

**WORKFORCE ARIZONA COUNCIL – EXECUTIVE COMMITTEE
MEETING MINUTES**

Monday, November 20, 2017

100 N 15th Avenue, Suite 103, Phoenix, AZ 85007

Conference Line: 1-877-820-7831, Passcode: 103468

Members Present

Dawn Grove, Chair – Karsten Manufacturing

Thomas Winkel – Arizona Coalition for Military Families

Bill Terry – IBM

Cecilia Mata – AllSource Global Management

Mark Gaspers – Boeing

1. Call to Order

- The meeting was called to order at 10:01 a.m.

2. Welcome

- Chair, Dawn Grove, welcomed everyone to the meeting.

3. Chair Report

- Chair, Dawn Grove reported that there was a survey sent out to gather feedback on the workforce convening in early November. She indicated that there is a need to fill business vacancies on the Council. She explained there will be a brainstorming session during the Council meeting on linkages between the ARIZONA@WORK system and non-profits and community organizations.

4. Call to the Public

- No public comment was offered.

5. Approval of Minutes

- A motion to adopt the previous meeting minutes was made by Bill Terry and seconded by Mark Gaspers.
- The August 8, 2017 meeting minutes were adopted.

6. Presentations

- **Michael Wisehart, Assistant Director, Arizona Department of Economic Security, Division of Employment & Rehabilitation Services (DERS)** gave a presentation on the Arizona Management System. He explained the principles of the Arizona Management System. They started deployment at a pilot site in Pinal County and Michael explained the strategies for continuing to deploy throughout the ARIZONA@WORK system. Dawn Grove, Chair, thanked Michael for the presentation. The Committee asked that a vote be presented to the Council to endorse this project.

7. Discussion and Approval of Annual Report

- **Gretchen Corey, Special Projects Manager, Arizona Office of Economic Opportunity** presented the Annual Report to the Council. She explained that there were a few changes made to streamline the report. Gretchen walked the Committee through the report and the data elements. Dawn and the Committee thanked Gretchen for the work she did on the report and the presentation.
 - a. **Vote to recommend the Council approve the Workforce Arizona Council Annual Report**
 - A motion to recommend the Council approve the Workforce Arizona Council Annual Report was made by Cecilia Mata and seconded by Thomas Winkel.
 - The motion was passed.

8. Department of Labor Review of Arizona's One-Stop Operator Procurement Process

- Gretchen, explained that the State received a review that the U.S. Department of Labor conducted on Arizona's procurement process. DES will be putting a plan together to address the items identified in the report received.

9. Committee Reports

- **Performance Excellence**
 - i. **Update on Infrastructure Funding Agreements**
 - Gretchen Caraway, Policy Administrator from the Department of Economic Security, explained that the State provided technical assistance to the local areas on the Infrastructure Funding Agreement process. They have received Infrastructure Funding Agreements from all local areas.
 - ii. **Discussion and Approval of Local Board Certifications (conditional approvals)**
 - Gretchen Caraway, Policy Administrator from Department of Economic Security, stated that local boards had conditional approvals given to them in which they had one year to address. A review was completed and 9 out of 12 local boards are ready for final approval. She explained that they will continue to provide technical assistance to the three local areas with needs to address.
 1. **Vote to recommend final approval of Local Board Certifications (conditional approvals)**
 - A motion to recommend the Council give final approval to 9 local workforce boards and continue with conditional approvals for the 3 local workforce boards while they address the areas of concern was made by Mark Gaspers and seconded by Bill Terry.
 - The motion passed.
 - iii. **Discussion and Approval of Policy #07: ARIZONA@WORK Statewide Monitoring Policy**
 - Thomas Winkel, Chair, Performance Excellence Committee, explained that there was a lot of collaboration in creating a policy prior to

presenting to the Council. He explained that this policy was created with great collaboration and supported by the local areas.

1. Vote to recommend the Council adopt Policy #07:

ARIZONA@WORK Statewide Monitoring Policy

- A motion to recommend the Council adopt Policy #07: ARIZONA@WORK Statewide Monitoring Policy was made by Mark Gaspers and seconded by Cecilia Mata.
- The motion passed.

• **Strategic Communications and Partnerships**

- Cecilia Mata, Chair, Strategic Communications and Partnerships Committee, explained that they are bringing the new committee members up to speed on what has been done to this point. They started to connect with the communications team at DES and have asked to have regular discussions on how the Committee can continue to connect with them.

i. Discussion and Approval of 2018 Strategic Communications and Partnership Committee Charter

- Cecilia explained her committee's charter and goals they have set for this year.

1. Vote to recommend the Council adopt 2018 Strategic Communications and Partnerships Committee Charter

- A motion to recommend the Council adopt 2018 Strategic Communications and Partnerships Committee Charter was made by Thomas Winkel and seconded by Bill Terry.
- The motion passed.

• **Measuring Effectiveness**

i. Presentation: Update of the Performance Dashboard project launch

- Committee Chair, Bill Terry, explained that the Measuring Effectiveness Committee has been working on the Dashboard project and designing this tool to be an Agile style design. Adjustments will be made as the data received evolves such as the data from other Titles and the employer measures.
- Bill explained that the team has reached been collecting feedback on the tool. They have adapted the product based on feedback received. At this point they will continue to collect comments and incorporate changes to the dashboard tool to bring the product back during the next quarter.

ii. Discussion and Approval of 2018 Measuring Effectiveness Committee Charter

- Bill Terry reviewed the committee charter and new goals set out for the coming year.

1. Vote to recommend the Council adopt 2018 Measuring Effectiveness Committee Charter

- A motion to recommend the Council adopt the 2018 Measuring Effectiveness Committee Charter was made by Thomas Winkel and seconded by Cecilia Mata.
- The motion passed.

- **Quality Workforce**

- Mark Gaspers, Chair, Quality Workforce Committee, explained that his committee received a presentation on the Career Readiness Credential giving them an update on the project since it was endorsed by the Council.

- i. **Discussion and Approval of 2018 Quality Workforce Committee Charter**

- Mark Gaspers reviewed the Charter documents and explained the goals that his committee has set for this coming year.

- 1. **Vote to recommend the Council adopt 2018 Quality Workforce Committee Charter**

- A motion to recommend the Council adopt the 2018 Measuring Effectiveness Committee Charter was made by Bill Terry and seconded by Thomas Winkel
- The motion passed.

10. Council Agenda/Consent Agenda Vote

- Chair, Dawn Grove, asked the Executive Committee members to review the draft Council meeting agenda and submit any requested changes to Ashley.

11. Adjournment

- A motion to adjourn was made by Cecilia Mata and seconded by Mark Gaspers.
- The meeting was adjourned at 11:57 a.m.