**Phoenix Business and Workforce Development Board**

**Executive Leadership Committee Meeting Minutes**

**December 10, 2020 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held virtually on December 10, 2020.

**Committee Members Present:**

Audrey Bohanan (Chair)

Jesus Love

Erick Garcia Brandon Ramsey

Nick Bielinski Steven Cramer

Latasha Causey

**Committee Members Not Present:**

Daniel Barajas

Michael Hale

James Frolov

**Public Attendees:**

Stacey Van Emst

LaSetta Hogans

Christina Edwards

Eric Johnson

Ricky Duran

Kweilin Waller

Demitria Robles

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

1. **Call to Order/ Roll Call/ Chair Update:**

PBWDB Chair Audrey Bohanan called the December 10, 2020 Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 8:30 a.m. Roll call was completed, and quorum was met with seven members in attendance.

1. **Consent Item:**

ELC member Steven Cramer **made a motion to approve the consent item and** ELC member Nick Bielinskiseconded.

**Approved:** Audrey Bohanan, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, Jesus Love and Brandon Ramsey

**Opposed:** None

**Motion passed unanimously**

1. **Approval of Minutes for** **October 8, 2020 ELC Meeting:**

ELC member Nick Bielinski made a **motion to approve minutes for the October 8, 2020 ELC Meeting** and ELC member Steven Cramer seconded.

**Approved:** Audrey Bohanan, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, Jesus Love and Brandon Ramsey

**Opposed:** None

**Motion passed unanimously**

**4. Client Referral System Update:**

One-Stop Operator (OSO), Stacey Van Emst, gave an update on the progress of the Client Referral System (CRS). The OSO began sending referrals in October and have yielded 28 referrals so far. These referrals have been between Titles I, II, III and IV. Other partners have had an opportunity to participate with 16 trials that resulted in technical challenges and helped identify training opportunities. The goal is to have all trainings and trials completed by December 31, 2020.

Ensuring referrals are closed out utilizing the established referral process has been an area needing improvement. Partner agencies will need to ensure a referral close-out is completed and responses for referrals are sent through the CRS system. OSO has continued to be available to provide technical assistance and completed a CRS manual that is uploaded on to the CRS platform.

Technology issues surrounding the accessibility of the SharePoint site that the CRS is housed on continues to arise. Specific email accounts were created to accommodate some identified roadblocks and the city IT department has been very helpful in overcoming these issues. The OSO’s IT department has also assisted in ensuring the CRS is easy to navigate and self-direct for its users.

Moving forward, the aesthetics of the CRS will continue to be updated. A partner highlight section will be added to the platform as well as some Arizona Management System (AMS) pieces. An onboarding plan will be developed to help bring in new partners within the ARZIONA@WORK network to the CRS process. OSO is providing support to partner organizations through helping them create process mapping on their end to ensure effective use of the CRS.

ELC Member, Steven Cramer, asked which workforce system partners are included in the CRS and Stacey responded that all partners listed in the MOU/IFA for the City of Phoenix are included.

**5.** **Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA):**

PBWDB Executive Director, LaSetta Hogans, shared information on the progress of the MOU/IFA. The agreement has been completed and we will be looking for the ELC to approve the document today. Then the MOU/IFA will go to Phoenix City Council approval in January 2021. After all required signatures have been obtained, the MOU/IFA will be sent to the AZ Department of Economic Security (ADES).

The template for the MOU/IFA was created in assistance with the contracts and procurement team, with the city’s legal department having input and oversight. The MOU will become effective July 1, 2020, which was approved by ADES and in effect until June 30, 2023. Each WIOA partner listed in the agreement will have their own signature page with a link to their agencies grievance policy and procedures.

Exhibit A to the contract is the MOU/IFA. The MOU is required to be reviewed a minimum of biannually during the three-year term by all of the parties listed in the MOU. Director Hogans gave a detailed review and description of the core and required partners that are a party to the MOU.

A separate agreement (MOU) to the MOU/IFA is included specifically for our Title II partner, Literacy Volunteers of Maricopa County, that details the obligations around the contribution of Title II funds to system shared costs for the Client Referral System. Time did not permit negotiations and executed agreements with the five additional Title II providers. These agreements with the remaining Title II providers will be negotiated and executed in the near future, with an amendment being made to the shared costs section in the Cost Methodology.

Attachment 1 to Exhibit A is the Partner Services Matrix. This matrix details which services each partner provides.

Attachment 2 to Exhibit A is the Cost Methodology used for the IFA. This displays the operating budget for the three comprehensive job centers and two affiliate sites and what the shared costs are. Other shared costs are detailed as well with each co-located partners’ contribution toward the One-Stop Operator costs.

ELC member Steven Cramer made a **motion to approve the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA)** and ELC member Nick Bielinski seconded.

**Approved:** Audrey Bohanan, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, Jesus Love and Brandon Ramsey

**Opposed:** None

**Motion passed unanimously**

**6. Committee Update Reports:**

Business and Workforce Engagement Committee:

**Date:** November 19, 2020

**Committee Name:** Business and Workforce Engagement Committee (BWEC)

**Committee Members:** Present: Robert Cain, Susan Ciardullo, Nick DePorter, James Frolov, Kaaren-Lyn Graves,

Fred Lockhart, Jesús Love, Patrick Winters.

Absent: Brandon Ramsey, Brenda Schmidt.

**Up to three (3) items to share with the PBWDB:**

1. Strategy Champions and Co-Champions continue to work on the Strategic Plan; they will email to Hayden and Christina an updated Strategic Plan with status of items, to be discussed at the next BWEC meeting.
2. Reviewed flyer for our Virtual Bagels and Business Virtual Industry Event on December 9th (attached).
3. BWEC decided to host in next Virtual Bagels and Business event on Wednesday March 10th; the BWEC will discuss at its next meeting possible having a panel discussion around the impact of the recently voter-passed Marijuana Legalization Initiative, Arizona Proposition 207, on businesses.

