**Phoenix Business and Workforce Development Board**

**Continuous Improvement Committee**

**Meeting Minutes**

**Virtual Meeting**

**May 12, 2020**

**11:00 a.m.**

**Members Present**

Nick Bielinski, Chairman

Steven Cramer, Vice-Chairman

Fred Lockhart

Jan Davis

Kandi Tillman

Lynndy Smith

**City of Phoenix Staff**

LaSetta Hogans (PBWDB Exec. Dir.)

Christina Edwards

Kimberly Whetstone

Rob Stenson

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

Nick Bielinski, Continuous Improvement Committee (CIC) Chairman, called the May 12, 2020, meeting to order at 11:03 a.m. Roll call was completed, and a quorum was present.

1. **Review and approval of CIC Meeting Minutes:**

Jan Davis, CIC Member, motioned to approve the February 13, 2020 Meeting Minutes, Fred Lockhart, CIC Member, seconded the motion. **Motion passed 6:0**

Yes: 6- Nick Bielinski, Steven Cramer, Jan Davis, Fred Lockhart, Kandi Tillman, Lynndy Smith

No: 0

1. **Adult, Dislocated Worker and Youth Program Performance:**

Stan Flowers, City of Phoenix Human Services Department Program Manager, discussed performance measures, summary of last program year, and status of current program year for Adult, Dislocated Worker and Youth Programs.

1. **One-Stop Operator Monthly Reports February and March 2020:**

The committee reviewed the One-Stop Operator February and March reports.

1. **Matters for Future Discussion:**

* Focus on compliance with Training Providers to extract more real-time data
* Connect with Business Engagement Committee about Virtual Events/Funding
* Build Goals/Scorecard for our committee for Strategic Plan

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

None.

1. **Adjournment:**

Jan Davis, CIC Member motioned to adjourn the meeting at 11:49 a.m., Steven Cramer, CIC Vice Chair, seconded, **Motion passed 6:0.**

Yes: 5- Nick Bielinski, Steven Cramer, Jan Davis, Fred Lockhart, Kandi Tillman, Lynndy Smith

No: 0