

**Phoenix Business and Workforce Development Board  
Executive Leadership Committee Meeting Minutes  
April 9, 2020 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on April 9, 2020.

**Committee Members Present:**

Audrey Bohanan (Chair)	Janice Mrkonjic
Michael Hale (Vice Chair)	Susan Ciardullo
Bethany Woodard	Michelle Jameson
Nick Bielinski	Steven Cramer
Jesus Love	Nick DePorter

**Committee Members Not Present:**

Daniel Barajas

**Public Attendees:**

Stacey Van Emst	Christine Mackay
Stan Flowers	Michael Burchett
LaSetta Hogans	Kweilin Waller
Christina Edwards	Mark Carr
Sheila Murphy	Tracey Regenold

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

**1. Call to Order/ Roll Call/ Chair Update:**

PBWDB Chair Audrey Bohanan called the February 13, 2020 Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:42 a.m. Roll call was completed, and quorum was met with 10 members in attendance.

**2. Approval of Minutes for February 13, 2020 Meeting:**

ELC Vice Chair Michael Hale made a **motion to approve minutes for the February 13, 2020 meeting**, and ELC member Janice Mrkonjic seconded.

**Approved:** Audrey Bohanan, Michael Hale, Nick Bielinski, Susan Ciardullo, Steven Cramer, Nick DePorter, Michelle Jameson, Jesus Love, Janice Mrkonjic and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

### 3. PBWD Board Application Membership Status:

Applications were reviewed at the February 13, 2020 Executive Leadership Committee Meeting.

An application and resume were received from **James Frolov**, Apprenticeship Instructor for U.A. Local 469, for a vacant Labor position on the PBWD Board. This applicant is recommended by PBWDB Member Dean Van Kirk.  
**Status: Appointed to the PBWDB on March 18, 2020**

An application and resume were received from Samantha Hansen, Director of Workforce Development and Career Pathways at the Boys & Girls Clubs of Metro Phoenix, for a vacant Labor position on the PBWD Board. This applicant is recommended by PBWDB Member Susan Ciardullo.  
**Status: Was not selected by Mayor to move forward. Emailed re: Ad-Hoc membership**

An application and resume were received from Erick Garcia, Human Resources Program Manager at Banner Health, for a vacant Business position on the PBWD Board. This applicant is recommended by former PBWDB Member Derek Anderson.  
**Status: Appointed to the PBWDB on March 3, 2020**

### 4. Draft Strategic Plan:

PBWD Board Consultant, Dr. Sheila Murphy, reviewed the status of the Strategic Plan with the committee members. Dr. Murphy and Ms. Tracey Regenold are working to compile the public version of the strategic plan and will have it ready for the PBWD Board to review and approve at the May 14, 2020 Board meeting. Dr. Murphy shared the following Strategic Plan Scorecards with the committee outlining the Board's goals, strategies, actions and timelines.

Strategies	Goal 1: Instill Hope.	Actions	Metrics	Timeliness
1. Develop opportunities for individual connections and relationships to support vulnerable populations including youth and dislocated workers.	Pilot (Establish) a formal peer-to-peer mentor and support network.	Presentation to Board showing evidence of pilot and summary of results with recommendation.	Quarterly starting 12/2020	
	Capture and share success stories.	Publish success stories monthly; include testimonials and client experiences.	Quarterly starting 12/2020	
	Convene outreach from in-demand industries to serve vulnerable populations.	Establish schedule and maintain; gain Board approval.	Quarterly starting 09/2020	
	Use dedicated, face-to-face outreach and supportive service approaches modeled by Marcos De Niza staff and management with vulnerable populations.	Summary report of presentations to Board.	Quarterly starting 12/2020	
	Include link to Marcos de Niza for educating all relevant partners and supporters.	Include on website.	Beginning 07/2020	
	Stimulate services for youth at convenient locations.	Integrate information about services in practice and materials.	Beginning 09/2020	
	Support dislocated workers to instill hope.	Establish models of effective efforts that can be expanded to a variety of situations associated with youth.	Beginning 09/2020	
	Implement an initiative to coordinate services to support the employment of those who may be close to eviction.	Establish a team representing relevant partners; identify specific supportive services; report implementation to Board.	Beginning 12/2020	
	Coordinate and implement programs to activate financial self-sufficiency.	Develop and refine programs for specific vulnerable populations; provide enrollment numbers; review success qualitatively, including testimonials.	Quarterly starting 03/2021	
	2. Align with local investment in diversity and inclusion as a business imperative.	Recruit and retain talent from diverse communities to refresh perspectives and stimulate innovation.	Develop a plan for recruitment; report numbers by category of individual to Board.	Quarterly starting 06/2020
Implement responsive and flexible solutions to enrich the workforce through diversity.		Identify effective approaches; report implementation to Board.	Quarterly starting 09/2020	
3. Show promise for individuals seeking careers through the sharing of simple approaches.	Provide simple examples of success to educate job seekers at center.	Identify effective approaches; design plan for sharing with job seekers; report successes to Board.	Quarterly starting 01/2021	
	Emphasize to individuals the comparative value of specific careers.	Integrate best practices from Career Guidance Specialist; develop talking points to use with people who can benefit.	Quarterly starting 03/2021	
	"Bundled" training to create a realistic pathway through portable, stackable credentials.	Develop a minimum of 3 examples of Career Pathway training that can be scaled and expanded.	Beginning 12/2020	

