



Phoenix Business and Workforce Development Board
 Executive Leadership Committee Meeting
 August 13, 2020
 8:30 am-10:30 am Mountain Standard Time

VIRTUAL MEETING

Meeting link: <https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=mb0346bf19664985b838785ad3cef46e6>
Password: HpnXSU2Ai35

Phone: 415-655-0001 **Access Code:** 133 909 0759#

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 called to ensure a quorum is present.

II. For Approval: June 11, 2020 ELC Meeting Minutes

(Audrey Bohanan)

The June 11, 2020 Executive Leadership Committee Meeting Minutes are recommended for review and approval.

RECOMMENDATION: This item is for information and approval.

III. CONSENT ITEM:

(Audrey Bohanan)

One-Stop Operator Monthly Report - June

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. Client Referral System Progress 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, discussion and possible action.

V. Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) Update

(LaSetta Hogans)

PBWD Board Executive Director, LaSetta Hogans, will review the status of the MOU/IFA with the committee members.

RECOMMENDATION: This item is for information and discussion.

VI. PBWD Board Bylaw Amendments

(LaSetta Hogans)

PBWDB Executive Director, LaSetta Hogans, will review the bylaw changes with the committee for approval.

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

VII. 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.

VIII. Committee Leadership - Roles & Responsibilities

(Michael Hale)

PBWD Board and ELC Vice Chair, Michael Hale, will review the roles and responsibilities of the new committee Chairs and Vice Chairs.

RECOMMENDATION: This item is for information and discussion.

IX. ELC Scorecard Review

(Audrey Bohanan)

The committee will review their scorecard and make any necessary adjustments to the actions and timelines.

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

X. PBWDB Work Plan Assignments

(Audrey Bohanan)

PBWD Board and ELC Chair, Audrey Bohanan, will review the Work Plan with the committee and assign members to each task on the plan.

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)