



**Phoenix Business and Workforce Development Board
Executive Leadership Committee
April 27, 2017
8:00 a.m.**

The meeting of the Phoenix Business and Workforce Development Board (PBWD), Executive Leadership Committee meeting was held on April 27, 2017, located at the Phoenix City Hall, 20th Floor, East Conference Room, Phoenix, AZ 85003, pursuant to notice duly given.

Board Members Present:

Audrey Bohanan	Nick DePorter
Stacie Garlieb	(entered 8:14 a.m.)
Travis Hardin (Chair)	Delbert Hawk

Board Members Absent:

Derek Anderson	Frank Armendariz (Vice-Chair)
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Board Members via Conference Call:

Nick DePorter	Keila Llanes
Lorenzo Sierra (left call at 8:37 a.m.)	

City Staff:

Kimberly Cruz	Isis Sanchez
Cynthia Spell Tweh	Melissa Magallanez
Margo Dorrough	Stan Flowers
Hank Marshall (entered 8:43 a.m.)	LaSetta Hogans (entered 8:46 a.m.)

1. Call to Order

Travis Hardin, called the April 27, 2017, Phoenix Business and Workforce Development, Executive Leadership Committee meeting to order at 8:06 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 February 9, 2017 minutes:

A motion to approve the February 9, 2017 minutes was made by Stacie Garlieb, seconded by Delbert Hawk.

The motion passed unanimously.

3. Board Reorganization and Transition:

Cynthia Spell Tweh discussed the some of the key changes for internal firewalls. Workforce Arizona Council reached a compromise with municipalities that wanted to continue to provide direct service, the municipalities agreed to set apart the Entities providing oversight and physical management of the board structure. Cynthia reviewed the draft organizational chart or Program Functions with the Board Members. It provided an outline of the Administrative Oversight, Board Governance and Direct Career Services. With this new structure the board will need to provide policies and procedures. This change will give the Board more responsibility. The new restructure must be approved through the PBWD Board, Phoenix City Council and the Workforce Arizona Council.

Hank Marshall explained it is still unknown how this will impact staff, there will probably be neutral or realignment in staff. This has been kept in high confidence and wanted to provide you an idea of what to expect. This will need to go to Phoenix City Management for approval.

Cynthia Spell Tweh further discussed the separation of Board Governance and Career Services. The reporting structure may change; however, the system will improve the services provided to the community for Workforce.

4. Board Development:

Cynthia Spell Tweh discussed strengthening and developing the Board roles and responsibilities. The Board will need to have a more structured direction as they move forward with the Federal regulation changes. Information and expectations of new members on boarding must be clear and concise. Board members will be responsible for recommending replacements as board positions are vacated.

Here are a few thoughts on ways to enhance the board: have an agenda item which focuses on vacancies, written expectations of board members, have an assigned seasoned mentor from a different sector for new on boarding members, a fact sheet update, an information packet, indepth information on what a local workforce board area is, have a structure, check box, performance, current

biographies and pictures of all board members, a social gathering to get to know board members personally, leverage for real issue special projects to help you feel engaged, have each board member sponsor a social event/networking opportunity, the Ambassador program as a part of on boarding, Labor Market Information (LMI) training, board interaction with CEDD Staff on sector partnerships, history and overview of healthcare sector and reason for transition, explanation of reason/purpose of current sectors, tour and explanation of job centers, explanation of core partners, **modules**, need ongoing training of board expectations/role/responsibilities, each board member needs to have a baseline knowledge and understanding of the mission, have a greater context of what workforce development means, **AB committee expanded them**, evaluate AD HOC members contributing and adding value, the community is a core partner, **website** where all information is kept and available at their fingertips, board members would like to receive a monthly email update.

Chairman Travis Hardin discussed enforcing roles and responsibilities to each Board member and making them accountable for participation or lack of participation. Moving forward there will be no room for board members that are disengaged.

Board members Stacie Garlieb, Audrey Bohanan, Keila Llanes and Nick DePorter agreed to forming a taskforce for the recruitment process and onboarding of board members. They will meet over the next 2 to 3 weeks.

**Chairman Travis Hardin noted there are three times when people change:
When you HURT enough that you have to (This is the worst kind of change)
When you LEARN enough that you want to (The light comes on; the AH HA moment)
When you RECEIVE enough that you are able to (Resources, Support, Encouragement)**

5. Board Strategic Plan:

Cynthia Spell Tweh noted the consultants from Thomas P. Miller and Associates will return in a couple weeks, for the May Full Board meeting, to interview and facilitate the Focus Groups to continue forming the strategic plan for the Board. The Youth program will be highlighted at the May Full Board meeting.

6. Matters for Future Discussion:

Board member Audrey Bohanan would like Board Development and Board Performance to be a standard agenda item listed on the Executive Leadership Committee for review at each meeting.

7. Call to the Public and Open Discussion:

None

8. Adjournment:

A motion to adjourn the meeting was made at 9:30 a.m. by Stacie Garlieb and seconded by Audrey Bohanan

All were in favor and the meeting adjourned.