of Economic Security (DES).

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

Nothing at this time.

**AYWC:**

Advancing Youth Workforce Committee Vice Chair, Bethany Woodard, shared that the committee created a workgroup focused on creating an enriching experience for a youth ad-hoc member. A Work Experience has been created and a youth ad-hoc member is now in place. The youth ad-hoc member is currently working with the Youth Program Manager and youth service providers to make updates to the Incentives policy.

**9. Matters for Future Discussion**

- Justice involved individuals gaining employment

- Diversity and inclusion strategies
- Census 2020 promotion and participation
- PBWD Board members- Invite a colleague to attend the next board meeting who has interest in workforce

## 10. Call to The Public

- PBWDB Chair, Audrey Bohanan, recognized City of Phoenix employee Kerri Barnes for her work with the PBWD Board. Kerri is moving on to another position in the City of Phoenix.
- Sheila Murphy- Strategic Planning Retreat Feb. 27<sup>th</sup> & 28<sup>th</sup>
- Melissa Trujillo- Be a Leader Foundation was awarded a \$8.7 million grant to form a Network for School Improvement (NSI) to expand their existing school partnership to build the K-12 pipeline and increase access to higher education for Arizona students. The \$8.7 million grant will be funded by the Bill & Melinda Gates Foundation.

## 11. Adjournment

**A motion to adjourn the meeting was made at 10:31a.m.** by PBWD Board Member Jesus Love seconded by PBWD Board Member Steven Cramer.

**Approved:** Daniel Barajas, Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Steven Cramer, Latasha Causey, Jan Davis, Nick DePorter, Delbert Hawk, Ali Gamero-Hernandez, Michael Hale, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Brandon Ramsey, Melissa Trujillo, Dean Van Kirk and Bethany Woodard

**Opposed:** None

**All were in favor and the meeting adjourned at 10:31a.m.**