



**Phoenix Business and Workforce Development Board  
Executive Leadership Committee Minutes  
February 9, 2017  
9:00 a.m.**

The meeting of the Phoenix Business and Workforce Development Board, Executive Leadership Committee meeting was held on February 9, 2017, located at the Phoenix City Hall, 20<sup>th</sup> Floor, East Conference Room, Phoenix, AZ 85003, pursuant to notice duly given.

**Board Members Present:**

Travis Hardin	Derek Anderson
Delbert Hawk	Stacie Garlieb
Lorenzo Sierra	Audrey Bohanan (arrived at 9:09)

**Board Members Absent:**

Frank Armendariz	Nick DePorter
Keila Llanes	

**Board Members via Conference Call:**

None

**City Staff:**

Kimberly Cruz	Isis Sanchez
Rob Stenson	Michelle Pierson
James Montoya	Mary Alejandro
Hank Marshall	Margo Dorrough
Esther Atempa	Melissa Magallanez
Sandra Enriquez	Cynthia Spell Tweh

**Guest**

Patricia Wallace	Maricopa County Workforce Development Board
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Action items taken are noted in **bold** print.

**1. Call to Order**

Travis Hardin, called the February 9, 2017, Phoenix Business and Workforce Development, Executive Leadership Committee meeting to order at 9:06 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. Approval of the October 13, 2016 and January 17, 2017 Meeting Minutes:**

Chairman Travis Hardin requested the Executive Leadership Board members to review the October 13, 2016 and January 17, 2017 meeting minutes for approval.

Board member Stacie Garlieb requested her name be corrected on the October 13, 2016 minutes.

A motion to approve the October 13, 2016 meeting minutes with correction and January 17, 2017 meeting minutes was made by Delbert Hawk, seconded by Lorenzo Sierra.

**The motion passed unanimously.**

## **3. Review of Board Responsibilities:**

Cynthia Spell Tweh refreshed the board of their role and responsibilities. Ms. Spell Tweh provided a power point presentation which discussed the vision and purpose. She highlighted the changes taking place, development of procedures and stressed the importance of each board members' participation from this point forward. The orientation, training and development for the board may change to a more formal process. The law will sunset in year 2020.

Board member Stacie Garlieb expressed how vital it is for each board member to receive ongoing training and development. She also discussed the importance of each board member visiting each of the Job Centers to understand the value of the Center(s) and the impact the centers have on individuals.

Board members Audrey Bohanan and Derek Anderson discussed the importance of board members understanding expectations and the measures and results of service deliverables.

## **4. Shared Local Governance Agreement:**

Cynthia Spell Tweh discussed the Shared Local Governance Agreement and the impact it will have on the current structure of the Board, staff and community partners. The current structure will expire the end of June 2017. The Workforce February 9, 2017 Executive Leadership Committee Board Minutes  
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Arizona Council will provide further guidance and timelines as they become available for dissemination.

## **5. One-Stop Operator:**

Cynthia Spell Tweh discussed the definition of One-Stop Center, One-Stop Partners, the selection process, the coordinating role, the welcome function, facilities management, integrated service delivery, and the reporting back to the Board. This will be an added cost, shared by Job Center partners.

The Request for Proposal (RFP) process for the One-Stop Operator will begin with a pre-proposal conference. The One-Stop Operator has a transparency policy which must be followed to ensure there will not be an unfair advantage. Approval for this process will go through the Board, Mayor, and City Council.

## **6. Service Delivery Strategies:**

Cynthia Spell Tweh discussed and reviewed the revisions for the local plan. The date for submittal has been extended to June 1, 2017. Ms. Spell Tweh wanted to acknowledge and thank the Community and Economic Development staff for the work they did surrounding the local plan. Ms. Spell Tweh noted during the public comment period there were no public comments made on the local plan.

Staff is recommending to continue youth services as currently operated. Additional recommendation is to have a youth SOAR class(es) to help standardize and build job readiness skills for the youth participants. Seventy-five percent of the funds are spent on out of school youth.

