**Phoenix Business and Workforce Development Board**

**Program Excellence Committee**

**Meeting Minutes**

**Virtual Meeting**

**February 4, 2021**

**9:00 a.m.**

**Members Present**

Latasha Causey, Chairwoman

Erick Garcia, Vice-Chairman

Jan Davis

Michelle Jameson

Melissa Trujillo

Stacie Garlieb

**City of Phoenix Staff**

LaSetta Hogans Ricardo Duran Zona Pacheco

Kimberly Whetstone Demitria Robles Alicia Springs

Kweilin Waller Laura Whitehead Sandra Enriquez

Christina Edwards Delsy Maldonado Marla Ramirez

1. **Call to Order / Roll Call**

Latasha Causey, Program Excellence Committee (PEC) Chair, called the February 4, 2021 meeting to order at 9:02 a.m. Roll call was completed, and a quorum was present.

1. **Approval of January 07, 2021 Meeting Minutes:**

**A motion to approve the January 07, 2021 Meeting Minutes,** was made by PEC Member Jan Davis, and seconded by PEC Member, Michelle Jameson.

**Approved:** Latasha Causey, Erick Garcia, Jan Davis, Michelle Jameson, Melissa Trujillo, and Stacie Garlieb.

**Opposed*:* None**

**Motion passed unanimously**

1. **Partnership and Services offered at Aeroterra and Marcos de Niza:**

Zona Pacheco, Housing Supportive Services Coordinator and Alicia Springs, Workforce Development Supervisor, presented on the partnership and services offered at Aeroterra and Marcos de Niza. They also discussed the barriers, challenges and success of the programs.

1. **PEC Scorecard Workgroup Leads:**

Latasha Causey, PEC Chair, asked the workgroup leads if they had made any progress on their strategies. Michelle Jameson, PEC Member, reported that her group had not been able to meet and had nothing to report. Erick Garcia, PEC Vice-Chair, asked for volunteers to join his group as he is the only member. Melissa Trujillo, PEC Member, reported that she and Edward had not been able to meet to discuss their strategy and asked for volunteers to join their workgroup.

Latasha Causey, PEC Chair, requested assistance from LaSetta Hogans, Executive Director to assist she and Erick Garcia, PEC Member, in identifying potential staff to assist with their strategy. LaSetta shared that she would follow-up with Erick Garcia, PEC Member, to discuss next steps.

1. **PEC Committee Report Form:**

Latasha Causey, PEC Chair, reviewed the Committee Report Form and advised that she would be reporting on the Partnerships and Services offered at Aeroterra and Marcos de Niza from the presentation today.

1. **Matters for Future Discussion:**

Michelle Jameson, PEC Member, asked for the Scorecard to be presented at the next PEC Meeting to refresh the committee members on the action items.

1. **Call to the Public and Open Discussion:**

None

1. **Adjournment:**

**A motion to adjourn the meeting was made at 9:52 a.m.** by PEC Member Michelle Jameson and seconded by PEC Member Melissa Trujillo.

**Approved:** Latasha Causey, Erick Garcia, Jan Davis, Michelle Jameson, Melissa Trujillo, and Stacie Garlieb.

**Opposed*:* None**

**Motion passed unanimously**