



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

**Virtual Meeting
August 05, 2021
9:00 a.m.**

Members Present:

Daniel Barajas, Chair
Erick Garcia, Vice Chair
Melissa Trujillo, Vice Chair
Dean VanKirk
Meghan McGilvra
Jon Ellerston
Samantha Hansen
Stacie Garlieb

Committee Members Absent:

Alison Benezra

Public Attendees:

Christina Edwards (PBWDB Liaison)
Robert Stenson
Mary Alejandro
Silvia Valadez Barba (PEC Administrative Support Staff)

- 1. Call to Order / Roll Call:**
Daniel Barajas, Program Excellence Committee (PEC) Chair, called the August 5, 2021 meeting to order at 9:04 a.m. Roll call was completed, and a quorum was present.
- 2. Approval of June 3, 2021 Meeting Minutes:**
Daniel Barajas, Program Excellence Committee (PEC) Chair requested a motion to approve the June 3, 2021 PEC Meeting Minutes. **A motion to approve the June 3, 2021 Meeting Minutes**, was made by PEC Member Stacie Garlieb, and seconded by PEC Vice Chair, Melissa Trujillo.



Approved: Daniel Barajas, Erick Garcia, Melissa Trujillo, Dean VanKirk, Meghan McGilvra, Samantha Hansen and Stacie Garlieb.

Opposed: None

Motion passed unanimously

3. PEC Member Assignments:

PEC Chair, Daniel Barajas went over the PEC goal and purpose. He provided a brief introduction of himself, his experience, expertise and his affiliation with the PBWD Board. He invited every PEC member present to provide a similar introduction of themselves and PEC members proceeded to introduce themselves.



**PHOENIX BUSINESS AND WORKFORCE DEVELOPMENT BOARD
PROGRAM EXCELLENCE COMMITTEE (PEC)
Program Year 2021/2022 PEC Roster**

PEC Goal: Instill Hope

PEC Purpose:

- Develop opportunities for individual connections and relationships to support vulnerable populations including youth and dislocated workers.
- Align with local investment in diversity and inclusion as a primary business strategy.
- Show promise for individuals seeking careers through the sharing of simple approaches.
- Ensure WIOA performance standards and agreement terms are met for the adult, dislocated worker, and youth programs and specialty grants.
- Provide information and assist with planning, operational, oversight, and other issues relating to the provision of services to youth.

Name	Role
Daniel Barajas	Chair
Erick Garcia	Vice-Chair
Melissa Trujillo	Vice-Chair
Dean Van Kirk	Member
Meghan McGilvra	Member
Alison Benezra	Member
Jon Ellerston	Member
Samantha Hansen	Ad Hoc Member
Stacie Garlieb	Ad Hoc Member

4. **Presentation on Rapid Response Services to Dislocated Workers:**
 PEC Chair, Daniel Barajas invited, Rob Stenson, City of Phoenix ARIZONA@WORK Business and Workforce Supervisor to present on the Rapid Response Services to Dislocated Worker. Rob Stenson proceeded to briefly introduce himself and the ARIZONA@WORK Business and Workforce Center. He then presented on the Rapid Response Services to Dislocated Workers.


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Agenda



"The timing was perfect. One individual had just finished a training program there, and both fit my criteria. They were ready, I was ready. It worked out great."
 Rob Stenson
 President, Advanced Engineering Concepts

- Introduction and agenda overview
- Unemployment Insurance
Department of Economic Security
- ARIZONA@WORK Services with virtual access to
 - Workshops
 - Hiring events
 - Job search support
 - Training programs


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Unemployment Insurance

Department of Economic Security

Review of Arizona Unemployment Basic Information Sheet

- How to apply – www.azui.com
- Weekly benefit \$240 / week up to 26 weeks
- Payments go onto a Bank of America Card
- **NOTE DURING COVID-19 the one week waiting period has been temporarily suspended.**

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
 Unemployment Insurance Administration
 Arizona Unemployment Basic Information

New Applications	Customer Service
Unemployment Insurance claims can only be completed on the secure website: www.azui.com select "Click Here to Apply for UI Benefits". Claims are not accepted by phone.	Monday – Friday 8:00 am – 5:00 pm Phoenix Area 602-364-2722 Tucson Area 228-791-2722 Call/Toll 1-877-886-2722

Weekly Benefit Amount
 The maximum weekly benefit amount in Arizona is \$240 up to 26 weeks. This is calculated based on wages earned in the base period which is the first five of the last five completed calendar quarters prior to filing a claim.

Taxes Withheld
 Unemployment Insurance is taxable income. An individual who files a claim for benefits has the option to have Federal / State taxes withheld from their unemployment insurance benefits. At the end of each year the Department will send a 1099G showing the total benefits paid and any taxes withheld.

Payment Method
 Every new claimant will receive a Bank of America Electronic Payment Card in the mail within 10 days after filing a new claim. All benefit payments are deposited onto this card. A customer service line is available for questions regarding the debit card at 1-855-447-2026. Unemployment Insurance benefits may also be deposited into a personal checking or savings account. A direct deposit form is available online at www.azui.com.

Waiting Week
 This is the first week you file a weekly claim and meet all eligibility requirements. Benefits will not be paid for the waiting week. The waiting week cannot be a week in which earnings were reported that are equal to or greater than the weekly benefit amount, a week for which you are not eligible for any reason, or a week that is prior to the effective date of the claim.

