



**Phoenix Business and Workforce Development Board  
Meeting Minutes  
September 18, 2018**

The meeting of the Phoenix Business and Workforce Development Board was held on September 18, 2018, 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)	Derek Anderson
Aubrey Bohanan (Vice-Chair)	Daniel Barajas
Nick Bielinski	Jesus Love
David Stakebake	Delbert Hawk
Jan Davis	Michelle Jameson
Kelley Coats	Beth Salazar
Michael Hale	Fred Ingersoll
Rachel Galusha	

**Board Members via Phone:**

Andres Contreras	Travis Hardin
Malcolm Green	Jeff Kulaga

**Board Members Absent:**

Lorenzo Sierra	Lisa Elowson
Jeff Holly	Ali Gamero-Hernandez
Bethany Woodard	

**City of Phoenix Staff:**

LaSetta Hogans	Diane Nakagawa
Christina Edwards	Sandra Enriquez
Cynthia Spell Tweh	James Montoya
Mary Alejandro	Nichole Ayoola
Stan Flowers	Marchelle Franklin
Diamond Smiley	Doris Pulsifer

**Public Attendees:**

Janice Mrkonjic	Shayne Abrahms
Joanne Sangiorgi	Susan Ciardullo
Ashlee Robinson	Patricia Wallace
Ashley Wilhelm	Stacey Ramirez

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

**1. Call to Order**

PBWD Board Chairman, Nick DePorter, called the September 18, 2018, Phoenix Business and Workforce Development (PBWD) Board Meeting to order at 9:01 a.m. Roll call was completed by the Board Liaison and a quorum of 19 was present.

**2. Approval of July 12, 2018 Meeting Minutes:**

A motion to approve the July 12, 2018 Meeting Minutes, was made by Delbert Hawk, seconded by Jan Davis.

**Approved:** Derek Anderson, Daniel Barajas, Nick Bielinski, Audrey Bohanan, Kelley Coats, Andres Contreras, Nick DePorter, Rachel Galusha, Malcolm Green, Michael Hale, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Jesus Love, Beth Salazar and David Stakebake.

**Opposed:** None

**Motion passed unanimously**

**3. Consent:**

PBWD Board member Travis Hardin was appointed to the Advancing Youth Workforce Committee (AYWC). A motion to approve Travis Hardin to the AYWC was made by Michael Hale, seconded by Jesus Love.

**Approved:** Derek Anderson, Daniel Barajas, Nick Bielinski, Audrey Bohanan, Kelley Coats, Andres Contreras, Jan Davis, Nick DePorter, Rachel Galusha, Malcolm Green, Delbert Hawk, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Beth Salazar and David Stakebake.

**Opposed:** None

**Motion passed unanimously**

**4. PBWD Board Committee Membership:**

PBWD Board Chairman, Nick DePorter, led a discussion informing PBWD Board members of the following Ad-Hoc PBWDB committee membership recommendations:

A. Ad Hoc Members Serving Additional Term: Janice Mrkonjic, Susan Ciardullo and Patrick Winters - Business Engagement Committee (BEC); Charlie Boyce, Advancing Youth Workforce Committee (AYWC)

B. New Ad Hoc Member: Stacie Garlieb, Service Delivery Committee (SDC)

A motion to approve the Ad-Hoc PBWDB committee memberships was made by Jesus Love, seconded by Jan Davis.

**Approved:** Derek Anderson, Daniel Barajas, Nick Bielinski, Audrey Bohanan, Kelley Coats, Andres Contreras, Nick DePorter, Rachel Galusha, Malcolm Green, Micheal Hale, Delbert Hawk, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Beth Salazar and David Stakebake.

**Opposed:** None

**Motion passed unanimously**

**5. PBWD Board Attendance Hours and Expectations:**

PBWD Board Chairman, Nick DePorter, addressed the PBWD Board members regarding attendance at meetings and PBWD Board membership responsibilities. Chairman DePorter reminded Board members that there are only six PBWD Board meetings per year and per the PBWDB Bylaws, members can only miss two meetings. Chairman DePorter expressed the importance of utilizing each board members expertise in driving the mission and vision of the PBWD Board and the work being done in the PBWDB Committees.

PBWD Board member, Michael Hale, expressed the importance of keeping the scheduled meetings on the days they are initially scheduled to occur. Changing a previously scheduled meeting causes additional hardship on Board members to rearrange their schedules at the last minute. Consideration should be given to Board members who miss meetings because the meeting was rescheduled to another day with minimal prior notice being given.

