**Phoenix Business and Workforce Development Board**

**Executive Leadership Committee Minutes**

**October 11, 2018**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held on October 11, 2018, located at Phoenix City Hall, 200 W. Washington St., 20th Floor, Phoenix, AZ 85003.

**Committee Members Present:**

Audrey Bohanan (Vice Chair)

Nick Bielinski

Michelle Jameson

Jesus Love

**Committee Members via Phone:**

Lisa Elowson

**Board Members Absent:**

Delbert Hawk Michael Hale

Nick DePorter (Chair) Jeff Kulaga

**Public Attendees:**

Susan Ciardullo

Melissa Magallanez

Mark Carr

Stan Flowers

Marchelle Franklin

Christina Edwards (PBWDB Liaison)

Rob Stenson

Chris Mackay

Hank Marshall

Hayden Maynard

Diane Nakagawa

Cynthia Spell Tweh

Kerri Barnes

Action items taken are noted in **bold** print.

1. **Call to Order**

PBWDB Vice Chair Audrey Bohanan called the October 11, 2018, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:34 a.m. Roll call was completed by Hayden Maynard and a quorum of five was present.

1. **Approval of Minutes for August 10, 2018 Meeting:**

PBWD Board member Jesus Love made a **motion to approve minutes for the August 10, 2018 meeting** and PBWD Board member Michelle Jameson seconded.

**Approved:** Audrey Bohanan, Nick Bielinski and Lisa Elowson

**Opposed:** None

**Motion passed unanimously**

1. **Consent Item: PBWD Board Member Volunteer Hours – Discontinue Tracking**

PBWDB Vice Chair Audrey Bohanan gave a brief description of the Ambassador Tracking form used to track PBWD Board members hours outside of Board and Committee meetings. This item was removed from Consent and added to the PBWD Board meeting agenda for November 8, 2018 to allow for discussion.

**No action was taken**.

**4. PBWD Board Strategic Plan** Members of the committees shared updates with the ELC:

* Continuous Improvement Committee (CIC): Nick Bielinski, CIC Vice Chair, reported the committee has successfully met the last two months, with a quorum of members present. Only two CIC meetings had to be cancelled this year, due to quorum, and reminders for meetings are very helpful. CIC is in the green category on their Scorecard for all Year One goals, and Nick encouraged committee leaders to lean on City of Phoenix staff to accomplish goals. Nick recommended discontinuing the Ambassador Tracking form as it is not necessary or required. PBWDB Vice Chair Audrey Bohanan recommended using Google Community to share Board member engagement outside of Board and Committee meetings.
* Service Delivery Committee (SDC): Michelle Jameson, SDC Chair, reported that the SDC will meet today and address the goals on the committee’s scorecard. Michelle has been working with Stan Flowers to discuss goals and anticipate getting back on track at today’s meeting.
* Advancing Youth Workforce Committee (AYWC): No update provided.
* Business Engagement Committee (BEC): No update provided.

PBWD Board Liaison, Christina Edwards, reviewed the ELC Scorecard for Year One with Committee members. Each goal assigned to the ELC was reviewed and a status for the goal was selected. The ELC agreed to focus on the Scorecard for Year Two goals moving forward.

**5. PBWD Board Vacancy – Small Business**PBWDB Vice Chair Audrey Bohannan lead the discussion to review the PBWD Board member application, resume and letter of recommendation for Susan Ciardullo. Ms. Ciardullo was recommended to fill the Small Business vacancy by PBWD Board member Michael Hale.

PBWDB member Jesus Love **motioned that Susan Ciardullo be recommended to the full board for PBWD Board membership to assume the Small Business vacancy**. PBWDB member Michelle Jameson seconded.

**Approved:** Audrey Bohanan, Nick Bielinski and Lisa Elowson

**Opposed:** None

**Motion approved unanimously.**

**6. PBWD Board Recertification**PBWD Board Liaison, Christina Edwards, reviewed the PBWD Board Recertification documents for Program Year 2018-19 to be submitted to the Arizona Department of Economic Security by October 19, 2018.

**A motion to approve the PBWD Board Recertification documents as presented to the ELC** was made by PBWDB member Nick Bielinski, seconded by PBWDB member Michelle Jameson.

**Approved:** Audrey Bohanan, Jesus Love and Lisa Elowson

**Opposed:** None

**Motion approved unanimously.**

**7. ARIZONA@WORK City of Phoenix Policy Review and Draft Approval** Youth Workforce Development Supervisor Mark Carr presented the following

 policy:

**Youth Program Services 200.201 – Program Eligibility Policy:** Staff indicated this policy emphasizes the Arizona Job Connection (AJC) data base and how Youth program eligibility must be completed and documented in AJC. Youth program eligibility requires uploading and storing several documents into the AJC system and a hard copy file.

PBWDB member Jesus Love **motioned to recommend Agenda Item 7 to the PBWD Board for approval**. PBWDB member Nick Bielinski seconded.

**Approved:** Audrey Bohanan, Michelle Jameson and Lisa Elowson

**Opposed:** None

**Motion approved unanimously.**

**8. Local Workforce Development Plan – Required Updates:**

PBWD Board Liaison, Christina Edwards, reviewed the updates made to the Local Workforce Development Plan. Each update was reviewed individually with the ELC.

PBWDB member Michelle Jameson **motioned to** **approve updates made to the Local Workforce Development Plan 2016-2020 for ARIZONA@WORK City of Phoenix to Phoenix City Council for approval.**  PBWDB member Nick Bielinski seconded.

**Approved:** Audrey Bohanan, Jesus Love and Lisa Elowson

**Opposed:** None

**Motion approved unanimously.**

**9. Matters for Future Discussion**

PBWD Board member Nick Bielinski recommended focusing on Board and Committee meeting attendance for the remainder of the year.

Christina Edwards, PBWD Board Liaison, stated the December committee meetings for the BEC and AYWC have been cancelled.

Future agenda items:

* Discuss discontinuing the Ambassador Tracking Form
* Google Community education
* Private funding sources in lieu of WIOA funding
* Attendance for November and December meetings
* South Job Center Grand Re-Opening information
* Calendar of upcoming events
* Networking events outside of meetings

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

 No discussion

**11. Adjournment**

**A motion to adjourn the meeting was made at 9:58 a.m. by PBWDB member Jesus Love, seconded by PBWDB member Nick Bielinski.**

**Approved:** Audrey Bohanan, Michelle Jameson and Lisa Elowson

**Opposed:** None

**All were in favor and the meeting adjourned at 9:58 a.m.**