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Helpful websites:

ARIZONAatWORK.com

- Listing of events: Workshops & Recruiting
- List of center locations

Return Stronger
(www.azcommerce.com/returnstronger/)

- Connect with local experts
- Career planning
- Training programs

Arizona Job Connections

- Enrolls you into services
- Increases resume visibility

Where can I get support?

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ARIZONA@WORK
We do not interview or send out resumes everyday, it is skill that requires refinement.

Enrolling in Arizona Job Connections provides you free access to

- Virtual resume writing or interview workshops
- Job leads and job search tools
- Recruiting events

Support for Your Search

Become A Member

Explore Your Path
Career Interests • Skills Confidence • Work Values

Enhance Your Skills
Soft Skills • Technical Skills • Employability Skills

Engage With Employers
Job Leads • Job Matching • Targeted Recruitments

EMPLOYMENT

Join us at any of our American Job Center Locations

North	West	South
100 N. 17th Ave Phoenix, AZ 85003 602.257.1234	1200 N. 19th Ave Phoenix, AZ 85016 602.257.1234	4800 Central Expressway Phoenix, AZ 85018 602.257.1234

www.Arizona@Work.com/Phoenix

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Return Stronger
Statewide job seeker resource

Connections to training programs throughout the state.

Career planning links if now is a good time for a career path change.

Connections to workforce experts who can answer questions or help connect you with training grants.

Support for Your Search

ACCESS ONLINE RESOURCES

ADDITIONAL ONLINE TRAINING PROGRAMS

VETERAN SERVICES

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Important Next Steps

Arizona Job Connection

- A requirement as you go through the UI process.
- It will give you access to supportive services
 - Resume review and writing
 - Workshops
 - Job search assistance
 - Connection to federally funded training dollars



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Thank You

Rob Stenson
robert.stenson@phoenix.gov
602-256-3140

5. Updates From Other Committees:

PEC Chair, Daniel Barajas, invited Vice-Chair, Erick Garcia to discuss updates from other committees. PEC Vice-Chair, Erick Garcia shared that there were not currently any updated from other committee but did request feedback from the PEC members to see if there was interest in learning what some of the other committees are working on; this might help identify synergies and connections amongst the committees as well as identify mutual benefits to all the committees' scorecards' goals and strategies.

PEC Member, Dean VanKirk, shared that he really liked the idea. Often times committees work in silos and this would provide the opportunity to avoid duplicating efforts. PEC Vice-Chair, Melissa Trujillo, agreed with the idea. She shared that cross-collaborating whenever possible would make both PEC and the PBWD Board more effective. Based on the PEC's feedback, Vice-Chair, Erick Garcia shared that this would be a standing agenda item.

6. PEC Scorecard Review:

PEC Chair, Daniel Barajas, invited PEC Vice-Chair Melissa Trujillo to lead the discussion on the PEC Scorecard. Vice-Chair Erick Garcia shared that he is working on strategy two of the scorecard, which focuses on aligning investment in diversity and inclusion as a business strategy. The group has been meeting and working toward picking which communities they will be focusing on. Additionally, the City of Phoenix is working on getting a more dedicated resource to use towards diversity and inclusion initiatives across the Phoenix Metro Area. PEC Member, Samantha Hanssen and Vice-Chair, Daniel Barajas shared that there are no recent updates to strategy one, but they will connect to review the strategy before the next PEC meeting. PEC Vice-Chair Melissa Trujillo and PEC Member, Meghan McGilvra shared that there are no updates to strategy three. Melissa Trujillo, PEC Vice-Chair shared that the goal would be for each scorecard strategy's group to meet before each PEC meeting so they can provide an updates during each monthly PEC meeting.

7. PEC Report Form:

PEC Chair, Daniel Barajas recapped what will be included on the PEC Report Form that is sent monthly to the ELC and PBWD Board. PEC Member, Stacie Garlieb suggested to include the "Updates From Other Committees" agenda item on the PEC Report Form. It would serve as a heads up to the other committees that the PEC will be reaching out to them.

8. City of Phoenix ARIZONA@WORK Provider Introductions:

PEC Chair, Daniel Barajas shared that in future meetings City of Phoenix ARIZONA@WORK providers will be asked to provide updates. He asked providers to please be prepared to share any updates at the next PEC meeting.

9. Matters for Future Discussion:

- PEC Member, Stacie Garlieb shared that it would be helpful to have the City of Phoenix ARIZONA@WORK Operator provide a presentation on what their role and responsibility is, particularly given the pandemic. PBWDB Liaison, Christina Edwards shared that she will reach out to the new operator to get them scheduled to present during the next PEC meeting.
- PEC Member, Meghan McGilvra, shared that she would like to hear from the City of Phoenix ARIZONA@WORK providers on what is of most concern to them, particularly given how much things have changed. This information would help the PEC do a better job of aligning the scorecard strategies to what is currently happening versus what was happening a year ago.

- PEC Chair, Daniel Barajas shared that he would like to learn more about the health and safety protocols? What are the expectations for PEC ceasing the virtual meetings? Can we go on-sight and have meeting at some of our providers' sites?

10. Call to the Public and Open Discussion:
None

11. Adjournment:

A motion to adjourn the meeting was made at 10:31 a.m. by PEC Member, Meghan McGilvra, and seconded by PEC Member, Dean VanKirk.

Approved: Daniel Barajas, Erick Garcia, Melissa Trujillo, Dean VanKirk, Meghan McGilvra, Jon Ellerston, Samantha Hansen and Stacie Garlieb.

Opposed: None

Motion passed unanimously