Goal 2: Drive economic mobility and impact.			
Strategies	Actions	Metrics	Timeline
4. Leverage labor market information to inform decisions and strategic impact of Workforce Development.	Regularly communicate LMI to the PBWDB.	Specific number of jobs needed within targeted industry sectors and companies; anticipated careers needing career pathways.	Quarterly starting 07/2020
	Utilize and report employing BLS, Census, Economic Modeling Specialist Job, (EMSI), and other available data collection mechanisms.	Job filled, promotions obtained, retention recorded.	Quarterly starting 09/2020
	Integrate industry sectors and careers that support LMI findings.	Specify industries for which careers are defined.	Quarterly starting 09/2020
	Proactively forecast and communicate career needs within a minimum 12-month timeframe.	Specify industries and jobs by timeframe needed.	Quarterly starting 09/2020
5. Ensure ROI for Workforce Development in the City	Locate job seekers to fill positions within target industries and careers	(1) Number of enrollees; (2) number of people who did not enter or continue the program by timeframe.	Quarterly starting 09/2020
	Anticipate potential disruptors and plan proactive response.	Project impact numerically to the extent possible.	Quarterly starting 01/2021
	Establish and sustain a pipeline for optimizing future force based on LMI.	(1) Amount of expenditure; (2) Number of people hired	Quarterly starting 01/2021
	Educate board, staff, and partners on return-on-investment concepts.	Number people terminated versus employed	Quarterly starting 03/2021
6. Apply existing funding to produce results that demonstrate return on investment (ROI).	Proactively communicate baseline ROI measure and set regular reporting schedule to report change to the Board.	Level of Expenditure Number of people trained, developed in-house, promoted from within.	Quarterly starting 07/2021
	Design budgetary resources to deliver specified results by category (sectors, type of service, consultations served).	EMSI and BLS (and other as confirmed by Business Services)	Quarterly starting 07/2021
	Specify target results by category.	Target objectives and dollar allocations assigned	Recommendation to Board by 01/2021
	Report results on a quarterly (or other) basis, and set targets for upcoming reporting periods.	Returns on investment for each allocation.	Recommendation to Board by 01/2021
7. Invest in educational programs that lead to pre-defined, sustainable Career Pathways and business competitiveness.	Through onboarding and continuing education for the Board, integrate learning about Career Pathways.	(1) Increase in earnings for job seekers identified (2) Decrease in recipients of public funding (3) Increase in jobs filled	Quarterly starting 03/2021
	Through quarterly partner meetings, address Career Pathways.	Documentation of learning.	Begin by 09/2020 and establish regular sessions focused on specific sectors and positions.
	Focus on approved positions emphasized within a career sector.	Documentation of learning.	Integrate learning by 12/2020 and refresh on a scheduled basis. Report to Board quarterly beginning 12/2020
	Support current and future needs identified through LMI and within Career Pathways.	Specific jobs identified	Quarterly starting 09/2020
	Gain support and collaborate with employers within targeted industry sectors to co-design specific Career Pathways and utilize Apprenticeship.	Trends specified by industry sector.	Quarterly starting 09/2020
	Recruit participation once career pathway or apprenticeship opportunity is designed.	Completion rates for training for each job included in career pathways. (Example: credentials)	Quarterly starting 09/2020
	Measure retention of employees.	Number and identity of companies signing on to design specific career pathways	Quarterly starting 03/2021
	Educate employers relative to expectations on timeline of available employment pipeline.	Number of participants in specified career pathways	Quarterly starting 03/2021
		Length of time remaining on the job by industry sector, company, and job	Quarterly starting 03/2021
		Specifying expectations relative to timeline of pipeline (Example: 1 year to train for fully competent plumbing professional)	Begin regular presentations 12/2020.

