



Pima County
Workforce Investment Board

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

Performance and Accountability Committee

Wednesday, October 17, 2018

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

Meeting Summary

Members Present

Dr. Mark P. Vitale, Chair
Maria Sopher
Laurie Kierstead-Joseph

Members Absent

Kari Hogan	Daphanie Conner
Glenda Roark	Peggy Castano
Michael Gates	Rose Grijalva

Guests Present

Dalila Perez
Anna M. Cunes

- I. Called to Order:** Dr. Mark P. Vitale, Chair, 8:40 a.m.
- II. Action Item:** To Approve the 08/15/18 WIB “Performance and Accountability Committee” Meeting Minutes and Review the 09/19/18 WIB “Performance and Accountability Committee” Meeting Summary. The Committee did not approve the 08/15/18 Meeting Minutes due to no quorum and they reviewed the 09/19/18 Meeting Summary.
- III. Performance and Accountability Committee and One-Stop Service Providers’ “Strategic Planning Retreat”:** January 16, 2019, 8:30 a.m. to 12:30 p.m., University of Phoenix, Southern Arizona Campus, 300 S. Craycroft Road, 85711. The committee discussed the need for a retreat or technical assistance training for One-Stop staff which would include Partners, service providers, and all levels of the staff who assist clients.

Performance Committee “New Year’s” Conference ideas:

Date: Wednesday, 01/16/19

Location: University of Phoenix Southern Arizona Campus, 300 S. Craycroft Road
Networking

and Breakfast: 8 – 8:30 a.m.

Conference: 8:30 a.m. – 12:30 p.m.

Registration: Mark will create on Eventbrite and Anna will provide the link to the Portal with a unique URL when emailed to the invitation list.

Proposed Agenda:

8 – 8:30 a.m. Breakfast + Networking

8:30 – 8:40 a.m. Welcome

8:40 – 9 a.m. Keynote Speaker – one possible individual may be Gabe Loyola, Loyola and Associates, who is a current contractor for Pima County and he assists with ARIZONA@WORK Pima County WIOA policies and issues.

9 – 9:45 a.m. Facilitated Networking Discussion Activity

9:45 – 10 a.m. Break + Snack

10 – 11:45 a.m. Breakout Sessions – 3-30-minute sessions being considered for attendees to rotate into each:
Session 1 10 – 10:30 a.m.
Session 2 10:40 – 11:10 a.m.
Session 3 11:20 – 11:50 a.m.

12 – 12:30 p.m. Closing Remarks

Committee members agreed to consider the following for discussion at the next meeting:

- Who should be invited as participants (save the date email should be sent after shortly 11/14)?
- Who should provide keynote speaker?
- How many breakout sessions, the format, and what topics?

Action items needed to prepare for 11/14/18 committee meeting:

- Review Spring 2018 Corrective Action letters (Anna will distribute only to the September 2018 and October 2018 meeting attendees).
- Provide clever name or theme for this “new years” themed conference.
- Reflect on breakout session topics that would provide “value add” for you and others.

The Committee also discussed the Committee Membership that included:

1. How many members are actually on the committee and how many needed for a quorum?

Anna M. Cunes confirmed that as of 10/17/18, there are nine voting members and the WIB By-laws state: *A simple majority of the appointed members will constitute a quorum for the transaction of WIB and committee business.* For the WIB “Performance and Accountability Committee,” 5 members are needed for a quorum.

2. As the Committee continues to work on defining our purpose and vision (in addition to reviewing performance data), what additional roles or contributions should the Committee pursue?

Who should we invite to be on the Committee?

Anna M. Cunes confirmed that the Committee may consist of WIB members and non-WIB members. The individuals should have workforce experience/knowledge and want to support the One-Stop system. Engagement is important to assist the WIB with assisting job seekers, workers, and employers.

IV. ARIZONA@WORK Pima County One-Stop Partners' Monthly Report(s) – Required Core Program Partners, Required Other Partners, and Optional Additional Partners: The Committee members reviewed the September 2018 Reports.

The Committee talked about an idea to help the data to be consistently collected from the On-Stop Core Program and Other Partners.

They could begin a Performance Committee Road Show. The Committee could ask the One-Stop Partners to take turns hosting the Committee's monthly meetings at their location.

This may help to engage the Partners with the process more than what is currently being done and would also help the Performance Committee to become more familiar with the Partners that the Performance Committee provides oversight of/for.

The meeting host would provide meeting space and provide a 15 minute presentation during the second thirty minutes of the Committee meeting. The presentation parameters would include:

- Overview of One-Stop Partner vision and service offerings
- In-depth review of performance data for the previous three months
- Identification of greatest success that has been achieved
- Discussion of any current challenge(s) being experienced

A Question and Answer period could follow the presentation in the remaining meeting time and an optional tour for Committee members who are able to stay longer should be offered as well.

V. ARIZONA@WORK Pima County One-Stop Job Centers' Monthly Report: The Committee members reviewed the September 2018 One-Stop and Month Services Reports.

VI. Next Meeting: Wednesday, November 14, 2018 rather than November 21, 2018 which is the day before the Thanksgiving Holiday.

The Committee agreed to begin the "Road Show" meeting format on November 14 and Anna will check availability with the following One-Stop Partners:

- 1st Choice: Sullivan Jackson Employment Center
- 2nd Choice: Tucson Indian Center
- 3rd Choice: Fred G. Acosta Job Corps Center

VII. Adjourned: 9:10 a.m.