



Location: Zoom Virtual Online Meeting
Date: Wednesday, June 17, 2020
Time: 10:00 AM

NOTICE AND AGENDA OF PUBLIC MEETING OF THE SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD (WDB)

Pursuant to A.R.S. § 38.431.02, notice is hereby given to the members of the Southeastern Arizona WDB and to the general public that the Southeastern Arizona WDB will hold a regular meeting open to the public on:

Zoom Link: Copy or paste into your browser

https://us02web.zoom.us/j/84795247076?pwd=ZTNxT1UrK3d1Y0o5eEFkNUtxMjhzUT09

Meeting ID: 847 9524 7076

Password: 3GaAGX

Table with 4 columns: Members, Members' Absent, Guest Present, Staff Present. Lists names of participants for the meeting.

Call to Order

President Ron Curtis called to order the regular meeting of the ARIZONA@WORK Local Workforce Board at 10:00 AM on June 17, 2020 using Zoom online website due to Covid-19. Ron read "Conflict of Interest Statement."

Roll Call

Johanna Scott conducted the roll call. The names of present and absent members; as well as guest and staff are listed above. New Board members and guest welcomed and introduced. Quorum was established.

Approval of Minutes from last meeting (December 12, 2019). March Meeting canceled due to Covid-19.

Motion made to accept minutes by Board member, Doris Tolbert. Motion seconded by Kathleen Bullock. Board unanimously approved.

Discussion of Financial Report: 2020 Budget and Expenditures.

Presented by Board member, finance committee person Doris Tolbert. She indicated finances were in order. Expenditure of funds were appropriate with most of the funds deployed to service clients in the various programs. Report was accepted.

Audit Report:

Vada Phelps, Executive Director, presented the audit report to the Board. Audit single finding was corrected for 2019 during the audit. SOP was enhanced to avoid any future problems. OJT monitored closely by finance office. Audit results were deemed acceptable by the Board.

Report on March 11, 2020 Executive Board Meeting:

Ron Curtis, Board President reviewed Executive Board meeting minutes from March 11, 2020. He discussed approach to diversifying Board where possible and picking up Millennials and Gen Z board members. We want to continue to look for representation of the three county areas (Cochise, Graham, and Greenlee). Also, to represent the employers in those areas. We are looking to find Board members who share the desire and passion to serve their communities. In addition, we would like to fill the Executive Vice President position by someone who would be willing to serve; be trained up to become Board president and to share the experience among board members to give more people the opportunity to share at the executive level.

Appointment of Nominating Committee

Board President, Ron Curtis, called for volunteers who would like to serve in positions on the Board. Would like to establish a nominating committee. Kathleen Bullock, Doris Tolbert and Evonne Cummins volunteered and were appointed to nominating committee. All Board members were encouraged to provide input to committee. Nominating committee will report at next full Board meeting on officer candidates.

Approval of One Stop Operator:

Vada Phelps, Executive Director, introduced Jim Mize and presented his qualification. He is the One Stop Operator for Pima County and has thirty plus years of experience with workforce programs. Jim Mize gave a summary of One Stop Operator.

- Motion made by Wick Lewis to approve One Stop Operator, Jim Mize.
- Motion seconded by Jack Bauer.

- Motion approved by all present members.

ARIZONA@WORK representatives presented their core partner reports from different departments based around central questions below:

- How is ARIZONA@WORK performing during Covid-19?
 - What are some things that ARIZONA@WORK has done / can do to strengthen their partnership with employers and people looking for work?
 - Are we supplying jobs at all level, not just government / certification?
 - Are we reaching people that need the jobs? How?
 - Is there a way to make the unemployment site user friendly for people that are unemployed?
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- a) Core Partners Reports presented by Vickie Simmons on One Stop Employment Training.
 - b) Rehabilitation Services report presented by David Howard.
 - c) Employment Services Performance Report presented by Jelensky Irons.
 - d) Adult Education Performance Report presented by Brad Dale.

Executive Director and President Report/Discussion

Vada Phelps, Executive Director, stated that the Board was in the process of becoming certified through the state and that there are 13 components. We now have 12 completed. Vada stated the documents are now before the Board of Supervisors. Once it is finished, we will be considered a certified Board.

Ron Curtis, Board President, proposed questions to the Board regarding Covid-19 and how business are adjusting to the change. Members shared how employers are learning they can do more with less. Members gave examples of working on time management, virtual etiquette, soft skills, presenting workshops, maintaining social distancing and virtual interviewing etc...

Board members: Evonne Cummins, David Hall, Brad Dale, Kathleen Bullock, Jelensky Irons, Tony Boone, and Janice Lawhorn all provided excellent discussion and insight as to meet employers changing needs (Post Covid-19).

Board Announcement

- Survey will be sent regarding September Board Retreat
- **Next meeting Date:** Wednesday, September 9, 10, &11, 2020 – Tentatively Board Retreat

VII. Adjourn

President Ron Curtis adjourned the meeting at 12:25 PM.

ARIZONA@WORK is an Equal Opportunity employer/program.

Funded by WIOA federal dollars serving Adults, Youth, and Dislocated Workers

Report Submitted by: *Johanna Scott*