

# Workforce Investment Board

## Performance and Accountability Committee

Thursday, January 9, 2014 – 8:30 a.m.

Kino Service Center  
2797 E. Ajo Way, Room 301  
Tucson, AZ

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### MEETING SUMMARY

#### Members Present

Chris Hazen-Molina  
Charles Monroe  
Noreen Nelson, Chair

#### Staff & Partners Present

Cynthia Burrell  
Charles Casey  
Anna M. Cunes  
Rosemary Cora-Cruz  
Diana Garcia  
Ris  Hart  
Carol Hutchinson  
Dalila Perez  
Eddie Saavedra

- I. **Call to Order** – Noreen Nelson, Chair, 8:35 a.m.
- II. **Review Meeting Summary** – November 7 Meeting Summary reviewed.
- III. **Monthly WIA Reports Review**
  - A. Agency Reports – Reviewed November and December. Total November closures on track including DKA and Goodwill. TUL exceeding November closures. Average placement wage looks good for TUL. Metric may need to be adjusted because the projected average wage rate is being exceeded for each industry/agency. PPEP did some housekeeping in December. Arizona State did not notify Staff prior to updating database so not all December information available for this meeting. Staff will provide revised December Reports to Committee.
  - B. One-Stop Services Report – Reviewed November and December. Aerospace up a little for November. Total Customers and Training Case Management, down for November partly of which is a reflection of demand. Case Management and Job Development are up. Possibly due to the people receiving Unemployment Insurance (UI) Benefits and who are now motivated to work rather than collect UI. In the WIA Adult Program, Staff is absorbing funding cuts and it could be another contributing factor. Adult population comes with multiple challenges (i.e., mental health) when trying to complete training. We have larger adult groups and the funds are being reduced to half. Staff will work with funding cuts and manage training dollars by preparing a

- plan for the entire year and dividing it by trimesters. This helps support college training and to have training funds available during high volume registration periods. Training guidelines are prioritized for the training system. New Applicant numbers will continue to rise with the number of Veterans constantly increasing and Veterans receive Priority of Service. Staff will provide revised December Reports to Committee.
- C. Performance Report – None, as this report is reviewed quarterly.
  - D. Industry Information – November 2013, two events resulting in 65 layoffs. December 2013, two events and 26 layoffs.

#### **IV. Eligible Training Provider List (ETPL)**

The ETPL is a compilation of all training providers and programs approved by the Local Workforce Investment Board (LWIB) and the State.

- A. Pure Aesthetics Laser Institute™ (PALI) - The Committee did not approve the two courses (Laser Didactic Course and Hands-On Laser Training Program) at the Nov. 7 meeting. The Committee requested a written report on enrollment, percentage of graduates and placement rates, and the Bureau of Labor's statistics.
  - a. Because PALI has not completed a full laser program as of now, placement rates are not available for their laser program. One is scheduled to begin in the spring of 2014.
  - b. PALI anticipates both completion and placement statistics to be similar to those rates for the Pure Aesthetics Natural Skincare School Program and the Aesthetics Instructor Program. See 2012 data in Meeting Packet.
- B. Kaelen Johnson, Director & Founder, PALI, confirmed the following about the Laser Didactic Course (LDC):
  - a. Cost – \$1,000 for Pure Aesthetics students and graduates; \$1,200 for others. The cost of the hair removal and the photo-facial (hands-on laser) is \$4,400.
  - b. Certification - This is a 40-hour Course and students do obtain a certificate after successfully passing test. PALI submits required "Laser Technician Certification Application" (application for certifying laser technicians for hair removal and other cosmetic procedures) to Arizona Radiation Regulatory Agency (ARRA).
  - c. Scholarships – No funding so reduced tuition is what they offer. Pure Aesthetics offers four partial scholarships/reduced tuition per year to applicants who demonstrate financial need and a strong desire to enter the field of aesthetics. A selection committee comprised of Pure Aesthetics staff will review applications based on required criteria. The

laser programs will also have scholarships available through the institution. They are currently working on a separate scholarship form for the laser program. PALI will provide scholarship form as soon as it is available.

- d. Refund Policy – no refunds offered because it is a short program. If a student has to stop classes for any reason, they may return to complete their 40 hours during another class/session. Noreen Nelson suggested to Kaelen Johnson that she be sure and note their Refund Policy on application because WIA requires Refund Policy information.
- e. Testing - administered by the school and approved by the ARRA. School provides documentation to ARRA for their records and school issues certificates. Kaelen will provide an example certificate that shows the AARA accreditation. See attached certificate.

Committee agreed to approve PALI for ETPL. Cynthia Burrell will ask Kaelen Johnson to revise her synopsis to include exams certified by ARRA, scholarships and no refund policy because the State will not approve her application without these clarifications. See attached exam and certificate.

**V. ETPL Checklist** – The Committee discussed and reviewed the State’s Preliminary Eligibility Criteria application. The Committee agreed that ETPL applicants will not be considered until after they have completed the State’s application. If an applicant meets the minimum requirements and criteria on the State’s application and the ETPL Checklist, the Committee will review and consider potential employer applicants and determine whether they meet the minimum criteria or not.

A. If all technical questions are answered “yes” on the Checklist, the Staff may approve them. If not, the Committee should determine if the applicant is eligible or not and/or request the vendor to clarify and/or provide additional information.

B. Dorothee Harmon said Pima County Staff will follow up with the State to confirm that the system equals the paperwork; the ETPL form should ask clear questions about the information being requested; and suggested that the County’s ETPL procedures should be made available online so vendors will know what is required.

**VI. Next Meeting:** Thursday, March 13, 8:30 a.m., Kino Service Center, Room 123

**VII. Adjournment** – 9:35 a.m.