PHOENIX BUSINESS AND WORKFORCE DEVELOPMENT BOARD

BUSINESS AND WORKFORCE ENGAGEMENT COMMITTEE

Meeting Minutes

**VIRTUAL MEETING**

**August 20, 2020**

**9:00 a.m.**

**Members Present:**

Robert Cain

Susan Ciardullo

Nick DePorter

Alineth Gamero-Hernandez

Kaaren-Lyn Graves

Fred Lockhart

Jesus Love

Brenda Schmidt

Patrick Winters

**Public Attendees:**

Ricky Duran

Christina Edwards

Stan Flowers

Michael Hale (PBWDB Vice-Chair)

LaSetta Hogans (PBWDB Exec. Dir.)

Hayden Maynard

Sheila Murphy

Rob Stenson

Stacey Van Emst

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

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

The Business and Workforce Engagement Committee (BWEC) Chair, Jesus Love, called the August 20, 2020 meeting to order at 9:01 a.m. Roll call was completed and a quorum of seven members were present.

1. **Approval of July 16, 2020 Business and Workforce Engagement Committee Meeting Minutes:**

BWEC Member Nick DePorter motioned for approval of the July 16, 2020 Business and Workforce Engagement Committee (BWEC) minutes, BWEC Member Brenda Schmidt seconded.

**Robert Cain, Susan Ciardullo, Kaaren-Lyn Graves, Jesus Love, and Patrick Winters voted to approve. No members were opposed.**

1. **Approval of July 22, 2020 Bagels and Business Workgroup Minutes:**BWEC Ad-Hoc Member Patrick Winters motioned for approval of the July 22, 2020 Bagels and Business Workgroup minutes, BWEC Chair Jesus Love seconded.

**Robert Cain, Susan Ciardullo, Nick DePorter, Kaaren-Lyn Graves, and Brenda Schmidt voted to approve. No members were opposed.**

**Ali Gamero-Hernandez entered the meeting at 9:15 am, Fred Lockhart entered the meeting at 9:17 am.**

1. **Bagels and Business Planning Update:**

BWEC Member Susan Ciardullo shared that the September 16th Healthcare-focused Bagels and Business invitation is drafted and when it is finalized, BWEC members will need to share the invitation with their networks. The BWEC reviewed the draft invitation. Susan Ciardullo said that she would invite Phoenix Business and Workforce Development (PBWD) Board Chair Audrey Bohanan to make opening remarks at event. PBWD Board Executive Director LaSetta Hogans suggested that the BWEC reach out to the Communication and Outreach Committee to ask them to market the event information. PBWD Board Vice-Chair Michael Hale asked how many people attended the last Bagels and Business event and how many attendees the committee anticipated for this event. BWEC Chair Jesus Love shared they had approximately 70 attendees at the previous meeting, but they were hopeful of attracting 125-150 attendees to the September event through leveraging committee member networks and the panelists’ networks. Susan shared that it is a different audience because the event focuses on healthcare and not information technology.

BWEC Member Susan Ciardullo motioned to approve the draft invitation for release, BWEC Member Kaaren-Lyn Graves seconded the motion.

**Robert Cain, Nick DePorter, Ali Gamero-Hernandez, Fred Lockhart, Jesus Love, Brenda Schmidt, and Patrick Winters voted to approve. No members were opposed.**

1. **Business and Workforce Engagement Committee Strategic Plan Review:**

BWEC Chair Jesus shared a working version of the BWEC Strategic Plan Scorecard which is color-coded by strategy and organized chronologically. Sheila Murphy encouraged everyone to think of the scorecard as ongoing strategies, even after metrics are met.

BWEC Chair Jesus Love shared that reports developed for the BWEC are shared in the BoardBookIt Reports folder. Reports will reference the actions and strategies in the committee strategic plan, and it will be housed in BoardBookIt as reports are created and updated. Sheila suggested that in reports to the full board, that the committee ties the actions in the strategic plan to the reports, and explain how the reports show progress toward the goal of driving economic mobility and impact.

Jesus Love shared the actions and metrics attached to the committee strategies and the goal of driving economic mobility and impact and where those metrics might be recorded. PBWD Board Vice-Chair Michael Hale suggested that champions be assigned to each strategy; track actions and metrics between meetings and work with staff to bring reports back during committee meetings. BWEC Member Kaaren-Lyn Graves and BWEC Ad-Hoc Member Fred Lockhart volunteered to champion strategy six: “Invest in educational programs that lead to pre-defined, sustainable Career Pathways and business competitiveness.” The committee agreed to wait until the September meeting to select champions for the remaining strategies.

**Nick DePorter left the meeting at 10:30 am.**

BWEC Chair Jesus Love motioned that Kaaren-Lyn Graves and Fred Lockhart be approved as champions of strategy number six, BWEC Member Susan Ciardullo seconded.

**Robert Cain, Ali Gamero-Hernandez, Kaaren-Lyn Graves, Fred Lockhart, Brenda Schmidt, and Patrick Winters voted to approve. No members were opposed.**

1. **Committee Update Report:**

BWEC Chair Jesus Love suggested that the committee report to the board that they are assigning champions to strategic plan strategies and their working organization of the committee scorecard. The BWEC will also ask the Communication and Outreach Committee to assist with Bagels and Business marketing.

1. **Matters for Future Discussion:**

None

1. **Call to The Public & Open Discussion:**

None

1. **Adjournment:**

**BWEC Ad-Hoc Member Fred Lockhart motioned to adjourn the meeting, BWEC Member Kaaren-Lyn Graves seconded.**

**Robert Cain, Susan Ciardullo, Ali Gamero-Hernandez, Jesus Love, Brenda Schmidt, and Patrick Winters approved the motion and the meeting was adjourned at 10:44 a.m.**