



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
June 8, 2023 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on June 8, 2023.

Committee Members Present:

Daniel Barajas	Kaaren-Lyn Graves
Nick Bielinski (Vice Chair)	Jesús Love
Steven Cramer	Meghan McGilvra

Committee Members Not Present:

Latasha Causey (Chair)

Public Attendees:

Sara Agostinho	Sheila Murphy
Deb Furlong	Alexandra Platas
Perla Garcia	Christina Quijada
Hayden Maynard	Cynthia Vega

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

1. Call to Order/ Roll Call:

PBWDB Vice-Chair Nick Bielinski called the June 8, 2023 Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:32 a.m. Roll call was completed, and quorum was met with four members in attendance.

2. Approval of Minutes for ELC April 13, 2023 Meeting Minutes:

ELC Member Jesús Love made a **motion to approve minutes with noted changes for the April 13, 2023 ELC Meeting** and ELC Steven Cramer seconded.

Approved: Nick Bielinski, Kaaren-Lyn Graves

Opposed: None

Abstained: None

Motion passed.

Meghan McGilvra joined the meeting at 8:34 a.m.

3. PBWD Board Vice-Chair Update:

ELC Vice-Chair Nick Bielinski shared that Phoenix Business and Workforce Development (PBWD) Board Member Sam Wolo and PBWD Board Member Patrick Fitzhugh would assume the roles of PBWD Board Chair and Vice-Chair respectively beginning July 1, 2023.

4. Board Budget Update:

ARIZONA@WORK City of Phoenix Human Services Department (HSD) Deputy Director Alexandra Platas presented a board budget update.

WIOA Program Funding Expenditure
As of May 31, 2023

Program Year 21/Fiscal Year 22

The Administration allocation is 100% spent.

A transfer of funds in the amount of \$2,300,000 was completed in May 2023 from Dislocated Worker to Adult.

The Adult allocation, including the transfer of funds, is 95.1% spent and on track to be spent by June 30, 2023.

The Dislocated Worker allocation is 87.7% spent and is on track to be spent by June 30, 2023.

The Youth allocation is 100% spent. 75.3% of the allocation was spent on Out of School Youth and 24.7% on In School Youth. In addition, 20% of the allocation was spent on the work experience component.

Program Year 22/Fiscal Year 23

The Administration allocation is 83.7% and will be spent by the end of this fiscal year, and there will be no funds available to carry over into the next fiscal year.

The Adult allocation is 46.1% spent, and a projected balance of \$1,924,694 million will be carried over to the next fiscal year.

The Dislocated Worker allocation is 0% spent, and a projected balance of \$3,868,246 will be carried over to the next fiscal year.

The Youth allocation is 59.6% spent and is expected to be spent by the end of this fiscal year. No funds will be available to carry over to the next fiscal year. To date, 75.5% of the allocation has been spent on Out of School Youth and 24.5% on In School Youth. In addition, 8.7% of the allocation has been spent on the work experience component.

5. Board Strategic Plan 2023 Update:

Sheila Murphy shared the goals and strategies developed for the Phoenix Business and Workforce Development Board strategic plan (2023-26), including the four goals and the associated strategies. Sheila shared that PBWD Board members answers to the question “what legacy would you like to be leave” were quoted on the plan to connect the plan to member focuses.

STRATEGIES TO SUPPORT GOAL 1

GOAL 1: Instill hope in job seekers by meeting them where they are and providing access and opportunities through a single front door to services.

Strategy 1.1.

Raise awareness of workforce services and opportunities through outreach to adults and youth facing barriers.

Strategy 1.2.

Provide inspiration, connections, and support to individuals to foster participation in education and career services.

Strategy 1.3.

Simplify access to education and career preparation for individuals facing barriers by involving diverse workforce system partners.

Strategy 1.4.

Design Career Pathways in partnership with education, focusing on in-demand industries and occupations, including entrepreneurship.

“The main legacy I’d like to leave is being accountable as a servant for those that need assistance. Creating pathways and shine a light to those who don’t know where to go in need.”

– Phoenix Business and Workforce Development Board Member

STRATEGIES TO SUPPORT GOAL 2

GOAL 2: Align investment in workforce services to stimulate, measure, and reward the earning of credentials, employment, retention, and economic prosperity.

Strategy 2.1.

Oversee alignment of return on investment (ROI) and value on investment (VOI) through a fiscal committee of the Board.

Strategy 2.2.

