**Phoenix Business and Workforce Development Board**

**Program Excellence Committee**

**Meeting Minutes**

**Virtual Meeting**

**September 3, 2020**

**9:00 a.m.**

**Members Present**

Latasha Causey, Chairwoman

Erick Garcia, Vice-Chairman

Daniel Barajas, Vice-Chairman

Jan Davis

Melissa Trujillo

Edward Abramowitz

Samantha Hansen

Stacey Garlieb

**City of Phoenix Staff**

LaSetta Hogans Ricardo Duran

Christina Edwards David Chavez

Kimberly Whetstone

Kweilin Waller

1. **Call to Order / Roll Call**

Latasha Causey, Program Excellence Committee (PEC) Chair, called the September 3, 2020, meeting to order at 9:01 a.m. Roll call was completed, and a quorum was present.

1. **Approval of August 06, 2020 Meeting Minutes:**

**A motion to approve the August 06, 2020 Meeting Minutes,** was made by PEC Member Erick Garcia, and seconded by PEC Member Melissa Trujillo.

**Approved:** Latasha Causey, Erick Garcia, Daniel Barajas, Jan Davis, Melissa Trujillo, Edward Abramowitz, Samantha Hansen and Stacie Garlieb

**Opposed*:* None**

**Motion passed unanimously**

1. **Education and Background of Committee Structure:**

LaSetta Hogans, PBWD Board Executive Director, presented on the education and background of Committee structure, and gave insight on the purpose of the PEC and reviewed the goal, focus and function of the committee.

1. **Metrics and Reporting Presentation:**

Ricardo Duran, City of Phoenix Human Services Department, Business Systems Analyst, presented on metrics and reporting for Adult, Dislocated Worker and Youth Programs. Ricardo shared the Objective, Monitoring Metrics and Reporting Types for the Adult, Dislocated Worker and Youth Programs.

1. **Overview and 4th Quarter Performance Measures:**

Kweilin Waller, City of Phoenix Human Services Department Deputy Director, presented workforce highlights from Program Year 2019 and 4th Quarter performance metrics for the Adult, Dislocated Worker and Youth Programs. Kweilin shared the WIOA Federal Performance Measures, 2019 Program Year Goals and the Annual Reporting time frames for PY 2019. Kweilin also shared the 4th Quarter Actual Performance Outcomes for the Adult, Dislocated Worker and Youth Programs.

1. **Matters for Future Discussion:**
* PEC Scorecard
	+ How to assess and move forward
	+ Go through scorecard line by line
	+ PBWD Board Consultants, Dr. Sheila Murphy and Dr. Tracey Regenold, to attend next meeting to assist
1. **Call to the Public and Open Discussion:**

Kimberly Whetstone, City of Phoenix staff, discussed the new Report Template to be

completed after every PEC Committee Meeting within 5 days.

1. **Adjournment:**

**A motion to adjourn the meeting was made at 10:17 a.m.** by PEC Member Jan Davis and seconded by Erick Garcia.

**Approved:** Latasha Causey, Erick Garcia, Daniel Barajas, Jan Davis, Melissa Trujillo, Edward Abramowitz, Samantha Hansen and Stacie Garlieb

**Opposed*:* None**

**Motion passed unanimously**