**Phoenix Business and Workforce Development Board**

**Program Excellence Committee**

**Meeting Minutes**

**Virtual Meeting**

**October 1, 2020**

**9:00 a.m.**

**Members Present**

Latasha Causey, Chairwoman

Erick Garcia, Vice-Chairman

Michelle Jameson

Melissa Trujillo

Fabian Sandez

Edward Abramowitz

Samantha Hansen

**City of Phoenix Staff**

LaSetta Hogans Ricardo Duran

Christina Edwards David Chavez

Kimberly Whetstone

Kweilin Waller

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

Latasha Causey, Program Excellence Committee (PEC) Chair, called the October 1, 2020, meeting to order at 9:03 a.m. Roll call was completed, and a quorum was present.

1. **Approval of September 03, 2020 Meeting Minutes:**

**A motion to approve the September 03, 2020 Meeting Minutes,** was made by PEC Member Melissa Trujillo, and seconded by PEC Member Erick Garcia.

**Approved:** Latasha Causey, Erick Garcia, Michelle Jameson, Melissa Trujillo, Fabian Sandez, Edward Abramowitz, and Samantha Hansen

**Opposed*:* None**

**Motion passed unanimously**

1. **Program Excellence Committee Scorecard Review:**

Doctor Sheila Murphy joined the PEC Meeting to give an in-depth background of the strategies and metrics of the PEC Scorecard. She discussed bringing the three goals into one big mission and using the scorecard as a guide to assist in bringing about actions that obtain results. She suggested forming small groups within the Committee that will each be assigned a strategy.

1. **Title II Adult Education Quarterly Report:**

Continued to next meeting.

1. **Performance Metrics:**

LaSetta Hogans, PBWD Board Executive Director, presented on performance metrics for Adult, Dislocated Worker and Youth programs. One of the goals of the Performance Excellence Committee is to keep track of performance metrics for the Adult, Dislocated Worker and Youth Programs. Every 2 years new goals are set for performance metrics.

1. **Vocational Rehabilitation Metrics:**

Continued to next meeting.

1. **Matters for Future Discussion:**

None

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

None

1. **Adjournment:**

**A motion to adjourn the meeting was made at 10:03 a.m.** by PEC Member Michelle Jameson and seconded by Fabian Sandez.

**Approved:** Latasha Causey, Erick Garcia, Michelle Jameson, Melissa Trujillo, Fabian Sandez, Edward Abramowitz, and Samantha Hansen

**Opposed*:* None**

**Motion passed unanimously**