



**Phoenix Business and Workforce Development Full Board
Meeting Minutes
November 10, 2016
8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Full Board, was held on November 10, 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:

Frank Armendariz
Kelley Coats
Malcolm Green
Keila Llanes (left 9:32am)
Cindy Parnell

Audrey Bohanan (enter 9:07am)
Nick DePorter
Travis Hardin (Chair)
Jesus Love
Karen Stafford

Board Members Absent:

Derek Anderson
Steven Gonzales, Ed. D.
Donna Pettigrew

Jan Davis
Delbert Hawk
Alan Ruda

Board Members Via Conference Call:

Andres Contreras
Ali Gamero-Hernandez
Darrell Rich (left call 9:29am)
Lorenzo Sierra

Stacie Garlieb
Michelle Jameson
Beth Salazar
Neely Tubati

City Staff:

Kimberly Cruz
LaSetta Hogans
James Montoya
Sandra Enriquez
Cynthia Spell Tweh

Melissa Magallanez
Kimberly Faust
Todd Berndt
Kerri Barnes
Esther Atempa

Guests:

Sheryl Hart
Kelly Crawford
Susan Ciardullo

Samantha Hansen
Anthony Kamson
Ron Mack
Jody McPhearson
Aida Jimenez Uselton

AZ Department of Economic Security
AZ Department of Economic Security
West Coast Ultrasound Institute
Business Engagement Ad Hoc Member
Friendly House
Kamson Financial
ACYR
TCI Solutions
Friendly House

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

1. Call to Order:

Travis Hardin, Chairman, called the November 10, 2016, Phoenix Business and Workforce Development full board meeting to order at 8:41 a.m. Roll call was completed and a quorum was present.

2. Review Mission/Vision Statement, Attendance Matters/Volunteer Hours and Welcome New Board Members:

Chairman, Travis Hardin, reviewed the mission and vision statement with those present. He also reminded board members of the importance of remaining active, recording volunteer hours and at every opportunity possible sharing information about the benefits of ARIZONA@WORK.

With the Veteran's Day Holiday tomorrow, Mr. Hardin wanted to salute service members present and past, along with their families, "Thank you for your service, we salute you and honor you and your families for your service and sacrifice!"

Mr. Hardin welcomed Malcolm Green to the Board and asked him to introduce himself to the Board. Mr. Green is the Executive Director of the Arizona Manufacturing Partnership, based in Maricopa County however their membership is statewide. It is a core driven consortium and a nonprofit. They focus on addressing workforce or the lack of workforce filling jobs. The organizations mission is to work with public education, workforce development and economic development organizations across the state to try to campaign and promote those kinds of careers and work with schools to get better curriculum for industry needs.

Mr. Hardin also welcomed Jesus Love and asked him to introduce himself to the Board. Mr. Love served previously on this board representing Business, he is

currently the Director of Literacy Volunteers of Maricopa County, a nonprofit adult division agency, they provide adult basic education with secondary education and English as a second language. They have two learning centers in the valley, and are a Title II Education agency funded by both the state and federal funds. With the new federal changes his agency will be working more closely with many of the community partners. He noted he was glad to be back.

Mr. Hardin addressed the attached Workforce Briefing Sheet (in the Board packet) it is only for informational purposes, please review at your leisure.

3. Approval of meeting minutes from September 8 and September 14, 2016 Special Session:

A motion to approve the September 8, 2016 minutes was made by Cindy Parnell, seconded by Nick DePorter.

A motion to approve the September 14, 2016 Special Session minutes was made by Karen Stafford, seconded by Kelley Coats.

Both motions passed unanimously.

4. Local Workforce Board Review of Title II Grant Applications:

Sheryl Hart, the Arizona State Director of Adult Education, provided an overview of the Workforce Innovation and Opportunity Act (WIOA) requirement for the Local Workforce Development Boards to review and comment on the Title II grant applications. An outline was provided for the proposed process and timeline for the activities.

