



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Minutes
January 17, 2017
11:00 a.m.**

The meeting of the Phoenix Business and Workforce Development Board, Executive Leadership Committee meeting was held on January 17, 2017, located at the Phoenix City Hall, 20th Floor, East Conference Room, Phoenix, AZ 85003, pursuant to notice duly given.

Board Members Present:

Frank Armendariz	Audrey Bohanan
Travis Hardin	Delbert Hawk

Board Members Absent:

Derek Anderson	Stacie Garlieb
Keila Llanes	

Board Members via Conference Call:

Nick DePorter	Lorenzo Sierra
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City Staff:

Kimberly Cruz	Isis Sanchez
Melissa Magallanez	Kerri Barnes
Laura Whitehead	Hank Marshall
Stan Flowers	LaSetta Hogans
Kimberly Faust	Margo Dorrough
Sandra Enriquez	Tom Stack
Cynthia Spell Tweh	Zona Pacheco
LouAnn Smith	

Guest

Samantha Hansen	Friendly House
Daniel Barajas	Maricopa College District

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

1. Call to Order

Travis Hardin, called the January 17, 2017, Phoenix Business and Workforce Development, Executive Leadership Committee meeting to order at 11:02 a.m. Roll call was completed and a quorum was present.

The Mission and Vision statements of the Phoenix Business and Workforce Development Board were reviewed.

2. Board Application Review and Approval and Ad Hoc Member Review and Approval:

Chairman Hardin discussed the nomination of Jeff Holly to fill the Labor position, Delbert Hawk knows the nominee and feels he's a good fit for the Phoenix Business and Workforce Development board.

A motion to approve Jeff Holly to fill the Labor position on the Phoenix Business and Workforce Development board was made by Audrey Bohanan, seconded by Frank Armendariz.

The motion passed unanimously.

Chairman Hardin discussed the application of Daniel Barajas to fill in as an Ad Hoc member for the Continuous Improvement Committee. Audrey Bohanan feels Daniel Barajas is a good fit for the Continuous Improvement Committee.

A motion to approve Daniel Barajas as an Ad Hoc member to the Continuous Improvement Committee was made by Audrey Bohanan, seconded by Nick DePorter.

The motion passed unanimously.

3. Board Strategic Plan Consultant Update:

Cynthia Spell Tweh explained the importance of bringing on a consultant for the Strategic Plan for the next three years. The current consultant will expire on June 30, 2017. Thomas P. Miller and Associates is the consultant group being recommended to fill the position. This recommendation with board approval will go to the Mayor and City Council for approval on January 25, 2017. Lorenzo Sierra noted he was impressed by their work and is glad to have them back as the consultants for the Strategic Plan.

A motion to approve Thomas P. Miller as the Strategic Plan Consultant for the Phoenix Business and Workforce Development Board was made by Delbert Hawk, seconded by Audrey Bohanan.

The motion passed unanimously.

4. State Reallocation of Funds to the City of Phoenix:

Cynthia Spell Tweh discussed the reallocation of \$1,538,547 million additional funds to the City of Phoenix from the State of Arizona Department of Economic Security (AZDES) from the third year reallocation of funds for Adult, Dislocated Worker and Youth expenditures. The additional funds are from other local workforce development areas that did not spend their allotted funds. These funds must be spent by May 2017, however, AZDES is going to allow until the middle of June to expend the reallocated funds.

A motion to accept the \$1,538,547 million additional funds to the City of Phoenix from the State of Arizona Department of Economic Security (AZDES) from the third year reallocation of funds for Adult, Dislocated Worker and Youth expenditures was made by Audrey Bohanan, seconded by Frank Armendariz.

The motion passed unanimously.

In an effort to streamline the process for the reallocated funds staff processed a capacity building proposal for the funds. The 1.5 million will be divided between two proposals, 1) for the Housing Department and 2) for the youth program.

Cynthia Spell Tweh introduced Stan Flowers, ARIZONA@WORK City of Phoenix, Adult Workforce Development Supervisor, and Zona Pacheco, City of Phoenix, Housing Department, Casework Services Coordinator, to discuss the first proposal from the Housing Department. The Housing Department put together a proposal for \$33,000 to assist with upgrading some equipment and infrastructure at their current community technical and education center, located at 7th Avenue and Buckeye Road, which is a satellite American Job Center location and has been for several years. This will allow to expand their capacity to youth services on a referral basis, this will also help make this center an affiliate American Job Centers, which means you have one of the mandatory partners, a Title program onsite (Adult, Dislocated Worker, Youth or Employment program). Zona Pacheco discussed the services offered at the Matthew Hanson Center. The Matthew Hanson Center is open to the entire community, Monday-Thursday from 8:00 a.m. to 8:00 p.m., and Saturday's is by appointment.

