



**Phoenix Business and Workforce Development Board  
Meeting Minutes  
November 14, 2019 ~ 8:30 AM**

The meeting of the Phoenix Business and Workforce Development Board was held on November 14, 2019, 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)	Michael Hale (Vice Chair)
Melissa Trujillo	Travis Hardin
Steven Cramer	Susan Ciardullo
Jenna Kohl	Michelle Jameson
Ali Gamero-Hernandez	Jan Davis
Janice Mrkonjic	Jesus Love
Nick Bielinski	Bethany Woodard

**Board Members Absent:**

Nick DePorter	Kaaren-Lyn Graves
Derek Anderson	Daniel Barajas
Brandon Ramsey	Delbert Hawk
Dean Van Kirk	

**City of Phoenix Staff:**

LaSetta Hogans (Executive Director)	Mark Carr
Christina Edwards (Board Liaison)	Melissa Magallanez
Silvia Valadez Barba	Susan Roger
Kweilin Waller	Todd Berndt
Stan Flowers	Eric Johnson
Chris Mackay	

**Public Attendees:**

Michael Burchett	Kristen Stephenson
Karen Nelson-Hunter	Tracee Spire
Kimberly Smith	Dustin Panoff
Stacey Van Emst	Adrian Bruno
Sheila Murphy	Michael Wisehart
Tracey Regenold	

**1. Call to Order**

Phoenix Business and Workforce Development (PBWD) Board Chair, Audrey Bohanan, called the November 14, 2019 PBWD Board Meeting to order at 8:34

a.m. Roll call was completed and a quorum of 14 members were present, including in person and on the phone.

## **2. PBWDB Chair Update**

- A. Local Board Consultants: PBWDB Chair, Audrey Bohanan, introduced Dr. Sheila Murphy and Tracey Regenold who will help the PBWDB develop their new strategic plan.
- B. PBWDB Member, Bethany Woodard, thanked JFCS, YMCA and CPLC for accepting the files transferred from the ACYR contract and ensuring services continued with the youth participants.
- C. The National Association of Workforce Board (NAWB) conference in March of 2020 will be attended by PBWDB Executive Director, LaSetta Hogans, PBWD Board Liaison, Christina Edwards, and PBWD Board members Daniel Barajas, Nick Bielinski, Michael Hale and Janice Mrkonjic. City of Phoenix Human Services Director, Marchelle Franklin, and Deputy Director, Kweilin Waller, will be attending the conference as well.
- D. Chair Bohanan shared that we are moving forward with the software platform, BoardBookIt and asked for volunteers to participate in the program training. Nick Bielinski volunteer to be a part of the training sessions.
- E. PBWDB Member, Nick Bielinski, thanked Continuous Improvement Committee (CIC) administrative support, Melissa Magallanez, for her work with the CIC and presented her with a plaque and gift.
- F. Chair Bohanan shared her participation at the Maryvale Business Center Grand opening in November and encouraged PBWDB members to send photos of their engagement efforts in the community to PBWD Board Liaison, Christina Edwards, to be posted during future meetings.

## **3. Approval of September 12, 2019 Meeting Minutes**

**A motion to approve the September 12, 2019 Meeting Minutes**, was made by PBWD Board Member Jan Davis, and seconded by PBWD Board Member Janice Mrkonjic.

**Approved:** Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Steven Cramer, Jan Davis, Ali Gamero-Hernandez, Michael Hale, Travis Hardin, Michelle

Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Melissa Trujillo, and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

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

The following Consent Items were presented for approval:

- A. WIOA Title II Quarterly Update
- B. One-Stop Operator Monthly Report for September
- C. PBWDB Strategic Plan Comprehensive Scorecard YR 3

**A motion to approve consent items A-C** was made by PBWDB Vice Chair, Michael Hale, and seconded by PBWDB Member Ali Gamero-Hernandez.

**Approved:** Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Steven Cramer, Jan Davis, Ali Gamero-Hernandez, Michael Hale, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Melissa Trujillo, and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

#### **5. Incumbent Worker Training Policy Section 300.310**

PBWDB Executive Director, LaSetta Hogans, shared that the Incumbent Worker Training Policy Section 300.310 was approved by the Executive Leadership Committee in October. Since that time, four language additions were added to the Incumbent Worker Training Policy and Executive Director Hogans reviewed those additions with the PBWDB members in detail.


**A motion to approve the Incumbent Worker Training Policy Section 300.310, with language modifications,** was made by PBWDB Member Jesus Love and seconded by PBWDB Board Member Janice Mrkonjic.

**Approved:** Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Steven Cramer, Jan Davis, Ali Gamero-Hernandez, Michael Hale, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Melissa Trujillo, and Bethany Woodard

## 6. PBWD Board Committee Updates

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

### CIC:



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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 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.