Goal 3: ARIZONA@WORK is the recognized workforce authority in the region.			
Strategies	Actions	Metrics	Timeline
8. Apply existing funding to produce results that demonstrate return on investment (ROI).	Design budgetary resources to deliver specified results by category (sectors, type of service, consultations served).	Target objectives and dollar allocations assigned	Recommendation to Board 12/2020
	Specify target results by category.	Return on investment for each allocation.	Quarterly starting 01/2021
9. Raise external awareness of ARIZONA@WORK City of Phoenix.	Report on a quarterly (or other) basis results, and set targets for upcoming reporting periods.	(1) Increase in earnings for job seekers identified (2) Decrease in recipients of public funding (3) Increase in jobs filled	Quarterly starting 01/2021
	Use ARIZONA@WORK website.	Track usage by hits at specified time intervals	Beginning 07/2020
	Use City of Phoenix website and print media (at no cost).	Track usage by hits at specified time intervals	Beginning 07/2020
	Use Economic Development outlets to expand awareness.	Examine and report to staff and Board	Beginning 09/2020
10. Build an internal communication strategy.	Use social media as appropriate.	Track usage of City and State platforms and report quarterly	Quarterly starting 12/2020
	Use email blasts to selected groups to expand awareness.	Track connections in Community and Economic Development and push out messaging for employers (including handout distribution). Report usage.	Quarterly starting 12/2020
	Increase awareness of the value and services of the ARIZONA@WORK system.	Track sending by groups and measure awareness by Constant Contact	Beginning 09/2020
	Convey to employers the value through focused outreach (Association presentations, bagels and business, etc.)	Number of articles published in media and related avenues (Communications Manager).	Beginning 09/2020
11. Identify and reach the populations we intend to serve and connect them w/resources and services.	Initiate and expand awareness among Workforce Development Board, staff, and partners to ensure clarity about capacity to deliver.	Continue to track through Business Services Team (Rob). Share information with Board and staff.	Beginning 07/2020
	Use email blasts to selected groups to expand awareness.	(1) Design client referral system (workforce partner director). (2) Use quarterly partner meetings (OSD provided) to increase awareness.	Beginning 09/2020
	In-School Youth	Track responses to email blasts.	Beginning 09/2020
	(Adult and Out of School Youth) Justice-Involved	Number of youth reached; number participating in education and/or job seeking/work experience.	Beginning 09/2020
12. Focus the funds, tools, and resources to serve people who need assistance in acquiring credentials and work.	(Trauma)	Number reached; number participating in education/training and/or job seeking/work experience.	Beginning 09/2020
	(Adult and Youth Developmentally Disabled)	Number reached; number participating in education/training and/or job seeking/work experience.	Beginning 09/2020
	(Veterans)	Number reached; number participating in education/training and/or job seeking/work experience.	Beginning 09/2020
	Individuals Experiencing Homelessness	Number reached; number participating in education/training and/or job seeking/work experience.	Beginning 09/2020
	Foreign-born Individuals	Number reached; number participating in education/training and/or job seeking/work experience.	Beginning 09/2020
	Specify resources, tools, and distinguishing capacity that ARIZONA@WORK possesses to serve.	Define resources and tools for application	Beginning 07/2020
	Identify needs beyond current capacity.	Define needs not currently covered by resources	Beginning 07/2020
	Align services and partners around the customers we serve.	Break out by customers the resource allocations current in place or designed for the future.	Beginning 12/2020
	Engage in outreach to job seekers to gain participation in the Workforce Development system.	Number reached; number joining our system; number served and how.	Quarterly starting 12/2020
	13. ARIZONA@WORK is the single point of contact for hope and direction.	Emphasize mutual benefits to employers and job seekers, including monetary value.	Dollar savings per company and benefit per job seeker
	Increase employment, retention, and earnings to create economic prosperity and high quality of life.	Quarterly starting 12/2020	

LaSetta Hogans, PBWDB Executive Director, shared that future communication will take place with PBWDB Chair and Vice Chair to determine how the committees will look moving forward. Board members will have an opportunity to provide their new committee preference and if they would like to be in a leadership role (Chair or Vice Chair) within the committee.

ELC Vice Chair, Michael Hale, reiterated that board members will have an opportunity to indicate their top three choices for committees and that the

Board Chair and Vice Chair will review to ensure that the committees have appropriate member representation.

