



**Phoenix Business and Workforce Development Full Board
Meeting Minutes
July 14, 2016
8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Full Board, was held on July 14, 2016, located at the Phoenix Business and Workforce Development Center, 302 N. 1st Avenue, 6th Floor, Phoenix, AZ 85003, pursuant to notice duly given.

Board Members Present:

Derek Anderson
Stacie Garlieb
Travis Hardin (Vice-Chair)
Delbert Hawk
Beth Salazar
Karen Stafford
Neely Tubati

Audrey Bohanan
Ali Gamero
Michelle Jameson
Donna Pettigrew
Lorenzo Sierra
Timothy Stump

Board Members Absent:

Kelley Coats
Dr. Steven Gonzales
Cindy Parnell
Alan Ruda

Andres Contreras
Keila Llanes
Darrell Rich (Chair)
Mitra Vazeen

Board Members Via Conference Call:

Frank Armendariz

Nick DePorter

City Staff:

Kimberly Cruz
Kimberly Faust
Kerri Barnes
Melissa Magallanez
James Montoya
Sandra Enriquez

Isis Sanchez
Diamond Smiley
LaSetta Hogans
Cynthia Spell Tweh
Rob Stenson

Guests:

Susan Ciardullo	WCUI Business Engagement Task Force
Connie Robinson	The Gideon Group
Janice Mrkonjic	AdHoc Member Business Engagement Task Force
Samantha Hansen	Friendly House
Jan Davis	RSA/DES

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

1. Call to Order:

Vice-Chair, Travis Hardin, called the July 14, 2016, Phoenix Business and Workforce Development Full Board meeting to order at 8:42 a.m. Roll call was completed and a quorum was present.

2. Review of Phoenix Business and Workforce Development Board Mission and Vision Statement:

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

3. Approval of Meeting Minutes from March 10, 2016:

A motion to approve the minutes from March 10, 2016 was made by Stacie Garlieb, seconded by Audrey Bohanan.

The motion passed unanimously.

4. Board Strategic Plan – Task Force updates of Year 2:

Isis Sanchez explained the Year Two Action Plan will be reviewed at each Task Force committee meeting in-depth. The highlights for the contract providers will be provided at the quarterly division staff meetings. The Seven Job Driven Elements and Three Pillars will reflect in the plan to ensure the board goals have purpose. The Board is on task for meeting their goals. ARIZONA@WORK City of Phoenix, has received the Strengthening Working Families Initiative & the Phoenix Youth Rise Program grant. Between the two grants it is a 5.3 million award. There is a lot of work ahead in implementing the grants. Isis thanked the team for their hard work in helping make this possible.

5. Request for Proposals for Professional Services Consultant to Complete Strategic Plan:

Isis Sanchez discussed the Year Three Strategic Plan, the Phoenix Business and Workforce Development Board will need to recommend procurement for a Professional Services Consultant. Once the Request for Proposal is completed and approved we can place a link on our website for it. It should be completed and open by January 2017. The Request for Proposal, will be effective July 1, 2017.

A motion to approve the Request for Proposals for Professional Services Consultant to complete the Strategic Plan was made by Donna Pettigrew, seconded by Tim Stump.

The motion passed unanimously.

6. Maricopa Human Capital Collaborative update and Memorandum of Understanding Agreements:

Cynthia Spell Tweh discussed the new development around Maricopa Human Capital Collaborative (MHCC). Several community partners came together, along with the Phoenix Business and Workforce Development steering committee Chairs and Co-Chairs as a group to consider the direction of MHCC. After careful consideration it is recommended to sunset MHCC, and introduced The Workforce Collaborative. The Workforce Collaborative will incorporate the expectations found in the Workforce Innovation and Opportunity Act (WIOA) for community collaboration and take this group to another level. MHCC is requesting the current Memorandum of Understanding (MOU) be terminated. There will be significant changes in near future as the new group is developed, participation will be a requirement. As the group moves forward to a new level of structure and purpose this information will be shared with the Phoenix Business and Workforce Development Board.

A motion to approve the termination of Maricopa Human Capital Collaborative and welcome the new structure beginning August 15, 2016 now known as The Workforce Collaborative was made by Stacie Garlieb, seconded by Karen Stafford.

The motion passed unanimously.

A motion to approve the ARIZONA@WORK City of Phoenix will share a leadership role in the new workforce collaborative was made by Tim Stump, seconded by Beth Salazar.

The motion passed unanimously.

7. Google Community Launch:

Stacie Garlieb discussed the google community launch to take place on Thursday, July 21, 2016. Patricia Arana worked diligently to help roll out the Google Community initiative to staff and Board Members. The launch will happen simultaneously at all three Job Centers. Manpower is assisting with training sessions. Board member Frank Armendariz with Manpower has played a significant role in the development of this tool. Board members are recommended and encouraged to attend the launch at one of the three Job Centers.

Stacie Garlieb would like to thank the Board and staff for their support!

