



Phoenix Business and Workforce Development Board
 Executive Leadership Committee Meeting
 October 08, 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: August 13, 2020 ELC Meeting Minutes

(Audrey Bohanan)

The August 13, 2020 Executive Leadership Committee Meeting Minutes are recommended for review and approval.

RECOMMENDATION: This item is for information and approval.

III. PBWD Board Staff Resource Guide

(LaSetta Hogans)

The committee will review the guide detailing who the Board staff, contractors and support staff are within the City of Phoenix structure.

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. PBWDB Policy Procedure Update

(LaSetta Hogans)

PBWD Board Executive Director, LaSetta Hogans, will review the updates to the PBWDB Policy Procedure.

Staff recommend 1) the approval of the language updates to the PBWDB Policy Procedure and 2) that the following youth program policies be updated with the approved language: 300.301, 300.302, 300.303, 300.304, 300.305, 300.306, 300.307, 300.308, 300.309, 300.310, 300.311, 300.312, and 300.313.

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

VI. 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.

- 300.311 Youth Incentives
- 400.407 Performance Measures
- 900.912 Conflict of Interest & Code of Conduct

VII. One-Stop Operator Contract Performance Review

(LaSetta Hogans)

The committee will review the One-Stop Operator contract performance from July 1, 2016 to present.

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

VIII. Committee Reporting to ELC & PBWDB/ Reporting Format

(Audrey Bohanan)

The committee will engage in discussion around what items should be reported up from the committees to the ELC and PBWD Board. A review of the reporting template to determine if changes are needed changes will occur.

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

IX. 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.

X. ELC Scorecard Review & Work Plan Assignments

(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.

XI. Matters for Future Discussion

(Audrey Bohanan)

XII. Call to The Public & Open Discussion

(Audrey Bohanan)

XIII. Adjournment

(Audrey Bohanan)