



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Minutes
February 14, 2019**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held on February 14, 2019 located at Phoenix City Hall, 200 W. Washington St., 20th Floor, Phoenix, AZ 85003.

Committee Members Present:

Nick DePorter (Chair)
Audrey Bohanan (Vice Chair)
Nick Bielinski
Michelle Jameson
Michael Hale
Jeff Kulaga

Committee Members via Phone:

Jesus Love

Board Members Absent:

Daniel Barajas
Lisa Elowson

Public Attendees:

Kaaren-Lyn Graves	Jenna Kohl
Bethany Woodard	Eddie Barojas
Mark Carr	LaSetta Hogans (PBWDB Exec. Dir.)
Kweilin Waller	Christina Edwards (PBWDB Liaison)
Stan Flowers	Kerri Barnes
Susan Ciardullo	

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

1. Call to Order

PBWDB Chair Nick DePorter called the February 14, 2019 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 six members in attendance and one member on the phone.

2. Approval of Minutes for December 13, 2018 Meeting:

PBWD Board member Jeff Kalaga made a **motion to approve minutes for the December 13, 2018 meeting** and PBWD Board member Michael Hale seconded.

Approved: Nick DePorter, Audrey Bohanan, Michelle Jameson, Nick Bielinski and Jesus Love

Opposed: None

Motion passed unanimously

3. Consent Item: PBWDB Committee Ad-Hoc Membership Appointments

PBWD Board member Jesus Love made a **motion to approve the consent item** and PBWDB Vice Chair Audrey Bohanan seconded.

Approved: Nick DePorter, Michelle Jameson, Nick Bielinski, Michael Hale and Jeff Kulaga

Opposed: None

Motion passed unanimously

4. Statewide Workforce Data Management System Presentation

Tom Jenkins, President and CEO Advanced Business Learning, and member of the Maricopa County Workforce Development Board (MCWDB), gave a presentation on statewide workforce data management systems. MCWDB is currently reviewing vendor proposals that would create a technology platform that would overlay the Arizona Job Connections (AJC) system, giving the user increased ability to access information and reports through the AJC system. A majority of the local workforce development areas have agreed that this technology is needed to enhance the usability of AJC. Mr. Jenkins asked the PBWDB members for their support of the new platform, that would work with AJC, and to reach out to any contacts they may have with the Governor's office to show support of this statewide technology initiative.

5. PBWDB Application Review and Recommendation

The Executive Leadership Committee (ELC) reviewed the following applications and resumes for membership.

- A. Kaaren Lyn-Graves, Senior Business Consultant, Arizona Hispanic Chamber of Commerce Enterprise, for the vacant Economic and

Community Development position on the PBWD Board. This applicant was recommended by former PBWD Board Member Lorenzo Sierra.

PBWDB Vice Chair Audrey Bohanan made a **motion to approve** and PBWD Board member Jesus Love seconded.

Approved: Nick DePorter, Michelle Jameson, Nick Bielinski, Michael Hale and Jeff Kulaga

Opposed: None

Motion passed unanimously

B. Jenna Kohl, Executive Director, DC Ranch Community Council, for the vacant Business position on the PBWD Board. This applicant is recommended by PBWD Board Member Susan Ciardullo.

PBWDB Vice Chair Audrey Bohanan made a **motion to approve** and PBWD Board member Michelle Jameson seconded.

Approved: Nick DePorter, Jesus Love, Nick Bielinski, Michael Hale and Jeff Kulaga

Opposed: None

Motion passed unanimously

6. PBWDB Vacancies

The committee engaged in discussion around the following PBWDB vacancies:

Labor Vacancies (2)

1. Must include two or more representatives of labor organizations (where such organizations exist) or representatives from other employee representatives (if no labor organizations exist); These labor organization members must be nominated by local labor federations, or other representatives of employees (where labor organizations do not exist).

2. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

Business- Public Utility Vacancy (1)

1. Must represent an in-demand industry or occupation in our local area;
2. Must have optimum policy-making or hiring authority as documented by job title (owner, chief executive officer, or chief operating officer) or written documentation from the company

7. ARIZONA@WORK City of Phoenix Policy Review and Draft Approval

The following Draft Policies were reviewed by the ELC and will be forwarded to the Phoenix Business and Workforce Development Board for final approval:

A. PBWDB Youth Services Sec. 100.102- Program Eligibility: The purpose of this policy is to provide guidelines for determining eligibility and establishes criteria for the WIOA Title I-B youth formula-funded programs which includes In-School Youth and Out-of-School Youth.

B. PBWDB Career Services Sec. 400.401- Eligibility for Supportive Services: This policy addresses the use of Workforce Innovation and Opportunity Act (WIOA) funds for supportive services to eligible individuals enrolled in the WIOA Adult and/or Dislocated Worker Programs.

C. PBWDB Career Services Sec. 400.402- Support Services Categories and cost Guidelines: This policy describes the allowable uses of Workforce Innovation and Opportunity Act (WIOA) funds for supportive services to eligible individuals enrolled in the WIOA Adult and/or Dislocated Worker Programs.

PBWDB Vice Chair Audrey Bohanan **motioned to recommend Agenda Item 7, policies A-C to the PBWD Board for approval.** PBWDB member Jesus Love seconded.

Approved: Michelle Jameson, Jeff Kulaga, Michael Hale, Nick Bielinski and Nick DePorter

Opposed: None

Motion passed unanimously

8. Updating PBWD Board Bylaws:

PBWDB Executive Director LaSetta Hogans explained to the Board that the previously approved bylaws are being updated and will include suggestions from PBWDB members. The goal for bylaws draft completion is March 4, 2019 and will go before the City of Phoenix Mayor and City Council on April 3,

2019 for approval. A meeting has been scheduled on February 28, 2019 from 9am to noon to review the draft bylaws and board member representation at the meeting was requested. Nick DePorter and Nick Bielinski will attend this meeting, which will be held at Nick Bielinski's employment location.

9. Department of Labor Monitoring

PBWDB Executive Director LaSetta Hogans relayed information related to a US Department of Labor (DOL) visit at the AZ Department of Economic Security (AZDES) that will occur the weeks of March 4th and March 11th. DOL has requested to meet with six out of the 12 local boards in Arizona and the PBWD Board was selected for a visit. A request to have board members available during the DOL visit was made and details regarding the dates and times will be coming soon. DOL will also be visiting the job centers and speaking with customers. ARIZONA@WORK City of Phoenix governance and operations staff have been assembling information in preparation of the visit and have sent several documents over to AZDES.

10. Board Recertification Status Update

The status of the PBWD Board Recertification process was discussed by PBWDB Executive Director LaSetta Hogans. On December 9, 2018 AZDES requested additional information from ARIZONA@WORK City of Phoenix for the board recertification process. On February 28, 2019 the Workforce Arizona Council (WAC) indicated that all local area board recertifications are conditionally approved pending the completion of various agreements between the boards and the chief elected officials. The PBWDB has a draft agreement (Shared Local Governance Agreement) in place and will be updating the agreement once the PBWDB bylaws revisions are complete. Additionally, local boards need to ensure we do not have any conflicts of interest, as stated in the DOL Training and Employment Guidance Letter (TEGL) 15-16 and WAC Conflict of Interest policy.

Distinctions between core partner board membership and other system partner board membership was discussed. The PBWDB oversees all WIOA Title I services and any Title I partner on the board would be considered a conflict of interest. WIOA Titles II-IV are not overseen by the board and therefore board members representing these titles would not pose a conflict of interest.

Next steps will include ensuring we have an agreement in place with the PBWDB and Chief Elected Official (CEO) and completing the amendment of the PBWDB Bylaws.

11. PBWDB Chairman Update

Nick DePorter, PBWDB Chair, stated there are four seats left for the Workforce Convening to be held on March 13th and hosted at the Phoenix Convention Center. Five board members are attending, as well as LaSetta and Christina. PBWDB Chair asked members to reach out to board liaison if they were interested in attending.

PBWDB Chair shared with ELC that PBWDB Member, Michael Hale, had graciously agreed to provide refreshments for the March 14th board meeting, and reminded board members to please respond to all emails from board staff and to respond to their email confirming quorum.