ELC Chair, Audrey Bohanan, thanked everyone for their hard work in developing the Strategic Plan and scorecards.

**5. Client Referral System (CRS) Update:**

One-Stop Operator Manager, Michael Burchett, shared there is concern around the information being passed back and forth would not be living on servers owned by the City. In working with the IT team at the City, they have set up a system where the Personally Identifiable Information (PII) will be stored on the City server. A site is ready to have information populated and start a pilot conversation with one of the providers.

ELC Member Steven Cramer, wanted to ensure the City attorney has signed off on the security of the data and that the City IT department issue a letter confirming the security of the data, and where it is housed, now and in the future.

PBWDB Executive Director, LaSetta Hogans, shared that everything has been facilitated through the City IT department and the PPI will sit on the City's server. A policy will need to be created, with the City attorney's review, before any action can be taken on the CRS.

ELC Member, Jesus Love, stated he is ready and willing to work with the One-Stop Operator as one of the workforce system providers to pilot the CRS.

**6. ARIZONA@WORK City of Phoenix Policy Review and Draft Approval:**

The following policies were submitted to the ELC for review and approval. Once approved, the policies will go to the PBWDB May 14, 2020 meeting for final approval.

- A. **SWFI** Sec. 400.403 Data Integrity & Participation Cycle
- B. **SWFI** Sec. 400.404 Program Exits
- C. **SWFI** Sec. 400.405 Case Notes
- D. **SWFI** Sec. 400.406 Follow Up Services
- E. **SWFI** Sec. 400.415 Worker Designation
- F. **Governance** Sec. 900.910 State of Emergency

City of Phoenix Human Services Deputy Director, Kweilin Waller, reviewed each of the SWFI policies and their changes with the ELC members.

PBWDB Executive Director, LaSetta Hogans, reviewed the temporary State of Emergency policy, Section 900.910 with the ELC members. Executive Director Hogans shared this policy was developed after conversations with the Board's services providers in needing flexibility in the delivery of services during the COVID-19 health crisis. The policy is effective retroactively to March 11, 2020 to align with Governor Ducey's COVID-19 guidance and Executive Orders. The State of Emergency policy will terminate automatically on the expiration of Governor Ducey's declaration of a public health emergency or June 30, 2020, whichever is earlier, unless subsequently renewed by the PBWD Board.

Nick DePorter applauded the staff in gathering this information to remove barriers for individuals to access services.

Janice Mrkonjic inquired as to how mobile friendly our services are for jobseekers. Executive Director Hogans shared that services are access electronically through the Arizona Job Connection on a mobile device.

ELC member Steven Cramer **motioned to approve polices A-F to the PBWD Board** and ELC member Nick Bielinski Cramer seconded.

**Approved:** Audrey Bohanan, Michael Hale, Nick Bielinski, Susan Ciardullo, Steven Cramer, Nick DePorter, Michelle Jameson, Jesus Love, Janice Mrkonjic and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

## 7. **ARIZONA@WORK City of Phoenix COVID-19 Updates:**

Stacey Van Emst, One-Stop Operator, review the following report with ELC members.

One-Stop Operator Executive Committee Report  
**April 9, 2020**

### **COVID19 Crisis Action Plan**

The community's response to COVID19 became uniquely impactful to the Job Centers on March 16. From this day onward, our attention has primarily been focused on how to enhance collaboration in response to the changing community

needs. The following are tactics and changes that have helped us coordinate effective customer experiences:

### **Two daily conference calls facilitated by One-Stop Operator**

In the first week, the One-Stop Operator scheduled two series of conference calls:

1. The leaders of the teams in the Job Centers meet daily to discuss evolving challenges and solutions
2. Sr. leaders and Board staff meet to address systemic needs and share what resources or solutions are available for the challenges across the Job Centers

These have been extremely valuable to identify needs in the locations and quickly communicate them to decision-makers. These have also been valuable to Sr. Leadership at Department of Economic Security (DES) to push down information on changes and enhancements to UI processes and tools.

### **Talking Points Document**

Created a document to synthesize the information provided from the DES and City of Phoenix so front-line staff an reference current information. This document is updated regularly.

### **Created new Job Center functions to manage flow**

*Greeter:* initial greeting to manage flow coming to Job Centers to manage social distancing, explain what the individual will experience, and direct individuals to appropriate zones

*Welcome:* triage customers needing more than fax/scan documents to UI

*Resource Room:* Full-time roles managing time on computers and supporting job seekers with computer navigation

*Faxing/scanning:* Dedicating a full-time team member, as possible, to help scan or fax documents to UI

### **Job Center Activity Data Monitoring and Reporting**

Created comprehensive activity reporting system. This allows leadership to anticipate needs at each location and justify requests for changes or additional resources.

