



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Minutes
October 13, 2016
8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board, Executive Leadership Committee meeting was held on October 13, 2016, located at the Phoenix City Hall, 20th Floor, East Conference Room, Phoenix, AZ 85003, pursuant to notice duly given.

Board Members Present:

Audrey Bohanan

Delbert Hawk

Board Members Absent:

Derek Anderson

Frank Armendariz
(Vice-Chair)

Nick DePorter

Keila Llanes

Board Members via Conference Call:

Stacey Garlieb

Travis Hardin(Chair)

Lorenzo Sierra

City Staff:

Kimberly Cruz

Melissa Magallanez

Kimberly Faust

Stan Flowers

LaSetta Hogans

Cynthia Spell Tweh

Guest

Justin, ASU

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

1. Call to Order

Travis Hardin, called the October 13, 2016, Phoenix Business and Workforce Development, Executive Leadership Committee meeting to order at 8:37 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 April 14, 2016 and June 9, 2016 Meeting Minutes:

A motion to approve the April 14, 2016 and June 9, 2016 Meeting minutes was made by Delbert Hawk, seconded by Stacey Garlieb.

The motion passed unanimously.

3. Three-Year Strategic Plan Development and Strategic Plan Board Letter of Recommendation:

Cynthia Spell Tweh explained the board has approved the recommendation to use Thomas P. Miller and Associates Consultants to assist the Board with the Three Year Strategic Plan due to their familiarity with our Board, Community Partners and the Local Area Plan. The Board will need to approve the support letter of recommendation to move forward to City Council. Thomas P. Miller and Associates will conduct presentations to the Board in an effort to help structure the Three Year Strategic Plan.

Thomas P. Miller and Associates helped structure the Strategic Pillars and they line up well with the Workforce Innovation and Opportunity Act frame work. The Board will need to look at goals as we move forward through the next three years. Thomas P. Miller and Associates have a National presence and bring in a wealth of knowledge to the table. They were very accommodating as we worked through the last process and they met our needs.

A motion to approve the Strategic Plan Board Letter of Recommendation was made by Audrey Bohanan, seconded by Delbert Hawk.

The motion passed unanimously.

4. Memorandum of Understanding Draft Framework Review and Possible Approval:

Cynthia Spell Tweh discussed the need for the Board to have a Memorandum of Understanding. She introduced board member Audrey Bohanan and City of Phoenix staff member LaSetta Hogans to further discuss the draft framework for the Memorandum of Understanding. LaSetta stated they have completed the draft

and it will need to be delivered to the Department of Economic Security and Adult Education by November 4, 2016. Once the document is received back from the Department of Economic Security and Adult Education, the document will need to be processed for signature to the Phoenix Business and Workforce Development board members, our Chief Executive Officer and the Community Partners involved in the Memorandum of Understanding. The approved Memorandum of Understanding document will need to be sent back to the State by December 2, 2016.

The framework to create the Memorandum of Understanding was provided by two documents. The guidance provided by the State helped create the outline for the Memorandum of Understanding and the second document is the actual outline or framework for the Memorandum of Understanding. The most important piece was to ensure the Community Partners and the Board came up with a vision and goals, which included the purpose of the Memorandum of Understanding, as well as, who the Community Partners entailed. The Memorandum of Understanding will commence as of July 1, 2017. It will be in effect for three years, until June 30, 2020.

Audrey Bohanan noted on page 2 of the Memorandum of Understanding the vision statement and guiding principles is where the primary portion of the information is located. Also page 2 is a reflection of the consensus from all involved in the development of the Memorandum of Understanding. The system design is another piece of importance; it will build the infrastructure for shared cost. The system design will focus on how to collaborate services, what will the referral process look like between partners, and how to ensure all customers have access to the services provided through the One Stop delivery system. For now, the state is allowing us to use the current cost sharing system to this document. However, we will need to convene partners in the near future to begin discussions on how to build infrastructure for the next program year. This document will be due on July 1, 2017.

A motion to approve the Memorandum of Understanding Draft Framework was made by Audrey Bohanan, seconded by Stacie Garlieb.

The motion passed unanimously.

