



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Minutes
February 8, 2018**

The meeting of the Phoenix Business and Workforce Development Board meeting was held on February 8, 2018, located at the Phoenix City Hall, 200 W. Washington St., 20th Floor, Conference Room 20-East, Phoenix, AZ 85003.

Board Members Present:

Audrey Bohanan	Lorenzo Sierra
Travis Hardin (Chair)	

Board Members via Phone:

Nick DePorter	Delbert Hawk
Stacey Garlieb	

Cynthia Spell Tweh (PBWD Board Executive Director)

Board Members Absent:

Derek Anderson	Michelle Jameson
----------------	------------------

City Staff:

Kimberly Cruz	Mark Carr
Isis Sanchez	Stan Flowers
Kerri Barnes	

Board Member Guest:

Jesus Love

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

1. Call to Order

Chairman Travis Hardin, called the February 8, 2018, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee Meeting to order at 9:02 a.m. Roll call was completed by the Board Liaison and a quorum of six was present.

2. Approval of the January 11, 2018 Meeting Minutes:

A motion to approve the January 11, 2018 Meeting Minutes was made by Nick DePorter, seconded by Audrey Bohanan.

Motion passed unanimously

3. New Board Member Application Review and Recommendations:

Discussion tabled until the next full PBWD Board meeting.

4. PBWD Board and ARIZONA@WORK City of Phoenix Policy Schedule Review:

PBWD Board Executive Director, Cynthia Spell Tweh, presented the draft schedule for the ARIZONA@WORK City of Phoenix Policies review process between February and May 2018. For February, the YouthBuild Policies have been removed. All YouthBuild Policies will initially go through the Advancing Youth Workforce Committee for review prior to being reviewed by the Executive Leadership Committee (ELC). Fiscal Agent staff will be presenting their draft policies in March. Career Services has identified approximately 30 policies that will be reviewed. Workforce Innovation and Opportunity Act (WIOA) Youth Services has several to review and approve as well. The ELC discussed meeting prior to the next full PBWD Board Meeting to accommodate all the reviews necessary to finalize the Policies. The goal is to have all of the identified ARIZONA@WORK Policies approved by June.

Nick DePorter offered video conference call-in capabilities that he can allow the PBWD Board to access for PBWD Board use if needed. The ELC has agreed to meet for a Special Policy session to review available draft policies, Thursday, March 8, 2018, one hour prior to the full PBWD Board Meeting, 8:00 a.m. – 9:00 a.m., and meet on Friday, March 9, 2018, from 9:00 a.m. – 12:00 p.m. if needed.

A Motion to approve the Executive Leadership Committee to meet for a Special Policy Session to review the draft ARIZONA@WORK Policies, Thursday, March 8, 2018, one hour before the full PBWD Board meeting, 8:00 a.m. – 9:00 a.m., and additionally on Friday, March 9, 2018, at 9:00 a.m. – 12:00 p.m. if necessary was made by Audrey Bohanan, seconded by Stacie Garlieb.

Motion passed unanimously

5. PBWD Board and ARIZONA@WORK City of Phoenix Policy Review and Draft Approval:

The PBWD Board Executive Director, Cynthia Spell Tweh, noted that there are nine Quality Assurance Policies, Items A through H, for review. Items I through N, the YouthBuild, Fiscal Agent and Administrative Policies will be tabled for a later date.

A. Quality Assurance .101-Program Monitoring Policy

The PBWD Board Executive Director, Cynthia Spell Tweh, summarized the policy. ELC Members requested to add a definition for “QA Team” to the policy.

A motion to recommend Item A, Quality Assurance .101-Program Monitoring Policy with suggested edits to the PBWD Board for final approval was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

- B. Quality Assurance .201-Eligible Training Provider List Policy
The PBWD Board Executive Director, Cynthia Spell Tweh, and Kerri Barnes, Quality Assurance Supervisor summarized the policy. ELC Members requested to change “school” to “training provider” on page 3 (B-8).

A motion to recommend Item B, Quality Assurance .201-Eligible Training Provider List Policy with suggested edits identified to the PBWD Board for final approval was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

- C. Quality Assurance .301-Records Management Policy
The PBWD Board Executive Director, Cynthia Spell Tweh, summarized the policy.

A motion to recommend Item C, Quality Assurance .301-Records Management Policy, as is, to the PBWD Board for approval was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

(Discussed out of order policy item)

The Contracts Management Policy was discussed out of order, identified as Item N, this item was requested to move to the next ELC meeting for review by staff and ELC Members.

No motion this item will be discussed at a future date.

- D. Equal Opportunity .501-EO is the Law
Kerri Barnes, Quality Assurance Supervisor summarized the policy. ELC Members requested to revise the title to read “EO is the Law Poster Notification” and will remove “due to” from Section VII-B.

