



Phoenix Business and Workforce Development Board
 Executive Leadership Committee Meeting
 February 11, 2021
 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: December 10, 2020 ELC Meeting Minutes and January 14, 2021 Emergency ELC Meeting Minutes

(Audrey Bohanan)

The December 10, 2020 Executive Leadership Committee Meeting Minutes and the January 14, 2021 Emergency Meeting Minutes are recommended for review and approval.

RECOMMENDATION: This item is for information and approval.

III. Capstone Project

(Ricky Duran)

Ricky Duran, Data and Research Manager for the Human Services Department, will review his Capstone Project with the committee members.

RECOMMENDATION: This item is for information and discussion.

IV. Client Referral System Update

(Stacey VanErnst)

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. Youth Services RFP Provider Selections

(Gretchen Wolfe)

City of Phoenix Procurement Manager, Gretchen Wolfe, will review the Youth Provider RFP process and successful proposers with the committee for approval.

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

VI. ARIZONA@WORK City of Phoenix Draft Policy Review and Approval: 300.312 Draft Youth Contract Risk Assessment Monitoring (CRAM) Policy

(LaSetta Hogans)

PBWDB Executive Director, LaSetta Hogans, will review the draft 300.312 Youth Contract Risk Assessment Monitoring Policy with the committee for approval to the PBWD Board.

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

VII. One-Stop Operator Request for Proposal (RFP) Update

(LaSetta Hogans)

PBWDB Executive Director, LaSetta Hogans, will provide a status update to the committee on the One-Stop Operator Request for Proposals process.

RECOMMENDATION: This item is for information and discussion.

VIII. PBWDB Membership Application Review and Recommendation

(LaSetta Hogans)

The committee will review a PBWDB membership application, resume and letter of recommendation for a business vacancy on the PBWD Board. Recommendation will be forwarded to the PBWD Board for review and approval to the City of Phoenix Mayor's Office for consideration.

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

IX. PBWDB Member Committee Assignments

(Audrey Bohanan)

The committee will discuss the following items:

- Two New Member Assignments
- One Existing Member Reassignment
- Communication and Outreach Committee Vice Chair
- Business and Workforce Engagement Committee Vice Chair

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

X. WIOA Legislative Update

(LaSetta Hogans)

PBWDB Executive Director, LaSetta Hogans, will provide a WIOA legislative update to the committee members.

RECOMMENDATION: This item is for information and discussion.

XI. 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.

XII. ELC Scorecard & Work Plan 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.

XIII. ELC Committee Report

(Audrey Bohanan)

Committee members will work together to complete the ELC Committee Update Report

RECOMMENDATION: This item is for information and discussion.

XIV. Matters for Future Discussion

(Audrey Bohanan)

XV. Call to The Public & Open Discussion

(Audrey Bohanan)

XVI. Adjournment

(Audrey Bohanan)