



Phoenix Business and Workforce Development Board  
Executive Leadership Committee Meeting  
June 10, 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: CONSENT AGENDA

*(Audrey Bohanan)*

- OSO May Monthly Report
- Title II Adult Education Quarter 3 Report

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

### III. For Approval: , 2021 ELC April 8, Meeting Minutes

*(Audrey Bohanan)*

The April 8, 2021 Meeting Minutes are recommended for review and approval.

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

### IV. ARIZONA@WORK City of Phoenix Draft Policy Review and Approval:

*(LaSetta Hogans)*

PBWDB Executive Director, LaSetta Hogans, will review the following draft policies with the committee for approval to the PBWD Board.

- 100.107 Administrative Costs Policy

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

### V. Board and Committee Effectiveness

*(Audrey Bohanan)*

The ELC members will review Roberts Rules of Order and best practices for Board and Committee meetings.

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

**VI. 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.**

**VII. 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.**

**VIII. Matters for Future Discussion**

*(Audrey Bohanan)*

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

*(Audrey Bohanan)*

**X. Adjournment**

*(Audrey Bohanan)*