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

Wednesday, May 24, 2017, 8:00 a.m.
Kino Service Center, 3rd Floor, Conference Room 301
2797 E. Ajo Way, Tucson, AZ  85713

Meeting Minutes

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
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<tr>
<td>Paul Roughton, Chair</td>
<td>Bruce W. Grant</td>
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<td>Aric L. Meares</td>
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<td>Dr. Vaughn E. Croft</td>
<td>Peg Harmon</td>
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Guests and Pima County Staff
Charles Casey
Anna M. Cunes

I. Called to Order – Paul Roughton, Chair, 8:08 a.m.

II. Action Item – To Approve 04/27/17 WIB Executive Committee Meeting Minutes. Dr. Vaughn E. Croft motioned to approve the Minutes; Aric L. Meares seconded the motion; and all were in favor.

III. Action Item – To Approve Pima County One-Stop Operator being recommended by the WIB Request for Proposal (RFP) Review Committee. Aric L. Meares motioned to approve the One-Stop Operator (SER-Jobs for Progress of Southern Arizona, Inc.) being recommended by the RFP Review Committee; Dr. Vaughn E. Croft seconded the motion; and all were in favor.

A. Charles Casey presented draft language that he suggested to be used when the One-Stop Operator agenda item is provided for the WIB’s 06/09/17 monthly meeting agenda and the Pima County Board of Supervisors’ (BOS) 06/20/17 regular meeting.

Charles Casey mentioned that there has been a lot of confusion about the One-Stop Operator and the Director in Maricopa County pointed out to the Workforce Arizona Council (WAC) that the word “operator” can be very confusing.

Draft Language: This contract establishes a new One-Stop Operator under the Workforce Innovation and Opportunity Act (WIOA). Under WIOA’s predecessor legislation, the Workforce Investment Act, County was “grandfathered” in as the One-
Stop Operator. The Operator will report to the Community Services, Employment and Training (CSET) Director and does not have authority over County staff or contractors.

WIOA requires the One-Stop Operator to be competitively bid and in place by July 1, 2017. At a minimum, the Operator must coordinate partners. The primary WIOA partners are:

- The Title I program for low-income adults, out of school youth, and dislocated workers administered by Pima County CSET;
- Title II Adult Education administered by the Arizona Department of Education and delivered locally by Pima Community College;
- Title III State Employment Service administered by the Arizona Department of Economic Security (DES); and
- Title IV Vocational Rehabilitation Services, also administered by DES.

WIOA does not require Partners to fund the Operator, but does require each local area to have an Operator. As a result, Pima, like other local areas, will fund Operator activity from Title I administration funds. This is why CSET recommended a minimal amount of funding to the Workforce Investment Board (WIB) for the Operator to conduct minimally required duties.

The One-Stop Operator is one of five distinct functions in the local workforce area. The other four are local WIB Operations, Career Services, Training Services, and Fiscal Agent. These functions are discussed in WIOA. The State of Arizona has emphasized the need to keep these functions separate, with "firewalls" between each. In addition to the contracted One-Stop Operator, CSET performs local WIB operations, several agencies are contracted for career services, many training providers are used, and County’s Grants Finance performs financial management.

B. Paul Roughton asked what the One-Stop Operator will do and Charles Casey replied that if SER-Jobs for Progress is approved, they will be hiring a consultant who will meet with the Partners. The WIB will want the Operator to look into better referral processes within the ARIZONA@WORK Pima County One-Stop System, better flow of information between Partners, and to set up technical assistance and cross-training sessions.

C. The following information is from the One-Stop Operator RFP:

1. Operator shall work on projects to improve the workforce operating system under the direction and guidance of the Workforce Invest Board (WIB).
   - Convene One-Stop Partners’ meetings to discuss customer services.
   - Review the ARIZONA@WORK/One-Stop system customer flow system and recommend efficiencies to Partners.
   - Deliver Federal and State guidelines (i.e., TEGLs) to One-Stop Partners.
   - Assist the WIB and One-Stop Partners with Memorandum of Understanding (MOU) revisions.
• Coordinate One-Stop Partners’ Cross-Training Programs.
• Maintain the local Eligible Training Provider List (ETPL).
• Provide monthly updates to the WIB Director and Partners for inclusion in the WIB Director’s Report to the WIB.
• Provide the WIB with items for the Annual Report and Workforce Development Plan.

The Operator will probably not maintain the ETPL.

IV. WIB Committee Reports

A. Planning – Charles Casey reported that Pima County staff met with Hollywood Barber College on Monday, May 15, 2017, to discuss their concerns about limiting training programs to two (2) per month for the barber occupations. The barber school representatives were invited to attend the 05/18/17 Planning Committee monthly meeting.

