



**Phoenix Business and Workforce Development Board  
Meeting Minutes  
January 10, 2019**

The meeting of the Phoenix Business and Workforce Development Board was held on January 10, 2019, located at the Phoenix Business and Workforce Development Center, 302 N. 1<sup>st</sup> Ave., 6<sup>th</sup> Floor, Phoenix, AZ 85003.

**Board Members Present:**

Nick DePorter (Chairman)  
Aubrey Bohanan (Vice-Chair)  
Nick Bielinski  
Susan Ciardullo  
Jan Davis  
Bethany Woodard  
Michael Hale

Derek Anderson  
Daniel Barajas  
Jesus Love  
Janice Mrkonjic  
Fred Ingersoll  
Beth Salazar  
Lisa Elowson

**Board Members via Phone:**

Andres Contreras  
Malcolm Green  
Ali Gamero-Hernandez

Travis Hardin  
Jeff Kulaga  
Michelle Jameson

**Board Members Absent:**

Delbert Hawk

**City of Phoenix Staff:**

LaSetta Hogans  
Christina Edwards  
Kweilin Waller  
Mary Alejandro  
Stan Flowers  
Diamond Smiley  
Laura Whitehead  
Stan Flowers

Diane Nakagawa  
Winsome Benjamin  
Kerri Barnes  
Mark Carr  
Sandra Enriquez  
James Montoya  
Tom Stack  
Christine Mackay

**Public Attendees:**

Mike Helmberger  
Tracee Spire  
Jeanette Perez  
Chris Tafoya  
Karen Lynch  
Graciela Guzman  
Dominic Cota

Dustin Panoff  
Stacey Van Emst  
Shayne Abrahams  
Ashley Wilhelm  
Moriah Blomfield  
Lisa Adamu

### **1. Call to Order**

PBWD Board Chairman, Nick DePorter, called the January 10, 2019, Phoenix Business and Workforce Development (PBWD) Board Meeting to order at 8:35 a.m. Roll call was completed by the Board Liaison and a quorum of 20 was present in person and on the phone.

### **2. PBWDB Chairman Update**

PBWD Board Chairman, Nick DePorter, gave an update to the board on several items:

A. Chairman DePorter will be connecting with the ARIZONA@WORK City of Phoenix youth providers later today. Chairman DePorter will be meeting in person with ACYR, CPLC and YMCA to view the sites and learn more about their workforce programs. Chairman DePorter encouraged board members to do outreach in an area they are interested in and demonstrate board support and engagement in our community.

B. Chairman DePorter proposed having a networking event, maybe a lunch, for board members to get to know one another after the March 14, 2019 board meeting.

C. Chairman DePorter continues to drive initiatives to advance technology for board meetings, and outside of board meetings as well. A website or platform that houses all meeting documents, bylaws and meeting recordings would be ideal.

D. Chairman DePorter defined the roles of the PBWDB Chairman and Vice Chair. PBWDB Vice Chair, Audrey Bohanan, will oversee board member development and engagement, to include attendance at board meetings.

### **3. Approval of September 18, 2018 Meeting Minutes**

A motion to approve the September 18, 2018 Meeting Minutes, was made by Jan Davis, seconded by Michael Hale.

**Approved:** Derek Anderson, Daniel Barajas, Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Andres Contreras, Nick DePorter, Lisa Elowson, Ali Gamero-Hernandez, Malcolm Green, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Jesus Love, Janice Mrkonjic, Beth Salazar and Bethany Woodard.

**Opposed:** None

**Motion passed unanimously**

#### 4. Consent Items

A motion to approve Consent Items A-G was made by Beth Salazar, seconded by Daniel Barajas.

**Approved:** Derek Anderson, Nick Bielinski, Audrey Bohanan, Susan Ciardullo, Andres Contreras, Jan Davis, Nick DePorter, Lisa Elowson, Ali Gamero-Hernandez, Malcolm Green, Michael Hale, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Jesus Love, Janice Mrkonjic, and Bethany Woodard.

