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

**Performance and Accountability Committee**

**Wednesday, May 16, 2018, 8:30 a.m.**

State of Arizona Regional Complex  
Arizona Department of Economic Security (D.E.S.)  
4<sup>th</sup> Floor, Suite 420, Meeting Room 446  
400 W. Congress Street, Tucson, AZ 85701

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**Meeting Minutes**

**Members Present**

Aric L. Meares, Chair  
Julie Neff-Encinas  
Laurie Kierstead-Joseph

Glenda Roark  
Christopher Tafoya  
Gary J. Garcia

**Members Absent**

Wilette C. Diggs  
Rose Grijalva  
Kari Hogan

Peggy Castano  
Daphanie Conner  
Michael Gates

**Guests Present**

Dorothee Harmon  
Anna M. Cunes  
Charles Casey

Dalila Perez  
Susy Moncada

- I. **Called to Order:** Aric L. Meares, Chair, 8:33 a.m.
- II. **Action Item:** To Approve the 04/18/18 WIB "Performance and Accountability Committee" Meeting Minutes. Glenda Roark motioned to approve; Gary J. Garcia seconded the motion; and all were in favor.
- III. **ARIZONA@WORK Pima County One-Stop Program Monitoring Updates:** No service provider updates since the updates that were provided during the 04/18/18 meeting. Dorothee reported that there are a couple of Service Providers who are on Corrective Action.

Dorothee Harmon reported that the Pima County Eligible Training Provider List (ETPL) will need to be monitored and 10% of each of the Provider's programs must be monitored at least once per year. There is a tool for the Provider and one for the Training Program.

Pima County staff asked D.E.S. if they could modify the tool and they replied no.

Discussion and action can occur on any agenda item.

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Aric L. Meares asked how many Training Programs will need to be monitored and Dorothee replied approximately 30.

The Training Providers are supposed to self-report employment placements and Pima County staff is trying to obtain a Report from D.E.S. with this information. The Arizona Job Connection (AJC) database does not provide the data at this time such as a Report showing all activities for a Training Provider (i.e., Caregiving Training Institute).

Aric suggest that the Providers should help Pima County staff to request the information if that will help D.E.S. to respond.

Dorothee mentioned that Transitional Assistance requires the Workforce Development Specialist to have monthly contact with the client during their training.

**IV. ARIZONA@WORK Pima County One-Stop Partners' Monthly Report** – Required Core Program Partners, Required Other Partners, and Optional Additional Partners. The Committee reviewed the March 2018 and April 2018 Reports. The January to March 2018 Quarterly Report will be distributed at the 06/08/18 WIB monthly meeting.

**V. ARIZONA@WORK Pima County One-Stop Monthly Reports for Program Year 2017-2018 and April 2018:** The Committee reviewed the Reports for April 2018.

Dorothee reminded the Committee that the Service Providers' Report shows the AJC data that is 90 days behind and the yellow highlighted data is from the Pima County Participant Tracking System (PTS) that is real time.

Dorothee reported that there are a couple of Service Providers who are on Corrective Action.

**VI. Candidates for new WIB Chair and WIB Performance and Accountability Committee Chair:** Aric announced that the WIB is seeking a new WIB Chair and a Chair for this Committee. The voting will take place during the 06/20/18 WIB meeting. If anyone is interested in being nominated, please contact [Anna.Cunes@pima.gov](mailto:Anna.Cunes@pima.gov).

Aric said he would like to request for Pima County staff to create ARIZONA@WORK business cards for WIB members to distribute in the community. It would have Job Seeker information on one side and Employer information on the other side (i.e., email, website, brief overview).

Anna M. Cunes will ask the Business Service Team for their business card to see what they use and Charles Casey will look into creating a card for the WIB.

**VII. Next Meeting:** Wednesday, June 20, 2018

**VIII. Adjourned:** 9:15 a.m.

Discussion and action can occur on any agenda item.

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