**6. PBWD Board Strategic Plan Scorecard:**

PBWDB Executive Director, LaSetta Hogans, discussed the Strategic Plan Scorecard with PBWDB members. The Executive Leadership Committee approved individualized scorecards for each PBWDB committee. Executive Director Hogans requested at the next scheduled committee meeting, that committee members review their scorecard and indicate the status of each individual goal.

After each committee has updated their scorecard, PBWD Board Liaison, Christina Edwards, will compile the results and present the information back to the PBWD Board for review. Committees will look at the previous goals, and their completion status, as we move into discussions regarding the Year 2 Strategic Plan goals.

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

PBWD Board Chairman, Nick DePorter, presented the following draft policies approved by the Executive Leadership Committee on August 10, 2018 with minor edits, to the PBWD Board for approval. Chairman DePorter noted the PBWD Board is approximately 51 percent complete on approving policies that are required under WIOA, with an estimated completion date of June 2019.

PBWDB Executive Director, LaSetta Hogans, stated that the Board will have a minimum of one policy to review at each PBWD Board meeting moving forward.

- A. **PBWD Board Governance 100.101- Shared Local Governance Agreement:** *The purpose of the policy is to document the agreement that defines the roles and responsibilities of the entities addressed in the Shared Local Governance Agreement as they relate to the local governance structure and fiscal responsibilities defined under the WIOA, its amendments and all successor legislation required to implement WIOA programs.*
  
- B. **PBWD Board Governance 300.301- PBWD Board Certification:** *The purpose of this policy is to provide guidance regarding the certification of the Local Workforce Development Board (LWDB), known as the PBWD Board, for the Phoenix local area.*
  
- C. **PBWD Board Governance 300.303- Open Meeting Law:** *This policy applies to the Phoenix and Business Workforce Development Board (PBWDB) meetings, committee or subcommittee meetings, ad hoc and advisory committee meetings to ensure compliance under the Arizona Open Meeting Law as defined by Arizona Revised Statute § 38-431.01 and City of Phoenix Code 2-60.*
  
- D. **Youth Program Services 200.204- College and Career Blueprint:** *The purpose of this policy is to ensure that all program managers, staff and subcontractors responsible for administration and direct service delivery clearly understand the College and Career Blueprint (CCB) and its many functions.*
  
- E. **Career Services 200.204- Eligibility Adult/Dislocated Worker Programs:** *This policy is to establish the criteria and documentation to be used to determine the eligibility of individuals who are seeking career and training services in the Adult or Dislocated Worker programs under Title 1-B of the Workforce Innovation and Opportunity Act (WIOA).*

**F. Career Services 300.301- Training Services- Eligibility Requirements:**  
*This policy establishes guidelines and criteria to be used in Adult and Dislocated Worker training services to assist participants of the Workforce Innovation and Opportunity Act (WIOA) Title I-B programs in gaining skills and knowledge to obtain and retain employment.*

**G. Career Services 300.302- Training Services- Occupational Skills Training:** *This policy is to establish guidelines and criteria to be used in Adult and Dislocated Worker Occupational Skills training services to assist participants of the Workforce Innovation and Opportunity Act (WIOA) Title 1-B programs in gaining skills and knowledge to obtain and retain employment.*

**H. Career Services 300.306- Training Services- Entrepreneurial Services:**  
*This policy is to establish guidelines and criteria to be used in Adult and Dislocated Worker Entrepreneurial training services to assist participants of the Workforce Innovation and Opportunity Act (WIOA) Title 1-B programs in gaining skills and knowledge to obtain and retain employment.*

Agenda Item 7, draft policies A-H were motioned for approval by Derek Anderson, seconded by Jan Davis.

**Approved:** Daniel Barajas, Nick Bielinski, Audrey Bohanan, Kelley Coats, Andres Contreras, Nick DePorter, Rachel Galusha, Malcolm Green, Micheal Hale, Delbert Hawk, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Jesus Love, Beth Salazar and David Stakebake.

**Opposed:** None

**Motion passed unanimously**

**8. PBWD Board Recertification:**

PBWD Board Liaison, Christina Edwards, informed the PBWD Board about the PBWD Board Recertification process currently taking place. AZ DES certifies local area workforce boards every two years. The certification process includes providing information on the PBWD Board membership composition, information on Adult and Youth contracts, and a description on how the PBWDB is achieving all workforce Board requirements under WIOA. All board recertification documents are due to AZ DES on October 19, 2018. PBWD Board members were encouraged to reply to requests for information from the Board Liaison in a timely manner.

