

**Phoenix Business and Workforce Development Board  
Executive Leadership Committee Minutes  
August 10, 2018**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held on August 10, 2018, located at Phoenix City Hall, 200 W. Washington St., 20<sup>th</sup> Floor, Phoenix, AZ 85003.

**Committee Members Present:**

Audrey Bohanan (Vice Chair)  
Nick Bielinski  
Nick DePorter (Chair)

LaSetta Hogans (PBWDB Executive Director)

**Committee Members via Phone:**

Jeff Kulaga

Michelle Jameson

**Board Members Absent:**

Delbert Hawk

Michael Hale

**Public Attendees:**

Riana Abrigada  
William Bessette  
Mark Carr  
Lisa Elowson  
Stan Flowers  
Fred Ingersoll  
Jesus Love

Chris Mackay  
Hank Marshall  
Hayden Maynard  
Diane Nakagawa  
Cynthia Spell Tweh  
Rob Stenson

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

**1. Call to Order**

Chair Nick DePorter, called the August 10, 2018, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 9:31 a.m. Roll call was completed by Riana Abrigada and a quorum of five was present.

**2. Approval of Minutes for April 10, 2018, April 20, 2018, April 27, 2018, May 10, 2018 and June 14, 2018 Meetings:**

PBWD Board Vice-Chair Audrey Bohanan made a **motion to approve minutes for the April 10, 2018, April 20, 2018, April 27, 2018, May 10, 2018, and June 14, 2018 ELC meetings** and Nick Bielinski seconded.

**Motion passed unanimously**

### **3. Consent Items: PBWD Board Seat Reassignment and PBWD Board Policy Tracker**

Audrey Bohanan **motioned to approve the consent agenda.** Nick Bielinski seconded the motion.

**Motion passed unanimously.**

### **4. PBWD Board Strategic Plan Discussion**

Members of the committees shared updates with the ELC:

- Continuous Improvement Committee: two Ad-Hoc Committee Members terms expired. PBWDB approved the Continuous Improvement survey and they will begin gathering feedback to support the community and develop staff members.
- Service Delivery Committee: Next meeting is August 24, 2018.
- Advancing Youth Committee: Reviewed policies and forwarded them to PBWDB for approval.
- Business Engagement Committee: No update provided.

Phoenix Community and Economic Development staff member, William Bessette presented draft Strategic Plan Scorecard tool. The tool integrates the Strategic Plan and task items to track committee progress toward PBWD Board Strategic Plan goals. The tool includes strategies, actions, tactics, key performance indicators, and due dates and references which committee(s) are responsible for actions. Staff agreed to add a key to the document.

Audrey Bohanan **motioned to approve the use of the PBWD Board Strategic Plan Score Card with a key to track progress toward goals.** Nick Bielinski seconded the motion.

**Motion approved unanimously.**

### **5. PBWD Board Vacancies**

To remain in compliance with state laws, the PBWD Board must fill two vacancies within 90 days. Executive Director LaSetta Hogans shared that she is working with the City of Phoenix Hive to recruit a member for PBWD Board approval to assume the Small Business Representative vacancy. Nick DePorter recommended Fred Ingersoll from the Arizona Business Alliance to be recommended to the Phoenix Mayor and City Council to assume the vacant Labor/Apprenticeship Workforce Representative position.

Audrey Bohanon **motioned that Fred Ingersoll be recommended to the full board for PBWD Board membership to assume the Labor/Apprenticeship position.** Nick Bielinski seconded.

**Motion approved unanimously.**

**6. PBWD Board Committee Vice-Chairman Vacancies**

PBWD Board Chair Nick DePorter announced that Jesus Love has agreed to assume the Vice-Chair position for the Business Engagement Committee, Lisa Elowson has agreed to assume the Vice-Chair position for the Service Delivery Committee, and Audrey Bohanan has agreed to continue as the Chair of the Continuous Improvement Committee.

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

PBWD Board Executive Director LaSetta Hogans presented the following policies for review:

**A. PBWD Board Governance 100.101 – Shared Local Governance**

**Agreement:** Outlines the partnership between the PBWD Board and the City of Phoenix and the board oversight of ARIZONA@WORK programs in the City of Phoenix and other board responsibilities, including local planning, negotiating performance measures, selection of the local One-Stop operator, and budget approval for local board activities.