A motion to recommend Item D, Equal Opportunity .501-EO is the Law with recommended edits to the title and remove “due to” from section VII-B to the PBWD Board for approval was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

- E. Equal Opportunity .502-Nondiscrimination Complaint Policy
Kerri Barnes, Quality Assurance Supervisor summarized the policy. ELC Members requested staff add the Customer Complaint Form, identified in the policy, as an attachment.

A motion to recommend Item E, Equal Opportunity .502-Nondiscrimination Complaint Policy with recommended edits to revise “procedure” to “Policy” and add the Customer Complaint Form as an attachment to the PBWD Board for approval was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

- F. Equal Opportunity .503-Fraud and Abuse Policy
Kerri Barnes, Quality Assurance Supervisor summarized the policy. ELC Members discussed adding the website address information.

A motion to recommend Item F, Equal Opportunity .503-Fraud and Abuse Policy with recommended edits to page 5 item C, adding the website address if available to the PBWD Board for approval was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

- G. Equal Opportunity .504-Limited English Proficiency Policy
Kerri Barnes, Quality Assurance Supervisor summarized the policy. The State manages the language line identified in the policy and the State will have some changes to the process. ELC Members requested that the abbreviation for LEP, Limited English Proficiency, read as “LEP” in all caps be made throughout the document, for consistency.

A motion to recommend Item G, Equal Opportunity .504-Limited English Proficiency Policy with recommended edits revising “LEP” in all caps, throughout the document for consistency to the PBWD Board for approval was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

- H. Professional Development .601-Professional Development Credentials and Hours
Kerri Barnes, Quality Assurance Supervisor summarized the policy. All WIOA ARIZONA@WORK City of Phoenix staff, are encouraged to attend and retain professional certifications and credentialing for professional

development purposes. Common certifications available for staff to obtain are: Certified Workforce Development Professional from the organization National Association of Workforce Development Professionals (NAWDP) and the Global Career Development Facilitator offered through Centers for Credentialing and Education (CCE) and National Career Development Association (NCDA). Funding for these types of educational opportunities and certifications are made available through the City of Phoenix (City) Educational Development Funds available for City employees and training funds budgeted through the City Department budget which includes WIOA.

A motion to recommend Item H, Professional Development .601- Professional Development Credentials and Hours to the PBWD Board for approval was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

6. Phoenix Business Roadmap at HIVE MOA:

The Board Liaison briefly explained the HIVE Memorandum of Agreement (MOA) with the City of Phoenix Community and Economic Development Department and the Phoenix Public Library to the ELC Members. The HIVE program made available through the MOA provides a Phoenix Business Roadmap program for its entrepreneurial program. The PBWD Board has approved the MOA with \$35,000 for the past two program years. Because of the success staff and the community has seen the two City departments are seeking a MOA contract extension and funds request for the next two years in the amount of \$17,500 each year, not to exceed \$35,000 to continue the program.

A motion to recommend a two-year MOA contract extension, with funding not to exceed \$35,000, for the Phoenix Business Roadmap at the HIVE MOA be forwarded for approval to the next PBWD Board Meeting was made by Audrey Bohanan, seconded by Lorenzo Sierra.

Motion passed unanimously

7. PBWD Board Strategic Plan Committee Update:

The Board Liaison notified the ELC that all of the PBWD Board Committees have not been able to meet to review Action Items for Year One of the Strategic Plan. The PBWD Board Chair explained to the ELC that ELC Members should ensure that the importance of meeting, reviewing and following through with items listed in the Strategic Plan for Year One. The PBWD Board Executive Director added that PBWD Board Members should identify at least two Strategic Plan “Champions” to assist in accomplishing the Strategic Plan Goals and Action Items.

8. PBWD Board and Executive Leadership Committee Calendar Discussion:

This item was requested by a PBWD Board Member at the prior PBWD Board Meeting to consider having the Executive Leadership Committee meetings one hour before the full PBWD Board meetings. The ELC Members agreed this was no longer in consideration, the schedule for the PBWD Board and Executive Leadership Committee meetings will remain the same.

9. Matters for Future Discussion:

- On-boarding New PBWD Board Members and the process
- Board Training
- Joint County Discussion and Retreat
- Calendar of events for Board Members

10. Call to the Public and Open Discussion:

The PBWD Board Executive Director, Cynthia Spell Tweh, announced the possibility of sending two PBWD Board Members to attend the 2018 National Association of Workforce Board Forum, has been requested.

11. Adjournment:

A motion to adjourn the meeting was made at 11:13 a.m. by Audrey Bohanan, seconded by Lorenzo Sierra.

All were in favor and the meeting adjourned.