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**MEETING OF THE PIMA COUNTY WORKFORCE INVESTMENT BOARD (WIB)
Executive Committee**

Thursday, May 26, 2016, 8:00 a.m.

Kino Service Center, 3rd Floor, Conference Room 301
2797 E. Ajo Way, Tucson, AZ 85713

Meeting Minutes

Members Present

Paul Roughton, Chair Aric L. Meares
Peg Harmon Bev Price
Dot Kret Vaughn E. Croft

Members Absent

Jan Leshner

Guests and Pima County Staff

Sean Lopez Anna M. Cunes

- I. **Called to Order:** Paul Roughton, Chair, 8:04 a.m.
- II. **Action Item:** April 28, 2016 Meeting Minutes approved. Aric L. Meares motioned to approve, Dot Kret seconded the motion, and all were in favor.
- III. **Action Item:** Award Recommendation for Request for Proposal (RFP) RFP-CSET-LS-2016-07 "Literacy Services" approved. Dot Kret motioned to approve, Aric L. Meares seconded the motion, and all were in favor.

IV. WIB Committee Reports

- A. Planning – Bev Price reported that this Committee is going to assist Pima County Staff with preparing the Pima County WIB's Workforce Innovation and Opportunity Act (WIOA) Workforce Development Plan.

In an effort to assist with the development of the Plan, the 05/19/16 Committee meeting featured Pima County Labor Market Statistics from Paul Shannon, Labor Market Information (LMI) Director, Arizona Department of Administration (ADOA) and Pima County Labor Market Data from Trevor Stokes, Manager of Workforce Programs, Arizona Commerce Authority (ACA) and Danny Wilson, ACA.

Bev Price suggested that Paul and/or Trevor should present the information at a future WIB meeting.

Aric L. Meares suggested that the presentation should be made for WIB Committee Chairs first or instead of to the entire WIB. Danny Wilson, ACA, presented a map that showed

unemployment numbers by zip code and this type of information could help the ARIZONA@WORK Pima County One-Stop system to determine where career fairs should be held or where outreach needs to happen.

Paul Roughton suggested that the presentation may work well at a WIB Retreat.

The Committee discussed the possibility of having the presentations being made at the 12/08/16 WIB Annual Appreciation Breakfast and Meeting.

B. Board Development – Three (3) vacancies include:

- One (1) Business Representative (Jill Pearson); and
- Two (2) Governmental, Economic, and Community Development (GECD) Representatives.

Pima County staff will follow up with the Business Services Team again to ask if they have an upper management contact at Comcast or not. A WIB application was received from Jeannetta "Jaybee" Nickelson, Marketing Specialist, National Customer Operations, Comcast.

Dot Kret will not schedule a meeting with the second Business candidate, Jacki Fisher, until after it is determined whether Comcast will have a candidate or not.

Vacancy created by Chris Kaselemis, City of Tucson Economic Development (COT ED) will be filled by another COT ED person.

Vacancy created by Peggy Feenan will be filled by another State employee for the *required* Title III State Employment Service office under Wagner-Peyser.

Paul is attending the Health Industry Sector meeting on 06/22/16 and he will try to speak to the Mayor and Karla about filling the vacancy created by Chris Kaselemis.

Charles Casey is meeting with the Workforce Arizona Council (WAC) Directors on 05/26/16 and he will try to contact the recently hired/appointed Acting Deputy Program Administrator.

C. By-laws – WIB By-laws approved, with list of staggered terms, at 05/03/16 Pima County Board of Supervisors' meeting.

D. The WIB By-laws state that each officer will serve a two (2) year term and the First Vice-Chair will be elected in years ending in even numbers. The current First Vice-Chair Bev Price may not serve another two-year term so a nominee is needed.

Paul Roughton reported that Pam Sutherland and Bruce W. Grant may be considered and nominated for the First Vice-Chair officer position.

E. Youth Council – Vaughn E. Croft reported that the 05/04/16 "Career Pathways and Employment Fair" had 99 youth participants. Tucson Youth Development, Inc. will provide a report as soon as they are able.

Vaughn is contacting CoLab Workspace which is a collaborative workspace providing resources and education for local entrepreneurs, startups, and businesses. CoLab encourages innovation by providing a space without limitations, a supportive place to grow, develop, learn, collaborate, and create. It was established in 2014 and it is an Innovation CoLaboratory located inside the Pioneer Building in Downtown Tucson and an Initiative of Startup Tucson. Vaughn is going to ask Justin Williams, StartUp Tucson, to consider the possibility of the Youth Council hosting a Fall 2016 entrepreneurship-related career fair with Justin's involvement and/or at his CoLab.

- F. Ending Poverty Now - Final report to be presented at the 06/10/16 WIB meeting.

Sean Lopez suggested that the 2015 Directory of Community Resources for Pima County that is published by Information & Referral, a program of Our Family Services, Inc., may be a good resource for the organizations that have been working with the Committee.

Peg Harmon replied that the organizations who attended the meetings, stated that they did not like or prefer the 2 – 1 – 1 Arizona resource that is offered and believe it was not a very friendly process. For information about help with food, housing, health care, utilities and other community services, individuals are instructed to call the 2 – 1 – 1 Arizona helpline or to go online at www.211Arizona.org.

- G. RFP – Anna M. Cunes reported that the “Workforce Staffing” Award Recommendations will be on the Pima County Board of Supervisors’ 06/07/16 meeting agenda.

Vaughn E. Croft confirmed that the RFP for the Youth Mentor Coordinator will be released and the Youth Council will be involved.

- V. **Future WIB Meetings** – The Committee discussed the possibility of inviting the ADOA and ACA to conduct a presentation at a future WIB monthly meeting, committee meeting or retreat including the 12/08/16 Annual Appreciation Breakfast and Meeting.

- VI. **Next Meeting:** Thursday, June 30, 2016, 9 a.m.

- VII. **Adjourned:** 9:06 a.m.