



## **WORKFORCE ARIZONA COUNCIL – EXECUTIVE COMMITTEE Meeting Minutes**

Thursday, August 4, 2016, 1:30 – 3:30 p.m.

333 N. Central Avenue, Phoenix, AZ 85004, Saguaro Conference Room

### **Members Present**

Ed Oxford, Chair – Banner Health  
Tim Jeffries, Co-Chair – Arizona Department of Economic Security  
Thomas Winkel – Arizona Coalition for Military Families  
Bill Terry – IBM  
Cecilia Mata – AllSource Global Management  
Dawn Grove – Karsten Manufacturing

### **Members Present via Phone**

Glenn Hamer – Arizona Chamber of Commerce and Industry

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

- The meeting was called to order at 1:30 p.m.

#### **2. Welcome**

- The Chair welcomed the members and the public to the Executive Committee meeting.

#### **3. Call to the Public**

- Moved to replace #6 on the Agenda.

#### **4. Approval of minutes from 5/16/16 and 6/6/16 meetings.**

- A motion to adopt the minutes from the May 16, 2016 meeting and June 6, 2016 meetings was made by Tim Jeffries and seconded by Cecilia Mata.
- The meeting minutes from May 16, 2016 and June 6, 2016 were adopted.

#### **5. Committee Reports**

##### **a. Council Bylaws**

##### **i. Bylaws Review**

- The Chair of the Bylaws Workgroup indicated that there are several possible revisions to the current WAC Council bylaws as a result of a recent legal review and the release of the new WIOA regulations.
- The Chair of the Bylaws Workgroup provided a brief overview of the proposed revisions and indicated the Bylaws Workgroup will be meeting next week to review the proposed revisions and provide recommendations to the full council for discussion at their August 18, 2016 meeting.

##### **b. Performance Excellence**

##### **i. Charter Document**

- The Chair of Performance Excellence Committee provided an overview of the Committee's 2016 Charter Document.

- Feedback was provided, and it was recommended that the Charter document be included in the consent agenda.

**ii. Local Board Certification Process**

- The Chair of the Performance Excellence Committee provided an update on the status of Local Board Certification process and the work of the Committee and DES in reviewing the Local Board Certifications as submitted.
- The Chair of the Performance Excellence Committee indicated that the Committee voted to send back all 12 of the Local Board Certification Packets to the Local areas to address the deficiencies as noted. The packets are to be returned by September 15 for a second full review in preparation to be presented to the Council at the November 17, 2016 meeting.
- Chair Oxford asked if any type of technical assistance was being offered to the local areas to assist with addressing the deficiencies. Rosalyn Boxer with ACA indicated that yes and staff has been available to offer technical assistance or support in all of the areas that may be needed by the local boards. In addition, the Chair of the Performance Excellence Committee indicated that staff is also working on developing a template to support the Certification checklist as well as outlining other types of resources that may be needed by the local areas to revise their documentation as required.
- Rosalyn Boxer announced that Arizona's DOL Federal Project Officer will be in Arizona during the week of August 15 – 19, 2016 and several meetings are being planned to meet with the Officer during this time. The Officer will be attending the WAC Council meeting on August 18, 2016.

**iii. One Stop Operator Procurement**

- Chair of the Performance Excellence Committee Staff provided an overview of progress made to date regarding the Arizona WIOA required competitive One Stop Operator procurement process, including the possible firewalls that will be needed to be implemented to support a competitive procurement process.
- The Chair of the Performance Excellence Committee indicated that over the few months, he will be continuing to work with staff and consultant Ms. Karen Kurtz to develop a fair and open procurement process that is aligned with the new regulations to present to the Council.

**iv. DOL letter to Governor regarding State Plan and suggested timeline.**

**1. Refer to State Plan Task Force.**

- Chair of the Performance Excellence Committee requested that the State Plan Task Force be reconvened to review the proposed changes within the State Plan and provide input back to the Executive Committee accordingly. It was also suggested that the members of the State Plan task force be invited to attend the meeting with DOL on August 16, 2016 at which time the State Plan will be discussed.
- A motion to reconvene the State Plan Task Force and extend an invitation to them to attend the meeting with DOL was made by Tim Jefferies and seconded by Cecilia Mata.

### **c. Strategic Communications and Partnerships**

#### **i. WAC Community Partner List**

- The Chair of the Strategic Communications and Partnerships Committee provided an overview of the Committee's activity and the creation of the WAC Community Partner List and its purpose. Chair reported that the Committee's next steps will include reaching out to the individuals on the list to engage them as well as reach out to the Local Board Directors and Chairs within the 12 local areas and ask them to also identify their partners to add to the WAC Community Partner List.

#### **ii. Local area board meeting schedule**

- The Chair of the Strategic Communication and Partnerships Committee reported on the creation of a master listing of the WAC Arizona Local Board Meeting Schedules and how the meetings will be strategically leveraged by the WAC Council members to reach out and exchange communication with the Local Area Boards and partners.
- The Chair of the Strategic Communication and Partnerships Committee indicated that the Committee's next step will be to create a more formal or standard approach to support the WAC Council member when they are attend a local Board meeting as well as provide lead time to the local areas so they can prepare and fully leverage the visit from the WAC Council member.
- The Executive Committee discussed the importance of developing a process to support the management of the outreach visits in balance with more informal visits that Council members may conduct while in a local area.
- The Chair of the Strategic Communication and Partnerships Committee reported on the Committee's discussion regarding the importance of having all local area websites being intergraded as Arizona@Work and has asked Committee member Ms. Fraijo to follow up on expected timeline and clarification regarding the proposal for when and how other counties are expected to be online fully as Arizona@Work.

### **d. Measuring Effectiveness**

#### **i. Report**

- The Chair of the Measuring Effectiveness Committee reported that no meeting was held in July primarily due to the WIOA regulations just being released and the impact this has had on staff's time and the Performance Excellence Committee work. Intentions are to hold a Committee meeting once Kelsey is back and have the Committee start to identify what are the stationary measurements in the new WIOA regulations and initiative discussion of how to capture the data utilizing an effective and efficient method such as the creation of a "dashboard." No meeting date has been set as of yet.

**e. Quality Workforce**

**i. Report**

- No report given.

**6. Call to the Public**

- Mr. Gabe Loyola encouraged the Executive Committee to engage the Local Directors and Boards in the processes related to the new WIOA regulations and suggested that a representative from the local areas be appointed to serve on each of the Council's standing committees.

**7. Council Agenda/Consent Agenda Vote**

- Staff provided a review of items for a consent agenda and items up for discussion at the next Council meeting:
  - Previous Meeting Minutes
  - Performance Excellence Committee Charter Document
- The revisions to the Council bylaws will be placed on the full Council agenda for discussion.
- There was discussion to invite the Director of the new Office of Economic Opportunity to make a presentation to the Council.
- Chair Oxford announced that he has retired from Banner Health and as a result will be stepping down from the Chair position of the WAC Council. A new Chair will be announced at the WAC Council Meeting on August 18, 2016.
- A motion to place the suggested items on a consent agenda was made by Bill Terry and seconded by Dawn Grove.
- The Consent Agenda as outlined was passed.

**8. Adjournment**

- A motion to adjourn was made by Thomas Winkel and seconded by Bill Terry.
- The meeting was adjourned at 3:05 p.m.