### BEC:



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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 @ 4pm
Chair	Beck Bedinski
Vice	Steven Cramer
Deputy Chair	
Members	Jan Davis
Ad Hoc	Kang Talmán
	Fred Lochner
Staff	Melissa Magallanes
SMC	Keri 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 Ernst 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:** AWYC Vice Chair, Bethany Woodard, shared that the committee has been busy finalizing the youth ambassador ad-hoc member position on the committee. Ms. Woodard shared that the committee continues to work on their scorecard and modify goals to make them meaningful. The AYWC will be reporting out to the full board in January on the work of the Youth Ambassador Workgroup and the youth ambassador ad-hoc membership and work experience.

## **7. Board Recertification**

PBWDB Executive Director, LaSetta Hogans, shared the items that were outstanding for the PBWDB to receive their board recertification status from The Workforce Arizona Council. The following items were addressed with the PBWDB members:

1. Local Workforce Development Area Plan: The PBWDB was asked to include updated organizational charts, clarify that the Eligible Training Provider List does not only list Occupational Skills Training and include a description of the workforce system partners. Additional Adult Education language was added to the plan as well.

2. Shared Local Governance Agreement: The PBWDB was asked to submit a draft of a legally binding agreement between the PBWDB and Mayor to define their roles and responsibilities. The City of Phoenix serves as the career services provider, and an agreement between parties also needed to be established demonstrating how conflict of interest was addressed.
3. Open Meeting Law/Sunshine Provision: The PBWDB was asked to include the names of the Adult, Dislocated Worker, Youth Providers and the One-Stop Operator on the ARIZONA@WORK website.

PBWDB Executive Director, LaSetta Hogans, went on to review sections of the Shared Local Governance Agreement and Exhibit 1, Program Operator Agreement with the PBWDB members.

The following language was asked by PBWD Board members to be added to the Shared Local Governance Agreement (SLGA):

1. Section IV. Amendments: Add language around administrative changes to the SLGA and Program Operator Agreement that would not require signatories to re-sign the documents.
2. Section X. PBWD Board Staff: Include an opportunity for PBWDB members to provide feedback on performance for all PBWDB staff, including committee administrative support staff.

**A motion to approve the Shared Local Governance Agreement, with amendments,** was made by PBWDB Vice Chair, Michael Hale, and seconded by PBWD Board Member Jan Davis.

**Approved:** Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Steven Cramer, Jan Davis, Ali Gamero-Hernandez, Michael Hale, Travis Hardin, Michelle Jameson, Jenna Kohl, Jesus Love, Janice Mrkonjic, Melissa Trujillo, and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

## **8. Aeroguard Flight School Presentation**

Mr. Adrian Brown, CFO for Aeroguard Flight School, gave a presentation to the PBWD Board about the flight school. Mr. Brown needs assistance on how to diversify his student base, to include adding more females to the flight training program. Additionally, Mr. Brown asked for ideas on how to partner with

financial entities to offer scholarships for the flight training program. PBWDB members provided insight and suggestions and offered to connect with Mr. Adrian Brown on his efforts.

## **9. Phoenix Economic Development Presentation**

City of Phoenix Community and Economic Development Director, Christine Mackay, presented information to the PBWDB members on economic development in Phoenix. The presentation included information about the City's core economic strengths, areas of focus, job creation, Phoenix's competitive advantage, Healthcare/Bio Expansions, Arizona Biomedical Corridor and the Phoenix Biomedical Campus.

Director Mackay introduced Kristen Stephenson, from the Greater Phoenix Economic Council (GPEC), who gave the PBWDB members a presentation around driving an advanced economy. Ms. Stephenson shared the past, present and future of the thriving industries in the Phoenix area. The following sector industries were reviewed in detail from the GPEC perspective: Healthcare, Finance, Insurance, Real Estate, High Tech, Information, and Manufacturing.

## **10. Matters for Future Discussion**

- Community and Economic Development Director, Chris Mackay, to present at the January PBWDB meeting on the Healthcare expansion.
- Mayor Kate Gallego will attend the January PBWDB meeting.
- Community and Economic Development Director, Chris Mackay, to present economic updates to the PBWDB on a quarterly basis.

## **11. Call to The Public**

- A. Stacey Van Emst, One-Stop Operator, invited everyone to attend the Quarterly Partner Meeting on Thursday, November 21<sup>st</sup> at 2pm at the Phoenix Business and Workforce Development Center.
- B. Phoenix City Council meeting on Wednesday, November 20<sup>th</sup> at 2:30pm at Phoenix City Council Chambers, 200 W. Jefferson St, Phoenix.

C. Workforce Arizona Council Performance Excellence Committee meeting on Tuesday, November 19<sup>th</sup> at 3:00pm at the Arizona Commerce Authority, 100 N. 7<sup>th</sup> Ave, Camelback Conference Room, Phoenix, 85007

**12. Adjournment**

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

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