



P I N A L C O U N T Y

Innovative Workforce Solutions

PINAL COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

**Arizona@Work Pinal County
1015 E. Florence Blvd., Suite A100
Casa Grande, AZ
May 18, 2016**

MINUTES

Call to Order – 3:00 PM

I. Pledge of Allegiance

II. Roll Call and Introductions

In attendance: Udo Cook, Carol Daniel, and Lynn Parsons

Via Teleconference: Charlie Estrada

Absent: Yvonne Jenkins

Guests/Staff: Adeline Allen (Arizona@Work Pinal County); Aaron Moon (Arizona@Work Pinal County); Sean Harper (Arizona@Work Pinal County)

III. Information/Discussion/Action - Attendance

- ❖ Adeline Allen stated that due to late notices of meetings members have been absent too often, so we should not start counting the absences until after July 1st. Adeline proposed that Board meetings be held either the third or fourth Thursday of every other month at 10:00am or 2:00pm for adequate scheduling for the Board Members. Try to keep the length of the meetings at an hour and a half.
- ❖ Carol Daniel recommended to have one person to contact when a Board Member will be absent. They recommended Sean Harper with a backup contact as well.
 - Recommended for attendance to start clean after the next May 26, 2016 meeting. Motion by Carol Daniel that the attendance policy is correct and we will start fresh tracking attendance after the May 26, 2016 meeting. Follow up email will be sent out for final dates and times of meetings with attendance policy and who to contact in case a Board Member is absent. Motion was passed unanimously.

IV. Information/Discussion/Action - Sub Committees

- ❖ There was discussion about each committee's roles.
- ❖ Carol Daniel asked if the Fiscal Committee was needed any longer. Adeline mentioned that Jayson Vowell is now getting the reporting budgets for all the programs.
 - Motion by Carol Daniel that the Fiscal Committee will stand as outlined in by-laws but will meet on an as needed basis. Motion was passed unanimously.
- ❖ Udo recommended to clear the slate on the committees for the Board Members to choose what committee they want to be on, but not send anything out for the Fiscal Committee.
- ❖ Udo stated the Youth Committee is lacking community members. Carol stated that the committee hasn't met since she has been a part of the Board. Adeline Allen suggested that they get input from staff on what they want from the different committees. Aaron Moon said they could solicit it to staff and see what comes of it.
- ❖ There was discussion on how often the committees should meet and if the Board members choose to be on a different committee then they need to know what is expected of them.
- ❖ Lynn Parsons read the member requirements for the Executive Committee. There should currently be 5 members with a past Board Chair, so there is an extra member since there is no past Chair.

V. Information/Discussion/Action - Approval of Mission and Vision Statements

- ❖ The proposed Mission and Vision statements were read by Udo Cook.
- ❖ Carol Daniel stated that the statements should be swapped. The Mission should be the Vision and vice versa.
 - Motion by Carol Daniel to swap the Mission and Vision statements. Motion passed unanimously. **NOTE: *Mission:*** 'To create a quality workforce environment that connects jobseekers to employers.'
Vision: 'Provide an environment for cultivating opportunities by using regional resources and partnerships to enhance the economy in Pinal County.'

VI. Information/Discussion/Action – Memberships

- ❖ Adeline Allen mentioned that the Business Representatives on the local board are supposed to be in a position of making decisions of their own workforce, i.e. firing, hiring, and in charge of the overall financial situation so they are owners and not staff. We are getting that feedback now from Department of Labor (DOL) and will have to let the Board of Supervisors (BOS) know. Adeline recommended that the Board be aware for future members.

- ❖ Adeline Allen stated that there has to be a Wagner-Peyser member on the Board and that spot is currently vacant.
 - No action was taken.

VII. Information/Discussion/Action - Local Plan

- ❖ **Concept Paper** – Aaron clarified that all the local areas are being inclusive while writing the local plan. There is a chart on the back that staff came up collectively to state which part of the plan they will give input with.
 - No action was taken.
- ❖ **Business Survey Questions** - Udo asked if the questions presented were acceptable. Lynn Parsons suggested that the questions be switched in order. Carol Daniel asked if the slash in between Arizona@Work Pinal County be removed to lessen confusion.
 - No action was taken.

VIII. Information/Discussion - WAC Meeting Attendee

- ❖ Lynn Parsons suggested that if a Board member does attend the WAC meeting on behalf of the Arizona@work Pinal County Board, the absence will not count against them not being at our Board Meeting.
- ❖ There was discussion on who could attend the WAC meeting.
- ❖ Adeline suggested that there be a request sent out to the entire Board and see if anyone would be willing to attend. If no one does come forward the Chair would appoint someone.

IX. Call to Public

X. Meeting Adjourn - 4:34pm