**9. Local Workforce Development Plan- Required Updates:**

PBWDB Executive Director, LaSetta Hogans, presented information to the PBWDB on Local Workforce Development Plan updates. Local Plan updates are due to AZ DES on December 15, 2018. Coordinated efforts have occurred with City of Phoenix staff to update the various sections of the Local Plan. The following timeline was provided for Local Plan revision and submission:

**LOCAL PLAN UPDATE TIMELINE:**

1. Staff revisions will be completed by 9.14.18
2. Local Plan DRAFT will be presented to the PBWDB Executive Leadership Committee on 10.11.18
3. Local Plan DRAFT will be presented to Phoenix City Council on 10.17.18
4. Public Comment Period (no more than 30 days)
5. Submit Local Plan to AZ Department of Economic Security by 12.15.18

**10. WIOA Title I-B Program Year 18/19 Budget and Allocation Review:**

PBWDB Executive Director, LaSetta Hogans, provided an overview of the Program Year 2017/18 expenditures by WIOA program, the WIOA funding allocation and summary of the Fiscal Year 2018/19 budget. The Human Services Department is the fiscal agent under WIOA and are responsible for WIOA funding received from AZ DES. For this meeting, a brief high-level budget overview was provided. At the November 8, 2018 PBWD Board meeting, the HSD fiscal team will present, in detail, an overview of Program Year 2018/19 allocations and proposed expenditures, as well as the Program Year 2019/20 preliminary budget.

PBWDB Vice Chair, Audrey Bohanan, would like to see a dollar for dollar account of which programs are most effective and where are we adding the most value and greatest impact. PBWD Board Chairman, Nick DePorter, agreed with Audrey's statement asking for more information based on the expenditure outcomes for each program.

A motion was made to approve the 2018/19 budget expenditures and receipt of funds for the allocation was made by Jan Davis, seconded by Audrey Bohanan.

**Approved:** Derek Anderson, Daniel Barajas, Nick Bielinski, Kelley Coats, Andres Contreras, Nick DePorter, Rachel Galusha, Malcolm Green, Micheal Hale, Delbert Hawk, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Jesus Love, Beth Salazar and David Stakebake.

**Opposed:** None

**Motion passed unanimously**

**11. Summer Youth R.I.S.E. and J.E.M. Presentations:**

Mary Alejandro, City of Phoenix Youth Workforce Programs, gave a presentation on the Summer Youth R.I.S.E. program.

Diamond Smiley, City of Phoenix Youth Workforce Programs, gave a presentation on the J.E.M. summer program.

PBWDB members expressed interest in helping the R.I.S.E. and J.E.M. programs increase their presence and participation in the community. A suggestion to discuss the youth summer programs in further detail at future board meetings was mentioned. The PBWD Board also recommended to recognize employers involved in the Summer Youth R.I.S.E. by providing certificates of appreciation for their participation.

**12. Meeting of the Minds Monterey Workforce Conference:**

PBWD Board Vice Chair, Audrey Bohanan, provided an update from the Meeting of the Minds Monterey Workforce Conference that took place in Monterey, California in September 2018. The conference was a huge success and many best practices were shared. The number one take-away from the conference is that the PBWD Board has a huge opportunity to help our youth discover a career pathway. Vice Chair Bohanan would like to see the PBWDB help youth to connect to a path for employment, find ways to build engagement and passion at an early age and scale out programs to effect more of our opportunity youth.

**13. PBWD Board Meeting Times**

PBWD Board Chairman, Nick DePorter, discussed the meeting time for the PBWDB meeting. PBWDB members voted to change the meeting start time to 8:30 a.m.

A motion to start the PBWDB meetings at 8:30 a.m. was made by Michael Hale, seconded by Audrey Bohanan.

**Approved:** Derek Anderson, Daniel Barajas, Nick Bielinski, Kelley Coats, Andres Contreras, Jan Davis, Nick DePorter, Rachel Galusha, Malcolm Green, Delbert Hawk, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Jesus Love, Beth Salazar and David Stakebake.

**Opposed:** None

**Motion passed unanimously**

**14. Matters for Future Discussion:**

Updates to the budget will be linked to program outcomes.

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

Stan Flowers gave an update on the third comprehensive job center through ARIZONA@WORK, the new South Job Center. The center is open for business and staff are up and running. Look for a Grand Opening event at the South Job Center to occur soon.

**16. Adjournment:**

A motion to adjourn the meeting was made at 10:08 a.m. by Jesus Love, seconded by Jan Davis.

**Approved:** Derek Anderson, Daniel Barajas, Nick Bielinski, Audrey Bohanan, Kelley Coats, Andres Contreras, Nick DePorter, Rachel Galusha, Malcolm Green, Micheal Hale, Delbert Hawk, Travis Hardin, Fred Ingersoll, Michelle Jameson, Jeff Kulaga, Beth Salazar and David Stakebake.

**Opposed:** None

**Motion passed unanimously and the meeting adjourned.**