8. Workforce Priorities:

Local Work Plan – Responsibilities

Highlights from the Technical Assistance Session hosted by Arizona Department of Economic Security

Convene Partners/MOU's

Cynthia Spell Tweh explained there are specific requirements and or mandates by the State and Federal authorities we need to follow as we develop our local Workforce Innovation and Opportunity Act (WIOA) plan. The plan explains how we will function, serve, and perform as a local area. The Workforce Arizona Council is a State Workforce Board that oversees statewide activities for WIOA and at their March meeting they provided guidance for the local areas to design and develop their local plans. The guidance is very specific in the expectation for the local areas. One of the key elements under the new WIOA program is having the four core partners be an active part of the development of the local plan. The board will need to take a leadership role in this and the City of Phoenix staff which represents Title I, and supports the board, will be involved heavily. We need to make sure there is equity amongst all the other partners. The other core partners include: Title II which represents Adult Education and Literacy, Title III represents Wagner-Peyser which is Employment Services, and Title IV represents Vocational Rehabilitation. We do have those core partners represented on the Board now and the Board has to be a large part of the process. Staff have already begun taking steps necessary to complete the tasks needed given the very strict and

limited timeline we are up against. The initial due date provided to be approved and submitted was September 1, 2016. This process requires there be a 30 day public comment period on the draft, it also requires Mayor and City Council support it and have access to it and provide feedback. There is a very strict timeline we are trying to adhere to ensure it all moves forward. We hired a consultant to help us write it, we felt their expertise would help facilitate the process of the document. As part of the plan every year we have to certify the Board and make sure it has a twenty-five member board, we can only have a three month vacancy limit. Nominees for vacancies for the Board can take approximately six weeks to approve, so please keep this in mind as vacancies occur, we need to remain in compliance with board certification requirements to continue to do business. Another piece of the Board Certification is a Self-Assessment, we will need to have a Full Board meeting in August due to all the requirements needed to remain in compliance. It is also required we have a Memorandum of Understanding in place by July 1, 2017 with clearly defined rolls and responsibilities for each partner and a shared cost allocation. Collectively we are mandated to serve businesses and individuals, this will help us grow and be more effective, the Department of Labor was very strategic in how they designed this, and it will make us more efficient and effective. This year we have to do a Request for Proposals for a new Service Delivery model that is due by August 3rd, to our procurement team. National Association of Workforce Boards final draft rules were published June 29 or 30, 2016 waiting to be published in the Federal Register before they become the Final Rules. Audrey Bohanan and Stacie Garlieb agreed to participate in the Memorandum of Understanding development process.

9. Issues and concerns of Committee members for further study and/or future agenda items-not for discussion:

Service Delivery Task Force will provide an update at the next meeting.

Audrey Bohanan mentioned she recently has had challenges verifying High School Diploma's and has had to rescind employment. Tim Stump noted he has a contact number for verification of High School Diploma's.

Lorenzo Sierra with the Business and Engagement Task Force explained they will be hosting a Human Resources showcase on October 27, 2016 from 8:00 a.m. – 11:00 a.m. They would like to have a pertinent keynote speaker and would like for the Mayor and Phoenix Council members to be present. It will allow the Human Resource individuals to become familiar with their Council Member for their perspective areas, there will be more details as it gets closer.

Tim Stump suggested there should be marketing for the jobs there are available through Arizona Job Connection (AJC). Some of the other Board Members discussed other options for collaborating with Department of Economic Security, Unemployment Services or the possibility of using the City of Phoenix Water Department billing newsletter to filter information to the community on Workforce related information, available jobs and links for their benefit.

Ali Gamero informed Board Members the Arizona Department of Economic Security, Unemployment Insurance site has a temporary bubble linking to Arizona Job Connection and the ARIZONA@WORK website.

10. Call to the Public and Announcements:

Next Full Board meeting will be August 11, 2016, there will not be an Executive Leadership Committee meeting for the month of August.

Fry's Grocery store is hosting a job fair and they are looking to fill approximately 1000 jobs.

Kimberly Faust introduced the new Youth Program staff member, Diamond Smiley, Administrative Assistant I, she is replacing Abby Garcia. Kimberly also discussed some of the numbers for the Summer Youth Programs. There are a 114 youth participating in the five-week Summer Youth Rise program and there are 55 employers. The two week Jerome E. Miller (JEM) program was a success. They had eleven participants and eleven City of Phoenix mentors who participated. One of the youth followed Phoenix Channel 11 and she produced a recruitment tool for the program. The City of Phoenix and Wells Fargo Community Banking internship program accepted five youth and they will be paid \$12 per hour. Dirtt Environmental Solutions requested assistance with filling temporary summer opportunities at their warehouse and as a result they hired two youth which were not selected for the RISE program, those two youth worked in their warehouse assembling furniture.

Kerri Barnes addressed the Strengthening Working Families Initiative grant (SWFI). The program should be ready for implementation by January 1, 2017. They believe this grant will bring on 5.1 new hires. It is a demonstration grant, it's the first of its type, and if the grant proves to be successful it may be renewed.

Rob Stenson discussed the usage increase in the Business and Workforce Development Center, the Center usage is up 126 percent, there have been 6000 visitors to the Center, which is a 166 percent growth, they have had 499 events

and the job fairs have increased by 13 percent. They are looking to improve the numbers for hire. There will be additional information to come in the near future.

Samantha Hansen with Friendly House stated they were awarded the “Pathways to Justice Careers for Youth”, it is a one million dollar grant over the next three years which will help serve the youth with workforce development and adult education services in the justice career fields.

Isis Sanchez introduced Susan Ciardullo and Janice Mrkonjic as new Ad Hoc members.

Cynthia Spell Tweh introduced a potential Ad Hoc member Connie Robinson.

11. Adjournment:

A motion to adjourn the meeting was made at 10:01 a.m. by Stacie Garlieb and seconded by Timothy Stump.

All were in favor and the meeting adjourned.