



**Phoenix Business and Workforce Development Board  
Program Excellence Committee  
Meeting Minutes**

**Virtual Meeting  
January 7, 2021  
9:00 a.m.**

**Members Present**

Latasha Causey, Chairwoman  
Daniel Barajas, Vice-Chairman  
Jan Davis  
Michelle Jameson  
Edward Abramowitz  
Samantha Hansen  
Stacie Garlieb

**City of Phoenix Staff**

LaSetta Hogans	Ricardo Duran
Kimberly Whetstone	Demitria Robles
Kweilin Waller	Laura Whitehead

**1. Call to Order / Roll Call**

Latasha Causey, Program Excellence Committee (PEC) Chair, called the January 7, 2021 meeting to order at 9:08 a.m. Roll call was completed, and a quorum was present.

**2. Approval of December 03, 2020 Meeting Minutes:**

**A motion to approve the December 03, 2020 Meeting Minutes**, was made by PEC Member Jan Davis, and seconded by PEC Member, Michelle Jameson.

**Approved:** Latasha Causey, Daniel Barajas, Jan Davis, Michelle Jameson, Edward Abramowitz, Samantha Hansen, and Stacie Garlieb.

**Opposed: None**

**Motion passed unanimously**

**3. Executive Leadership Committee (ELC) Meeting Report**

Erick Garcia, PEC Vice-Chair, was not present to give the meeting report as scheduled. Latasha Causey, PEC Chair, was able to fill in and reported that Michael Hale, Phoenix Business and Workforce Development Board (PBWD) Vice-Chair, had resigned from the Board and will be missed by all.

**4. Hope Presentation:**

Daniel Barajas, PEC Vice-Chair, presented on the importance of instilling hope and how to make it happen by engaging partners. He also discussed how the Youth Workforce Development Partners are providers of hope to at risk youth by providing programs for a pathway to success.

**5. PEC Scorecard Workgroup Leads:**

Latasha Causey, PEC Chair, asked the workgroup leads if they had made any progress on their strategies. Michelle Jameson, PEC Member, presented action items for Strategy #1. The group assigned to Strategy #1 met and discussed each action item 1-9 and changes they are requesting be made to the metrics of the Scorecard. The group proposed the changes they discussed to the Committee. Latasha Causey, PEC Chair, asked for a motion to approve the changes.

**A motion to approve changes to metrics of Scorecard**, was made by PEC Member Jan Davis, and seconded by PEC Member, Michelle Jameson.

**Approved:** Latasha Causey, Daniel Barajas, Jan Davis, Michelle Jameson, Edward Abramowitz, Samantha Hansen, and Stacie Garlieb.

**Opposed: None**

**Motion passed unanimously**

**6. PEC Committee Report Form:**

Latasha Causey, PEC Chair, reviewed the Committee Report Form and asked for any input on items to present to the ELC. The report must be turned in within five days of each Committee Meeting.

**7. Matters for Future Discussion:**

Daniel Barajas, PEC Vice-Chair, requested a presentation reviewing the ARIZONA@WORK Website and what it offers.

**8. Call to the Public and Open Discussion:**

Jan Davis, PEC Member, discussed the Vocational Rehabilitation Team participating in training provided by Windmills. The training consists of 12 modules that are 20-minute sessions focusing on workplace sensitivity. Jan would like to present one of the modules at a future PEC Meeting as practice.

**9. Adjournment:**

**A motion to adjourn the meeting was made at 10:12 a.m.** by PEC Member Jan Davis and seconded by PEC Member Edward Abramowitz.

**Approved:** Latasha Causey, Daniel Barajas, Jan Davis, Michelle Jameson, Edward Abramowitz, Samantha Hansen, and Stacie Garlieb.

**Opposed: None**

**Motion passed unanimously**