**B. PBWD Board Governance 300.301 – PBWD Board Certification:** Policy is required under WIOA law to ensure that the Local Board is certified every two years. The policy describes how the board will remain in compliance through the certification process.

**C. PBWD Board Governance 300.303 – Open Meeting Law:** Policy states that the PBWD Board will comply with Arizona State Open Meeting Law and that the public can participate in board meetings. The policy also states that if the state law changes, the PBWD Board will update their policy to reflect changes. Staff confirmed that participating in meetings by teleconference is last resort according to Arizona State Law and that being physically present is stressed in the PBWD Board by-laws.

Nick Bielinski **motioned to recommend Agenda Item 7, Items A, B, C to PBWD Board for approval.** Michelle Jameson seconded.

**Motion passed unanimously.**

Youth Workforce Development Supervisor Mark Carr presented the following policy:

**D. Youth Program Services 200.204 – College and Career Blueprint:** Staff presented the College and Career Blueprint (CCB) that youth participants complete with their career advisors to identify short-term and long-term goals as they navigate the program. Goals can be educational, career, or

strategies for navigating barriers. Policy is intended to ensure that staff and subcontractors understand the function of the CCB and at least one of the 14 youth elements must be offered to the participants.

Audrey Bohanan **motioned to recommend Agenda Item 7, Item D to PBWD Board for approval.** Nick Bielinski seconded.

**Motion passed unanimously.**

Workforce Development Program Manager Stan Flowers presented the following policies:

**E. Career Services 200.204 – Eligibility Adult/Dislocated Worker**

**Programs:** Outlines how to determine a participant's eligibility for the ARIZONA@WORK City of Phoenix Adult and Dislocated Worker programs for staff. The policy outlines income eligibility for participants that are employed when they enroll for career and training services. Dislocated Workers are able to be employed on an interim basis and still qualify for the program.

**F. Career Services 300.301 – Training Services Eligibility Requirements**

**Policy:** Outlines the types of training that participants can obtain under the ARIZONA@WORK City of Phoenix programs and the grant limits. Staff will edit the policy to reflect that training programs can be offered in the private sector through one of the six trainings detailed in the policy. Eligibility requirements to receive funding for training, include exhausting other resources and demonstrating need for training to be employed.

**G. Career Services 300.302 – Occupational Skills Training Policy:**

Describes what occupational skills training is and which services can be funded. The policy creates an 18-month period before a participant obtain for additional training through ARIZONA@WORK City of Phoenix programs.

**H. Career Services 300.306 – Entrepreneurial Services Policy:**

Creates a policy for training assistance for participants planning on starting a business. ARIZONA@WORK is unable to provide funding for business start-up.

Audrey Bohanan **motioned to recommend of Agenda Item 7, Items E, G, H, and Item F with edits to the PBWD Board for approval.** Nick Bielinski seconded.

**Motion approved unanimously.**

**8. PBWD Board Committees:**

PBWD Board Members reviewed existing Ad-Hoc Business Engagement Committee (BEC) members; Janise Mrkonjic, Susan Ciardullo, and Patrick Winters, recommended by BEC Chair Michael Hale for another term, and

Stacie Garlieb as a new Ad-Hoc Member for the Service Delivery Committee (SDC).

Audrey Bohanan **motioned to approve extending the terms of the BEC Ad-Hoc Members Janise Mrkonjic, Susan Ciardullo, and Patrick Winters and to approve Stacie Garlieb as a new Ad-Hoc Member of the Service Delivery Committee.** Nick Bielinski seconded.

**Motion passed unanimously.**

**9. Local Workforce Development Plan:**

PBWD Board Executive Director LaSetta Hogans informed the ELC that they are waiting on guidance from Arizona Department of Economic Security before beginning the Local Workforce Development Plan updates. Currently, the updates will be due in October 2018.

**10. Matters for Future Discussion**

Audrey Bohanan asked that board member development, board member engagement, and alternatives to ambassador tracking be discussed.

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

ELC will continue to hold meetings the second Thursday every other month at 8:30 am.

**12. Adjournment**

**A motion to adjourn the meeting was made at 10:54 a.m. by Audrey Bohanan, seconded by Jeff Kulaga.**

**All were in favor and the meeting adjourned.**