**Opposed:** None

**Motion passed unanimously**

#### 5. PBWDB Executive Director's Report

PBWD Board Executive Director, LaSetta Hogans, updated the board with the following items:

- A. Participated in final Workforce AZ Council Planning Committee calls to assist with logistics for 11/2/18 statewide workforce convening. Attended Workforce Leaders Convening sponsored by the Workforce Arizona Council (WAC) on 11/2/18.
- B. Attended the Arizona Workforce Association meeting with local board Executive Directors from around the state on 11/29/18.
- C. Attended the WAC Board meeting on 11/29/18.
- D. Monthly meetings held with Maricopa County Board Executive Director and bi-weekly meetings held with the One-Stop Operator, Goodwill of Central and Northern Arizona resulting in progress/performance updates.
- E. Local Plan modification and submission to the Arizona Department of Economic Security (DES)
- F. Board Re-Certification revisions and submission to AZDES and the Workforce Arizona Council
- G. Letter to United States Conference of Mayor's highlighting Business Services best practices
- H. Letter of Support to National Association of Workforce Boards and Innovate + Educate for ARIZONA@WORK City of Phoenix Operations to participate in a community of practice request to learn about integrating family-centered employment strategies.
- I. Met and welcomed Acting Deputy Human Services Director, Kweilin Waller, over Adult/DW and Youth Programs.

## **6. PBWDB Committee Updates**

AYWC: Committee Chairman, Jeff Kuluga, reported that the last AYWC meeting was robust, progress is being made and the committee continues to discuss important issues. Committee Vice Chair, Daniel Barajas, added that the committee did a really good job reaching their Strategic Plan year one goals. Mark Carr, Youth Program Supervisor, was very supportive in those efforts.

BEC: Committee Chairman, Michael Hale, reported their committee has been very engaged. The BEC's Strategic Plan strategies have been primarily green with one strategy in the yellow. The committee is currently working on revising the "elevator speech" included in the CIC Marketing Plan. The speech will focus on three key areas: Attraction, Retention and Expansion.

CIC: Committee Chairwoman, Audrey Bohanan, reported that at previous committee meetings, they've been focused on completing the Strategic Plan year one goals and are making good progress on the year two goals, with most measures being in green. Committee Vice Chair, Nick Bielinski, stated the committee is constantly looking for ways to be more efficient.

SDC: Committee Chairwoman, Michelle Jameson, reported that her committee finished up the year one goals and have moved on to the year two goals and metrics. Chairwoman Jameson commended the SDC members on their attendance and stated they always have at least twelve individuals attending their committee meetings. Committee Member, Jan Davis, indicated some of the SDC goals link-in with other committee's goals and they will be collaborating with those committees in the future.

## **7. PBWD Board Membership**

PBWD Board Vice Chair, Audrey Bohanan, discussed the non-compliance section of the PBWDB bylaws, highlighting the attendance requirements.

## **8. Results of PBWD Board Member Survey**

Quality Assurance Supervisor, Kerri Barnes, reviewed the board survey results with board members.

## **9. Board Education: WIOA Overview**

PBWD Board Executive Director, LaSetta Hogans, presented board members with an overview of WIOA, including information on the workforce development system and workforce development board requirements.

**At 10:15 a.m. PBWD Board Members Susan Ciardullo and Fred Ingersoll left the meeting.**

**10. Matters for Future Discussion**

PBWD Board Member, Michael Hale, would like to have a discussion regarding director emeritus, which allows former committee and board chairs to continue to be associated with the group as an advisor.

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

PBWD Board Chairman, Nick DePorter, stated that board members will decide who is bringing snacks to the March 14, 2019 board meeting. Chairman DePorter asked board members to mark their calendars for lunch after the March board meeting and to continue to connect with fellow board members outside of meetings.

**12. Adjournment**

A motion to adjourn the meeting was made at 10:32 a.m. by Audrey Bohanan, seconded by Jan Davis.

**Approved:** Derek Anderson, Daniel Barajas, Nick Bielinski, Andres Contreras, Nick DePorter, Lisa Elowson, Ali Gamero-Hernandez, Malcolm Green, Michael Hale, Travis Hardin, Michelle Jameson, Jeff Kulaga, Jesus Love, Janice Mrkonjic, Beth Salazar and Bethany Woodard.

**Opposed:** None

**Motion passed unanimously, and the meeting adjourned at 10:32 a.m.**