



**Phoenix Business and Workforce Development Board
Program Excellence Committee
Meeting Minutes**

**Virtual Meeting
November 5, 2020
9:00 a.m.**

Members Present

Latasha Causey, Chairwoman
Erick Garcia, Vice-Chairman
Daniel Barajas, Vice-Chairman
Jan Davis
Michelle Jameson
Melissa Trujillo
Edward Abramowitz
Samantha Hansen

City of Phoenix Staff

LaSetta Hogans	Ricardo Duran
Kimberly Whetstone	Demitria Robles
Kweilin Waller	Laura Whitehead

1. Call to Order / Roll Call

Latasha Causey, Program Excellence Committee (PEC) Chair, called the November 5, 2020, meeting to order at 9:01 a.m. Roll call was completed, and a quorum was present.

2. Approval of October 01, 2020 Meeting Minutes:

A motion to approve the October 01, 2020 Meeting Minutes, was made by PEC Member Michelle Jameson, and seconded by PEC Member Jan Davis.

Approved: Latasha Causey, Erick Garcia, Daniel Barajas, Jan Davis, Michelle Jameson, Melissa Trujillo, Edward Abramowitz, and Samantha Hansen

Opposed: None

Motion passed unanimously

3. Icebreaker:

Daniel Barajas, PEC Vice-Chair, presented an icebreaker activity for the Committee members to participate in. Each present PEC member was asked to share their name, place of employment and position, a hobby, skill, binge worthy tv series or home project they have been doing during COVID, and a brief detail of their professional journey.

4. Executive Leadership Committee (ELC) Report

Erick Garcia, PEC Vice-Chair, presented some topics of discussion from the ELC Meeting. Including, Policy and Procedure updates, OSO client referral system, reviewed ARIZONA@WORK draft policies, individual Committee updates and each Committee presented their Committee Report Forms to the ELC.

5. Title II Adult Education Quarterly Report:

Jesus Love, Executive Director, Literacy Volunteers of Maricopa County, presented the Title II Adult Education Quarterly Report. The report included 5 programs metrics from last quarter of last fiscal year. A sixth program has joined and will be reporting this fiscal year.

6. Vocational Rehabilitation Metrics:

Jan Davis, PEC Member, presented the Vocational Rehabilitation Quarterly Report. Jan concentrated on the metrics for Phoenix and Maricopa County.

7. PEC Scorecard Workgroup Leads:

Latasha Causey, PEC Chair, reviewed PEC Workgroup Leads and asked for volunteers for each Strategy assigned to the Committee. The Committee still needs a Lead for Strategy #5.

8. PEC Committee Report Form:



Latasha Causey, PEC Chair, reviewed the Committee Report Form and asked for any input on items to present to the ELC. The report must be turned in within five days of each Committee Meeting.

9. Matters for Future Discussion:

None

10. Call to the Public and Open Discussion:

None

11. Adjournment:

A motion to adjourn the meeting was made at 10:24 a.m. by PEC Member Michelle Jameson and seconded by PEC Vice-Chair, Erick Garcia.

Approved: Latasha Causey, Erick Garcia, Daniel Barajas, Jan Davis, Michelle Jameson, Melissa Trujillo, Edward Abramowitz, and Samantha Hansen

Opposed: None

Motion passed unanimously