Braid funding to ensure access to services to specialty populations (e.g., justice-involved individuals, individuals facing homelessness, refugees, youth populations), ensuring equitable access to programs and services.

Strategy 2.3.

Reward achievements in earning of credentials, employment, retention, and indicators of economic prosperity.

Strategy 2.4.

Ensure that workforce services remain relevant, well-known, and used by businesses and job seekers.

“Full, seamless integration of service of four mandated core partners (and other partners) to provide one door of entry to the system for the job seeker.”

– Phoenix Business and Workforce Development Board Member

STRATEGIES TO SUPPORT GOAL 3

GOAL 3: Create a socially conscious, entrepreneurial, and economic development-focused culture that empowers all stakeholders.

"Make a difference, lead change, big or small, launch programs that sustain and add everlasting value to our communities and employers."

– Phoenix Business and Workforce Development Board Member

Strategy 3.1.

Establish outreach to businesses and individuals that integrates social media, personal connections, and institutionalizes organizational partnerships.

Strategy 3.2.

Invest in strong relationships between Business Services, industry, and the Board to meet skill and employment needs.

Strategy 3.3.

Foster diversity, equity, belonging, and culture for individuals, businesses, and communities as primary value builders for the City.

Strategy 3.4.

Establish an advocacy program for Board members and committee members that ensures wide-reaching engagement and dialogue with the community.

STRATEGIES TO SUPPORT GOAL 4

GOAL 4: Be the national model for creating positive economic mobility.

"The legacy I wish to leave behind is that all people are able to find a quality and meaningful career and that the systemic inequities that exist are eradicated through my efforts."

– Phoenix Business and Workforce Development Board Member

Strategy 4.1.

Convene, broker, and leverage education partners in guiding business and education to support and sustain economic mobility.

Strategy 4.2.

Expand outreach to businesses, education, and community organizations through events such as Bagels and Business, summits, and town halls concerning economic mobility.

Strategy 4.3.

Apply labor market information to stimulate participation by businesses and job seekers in the workforce development system.

Strategy 3.4.

Publicize performance results and success stories regarding economic mobility on a regular basis, emphasizing employer and job seeker services and benefits to the community.

Sheila shared that the implementation plan with the detailed set of actions and metrics for each of the four goals is being reviewed by the board staff. Sheila shared that she developed multiple tools to help work groups with implementation.

ELC Vice-Chair Nick Bielinski suggested that members read the agenda to be aware of focus points to aid with prioritization. He also shared that PBWD Board Member Sam Wolo and PBWD Board Member Patrick Fitzhugh will help lead the deliverables and initiation phases next month with staff.

ELC Member Daniel Barajas asked when the plan will be ready for public consumption and that it is very marketable. He also shared that on June 29 and 30, 2023 the Workforce Arizona Council (WAC) is sponsoring the

Workforce Summit and that this would be a great illustration to show who the board is and what they do.

ELC Steven Cramer made a **motion to approve the strategic plan** and ELC Member Daniel Barajas seconded.

Approved: Nick Bielinski, Kaaren-Lyn Graves, Jesús Love, Meghan McGilvra

Opposed: None

Abstained: None

Motion passed.

6. PBWD Board Committee Updates:

ELC Member Jesús Love shared that the Business and Workforce Engagement Committee (BWEC) represents the PBWD Board at events like the upcoming Bagels and Business event on June 14.

ELC Member Daniel Barajas thanked PBWDB Vice-Chair Nick Bielinski for his leadership on behalf of the Program Excellence Committee (PEC). He also shared about that the PBWD Board raised training caps and the PEC learned that the increase has had benefits associated with lower out-of-pocket costs for program participants. He suggests looking into moving more participants through the pipeline and that the strategic plan provides greater opportunities to look at return on investment. Lastly, he shared that the PEC meeting in July will be cancelled.

ELC Member Steven Cramer shared that staff is collecting data about their current experience with community outreach and communications. The new Communications and Marketing Manager will put together a plan to get the message out to the focus areas based on the strategic plan.

7. Matters for Future Discussion:

- None

8. Call to the Public and Open Discussion:

None

9. Adjournment:

A motion to adjourn the meeting was made at 9:08 a.m. by ELC Member Jesús Love and seconded by ELC Member Steven Cramer.

Approved: Daniel Barajas, Nick Bielinski, Kaaren-Lyn Graves, Meghan McGilvra

Opposed: None

All were in favor and the meeting adjourned at 9:08 a.m.