Ms. Hart explained that the WIOA funding for Title I-B, Title III and Title IV all go through US Department of Education, US Department of Health and Human Services, US Department of Labor, down to the Governor and then through Department of Economic Security. The agencies which have authority over the different core partners varies by State. Arizona is unique, Title II is the only core partner under WIOA to fall under Arizona Department of Education (ADE) and the US Department of Education. Arizona is also unique in that the Superintendent of Public Instruction is an elected official and thus the funding does not go through the governor. The State Board of Education is the entity to approve the Adult Education funds and provide direction on how the funds are disbursed. The history on the State of Arizona handling Title II goes back decades. A requirement for WIOA in Title I and Title II that the Local Workforce Development Boards review

the Title II applications for funding. The ADE is required under WIOA to compete for their funding. This will be the first time since 2009 they have had to openly have providers apply for the Adult Education funds. They anticipate releasing the information for the Request for Grant Application (RFGA) after the first of the new year. The Arizona Department of Education is required under the new WIOA law to provide all submitted provider applications to the Local Workforce Boards for review and to provide comments and recommendations. Submittals will be required to align services to the Local Workforce Plan with a due date in March. Applications being considered for funding will go to the Local Workforce Boards for review. The ADE will provide guidance to the Board for the review process and they anticipate the review process to take six to seven weeks to complete. The providers interested in applying will have to submit a Letter of Intent by January 30, 2017, the purpose of this is to give the ADE an idea of the number of providers interested in applying for the Title II funding. There is a hard deadline of July 1, 2017.

5. Workforce Arizona Council Proposed Updates:

Cynthia Spell Tweh, Deputy Director, Business and Workforce Development of City of Phoenix discussed the Workforce Arizona Council Updates. Before getting started, Cynthia wanted to thank the board members for their time and express how appreciated she is of each Board member for their volunteer service to the Phoenix Business and Workforce Development Board.

We currently have a conditional Board compliance approval from Workforce Arizona Council, Performance Excellence Board Committee. As a Board, they have indicated we need to have two Board members from a Labor organization and one from an Apprenticeship organization. We are lacking one Labor representation at this time. With the recent vacancy of the Youth Board member (Mitra Vazeen), the Board will need to focus on filling the Labor Board representation. Normally we would fill the position with another Youth board member, however, with all the changes from the Federal Regulations for Workforce Innovation and Opportunity Act (WIOA) the Board members will now need to recommend a colleague when a vacancy arises for their representation. The By-Laws were approved on October 5, 2016, with the approval of the By-Laws this solidifies our compliance with the Workforce Arizona Council, Performance Excellence Board Committee.

Also addressed is the new federal and state rules and regulations, released on August 19, 2016, is the One-Stop Operator selection. In the final federal rules, the November 10, 2016 PBWD Board Minutes
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law states that the One-Stop Operator has to be a competitive selection process. In the past, the rules stated “or”, now in the language it is stated “and”, this can significantly change the dynamics of the day-to-day operation for the One-Stop Operator as we currently know it. The regulations now state that business services, youth services, rapid response services, and adult dislocated worker services will all be procured out to a One-Stop Operator. The draft policy from the Workforce Arizona Council, Performance Excellence Board Committee is now recommending the One-Stop Operator have compliance and firewalls, along with internal control, between the Board, the Board staff and what the One-Stop Operator does. Currently we have a consortium with the City of Phoenix, Arizona Department of Economic Security and Maricopa Community Colleges to be the One-Stop Operator. However, moving forward this may look much different. The director from the Governor’s office, Office of Economic Opportunity (OEO), is recommending the local areas have a clear firewall between the local board staffing, the local board governance. The One-Stop Operation, will no longer have government entities provide direct services by July 1, 2018. The One-Stop Operator must be in place, July 1, 2017.

6. Workforce Updates:

a. MOU process

Audrey Bohanan and LaSetta Hogans provided updates on the Memorandum of Understanding (MOU) process. They indicated the MOU’s are still being drafted, once it is complete it will be provided to the partners for signature. The due date to Workforce Arizona Council has been extended to the end of December 2016.

b. Local Plan Status

Cynthia Spell Tweh briefly discussed the Local Plan progress. The Local Plan public comment period commenced and comments were submitted. The Mayor and City Council members received a copy of the Local Plan, a summary sheet of the highlights and were briefed by staff. The Local Plan is due to the Workforce Arizona Council on December 5, 2016.