### **Signage**

DES provided signs to let people know to engage us online or telephonically and provides phone numbers for Childcare, Vocational Rehabilitation, Employment Services, SNAP/TANF, Veterans and UI, and the ARIZONA@WORK.com, azjobconnection.gov and AZUI.gov websites.

DES provided signs asking people to call us instead of coming into the office if they are have a cough, fever or shortness of breath.

CDC Signs at staff and customer restrooms about washing your hands for 20 seconds are posted.

Signs provided by the City of Phoenix about workshops being cancelled are posted. A-frame poster informing customers that we are practicing social distancing and are limiting the number of people in the building and time on the computer.

## Keeping People Safe

Beginning March 16<sup>th</sup>, we implemented several changes to operations to address the changing safety needs for employees and job seekers. These innovations have been brought on as the need was recognized and the resources were identified:

- Sanitization
  - Employees wearing masks and gloves as often as possible; although we consistently run out of supplies
  - Securing hand sanitizer and disinfecting wipes as we are able to find supplies
- Staff support
  - Implemented social distancing by maximizing area in the building
  - Created new employee functions to manage customer flow and Resource Room
  - Brought additional staff from Goodwill to help manage operations, customer flow, and provide support in the resource room
  - Provided pointers for staff to point at computer screens in the Resource Room from a distance to minimize contact
- Logistics and operations
  - Breaking the building into zones where the count of individuals, employees and customers, must be 10 or less
  - Using multi-purpose rooms as waiting areas with minimum 6' between individuals
  - Marked waiting areas on the floor with tape to designate social distancing expectations
  - Marked waiting spaces outside the building to manage social distancing during high-volume times of day
  - Placed tables surrounding front desks and roped off areas as necessary to allow safe distancing for triage and intake

## Ongoing Challenges

Each organization operating in Job Centers (City of Phoenix, DES, and Goodwill) are responding to changing requirements by each organization. As One-Stop Operator, we are striving to maintain the consistency of ARIZONA@WORK collaborative brand and operations while allowing team members to honor their employer's requirements. In addition to this overarching challenge, we are experiencing the following:

- Sanitization
  - We are not able to consistently obtain masks, gloves, and cleaning supplies
- Staff support
  - Being open 8am to 5pm does not provide an opportunity to gather building staff for updates
  - Communication with Center staff is an ongoing challenge; to sufficiently social distance, regular stand up huddles have been ended

- Logistics and operations
  - Not possible to help people in the Resource Room and maintain recommended social distancing
  - Non-English-speaking individuals bringing interpreters increases the number of people-per-zone and slows the rate we are able to serve
  - People assume the Job Centers are “Unemployment Offices” and become upset when we can only provide guidance but cannot answer specific Unemployment Insurance questions for their situation
  - DES added staff to their Unemployment Insurance call center, but the wait times are lengthy, and people are getting disconnected after a few hours of waiting

### **Cleaning Practices**

Prior to crisis, DES contracted janitorial services to clean after hours and the Welcome Team cleaned the lobby and Resource Room once per-day. Because we were unable to acquire sufficient cleaning supplies and did not have the ability to dedicate time to clean throughout the day, DES was able to secure additional janitorial services.

On March 30, we collaborated with DES to extend cleaning services throughout the day to include:

- Workstations and phones after each use
- Door handles and other high-touch surfaces regularly

### **Customer Referral System**

Since our last update we have made movement on the Client Referral System. Progress has been slowed by the COVID19 crisis, but we look forward to bringing the pilot group of partners together to begin populating the tool and integrating it into their processes.

We addressed a data security concern; the One-Stop Operator will manage a City-owned SharePoint site. This methodology has satisfied the City of Phoenix leadership responsible for data security.

ELC Member, Janice Mrkonjic, suggested creating a “thank you” email for the front-line staff and include the photo of the PBWDB members and the City of Phoenix Mayor, Kate Gallego. Board staff will follow-up on this request.

ELC Members expressed concern over the safety of staff and customers and suggested having face masks available at all three job centers for staff and if possible, for customers.

ELC Member Steven Cramer asked if the PBWD Board communication could be aligned with the communication coming from the City of Phoenix Mayor’s office?

