**Phoenix Business and Workforce Development Board**

**Executive Leadership Committee Minutes**

**December 13, 2018**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held on December 13, 2018, located at Phoenix City Hall, 200 W. Washington St., 20th Floor, Phoenix, AZ 85003.

**Committee Members Present:**

Audrey Bohanan (Vice Chair)

Michelle Jameson

Jesus Love

Michael Hale

Jeff Kulaga

**Committee Members via Phone:**

Lisa Elowson

Nick Bielinski

**Board Members Absent:**

Daniel Barajas

Nick DePorter (Chair)

**Public Attendees:**

Melissa Magallanez

Mark Carr

Marchelle Franklin

Kweilin Waller

LaSetta Hogans (PBWDB Exec. Dir.)

Christina Edwards (PBWDB Liaison)

Rob Stenson

Chris Mackay

Omar Clark

Cynthia Spell Tweh

Janice Mrkonjic

Kerri Barnes

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

1. **Call to Order**

PBWDB Vice Chair Audrey Bohanan called the December 13, 2018, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:34 a.m. Roll call was completed, and quorum was met with five members in attendance and two members on the phone.

1. **Approval of Minutes for October 11, 2018 Meeting:**

PBWD Board member Jeff Kalaga made a **motion to approve minutes for the October 11, 2018 meeting** and PBWD Board member Jesus Love seconded.

**Approved:** Audrey Bohanan, Michelle Jameson, Michael Hale, Nick Bielinski and Lisa Elowson

**Opposed:** None

**Motion passed unanimously**

1. **Consent Item: Employment Readiness Substitute Training Services Request for Proposals Contract Award**

PBWD Board member Michael Hale made a **motion to approve the consent item** and PBWD Board member Jeff Kulaga seconded.

**Approved:** Audrey Bohanan, Michelle Jameson, Jesus Love, Nick Bielinski and Lisa Elowson

**Opposed:** None

**Motion passed unanimously**

**4. PBWD Board Vacancies**

1. **Higher Education Vacancy:** PBWDB Vice Chair, Audrey Bohannan, lead the discussion to review the PBWD Board member application, resume and letter of recommendation packets for Ms. Melanie Burm and Ms. Janice Mrkonjic. Ms. Burm was recommended to fill the Higher Education vacancy by former PBWD Board member David Stakebake. Ms. Mrkonjic was recommended to fill the Higher Education vacancy by PBWD Board member Michael Hale.

PBWDB member Michael Hale **motioned that Janice Mrkonjic be recommended to Mayor and City Council for PBWD Board membership to assume the Higher Education vacancy**. PBWDB member Jesus Love seconded.

**Approved:** Audrey Bohanan, Michelle Jameson, Jeff Kulaga, Nick Bielinski and Lisa Elowson

**Opposed:** None

**Motion passed unanimously**

2. **Board Membership Non-Compliance:** PBWDB Executive Director, LaSetta Hogans, discussed the attendance section of the PBWDB Bylaws. Bylaws indicate attendance is required at all committee and board meetings, allowing for two absences each program year. PBWDB Chairman, Nick DePorter, recently issued attendance concerns letters and three PBWDB members chose to resign their seats. PBWDB Vice Chair, Audrey Bohanan, recommended attendance be discussed at the full board meeting on January 10, 2019.

PBWDB Vice Chair, Audrey Bohanan, shared her discussion with PBWDB Chairman regarding the responsibilities associated with the Chair and Vice Chair roles. The Vice Chair will focus on board development, engagement and compliance issues associated with board members. The Chair will focus on the board vision and direction.

3. **PBWDB Vacancies- Labor, Business, Economic and Community Development and PBWDB Committee Ad-Hoc Membership:** PBWD Board Liaison, Christina Edwards, discussed the current board, committee and ad-hoc member vacancies. PBWD Board Vice Chair, Audrey Bohanan, encouraged members to look within their networks for potential board candidates that would make the PBWDB stronger.

**5. Results of PBWD Board Member Survey**Subject Matter Expert for the Continuous Improvement Committee, Kerri Barnes, reviewed the results from the PBWD Board Member Survey sent out to PBWDB members. The survey response rate was 50 percent. Kerri Barnes reviewed the survey questions with the Executive Leadership Committee. PBWDB Vice Chair, Audrey Bohanan, suggested combining the common results from the surveys that were submitted and presenting them back to the full board on January 10, 2019, where those members who did not have an opportunity to respond to the survey, can make comments. Action plans will be developed around specific survey responses.