B. Board Development – Paul Roughton reported that Michael Guymon announced at the 05/12/17 meeting that Susan Dumon, Vice President, Economic Development, will be replacing Michael on the WIB, upon approval of the WIB and the BOS. Susan directs Sun Corridor Inc.’s attraction and retention projects and provides direct client and project management services with site selection projects. The Committee also discussed the need for Dr. Vaughn E. Croft to submit a WIB application in order to represent the business category and under Human Learning Systems, Inc.

Aric L. Meares mentioned the 4tucson organization and suggested that there may be a member who might fit in a WIB category. Anna M. Cunes forwarded the website link to Linda Leatherman, Faith-based Program Coordinator, Pima County CSET: https://www.4tucson.com/about-4tucson/.

C. Performance and Accountability – Aric L. Meares reported that all the One-Stop Partners are going to start reporting Performance Measures to the WIB monthly. Charles Casey reminded the Committee that the contracted Partners’ numbers are included with the Title I reports.

Charles Casey suggested that Paul Roughton, WIB Chair, make a request to the State, and ask them to provide data or access that currently is not accessible/available on the statewide database.

D. Youth Council – Dr. Vaughn E. Croft reported that the next meeting will be a Retreat from 3 to 5 p.m. at Goodwill Industries of Southern Arizona, Inc., 1940 E. Silverlake, Suite 405, Tucson, Arizona 85713.

1. The Youth Council would prefer to not support Expos that target only certain schools such as the 04/26/17 “Pima County Pathways to Justice Careers” Youth Career Expo.
2. The Youth Council will be planning their activities for the 2017-2018 fiscal year and in order to support the Pima County Career Pathway Guidelines, may focus on in-demand industries and occupations for the Expo and activities.

V. Future WIB Meetings

A. June 9 Agenda Items
   • Topic: Office of Economic Opportunity (OEO) data analysis to be used with performance measures and reporting (tentative).
   • Panel Guests: Bill Terry, IBM and WAC member.
   • Facilitator:

   **Action Item:** To elect WIB Vice-Chairs for positions that expire 06/30/17 -
   2\(^{nd}\) Vice-Chair and Planning Committee Chair
   3\(^{rd}\) Vice-Chair and Board Development Committee Chair
   4\(^{th}\) Vice-Chair and Youth Council Committee Chair

   Members running for WIB Office and who will serve a two (2) year term:

   2\(^{nd}\) Vice-Chair: Bruce W. Grant
   3\(^{rd}\) Vice-Chair: Jaybee Nickelson
   4\(^{th}\) Vice-Chair: Dr. Vaughn E. Croft

   The Second Vice-Chair:
   • Must be a member of the private sector group; and
   • Be elected in years ending in odd numbers.

   The Third and Fourth Vice-Chairs (Board Development Committee Chair and Youth Council Chair):
   • May be from any of the representative groups; and
   • Will be elected in years ending in odd numbers.

   Charles Casey mentioned that WAC members may be in attendance.

   Pima County 2017 Summer Youth Employment Programs and Activities • Panel and/or Guest Speaker(s): 3 or 4 Youth who will talk about their 2017 Summer Youth Program experience such as 1-SAMP Youth Participant and 1-Biotech Youth from Pima County Regional Wastewater.

B. July – no meeting

C. August 11 • Topic: Infrastructure-Utilities (Anna will contact Larry Lucero) • Panel and/or Guest Speaker(s):  • Facilitator:

D. September 8 • Topic: Emergency First Responders/Justice System Industry • Panel and/or Guest Speaker(s): Employers and/or Employees  • Facilitator:
E. October 13 • Topic: Industry to be determined • Panel and/or Guest Speaker(s):  
   • Facilitator:

F. November 9 (Thursday) • Topic: Veterans • DMAFB Honor Guard • Panel and/or Guest Speaker(s):  
   • Facilitator:

   Friday, 11/10/17 is the Veterans’ Day Holiday that is observed by Pima County and Pima Community College (PCC).

G. December 7 (Thursday) - WIB’s Annual Appreciation Breakfast and Meeting • Topic: Layoff Aversion Study results (tentative) • Panel and/or Guest Speaker(s):  
   • Facilitator:  
   • Location: Doubletree Tucson - Reid Park, 445 S. Alvernon Way, Tucson, AZ 85711

VI. Next Meeting – Tuesday, June 20, 2017, 8:30 a.m.

VII. Adjourned – 9:06 a.m.