5. Workforce Updates, Local Plan Status, and By-Laws:

Cynthia Spell Tweh briefly discussed the Workforce updates, she felt the information in the packet was a good summary for the Local Plan Status and the By-Laws information. Ms. Spell Tweh explained Mayor and Phoenix City Council did receive briefings on the above information and the By-Laws were approved by Mayor and Phoenix City Council on October 5, 2016. The Board Certification Assessment was turned into the Workforce Arizona Council Staff on September 15, 2016. It was due on October 3, 2016. The Local Plan has been sent out to the Board and it is now open for public comment. It will be in the City Council Agenda for approval on October 19, 2016 and any public comments will be included in the draft document. The Local Plan presentation will be provided as a consent item to the Sustainability Housing Education and Neighborhood (SHEN) Subcommittee on October 26, 2016. It's important the Board, Mayor and City Council be actively involved and know what's going on with this process and give direction to staff and our partners. Ms. Spell Tweh noted a lot has been done to keep everyone informed.

Cynthia Spell Tweh mentioned she, Stan Flowers and Kimberly Faust met with the State regarding the local performance negotiations about two weeks ago. This is a part of the plan. For the Adult and Dislocated Worker side of the negotiations Stan Flowers was in agreement with the proposal and the expectations. For the Youth side of the negotiations Kimberly Faust did negotiate and compromise with the proposal and the expectations. She will be able to renegotiate in the Spring for physical year 2017, this is the first time staff had to negotiate for two years.

Ms. Spell Tweh also briefly mentioned the need to procure out for a One Stop Operator. This will go through the City of Phoenix procurement process. For now, we will continue to operate with our consortium Memorandum of Understanding with the Community College, Department of Economic Security and the City of Phoenix.

6. Committee Updates

Continuous Improvement Committee – Audrey Bohanan explained the committee members discussed the expectations of the committee and after reviewing the Labor Market Information, Mission and Vision, they believe a Passport may be an effective way to support activities on the board, she hopes to have a draft to bring to the Phoenix Business and Workforce Development full Board soon.

Business Engagement Committee – Lorenzo Sierra discussed the Bagels and Business event to be held on Thursday, October 27, 2016, from 8:30 a.m. – 10:30 a.m., please share this information with your networks.

Advancing Youth Workforce Committee – Delbert Hawk noted as a new member to the board he has only had the opportunity to attend one meeting to-date and at this time he does not have any information to provide. Chairman Travis Hardin mentioned he was previously a part of the Youth Committee. He explained he remains active with youth activities. He went on to discuss his attendance to a Financial Literacy Workshop at Metro Tech High School. There were approximately 150 16-18 year-old students present with their families. The families also had a need for similar information, he found this was a great opportunity to market ARIZONA@WORK and followed up with about a dozen families regarding the benefits of ARIZONA@WORK.

Service Delivery Committee – Stan Flowers explained there was no September meeting, however, the group is scheduled to meet Friday, October 14, 2016. He said the group is focused on staff development and making sure program and services are accessible to all individuals. They are ensuring staff have the training necessary to deal with the diverse customers entering the centers. He said they also continue to develop and promote the Google community and find innovative ways to engage staff at the Job Centers.

Committees may be restructured as new board members join the Phoenix Business and Workforce Development Board.

Cynthia Spell Tweh announced three new board members to the Phoenix Business and Workforce Development Board, they are:

- Jesus Love, Executive Director, Literacy Volunteers of Maricopa County, Inc.
- Jan Davis, Assistant Program Manager, Arizona Department of Economic Security, Department of Employment and Rehabilitation Services
- Malcolm Green, Executive Director, Arizona Manufacturing Partnership, Inc.

7. Future Items for Discussion

None

8. Call to the Public and Announcements:

Justin an ASU Student was in the audience to observe the meeting. He is working on his Public Administration degree.

Isis Sanchez had a baby girl, she and the baby are doing well.

Travis Hardin thanked Melissa Magallanez for filling in during Isis Sanchez absence.

9. Adjournment:

A motion to adjourn the meeting was made at 9:17 a.m. by Audrey Bohanan and seconded by Lorenzo Sierra.

All were in favor and the meeting adjourned.