Stan Flowers discussed the Workplace Readiness Skills Training. It is a one day class, and helps the job seekers with skills the businesses are looking for. The Adult Development Basic Services procurement is open now. The idea is to create access points in areas where people need it the most. If an individual needs a full range of services, he/she will be referred to Job Center. There has been discussion of having a Youth Workforce Navigator at each center. The Youth Workforce Navigator will work with community partners, have insight on youth events, social destinations, ability to connect with them and help bridge the youth to community resources.

Relative to provision of Career Services, it is recommended the provision of these services continue to be provided by City of Phoenix Staff at the three Job Centers. To do so, there must be firewalls and internal controls in place relative to functions and duties as well as a separate and distinct reporting structure between Career Services and Board Governance. For the City of Phoenix to continue providing services there will need to be a separation of staff providing career services and

those functioning board staff roles. Staff providing Career Services will need to be overseen by a different Deputy/Department.

Michelle Pierson, Deputy Director, Business and Retention Team, Business Services, discussed their goal to recruit, retrain, and retain for businesses in the Phoenix area. Michelle introduced Rob Stenson, Supervisor of the Business and Workforce Development Center, he provided current statistics for the Business Center.

The Youth program is working with Maricopa County Education Services Agency (MCESA), on another Starbucks Job Fair to be held on March 1, 2017. They are looking for 30 employers, and hope to register 300 youth. This event will take place at the ASU ANE England Building, from 9:00 a.m. – 4:00 p.m.

A motion to move forward with Service Delivery structure as listed was made by Stacie Garlieb, seconded by Audrey Bohanan.

**The motion passed unanimously.**

## **7. Board Strategic Planning Process:**

Cynthia Spell Tweh discussed the procurement process for the Strategic Planning Services. The Thomas P. Miller and Associates (TPMA) won the procurement for the three-year Strategic Plan for the local workforce development area. TPMA will help the board move forward, working around the boards vision, help establish roles and build around the current three pillars. Isis Sanchez noted they will complete this process within five months of execution.

Comments from the board suggested to invite the new Department of Labor Secretary, Andy Puzder, to the next board meeting.

Ms. Spell Tweh noted she and Chairman Hardin will be traveling to San Francisco for the Department of Labor Region 6 Strategic Dialogue Convening Conference. She will report back to the board on the information discussed at the next full board meeting.

## **8. Adult Title II Application Review Information:**

Isis Sanchez explained staff participated in a webinar on February 7, 2017, to review the process for the local board review of Title II Adult Education grant funding applications. The webinar discussed the Title II Adult Education review

process and expectations of the board members reviewing the applications along with the timeline requirements from the Arizona Department of Education/Adult Education Services and template to be used.

A motion to move forward with a Taskforce (to include: Stacie Garlieb, Audrey Bohanan and Isis Sanchez) to review the Adult Title II Applications was made by Stacie Garlieb, seconded by Delbert Hawk.

**The motion passed unanimously.**

### **9. Regional Workforce Development Discussion:**

Cynthia Spell Tweh discussed the Regional Workforce Development power point presentation. The goal of the Regional Workforce Development plan is to ensure support and focus on strengthening Regional Workforce Development priorities.

Patricia Wallace, with ARIZONA@WORK Maricopa County, noted they have not met. ARIZONA@WORK Maricopa County is working on compliance for July 1, 2017. She stated there will be a future meeting after July 1, 2017.

Agencies are currently waiting guidance from the Governor. The Regional partners will possibly meet in the third quarter of the year.

Board member Stacie Garlieb commented on the great overlap and opportunities this partnership will have for the agencies, as well as the opportunity for staff professional development.

### **10. Matters for Future Discussion:**

Isis Sanchez noted with approval of the Executive Leadership Committee the next three month, (March, April, and May) will all shift to full board meetings.

Board member Audrey Bohanan requested the Ambassador Program be an agenda item for discussion.

Comments from the board requested the expectation of attendance, roles and responsibilities for each board member be an agenda item for discussion.

Cynthia Spell Tweh suggested each Executive Leadership Committee member review attendance, roles and responsibilities with their respective committee members prior to the full board meeting.

### **11. Call to the Public and Open Discussion:**

None

**12. Adjournment:**

A motion to adjourn the meeting was made at 11:39 p.m. by Stacie Garlieb and seconded by Derek Anderson.

**All were in favor and the meeting adjourned.**