Ms. Spell Tweh called on other staff to provide program specific updates to the Local Plan.

Rob Stenson discussed business service updates. He stated the most impactful item is their focus of more On The Job Training. In this fiscal year there are currently 25 on the job training grants in progress (over the last three years there

have been five on the job training programs). They have purposely provided a sales marketing approach to focus on those contracts in place and also discuss employed workforce training programs. They have been very liberal in their approach to train incumbent workers, historically there have been close to none and currently they are working on approximately 50 to 60 contracts.

Kerri Barnes provided an update on the Strengthening Working Families Initiative. The grant was awarded on July 1, 2016. The implementation of the grant begins January 2017, the five new hires should all be in place by December 21, 2016. Currently the focus is on orientation and training staff. The focus of this grant is to remove the barrier for finding quality talent.

Travis Hardin Thanked Rob Stenson for the Bagels and Business Event.

Travis Hardin asked everyone to ask themselves these couple questions each day; 1 - Am I investing in myself? 2 - Am I investing in the right people? 3 - Am I genuinely interested in others? "Ponder these questions, they will help you build and become a better leader, ask yourself are you being effective or ineffective".

7. Committee Updates:

Kimberly Faust provided an update for the Advancing Youth Initiative. She stated they have been meeting monthly. There are several new board members to this committee, a considerable amount of time has been spent orientating the board members to the service providers and vice versa. The introductions will help to develop a format and plan of action for the year. Travis Hardin discussed how there is a lot going on with youth right now. Some students from several high schools participated in some protesting here in the Valley. The youth get what's going on at the Federal level, they are asking great questions, and are engaged. It's our job to keep them engaged and move forward into our future.

Frank Armendariz discussed the updates for the Service Delivery Committee. He noted the committee is planning a continuation for education with the service centers. The upcoming forum will be to discuss disabilities with people that are not visible and instruct staff how to navigate with them without reacting to their behavior. "We need to equip our staff with the skills necessary to provide the best service possible to the customers coming through our door".

Audrey Bohanan provided the update for the Continuous Improvement Committee. Due to a large number of new staff, the committee is focusing on looking at the

metrics and how well they are doing and where they can improve. The committee is also looking at the marketing plan and working on how to capture the time spent promoting the Phoenix Business and Workforce Development Board and ARIZONA@WORK program. The committee would like to implement a “Passport” program, in 2017, for the Board members to help keep track of those activities and hours spent promoting the Board and Workforce program.

Rob Stenson discussed the updates for the Business Engagement Committee. “Bagels and Breakfast” is a series of forums focused on human resource Directors and eventually to Chief Financial Officers (CFO), to address issues with attraction, training and retention. LinkedIn was the first presentation, they did an excellent job, they discussed Labor Market Information from a very unique data stand point. The committee plans to hold these forums every quarter and have different focuses. This first forum there were approximately 50 to 60 businesses represented. Business Engagement is focused on how to tell our story to businesses and organizations, our business materials are getting noticed, we are becoming renowned on how we are approaching business and business engagement.

8. Matters for future discussion:

None

9. Call to the Public and Announcements:

Board member Audrey Bohanan attended the Arizona Call-A-Teen Youth Resources (ACYR) Community Engagement night, held on Wednesday evening, November 9, 2016. It was their first Annual Community event. She was delighted and enthused by the passion she saw in the ACYR staff and it was very clear the impact ACYR is making in the lives of the young people they serve.

Michelle Pierson wanted to thank everyone for their participation on the board.

Travis Hardin wanted to stress the importance of our ability to effectively impact those we come in contact with at all times.

10. Adjournment:

A motion to adjourn the meeting was made at 10:21 a.m. by Audrey Bohanan and seconded by Karen Stafford.

All were in favor and the meeting adjourned.