



**Phoenix Business and Workforce Development Board
Program Excellence Committee
Meeting Minutes**

**Virtual Meeting
December 3, 2020
9:00 a.m.**

Members Present

Latasha Causey, Chairwoman
Erick Garcia, Vice-Chairman
Daniel Barajas, Vice-Chairman
Michelle Jameson
Melissa Trujillo
Edward Abramowitz
Samantha Hansen

City of Phoenix Staff

LaSetta Hogans	Ricardo Duran
Kimberly Whetstone	Demitria Robles
Kweilin Waller	Laura Whitehead

1. Call to Order / Roll Call

Latasha Causey, Program Excellence Committee (PEC) Chair, called the December 3, 2020, meeting to order at 9:02 a.m. Roll call was completed, and a quorum was present.

2. Approval of November 05, 2020 Meeting Minutes:

A motion to approve the November 05, 2020 Meeting Minutes, was made by PEC Member Melissa Trujillo, and seconded by PEC Vice-Chair, Erick Garcia.

Approved: Latasha Causey, Erick Garcia, Daniel Barajas, Michelle Jameson, Melissa Trujillo, Edward Abramowitz, and Samantha Hansen

Opposed: None

Motion passed unanimously

3. Icebreaker:

Daniel Barajas, PEC Vice-Chair, presented completed the icebreaker activity for the Committee members to participate in. Each present PEC member was asked to share why they chose their particular professions and how that relates to their current employment position.

4. Title II Adult Education Quarterly Report:

Ricky Duran, Data & Research Manager, City of Phoenix Human Services Department presented on Quarter 1 metrics and reporting for Adult, Dislocated Worker and Youth Programs. Ricky shared performance measures for FY 2020-2021 for Adult, Dislocated Worker and Youth Programs. He noted that these numbers do not take into consideration the impact that the pandemic will have on the programs and that numbers may have to be adjusted once the true impact has been revealed.

5. PEC Scorecard Workgroup Leads:

Latasha Causey, PEC Chair, reviewed PEC Workgroup Leads and asked for volunteers for each Strategy assigned to the Committee. The Committee still needs a Lead for Strategy #5.

6. PEC Committee Report Form:

Latasha Causey, PEC Chair, reviewed the Committee Report Form and asked for any input on items to present to the ELC. The report must be turned in within five days of each Committee Meeting.

7. Matters for Future Discussion:

Michelle Trujillo, PEC Member requested Provider engagement at future meetings.

8. Call to the Public and Open Discussion:

None



9. Adjournment:

A motion to adjourn the meeting was made at 10:22 a.m. by PEC Member Michelle Jameson and seconded by PEC Vice-Chair, Daniel Barajas.

Approved: Latasha Causey, Erick Garcia, Daniel Barajas, Michelle Jameson, Melissa Trujillo, Edward Abramowitz, and Samantha Hansen

Opposed: None

Motion passed unanimously