**Phoenix Business and Workforce Development Board**

**Job Center Certification Workgroup**

**Meeting Minutes**

**September 16, 2020 ~ 2:30 p.m.**

**VIRTUAL MEETING**

**Workgroup Members Present:**

James Frolov (Co-Chairman)

Steven Cramer (Co-Chairman)

Fabian Sandez

**City of Phoenix Staff:**

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| Christina Edwards (Board Liaison)LaSetta Hogans (Executive Director)Laura Whitehead (Program Operator) | Rob Stenson (Business Services)James Montoya (Business Services) |

1. **Call to Order**

Job Center Certification (JCC) Workgroup Co-Chair, Steven Cramer, called the September 16, 2020 PBWDB Job Center Certification Workgroup meeting to order at 2:32 p.m. Roll call was completed and a quorum of three members were present on the phone.

**2. JCC Workgroup 09.14.20 Meeting Minutes**

**A motion to approve the 09.14.20 JCC Workgroup Meeting Minutes** was made by Workgroup Co-Chair, James Frolov, and seconded by Workgroup Member, Fabian Sandez.

**Approved:** James Frolov, Steven Cramer, and Fabian Sandez.

**Opposed***:* None

**3. Job Center Certification Part II-Alignment with Workforce Arizona Council**

 **Vision**

PBWD Board Liaison, Christina Edwards, led the workgroup members through each section of the Job Center Certification Part II-Alignment with Workforce Arizona Council Vision. The team reviewed each section, had discussions around the topic, provided examples and gave a rating of 0-4 for each section in Part II.

Part II was unable to be completed due to time. PBWD Board Liaison, Christina Edwards, will send a survey through BoardBookIt to workgroup members on potential days/times for the next JCC Workgroup meeting. Based on the survey responses, a final JCC Workgroup meeting will be scheduled to complete Part II-Alignment with Workforce Arizona Council Vision of the Job Center Certification process.

**4. Matters for Future Discussion**

* Complete BoardBookIt Survey by 9/18/20
* Schedule next JCC Workgroup Meeting

**5. Call to The Public**

None

**6. Adjournment**

**A motion to adjourn the meeting was made at 4:02 p.m.** by Workgroup Co-Chair, James Frolov, and seconded by Workgroup Member, Fabian Sandez.

**Approved:** James Frolov, Steven Cramer, and Fabian Sandez.

**Opposed***:* None

**All were in favor and the meeting adjourned at 4:02 p.m.**