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

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Executive Committee and to the general public that the Executive Committee will hold a regular meeting open to the public on **Thursday, August 25, 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
Bruce W. Grant
Dot Kret
Dr. Vaughn E. Croft
Peg Harmon

Members Absent

Aric L. Meares
Jan Leshner

Guests and Pima County Staff Present

Charles Casey Anna M. Cunes

- I. **Called to Order:** Paul Roughton, Chair, 8:06 a.m.
- II. **Action Item:** June 30, 2016 Meeting Minutes approved. Dr. Vaughn E. Croft moved to approve; Dot Kret seconded the motion; and all were in favor.
- III. **Action Item:** Approved recommended WIB candidate Karen King, Director, Tucson Electrical Joint Apprentice and Training Center (TEJATC), to replace Mike Verbout. Karen will serve as the Representative of a Labor Organization and representative of a joint-management apprenticeship program, who has been nominated by the Local Labor Federation "International Brotherhood of Electrical Workers" Local Union 570. Dot Kret moved to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor. Karen King will be forwarded to the Pima County Board of Supervisors for appointment at their 10/18/16 Regular Meeting.
- IV. **Action Item:** Approved Workforce Innovation and Opportunity Act (WIOA) Local Governance Policy Self-assessment that is due 10/03/16.

Discussion and action can occur on any agenda item.

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- A. Charles Casey mentioned that the WIB Executive Committee will be involved with the November 2016 Budget Process that is mentioned in the Self-assessment.
- B. Charles Casey discussed how the Pima County One-Stop Operator must be designated and certified as described in WIOA section 121(d)(2)(A), 20 CFR 678.600 – 678.635 and state policy 03-2016.
 1. During an 08/24/16 conference call with the WAC, it was pointed out to the WAC, that Pima County was notified on 06/15/15 that the Governor signed all the Arizona Designation letters.
 2. The WAC stated on 08/24/16 that a community survey will be sent out before any local area may release their competitive Request for Proposal (RFP).
 3. The Pima County RFP process will most likely be managed by the Pima County Procurement Department.

Dot Kret motioned to approve the Self-assessment along with providing Pima County Staff with the authority to make revisions as needed; Peg Harmon seconded the motion; and all were in favor.

V. WIB Committee Reports

A. Planning –

1. The ARIZONA@WORK Pima County One-Stop System Workforce Development Plan 2016-2020 must be submitted (electronically) to the Workforce Arizona Council (WAC) and the Governor by **12/05/16**. Public comment period required and will be scheduled for a two-week period at <http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=256628>.

The committee reviewed the online Plan and were informed of the new 12/05/16 deadline.

2. WAC 02-2015 WIOA Local Governance Policy approved 06/25/16. WIOA Local Governance Policy Local Board Certification *Revisions* due 09/15/16.

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

1. Dot Kret reported that there are two (2) Business Representative vacancies - Jill Pearson and Pamela K. Sutherland.

During the 08/12/16 Committee meeting, Michael Guymon said that he would make contact and suggest someone from Caterpillar and/or HomeGoods.

Paul Roughton asked if the WIB would want to consider one of the new Call Centers such as VXI Global Solutions, LLC (VXI) who hired 500 employees. VXI offers entry level positions that are good for students and claims to

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deliver exceptional customer engagement and technology solutions. VXI is a global leader in Business Process Outsourcing (BPO) and IT Outsourcing (ITO) services.

2. One (1) Representative of a Labor Organization. Karen King approved at today's meeting.

C. By-laws – The following revisions are required to meet WAC WIOA Local Governance Policy Local Board Certification Checklist *Revisions* that are due 09/15/16:

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ARTICLE IV – DUTIES AND RESPONSIBILITIES

B. In cooperation with the Pima County Community Services, Employment and Training Department (“CSET”) and subject to the approval of the BOS, the WIB will undertake the following duties and responsibilities:

12. **Compliance with Law:** In execution of its business, the WIB will comply with the WIOA and regulations as well as policies and directives from the Arizona Department of Economic Security and the Workforce Arizona Council.

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G. **Removal:**

d. Fails to actively participate in meetings. Telephone and web-based meetings will not be permitted.

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A. **Public Meetings:**

1. All regular and special meetings of the WIB, its standing committees, special committees, and workgroups, will be conducted in compliance with Arizona Open Meeting Law, A.R.S. § 38-431 *et seq.* Telephone and web-based meetings will not be permitted.

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B. **Voting:**

2. Members must be present at a meeting in order to cast a vote. No voting by proxy is allowed. WIB members will not be permitted to delegate any WIB duties to proxies or alternates for regular WIB meetings but may have a designee to serve and vote on a WIB Committee.

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C. **Attendance:**

1. Every member is expected to attend all regularly scheduled meetings of the WIB and any committees upon which the member serves. Telephone and web-based meetings will not be permitted.

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A. **Executive Committee:** The Executive Committee will:

5. In consultation with the CSET Director, make recommendations for membership on standing and other committees, ensuring compliance with the requirements of the WIOA regulations as well as policies and directives from the Arizona Department of Economic Security and the Arizona Workforce Council; and

D. Youth Council – Youth Career Expos

1. Dr. Vaughn E. Croft announced the 10/27 and 10/28/16 3rd Annual “Southern Arizona Construction Career Days” at Tucson Rodeo Grounds. The WIB Youth Council will support the event as in past years.
2. Dr. Vaughn E. Croft announced the Saturday, 11/05/16 “Make things happen: Entrepreneurship 101” Youth Expo that will be held at the Pima County Joel D. Valdez Main Branch Library. There will be at least four breakout sessions for the youth.

VI. Future WIB Meetings

- A. September 9, 2016 – Aerospace and Defense-Manufacturing Industry “SAMP Sector Partnership” Panel. Gerri Brunson requested this Panel.
- B. October 14, 2016 - Infrastructure-Utilities Industry Sector Panel. Marji Morris requested this Panel.

VII. Pima County Staff Report – Charles Casey, Director, Pima County Community Services, Employment and Training (CSET)

- A. Charles Casey announced that WIB members will be invited to the Friday, 10/07/16 Pima County Ending Poverty Now "Why Poverty Matters to Community Sustainability" session that will be from 8 to 11:30 a.m. at the Radisson Hotel Tucson.
- B. On Wednesday, 10/05/16, the Business Services Team is hosting an Innovation Frontier Southwest Regional Summit at the Pima County Health Department's Abrams Public Health Building from 8 a.m. to 4 p.m. A flyer will be provided to the WIB.

VIII. Next Meeting: Thursday, September 22, 8 a.m.

IX. Adjourned: 9 a.m.

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