**What do you need from Board Members?**

Save the date for our next Virtual Bagels and Business on Wednesday March 10th, 2021 9:00 to 10:30AM.

Communication and Outreach Committee:

**Date:** 11.19.2020

**Committee Name:** Communication & Outreach Committee (COC)

**Committee Members:**

Chair – Nick Bielinski

Vice – Steven Cramer

Vice – Dean Van Kirk (Absent)

Member – Yolanda Bejarano

Member – Travis Hardin

Member – Jenna Kohl (Absent)

Member – Zack Hiscock (Absent)

Member – Bethany Woodard

Ad Hoc – Ryan Brama (Absent)

Ad Hoc – Kandi Tillman (Absent)

**Up to three (3) items to share with the PBWDB:**

* Motion approved to present ETPL Webinars for action to Executive Board – *Steven Cramer*
	+ **Strategy 8,9,10 & 12**
* Request to get updated Data Report for online traffic
	+ **Strategy 8 & 10**
* Updated Metrics with Social Media & Testimonials
	+ **Strategy 8 & 10**

**What do you need from Board Members?**

* Review ETPL Webinars from Steven Cramer to implement
* Break down of who is involved with our Social Media Platforms to partner Bethany Woodard with and possibly make committee move to replace Dean Van Kirk as Vice-Chair.

Program Excellence Committee:

**Date:** 12/03/2020 @ 9:00a-10:30a

**Committee Name:** Program Excellence Committee

**Goal: Instill Hope:**

**Strategy 1** - Develop opportunities for individual connections and relationships to support vulnerable populations

Including youth and dislocated workers.

**Strategy 2** - Align with local investment in diversity and inclusion as a primary business strategy.

**Strategy 3** - Show promise for individuals seeking careers through the sharing of simple approaches.

**Strategy 5 –** Ensure ROI for Workforce Development in the city

**Committee Members:** Latasha Causey – Chair, Daniel Barajas – Vice Chair, Erick Garcia – Vice chair

Michelle Jameson, Samantha Hansen, Edward Abramowitz, Jan Davis, Melissa Trujillo, Fabian Sandez

**Up to three (3) items to share with the PBWDB:**

1. We received a Q1 Performance update from Rick Duran :
	1. The Adult Program enrollment is up by 11%
	2. The Youth program enrollment has decreased, likely due to COVID and other on-line program offerings.
	3. Overall programs are performing in the green, one are of concern in the yellow would be credential attainment. Ricky says we are on-track to quickly get this in the green with the tools in place.
2. The strategic teams have started to meet, they will begin reporting out status at each meeting:
* Strategy 1 – Michelle Jameson (lead), Samantha Hansen (co-lead)
* Strategy 2 –Erick Garcia
* Strategy 3 – Edward Abramowitz
* **Strategy 5 – Instead of having a chair for this strategy, we have decided each team will include this in their strategy. Tracking ROI constantly and including examples are part of updates.**

**7. ELC Scorecard/Work Plan:**

ELC Chair, Audrey Bohanan, reviewed the scorecard with the committee including the work plan items at the bottom of the scorecard.

**Strategy 7. Apply existing funding to produce results that demonstrate return on investment (ROI).** This item ties back to the MOU/IFA that was approved today. PBWDB Executive Director, LaSetta Hogans, shared that additions were made regarding categories in Action one for this Strategy by providing the following:

*Allocate budgetary resources to deliver specified results by category (Work-Based Learning, Adult, Dislocated Worker, and Youth Programs, Administrative non-personnel, One-Stop Operator Contract and other contracts as necessary).*

Executive Director Hogans shared that she placed the latest budget information provided by the Fiscal Agent to the BoardBookit platform under the Documents section.

After discussion with the ELC members, Chair Bohanan instructed the Board Liaison to mark the status of the three Action items under Strategy 7 as “Under Development”.

**Strategy 11. Focus the funds, tools, and resources to serve people who need assistance in acquiring credentials and work.**

Chair Bohanan indicated that Action item one should have a status of “Completed”. Action item two status is red, as it is not been determined yet. And Action item three status is “Under Development” as we work to get all Title II partner MOUs in place.

Work Plan items were reviewed and minor updates to the status of the items was made.

**8. ELC Committee Report:**

There was no discussion on this item.

 **9. Matters for Future Discussion:**

* ELC Chair, Audrey Bohanan, would like to invite the Workforce Arizona Council to come and speak at a PBWDB meeting.
* ELC Member, Nick Bielinski, would like an update on our front-line workers.
* ELC Chair, Audrey Bohanan, will need to discuss the PBWDB Vice Chair vacancy at the next ELC meeting.
* ELC Member, Jesus Love, would like an update on PBWDB vacancies.
* ELC Member, Latasha Causey, wants to invite the City of Phoenix Mayor, Kate Gallego to attend a future PBWDB meeting.
* ELC Member, Steven Cramer, would like to receive an update from Economic Development on what types of employers are relocating to Phoenix.

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

* One-Stop Operator, Stacey Van Emst, shared that DES will be providing structure updates for Employment Services.

**11. Adjournment:**

**A motion to adjourn the meeting was made at 10:18 a.m.** by ELC Member Jesus Love and seconded by ELC member Nick Bielinski.

**Approved:** Audrey Bohanan, Latasha Causey, Nick Bielinski, Steven Cramer, Erick Garcia, Jesus Love and Brandon Ramsey

**Opposed:** None

**All were in favor and the meeting adjourned at 10:18 a.m.**