



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

The meeting of the Phoenix Business and Workforce Development Board meeting was held on March 8, 2018, located at the Phoenix City Hall, 200 W. Washington St., 1st Floor, Assembly Room B, Phoenix, AZ 85003.

Board Members Present:

Audrey Bohanan	Travis Hardin (Chair)
Stacey Garlieb	Michelle Jameson

Board Members via Phone:

Derek Anderson	Lorenzo Sierra
Nick DePorter	

Cynthia Spell Tweh (PBWD Board Executive Director)

Board Members Absent:

Delbert Hawk

City Staff:

Kimberly Cruz	Kerri Barnes
Isis Sanchez	
Doris Pulsifer	
Mark Carr	

Guests

Jesus Love	Jan Davis
Michael Hale	Nick Bielinski
Ali Gamero-Hernandez	Margo Edris
Lisa Elonson	

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

1. Call to Order

Chairman Travis Hardin, called the March 8, 2018, Phoenix Business and Workforce Development (PBWD) Board Meeting to order at 8:03 a.m. Roll call was completed by the Board Liaison and a quorum of seven was present.

2. PBWD Board Strategic Plan Committee Update:

The Strategic Plan was finalized in December 2017. The Board Liaison presented the Board Members with hard copies of the Strategic Plan and the Executive Summary for the Strategic plan. The Board will identify two Board Members as Champions to help the Board focus on completing the steps as indicated in the Strategic Plan.

Board Member, Audrey Bohanan, noted the Continuous Improvement Committee, reviewed all related action plans for their Committee and created a working group/task force to update the survey, which will be ready to start by the next Board meeting.

Board Member, Stacie Garlieb, explained the Service Delivery Committee has not met this year, however, they will meet Friday, March 9, 2018 and will review all the related action plans for their committee and provide an update at next board meeting.

Advancing Youth Committee has selected Committee Champions and created a task force to help move the related action plans along. They are also selecting staff to assist.

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

PBWD Board Executive Director, Cynthia Spell Tweh, explained the Executive Leadership Committee would be reviewing the Draft Policies and moving the Policies forward to the Phoenix Business and Workforce Development Board for final approval.

Item A - Quality Assurance Policy - .401 Contracts Management Policy. Cynthia Spell Tweh, Executive Director, summarized the policy.

A motion to approve Quality Assurance .401 Contracts Management Policy was made by Stacie Garlieb, seconded by Audrey Bohanan.

Motion passed unanimously

Items B thru I YouthBuild Policies (.101, .201, .202, .301, .302, .303, .304, .305)

Mark Carr, Workforce Youth Coordinator, presented the YouthBuild policies to the Executive Leadership Committee. All of the policies were approved by the Advancing Youth Committee. Mr. Carr provided the Board Members with background information on the YouthBuild Program. There are eight YouthBuild policies which are tailored to the youth in our community.

All policies will have "Policy" added at the end of the title.

Policy .301 YouthBuild Eligibility (in Section 4 Definitions will be identified and added).

Policy .303 YouthBuild Drug Policy (this policy will be held for staff to review further and or revise language to add caution for abuse of prescription drugs and/or illegal drugs).

Policy .304 YouthBuild Program Exit (in Section 4 add definition for CCB – “College and Career Blueprint” and all capital “OR” in the policy will be corrected to lowercase).

Policy .305 Retention and Follow Up revise “MUST attempt and document any communication or contact.”

A motion to approve Policies B – I with updates as suggested and with the exception of Policy G Case and File Management, .303 YouthBuild Drug Policy was made by Stacie Garlieb, seconded by Audrey Bohanan.

Motion passed unanimously

Items J thru M Fiscal Policies (.201, .202, .301, .401)

Doris Pulsifer, Fiscal Supervisor, presented the Fiscal Policies. These policies provide guidelines for the funds received and or how they are processed and spent.

Policy .401 YouthBuild Fiscal Management Policy will be revised to correct links.

A motion to approve ARIZONA@WORK City of Phoenix Policies J – M with corrections as described regarding the hyperlinks was made by Stacie Garlieb, seconded by Audrey Bohanan.

Motion passed unanimously

4. Matters for Future Discussion:

None

5. Call to the Public and Open Discussion:

None

6. Adjournment:

A motion to adjourn the meeting was made at 9:04 a.m. by Lorenzo Sierra, seconded by Stacie Garlieb.

All were in favor and the meeting adjourned.