Zona Pacheco discussed the, \$82, 900, proposal for the Marcos De Niza Center. This is the second location, this will be a new project called the I project. the position will be housed at the Marcos De Niza Housing project. This is part of the Jobs Plus Grant. This grant will be working with teens and youth, ages 14 -17, hours will be extended to 7pm at the Marcos De Niza Center. The Marcos De Niza site will also be an affiliate America Job Center location. Travis encouraged board members to visit the Matthew Hanson and the Marcos De Niza sites.

A motion to approve a portion of the reallocation funds to the Housing Department, in the amount of \$115,900, (\$33,000 will go to Matthew Hanson Center and

\$82,900 will go to Marcos De Niza Center) to promote digital literacy at the ARIZONA@WORK satellite sites was made by Audrey Bohanan, seconded by Frank Armendariz.

The motion passed unanimously.

5. Youth Contract Amendments:

29:30

Kimberly Faust, ARIZONA@WORK City of Phoenix, Workforce Development Youth Supervisor, discussed the \$848,145 thousand Youth Contracts. The youth contracts are proposing to amend the contracts, in an effort to streamline the process for the reallocated funds staff has suggested a capacity building proposal for the funds. This allows them to utilize the funds before June 30, 2017. Eleven applications were received, seven applications came from the YMCA for \$247,047, two applications from Arizona Call-A-Teen Youth Resources, one of which was funded for \$83,433, two applications from Neighborhood Ministries, one of which was funded for \$113,000. The Youth program is asking to approve \$443,480 thousand to go to Youth providers to provide these capacity building application proposals. These proposals will be going to Phoenix City Council on February 1, 2017. Please note each agency services a different youth population.

A motion to approve the increase of Youth contracts to \$443,480 thousand to provide youth services and projects related to career exploration, paid work experience opportunities, occupational skills training and development of entrepreneurial skills training and prepare youth to transition into employment or post-secondary education and training was made by Delbert Hawk, seconded by Audrey Bohanan.

The motion passed unanimously.

6. Workforce Updates – Draft Policies from Workforce Arizona Council:

- One-Stop Operator Policy Update/Discussion

Cynthia Spell Tweh provided the board members with a document regarding the Arizona Job Center One-Stop operator selection and the Workforce Innovation and Opportunity Act (WIOA) Local Governance policies coming from the state workforce board know as Workforce Arizona Council. As of July 1, 2016, we began program year two of the five-year workforce legislation that was reauthorized in 2014 and became effective in July 2015. In August of 2016 the final regulations were published in the federal register governing the expectations of the WIOA program. In turn, the state is now issuing policies for the One-Stop Operator. One of the key dates for implementation is by July 1, 2017 all workforce areas will have a One-Stop Operator in place. The One-Stop Operator can serve many rolls, at a

minimum the One-Stop Operator will serve as a coordinator. The coordination of the system, the Job Centers, career services, and business services. The One-Stop Operator can be government, institutions, community based organizations, workforce intermediaries, private fore-profit entities, government entities, and a local board with the chief elected official and governor's approval. Must be in place by July 1, 2017 of this year. Staff have been participating in meetings, representing the City of Phoenix, regarding this issue. Under these new regulations the One-Stop Operator will need to be procured out. There will need to be clear firewalls between the Board Governance and Career Services. The two will need to be separate departments. The State Workforce Board will hold a meeting Thursday, January 19, 2017 at 10:00 a.m. regarding this information. If it is approved it will then go to the Workforce Arizona Council full board on February 16, 2017 for ratification and will become effective for implementation dates stated in the policy.

Stan Flowers noted 10 of the 12 workforce development areas in Arizona are in the same position as the City of Phoenix.

The City of Phoenix staff is still looking at the disruption and impact this issue will have and what options are available. Regardless of the options that are presented for this issue the governor will have to agree with the plan. **Come July 2018 there will need to be in place.**

- Local Shared Governance Agreement

Cynthia Spell Tweh explained to the board one of the important aspects in the agreement (page 13) is for the local board to conduct business openly. Transparency is key and this is a practice the City of Phoenix staff does have in place already.

7. One-Stop Operator and Transition Plan:

Cynthia Spell Tweh stated the City of Phoenix staff recommends to the board that the One-Stop Operator effective July 1, 2017 will coordinate the system partners and job centers. And the board will move forward by creating a taskforce to further discuss the One-Stop Operator rolls. The board and City of Phoenix staff both want to do what's best for the people that are served, as well as, the community.

A motion to approve the One Stop Operator effective July 1, 2017 will coordinate the system partners and the job centers was made by Audrey Bohanan, seconded by Frank Armendariz.

The motion passed unanimously.

8. Matters for Future Discussion

None

9. Call to the Public and Open Discussion:

None

10. Adjournment:

A motion to adjourn the meeting was made at 12:11 p.m. by Audrey Bohanan and seconded by Nick DePorter.

All were in favor and the meeting adjourned.