



Phoenix Business and Workforce Development Board
 Program Excellence Committee Meeting
 February 02, 2023
 9:00 am-10:30 am Mountain Standard Time

VIRTUAL MEETING

Meeting link:

Join from the meeting link

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=m310f5037b3ac3458f44350731eebede8>

Join by meeting number

Meeting number (access code): 2467 626 8223

Meeting password: T9Rjw8aECA5

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24676268223## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24676268223@cityofphoenix.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 24676268223.cityofphoenix@lync.webex.com

I. **Call to order/ Roll call**

(Daniel Barajas)

The Program Excellence Committee (PEC) Chair, Daniel Barajas, will call the PEC meeting to order.

Roll call will be completed by the Program Excellence Committee Staff Support to ensure a quorum is present.

II. **Approval of January 5, 2023 PEC Meeting Minutes**

(Daniel Barajas)

The January 5, 2023 Program Excellence Committee (PEC) Minutes are recommended for review and approval.

RECOMMENDATION: This item is for information and approval.

III. **OSO Monthly Report for December 2022**

(Stacey VanErnst)

City of Phoenix, One Stop Operator, Project Director Stacey Van Emst will present the December 2022 OSO Monthly Report.

RECOMMENDATION: This item is for information and discussion.

IV. **Quarter 2 WIOA Report**

(Justin West)

Justin West, Workforce Development Data Manager with the City of Phoenix Human Services Department will provide an overview and update on the WIOA 2nd Quarter Performance Metrics.

RECOMMENDATION: This item is for information and discussion.

V. **Workforce Program Participant Success Story**

(Laura Whitehead)

Laura Whitehead, City of Phoenix Human Services Department Workforce Development Supervisor, will introduce Caseworker, Noel Lutsey to share an Adult/Dislocated Worker story to the Committee.

RECOMMENDATION: This item is for information and discussion.

VI. **Calendar of Events**

(Genie Usher)

Genie Usher, Workforce Board Liaison with the City of Phoenix will share an update on this PEC request.

RECOMMENDATION: This item is for information and discussion.

VII. **Strategy Team Assignment Updates**

(Daniel Barajas)

The Program Excellence Committee will provide updates to inform how each team is accomplishing their Strategy Assignments.

RECOMMENDATION: This item is for information, discussion, and possible action.

VIII. **Scorecard Review and Strategies for Improvement**

(Program Excellence Committee)

The Program Excellence Committee will discuss ways to improve the strategies listed on the PEC scorecard.

Scorecard items for discussion:

- A review of the committee meeting and committee scorecard PowerPoints used to streamline the reporting process.
- Suggested workgroups and expectations of the PEC members.
- Scorecard alignment with the local plan and the strategies used to achieve the PEC scorecard goals.

RECOMMENDATION: This item is for information, discussion, and possible action.

IX. Committee Report Form

(Daniel Barajas)

Daniel Barajas, Program Excellence Committee (PEC) Chair, will provide PEC committee updates.

RECOMMENDATION: This item is for information, discussion, and possible action.

X. Matters for Future Discussion

(Daniel Barajas)

XI. Call to the Public & Open Discussion

(Daniel Barajas)

XII. Adjournment

(Daniel Barajas)