Board Liaison, Christina Edwards, explained that a calendar invite is sent for the board meeting and that an additional email is sent, including the meeting packet, one week before the meeting. This email requires a reply from board members confirming their attendance at the meeting.

A reminder was given to Committee Chairs and Vice Chairs to make sure they attend their committee meetings and stay engaged.

PBWDB Chair congratulated PBWDB Vice Chair, Audrey Bohanan, for being appointed to the state workforce board, the Workforce Arizona Council.

12. PBWDB Committee Updates

AYWC: Committee Chair, Jeff Kuluga, reported that the committee has refined some of the strategies in the Strategic Plan year two goals. There are some key due dates in February. Committee Chair, Jeff Kuluga indicated he will not be attending the Feb. 26th AYWC meeting and thanked Youth Program Supervisor, Mark Carr, for pushing forward in accomplishing committee goals.

Vice Chair, Audrey Bohanan, asked the PBWDB committees, at their next meeting, to identify one or two key measures that will quickly answer if they are successful in the work the committees are doing. Operations and board staff will look at information being collected that can be provided to the committees to help in identifying what one or two items to measure at a high level.

BEC: Committee Chair, Michael Hale, reported their committee continues to review their scorecard goals and the status of their goals are green and yellow. The BEC just hosted a Business and Bagels event with over 50 participants. The participants were engaged and shared ideas through group discussions. Committee Chair, Michael Hale, reported that the committee is always evaluating the purpose of the committee- engaging business – and whether businesses are returning for services. The Advanced Business Services sector partnership has been very successful,

and they continue to use the model of rotating the meeting locations at various businesses. At the next BEC meeting, they will walk through policies and practices to ensure alignment with the BEC objectives.

BEC member, Susan Ciardullo, mentioned the By the Numbers report, created by Rob Stenson, that is shared with the committee at each meeting. This document serves as their dashboard and should be shared with the full board in the future.

CIC: Committee Vice Chair, Nick Bielinski, reported that communication is a big concern, as Google Community will be discontinued. Nick wants this as an agenda item to discuss ways to communicate with staff in the future. Strategic Plan goals are on point right now and the committee has worked to make things more efficient.

SDC: Committee Chair, Michelle Jameson, reported that her committee has had great attendance. The committee is focused on year two goals and on specifically, Goal 2.2: Completion of career exploration guides, they are moving that goal to later in 2019. Also, the committee is currently addressing staffing needs in the resource rooms at the job centers. Committee member Ali Gamero-Hernandez mentioned working with volunteers, possibly from AARP, the DES Job Match program or the WEX programs, to help staff the resource rooms. The committee may come back to the board in the future if they cannot resolve the staffing needs through volunteers.

13. PBWD Board Strategic Plan

LaSetta Hogans, PBWDB Executive Director, shared that goals and objectives assigned to each committee can be moved or reassigned as needed. Director Hogans asked that each committee review their goals at the next meeting to ensure they make sense. If changes are needed, please let board staff know. Christina Edwards, PBWD Board Liaison, stated that Goal 2 is assigned to both the AYWC and SDC.

PBWDB Chair, Nick DePorter, encouraged committee members to have “moon-shot” goals, which are goals that seem unachievable, but are good to have documented.

14. Matters for Future Discussion

None

15. Call to the Public and Open Discussion

Jesus Love, PBWDB member, was excited to share a practice that was implemented by Audrey Bohanan, PBWDB Vice Chair, through her employer Adelante Healthcare. Adelante Healthcare does not turn away job candidates

who do not possess a high school diploma or GED. Instead, they hire the individual, connect them with resources to obtain their GED and support them in their efforts to obtain a diploma within a few months of employment.

16. Adjournment

A motion to adjourn the meeting was made at 10:12 a.m. by PBWDB member Michael Hale seconded by PBWDB Vice Chair Audrey Bohanan.

Approved: Jeff Kulaga, Michelle Jameson, Jesus Love, Nick Bielinski and Nick DePorter

Opposed: None

All were in favor and the meeting adjourned at 10:12 a.m.