



Phoenix Business and Workforce Development Board  
 Executive Leadership Committee Meeting  
 June 11, 2020  
 8:30 am-10:30 am Mountain Standard Time

THIS IS A WEBEX MEETING ONLY. DO NOT ATTEND IN PERSON.

Meeting link: <https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=maa7d79a2ae7e2b65864b4230809f3c21>  
 Meeting number: 803 715 187  
 Password: 6bqPWU6w  
 Join by phone: 415-655-0001

**I. Call to Order/ Roll Call/ Chair Update**

*(Audrey Bohanan)*

The Phoenix Business and Workforce Development (PBWD) Board Chair, Audrey Bohanan, will call the Executive Leadership Committee (ELC) meeting to order.

Roll call will be completed to ensure a quorum is present.

**II. For Approval: April 9, 2020 ELC Meeting Minutes & May 14, 2020 SDC Meeting Minutes**

*(Audrey Bohanan)*

The April 9, 2020 Executive Leadership Committee Meeting Minutes and the May 14, 2020 Service Delivery Committee Meeting Minutes are recommended for review and approval.

**RECOMMENDATION: This item is for information and approval.**

**III. CONSENT ITEM: Strengthening Working Families Initiative (SWFI) Policy Memo**

*(Audrey Bohanan)*

*Consent Items are for Updates and Approval ONLY and are approved in a single vote. Consent Items are operational, compliance and/or contractual items that are not subject to discussion unless pulled from the consent agenda. If discussion is required a Board Member can request to have a Consent Item removed and discussed at the current or next Board Meeting.*

**RECOMMENDATION: This item is for information and approval.**

**IV. Committee Update Reports**

*(Committee Members)*

The Chair/Vice Chair of each committee will give a status report of the work the committee is doing.

**RECOMMENDATION: This item is for information and discussion.**

**V. Client Referral System Research Update**

*(Michael Burchett)*

The One Stop Operator will give a status update on progress towards a client referral system.

**RECOMMENDATION: This item is for information and discussion.**

**VI. Local Plan Status Update**

*(Dr. Sheila Murphy)*

Dr. Murphy will review the status of the Local Plan with the committee members.

**RECOMMENDATION: This item is for information and discussion.**

**VII. Executive Director's Report**

*(LaSetta Hogans)*

PBWDB Executive Director, LaSetta Hogans, will update the committee.

**RECOMMENDATION: This item is for information and discussion.**

**VIII. PBWDB Policy Procedure**

*(LaSetta Hogans)*

The committee will review the policy procedures for approval.

**RECOMMENDATION: This item is for information, discussion and possible action.**

**IX. ARIZONA@WORK City of Phoenix Policy Review and Draft Approval**

*(LaSetta Hogans)*

The committee will review the policies presented for approval to the PBWD Board.

**RECOMMENDATION: This item is for information, discussion and possible action.**

**X. PBWDB Committee Restructure**

*(LaSetta Hogans)*

The committee will review the proposed new committee structure for the PBWDB for approval.

**RECOMMENDATION: This item is for information, discussion and possible action.**

**XI. Matters for Future Discussion**

*(Audrey Bohanan)*

**XII. Call to The Public & Open Discussion**

*(Audrey Bohanan)*

**XIII. Adjournment**

*(Audrey Bohanan)*