City of Phoenix Human Services Deputy Director, Kweilin Waller, gave an update on City staff located in the job centers and the youth providers. Deputy Director Waller stated communication is consistent from the City

management team every day to ensure staff are aware and informed regarding COVID. Effective March 25, 2020 access to City staff at the job centers is by appointment only. Staff have been instructed to ask questions around COVID to determine if it is safe to meet face-to-face with customers. Staff have started teleworking and all staff have been issued cell phones to communicate with customers. New customers are triaged virtually through the VOS Greeter, a lobby management tool. Clorox wipes, masks and disinfectant spray are on back order and current supplies are being rationed.

ELC Member, Nick DePorter, asked if there is a shortage of supplies to please let the committee know so they can help provide supplies through their respective organizations.

Stan Flowers, Career Services Program Manager, shared that the career readiness workshop, SOAR, is going to be offered online. Staff in the job centers are practicing social distancing and following CDC guidelines.

ELC Vice Chair, Michael Hale, thanked staff for their dedication and service to our community and he appreciates the sharing of information.

City of Phoenix Community and Economic Development (CED) Director, Chris Mackay, shared that two weeks ago all CED staff were redeployed to call 18,000 businesses in Phoenix to see how they are doing during this crisis and how the City can help. To date, approximately 2,300 connections to businesses have been made by CED staff. Director Mackay shared the team is connecting businesses to grant opportunities, Small Business Administration (SBA) loans and doing everything they can to assist businesses during this difficult time. Director Mackay has never been prouder of her team and appreciates Kweilin Waller, Rob Stenson and LaSetta Hogans for their tremendous efforts. Director Mackay thanked the ELC members for their leadership and guidance.

ELC Member Nick Bielinski, asked about the Rainy-Day Fund and if those funds are being used. Director Mackay stated the fund has not been used yet and can be used at the Governor's discretion. As of now, no information on how those funds are being used has been received. Director Mackay indicated she would follow-up on the Rainy-Day Funds and let PBWDB Executive Director LaSetta Hogans know the outcome, to share with the ELC.

#### **8. Arizona Department of Education Title II Applications Approval:**

ELC Member, Jesus Love, from Literacy Volunteers of Maricopa County removed himself from the discussion on this agenda item and did not participate in the vote.

PBWDB Executive Director, LaSetta Hogans, shared that under WIOA local boards are required to review the Adult Education applications submitted to the Arizona Department of Education to ensure the application and Adult Education provider align with the Local Workforce Development Area Plan. PBWD Board members Steven Cramer, Nick Bielinski and Dean Van Kirk participated in a meeting to review each Title II application and provide answers to the *Local Board Review Template* questions, provided by AZ Department of Education. There were eight separate Adult Education applications provided to the PBWD Board and the *Local Board Review Template* consisted of four questions for the team to review and provide feedback.

The recommendation results below are based solely on whether each Adult Education provider adequately addressed the four questions in the *Local Board Review Template* in their Title II application.



Arizona Department of Education  
WIOA Title II Application Review Results

Title II Provider	Question #1	Question #2	Question #3	Question #4	Final Recommendation
AYCR	YES	YES	NO	NO	Recommended
Friendly House	YES	YES	YES	YES	Recommended
Immigrant Relief Center for Arizona	YES	NO	NO	NO	Not Recommended
International Rescue Committee	YES	YES	YES	YES	Recommended
Literacy Volunteers of Maricopa County	YES	NO	NO	NO	Not Recommended
Maricopa County Adult Probation	NO	YES	YES	NO	Recommended
Rio Salado College	YES	YES	YES	YES	Recommended

ELC member Audrey Bohanan **motioned to approve the Title II Adult Education Application recommendations to the Arizona Department of Education** and ELC member Michelle Jameson seconded.

**Approved:** Audrey Bohanan, Michael Hale, Nick Bielinski, Susan Ciardullo, Steven Cramer, Nick DePorter, Michelle Jameson, Janice Mrkonjic and Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

**9. Matters for Future Discussion**

None

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

None

**11. Adjournment**

**A motion to adjourn the meeting was made at 10:37 a.m.** by ELC Chair Audrey Bohanan and seconded by ELC member Susan Ciardullo.

**Approved:** Audrey Bohanan, Michael Hale, Nick Bielinski, Susan Ciardullo, Steven Cramer, Nick DePorter, Michelle Jameson, Janice Mrkonjic and Bethany Woodard

**Opposed:** None

**All were in favor and the meeting adjourned at 10:37 a.m.**