



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Minutes
January 11, 2018**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee meeting was held on January 11, 2018, located at the Phoenix City Hall, 200 W. Washington St., 1st Floor Assembly Rooms A & B, Phoenix, AZ 85003.

Board Members Present:

Derek Anderson	Delbert Hawk
Stacie Garlieb	Michelle Jameson (joined 8:18am)
Travis Hardin (Chair)	

Board Members via Phone:

Audrey Bohanan (joined 8:18am)	Lorenzo Sierra
Nick DePorter (Vice-Chair)	

Cynthia Spell Tweh (PBWD Board Executive Director)

Board Members Absent:

None

City Staff:

Kimberly Cruz	Mary Alejandro
Isis Sanchez	Stan Flowers
Michelle Pierson	

City Staff via Phone:

Rob Stenson

Action items taken are noted in **bold** print.

1. Call to Order

Chairman Travis Hardin, called the January 11, 2018, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee Meeting to order at 8:09 a.m. Roll call was completed by the Board Liaison and a quorum of eight (8) was present.

2. Approval of the August 10, 2017 and October 26, 2017 Meeting Minutes:

A motion to approve the August 10, 2017 and October 26, 2017 meeting minutes was made by Stacie Garlieb, seconded by Derek Anderson.

Motion passed unanimously

3. PBWD Board and ARIZONA@WORK City of Phoenix Policy Protocol Review:

3A. Protocols Policy

Executive Director, Cynthia Spell Tweh welcomed the Board Members into the 2018 New Year. Ms. Spell Tweh reviewed the outline provided to standardize and format the Protocol for Policies and Procedures for ARIZONA@WORK City of Phoenix. The three areas which will bring items to the Board for review and approval are Fiscal, Administration, Board Governance and Career Services. The function leaders across the teams will be the ones to draft the protocols and they will be ready for approval by the time they get to the Board. The Executive Director will review (and in some cases, help draft) before seeking Executive Leadership Committee Draft Approval and Final Full Board approval. The final document will be the guidance letters.

A motion to recommend the PBWD Board approve the PBWD Board WIOA Policy, Procedure, and Guidance Letter PROTOCOL as drafted by the Executive Director was made by Stacie Garlieb, seconded by Audrey Bohanan.

Motion passed unanimously

3B. Authorizations/Delegation

Executive Director, Cynthia Spell Tweh, stated this authorizes the Executive Director of the PBWD Board, as the delegated official for approving the policy revisions and attachments to move forward to the Executive Leadership Committee and the full Board for approval.

A motion to recommend the PBWD Board authorize, the Executive Director, the delegation of approving attachments to Policies such as Guidance Letters, Procedures and minor revisions to Policies as necessary. The Executive Director will update the PBWD Board of all delegated actions at the next available PBWD Board meeting was made by Derek Anderson, seconded by Michelle Jameson.

Motion passed unanimously

4. ARIZONA@WORK City of Phoenix Policy Review and Draft Approval:

A. Career Services .311 – Customized Worker Training Policy

Rob Stenson, Workforce Development Supervisor, briefly discussed the Career Services .311-Customized Worker Training Policy. Mr. Stenson explained this is pre-vocational/pre-hire training for organizations which need more qualified workforce and want to provide the training pre-hire. The individuals go through the interview process after successfully completing the

pre-hire training. It's a 50/50 match for the training reimbursement. Literacy skills are not included in this training, it is designed to meet the needs of the employers. It is based on the employer and will be reimbursed to the employer or the training provider the employer selects.

A motion to recommend the PBWD Board review and approve Policy A was made by Stacie Garlieb, seconded by Delbert Hawk.

Motion passed unanimously

B. Career Services .310 – Incumbent Worker Training Policy

Executive Director, Cynthia Spell Tweh briefly discussed Career Services .310- Incumbent Worker Training Policy. This is for individuals which are employed and it offers the company the ability to build and maintain a quality workforce. These funds can be used to avoid layoff and increase skill levels of current employees to provide “promotability” within the company. The purpose of this policy is to establish the rationale and criteria for use and provision of service for the business customer.

A motion to recommend the PBWD Board review and approve Policy B was made by Stacie Garlieb, seconded by Michelle Jameson.

Motion passed unanimously

C. Career Services .309 – OJT Policy

Executive Director, Cynthia Spell Tweh, briefly discussed the Career Services .309-OJT (On-the-Job Training) Policy. This policy provides administrative and operational guidelines to ensure workforce development staff delivering this service do so as part of a standardized practice. The contract amount per company is up to \$50,000 per year.

A motion to recommend the PBWD Board review and approve Policy C with the change suggested by Board Member Audrey Bohanan, “remove **must** from the language”, was made by Derek Anderson, and seconded by Audrey Bohanan.

Motion passed unanimously

D. SWFI .401 Support Services Policy

Executive Director, Cynthia Spell Tweh, briefly discussed the SWFI .401 Support Services Policy. This policy provides the guidelines for the use of Strengthening Working Families Initiative (SWFI) grant. Supportive Services are provided on an as needed basis as determined by the SWFI staff and are intended to enable an individual to participate in SWFI related career training, education services or other SWFI related programs and activities. Supportive Services include services such as childcare, dependent care, transportation,

housing, and needs-related payments that are necessary to enable an individual to participate in SWFI.

A motion to recommend the PBWD Board review and approve Policy D was made by Stacie Garlieb, seconded by Delbert Hawk.

Motion passed unanimously

E. SWFI .402 Support Services – Child Care and Dependent Care Policy
Executive Director, Cynthia Spell Tweh, briefly discussed the SWFI .402 Support Services-Child Care and Dependent Care Policy. This policy is Support Services and is provided on an as needed basis as determined by the Strengthening Working Families Initiative (SWFI) staff and are intended to enable an individual to participate in SWFI related to career training, education services or other SWFI related programs and activities. Childcare/Dependent Care are limited to a maximum amount of \$1,200 per child for the duration of the program participation.

A motion to recommend the PBWD Board review and approve Policy E was made by Stacie Garlieb, seconded by Delbert Hawk.

Motion passed unanimously

5. Board Strategic Plan Review and Comments:

This item was tabled and will be discussed at the next available Executive Leadership Committee meeting.

6. Job Center Certification Update and Part II Discussion:

Executive Director, Cynthia Spell Tweh discussed the completion of Part I and explained Part II of the ARIZONA@WORK Job Center Certification. Part II is comparing state vision for the workforce system, staff have identified areas of improvement and opportunity. Staff are recommending Three (3) Areas of improvement, Area A- Extensive Knowledge of Local Economy, Area D-Work Based Learning Opportunities, and Area G-Career Pathways. These Areas will be the focus of attention for staff.

A motion to recommend the PBWD Board to approve the Final Workforce Arizona Council Part II of the Job Certification Assessments for the submittal, on January 12, 2018, on behalf of the PBWD Board to the State's designated point of contact identifying three Areas for Improvement (A, D, and G) was made by Audrey Bohanan, seconded by Stacie Garlieb.

Motion passed unanimously

7. Matters for Future Discussion:

PBWD Board and Executive Leadership Committee meeting schedule.

8. Call to the Public and Open Discussion:

None

9. Adjournment:

A motion to adjourn the meeting was made at 8:55 a.m. by Stacie Garlieb, seconded by Derek Anderson.

All were in favor and the meeting adjourned.