



Phoenix Business and Workforce Development Board
Program Excellence Committee Meeting
January 05, 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>

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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 November 3, 2022 PEC Meeting Minutes

(Daniel Barajas)

The November 3, 2022 Program Excellence Committee (PEC) Minutes are recommended for review and approval.

RECOMMENDATION: This item is for information and approval.

III. OSO Monthly Report for October 2022

(Stacey VanErnst)

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

RECOMMENDATION: This item is for information and discussion.

IV. NAWDP Youth Symposium in Charlotte, NC

(Dustin Panoff)

Valley of the Sun YMCA, Director of Operations, Dustin Panoff will share the experience of presenting at the November NAWDP Youth Symposium.

RECOMMENDATION: This item is for information and discussion.

V. Workforce Program Participant Success Story

(David Chavez)

David Chavez, City of Phoenix Human Services Department Workforce Development Supervisor, will introduce a Program Participant to speak about their experience and success in the program.

RECOMMENDATION: This item is for information and discussion.

VI. ☐ Adult Education Services Presentation

(Patrick Brown)

Patrick Brown, Title II Workforce Development Specialist, Arizona Department of Economic Security will present on Adult Education Services programs and metrics.

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)