**6. Business Outreach Roadshow Presentation**

City of Phoenix Community and Economic Development Department Business Services Supervisor, Rob Stenson, presented the Business Outreach Roadshow Presentation to the Executive Leadership Committee. The Roadshow Presentation can be utilized by any PBWD Board Member when meeting with businesses or community organizations.

**7. ARIZONA@WORK City of Phoenix Policy Review and Draft Approval**

The following Draft Policies will be moved to the Phoenix Business and Workforce Development Board for final approval:

A. PBWDB Youth Services Sec. 200.203- Objective Assessment:The purpose of this policy is to ensure that all program managers, staff and subcontractors responsible for direct client contact understand the requirements and expectations for providing Objective Assessments.

**B. PBWDB Youth Services Sec. 200.206- Case Notes Requirements:** The purpose of this policy is to provide guidelines for documenting youth program case notes. There are five standard categories of case notes related to WIOA case management practices.

**C. PBWDB Youth Services Sec. 300.301- Support Services/Needs Related Payments:** The purpose of this policy is to ensure that all program managers, staff and subcontractors responsible for direct client contact understand the requirements and expectations for providing support services.

**D. PBWDB Business Services Sec. 400.401- Rapid Response:** This policy establishes guidelines and criteria to be used in Rapid Response (RR) services to assist participants and employers in the event of a layoff, plan closure or natural or other disaster resulting in a mass job dislocation.

PBWDB member Jesus Love **motioned to recommend Agenda Item 7, policies A-D to the PBWD Board for approval**. PBWDB member Michelle Jameson.  
  
**Approved:** Audrey Bohanan, Jeff Kulaga, Michael Hale, Nick Bielinski and Lisa Elowson

**Opposed:** None

**Motion passed unanimously**

**8. PBWD Board Strategic Plan-Year 2 Goals:**

PBWD Board Vice Chair Audrey Bohanan, reviewed the Year 2 Goals with the Executive Leadership Committee (ELC) members. Goal 4 was deferred to the Advancing Youth Workforce Committee. Several actions related to specific goals were updated on the ELC scorecard.

PBWD Board Member, Michael Hale, suggested providing the scorecard and meeting minutes from each committee (AYW, BEC, CIC, SDC) for members to review at the ELC meetings. This will allow the ELC to view each committee’s progress towards goal completion and what actions or strategies are being utilized.

PBWDB Vice Chair, Audrey Bohanan, recommended including a “committee updates” agenda item for ELC meetings moving forward.

PBWDB member Jeff Kaluga **motioned to** **approve updates made to the Executive Leadership Committee Year 2 Goals.**  PBWDB member Michael Hale seconded.

**Approved:** Audrey Bohanan, Michelle Jameson, Jesus Love, Nick Bielinski and Lisa Elowson

**Opposed:** None

**Motion approved unanimously.**

**9. Feedback to the PBWDB from Staff/Partners**

PBWDB Chair, Nick DePorter, had previously recommended identifying a method for staff and system partners to provide suggestions and feedback directly to the PBWDB. PBWDB Vice Chair, Audrey Bohanan, led a discussion with members on how this would work, and several members offered their suggestions and feedback. PBWDB Vice Chair, Audrey Bohanan, tabled the discussion until PBWDB Chair, Nick DePorter, can be present.

**10. Matters for Future Discussion**

PBWD Board member Michael Hale suggested inviting former Chairs to the Executive Leadership Committee meetings moving forward.

**11. Call to the Public and Open Discussion**

LaSetta Hogans, PBWDB Executive Director, introduced Eddie Barajas, North Job Center Manager, and Omar Clark, Caseworker II at the North Job Center.

**12. Adjournment**

**A motion to adjourn the meeting was made at 10:21 a.m.** by PBWDB

member Jesus Love seconded by PBWDB member Jeff Kulaga.

**Approved:** Audrey Bohanan, Michelle Jameson, Michael Hale, Nick Bielinski and Lisa Elowson

**Opposed:** None

**All were in favor and the meeting adjourned at 10:21 a.m.**