



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

**Virtual Meeting
June 3, 2021
9:00 a.m.**

Members Present:

Latasha Causey, Chair
Erick Garcia, Vice Chair
Melissa Trujillo
Meghan McGlivra
Samantha Hansen
Stacie Garlieb

Committee Members Absent:

Daniel Barajas, Vice Chair
Michelle Jameson
Dean Van Kirk

Public Attendees:

LaSetta Hogans (PBWDB Executive Director)	Ricardo Duran
Christina Edwards (PBWDB Liaison)	Demitria Robles
Eddie Barajas	Jeannette Perez
Kweilin Waller	Hayden Maynard
Laura Whitehead	Dustin Panoff
Silvia Valadez Barba (PEC Administrative Support Staff)	

1. Call to Order / Roll Call:

Latasha Causey, Program Excellence Committee (PEC) Chair, called the June 3, 2021 meeting to order at 9:03 a.m. Roll call was completed, and a quorum was present.

2. Approval of April 1, 2021 Meeting Minutes:

Latasha Causey, Program Excellence Committee (PEC) Chair requested a motion to approve the April 1, 2021 PEC Meeting Minutes. **A motion to approve the April 1, 2021 Meeting Minutes**, was made by PEC Member Melissa Trujillo, and seconded by PEC Member, Meghan McGlivra.



Approved: Latasha Causey, Erick Garcia, Melissa Trujillo, Meghan McGilvra, Samantha Hansen and Stacie Garlieb.

Opposed: None

Motion passed unanimously

3. New Members Introduction:

PEC Chair, Latasha Causey introduced new PEC Member, Meghan McGilvra, to the PEC. PEC Member, Meghan McGilvra spoke to the committee about her experience and expressed excitement to be part of the PEC.

4. Program Year 2021 Program Excellence Committee (PEC) Changes:

PEC Chair, Latasha Causey shared that for program year 2021, she will be the new Phoenix Business and Workforce Development Board (PBWDB) Chair. As a result, she will have to resign from her position as the chair for the PEC. This means that there will be two positions open for the PEC. The two current PEC Vice-Chairs, Daniel Barajas and Erick Garcia will have to decide if either of them is interested in the PEC Chair position and this will leave a vice-chair position available. She invited all PEC members to think about stepping into the vice-chair position. She asked any PEC members who are interested to please email her, the PEC Vice-Chairs and PBWDB City of Phoenix staff expressing their interest. PEC Member, Melissa Trujillo, thanked PEC Chair, Latasha Causey, for all her great work with the PEC. PEC Vice-Chair, Erick Garcia, also thanked her and congratulated her on her new role as a chair of the PBWDB.

5. City of Phoenix ARIZONA@WORK Provider Updates:

PEC Chair, Latasha Causey, invited any City of Phoenix ARIZONA@WORK Providers that are present at the meeting to provide any updates.

- Dustin Panoff from the YMCA shared that last week they took approximately 40 to 50 of their participants to Prescott, Arizona to participate in an overnight leadership academy called Y-Achievers Retreat.
- David Chavez the City of Phoenix WIOA Youth/SWIFI Workforce Development Supervisor shared that the City of Phoenix team has been working on launching the R.I.S.E. Summer Youth Employment Program. This year there will be approximately 284 youth and 40 employers participating. The youth participants' work experiences will start in two weeks.
- PEC Member, Meghan McGilvra, shared that three of her YearUp participants from Europe were able to participate in the Y-Achievers Retreat.

6. PEC Scorecard Review:

PEC Chair, Latasha Causey, invited PEC members to provide any updates that they have to the scorecard, beginning with strategy one.

PEC Member, Samantha Hansen, shared that her group has a follow up meeting to continue working on strategy one. Particularly for action item one, they will be reaching out to David Chavez, the City of Phoenix WIOA Youth/SWIFI Workforce Development Supervisor, to see if any of the City of Phoenix ARIZONA@WORK providers can present to the PBWDB.

PEC Administrative Support Staff, Silvia Valadez, pointed out that there were some recommended changes to action item three that the PEC will have to take action on.

PEC Chair, Latasha Causey invited PEC Vice-Chair, Erick Garcia, to provide any updates to strategy two. PEC Vice-Chair, Erick Garcia shared that his group has been working with Ricky Duran, Data and Research Manager with the ARIZONA@WORK, City of Phoenix, Human Services Department, to learn more about the community. They met with him last week and had a fact-finding meeting to determine what areas in the community PEC can have the greatest impact on. PEC Vice-Chair, Erick Garcia's group is utilizing the information from Ricky Duran's extensive work to determine how to move forward. This information was presented during the last PBWDB meeting and is also part of the PEC's packet in Govenda. PEC Vice-Chair, Erick Garcia, encouraged PEC members to review the information.

PEC Chair, Latasha Causey invited PEC Members, Melissa Trujillo and Meghan McGlivra to provide any updates to strategy three. PEC Members Megan McGlivra and Melissa Trujillo shared their proposed changes to action items one and two and an addition of action item four.

Latasha Causey, (PEC) Chair, requested a motion to approve the changes, updates and additions to the PEC Scorecard Strategies one and three. **A motion to approve the changes, updates and additions to the PEC Scorecard Strategies one and three** was made by PEC Member Melissa Trujillo, and seconded by PEC Member, Stacie Garlieb.

Approved: Latasha Causey, Erick Garcia, Melissa Trujillo, Meghan McGlivra, Samantha Hansen and Stacie Garlieb.

Opposed: None

Motion passed unanimously

7. PEC Report Form:



PEC Chair, Latasha Causey, recapped what will be included on the PEC report form that is sent monthly to the ELC and PBWD Board.

8. Matters for Future Discussion:

- PEC Vice-Chair, Erick Garcia, shared that it might be helpful to invite Ricky Duran, Data and Research Manager with the ARIZONA@WORK, City of Phoenix, Human Services Department, to present at a future PEC meeting once the scorecard, strategy two group has determined how they will move forward with their diversity, equity and inclusion initiatives.
- PEC Chair, Latasha Causey, shared that the City of Phoenix ARIZONA@WORK Provider Updates agenda item will remain a standing agenda item in future PEC meetings.
- PEC Member, Meghan McGilvra suggested an update from City of Phoenix ARIZONA@WORK Providers as it relates to providing services, as more staff are retuning to the office, given the current state of COVID.

9. Call to the Public and Open Discussion:

- Data and Research Manager with the ARIZONA@WORK, City of Phoenix, Human Services Department, Ricky Duran, shared that City of Phoenix ARIZONA@WORK is looking to bring on-board an AmeriCorps Vista volunteer to help draft a formal diversity, equity and inclusion plan. They are anticipated to be hired by August of this year. Additionally, the City of Phoenix ARIZONA@WORK is applying for a city management intern position to serve as a liaison between administration and programs and to assist with the implementation of the equity efforts.
- PBWDB Executive Director, LaSetta Hogans, thanked PEC Chair, Latasha Causey for all the wonderful work she has done with the PEC.

10. Adjournment:

A motion to adjourn the meeting was made at 9:41 a.m. by PEC Member, Melissa Trujillo, and seconded by PEC Member, Samantha Hansen.

Approved: Latasha Causey, Erick Garcia, Melissa Trujillo, Meghan McGilvra, Samantha Hansen and Stacie Garlieb.

Opposed: None

Motion passed unanimously