



QUALITY JOBS. QUALIFIED WORKERS.

## Public Notice of Meeting of the Pima County Workforce Investment Board (WIB)

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

### Executive Committee

**Thursday, October 3, 2019, 8:30 a.m.**

**Kino Service Center, 3<sup>rd</sup> Floor, Conference Room 323, 2797 E. Ajo Way, 85713**

### Agenda

- I. Call to Order:** Aric L. Meares, Chair
- II. ARIZONA@WORK Pima County One-Stop Administrative Support Staff Update**
- III. Action Item:** Pima County staff recommends for the WIB “Executive Committee” to review and complete the Conflict of Interest Firewall Check List.
- IV. Action Item:** To approve the Conflict of Interest Firewall Check List; and submit to the Arizona Department of Economic Security (“D.E.S.”), Division of Employment and Rehabilitation Services (“D.E.R.S.”), on 10/04 or 10/07/19.
- V. Action Item:** Pima County staff recommends for the WIB “Executive Committee” to review and complete the WIB By-laws Checklist and to revise the WIB By-laws in order to meet requirements of the Arizona State Workforce Policy #8 *Conflict of Interest* and to obtain Local Workforce Development Board (“LWDB”) Recertification.
- VI. Action Item:** To approve the WIB By-laws Checklist and proposed, revised WIB By-laws; give the WIB “Executive Committee” and Pima County Administrative Support Staff authority to make technical amendments based on feedback from the State and Key Stakeholders; submit without LCEO signature to the Arizona D.E.S., D.E.R.S. on 10/04 or 10/07/19 with a recommendation for the WIB to obtain LWDB Recertification; and to provide the signed Checklist and By-laws as soon as possible.
- VII. Action Item:** To carry out one of the Local Chief Elected Official (“LCEO”) and WIB shared governance functions, the WIB “Executive Committee” recommends that Aric L. Meares, Chair, Pima County WIB, signs and forwards the WIB By-laws Checklist and the proposed, revised WIB By-laws to Richard Elías, Chair, Pima County Board of Supervisor and LCEO; and to give the WIB “Executive Committee” and Pima County Administrative Support Staff authority to make technical amendments based on feedback from the State and Key Stakeholders.
- VIII. Action Item:** To approve the 08/22/2019 WIB “Executive Committee” Monthly Meeting Minutes

Discussion and action can occur on any agenda item.

**AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.**

Please call 520-724-6766 (48 hours in advance) to make arrangements.

- IX. Action Item:** Pima County staff recommends for the WIB “Executive Committee” to review the Arizona State Workforce Policy #8 *Conflict of Interest* and revise the WIB Pima County Workforce Development Plan Modifications 2016-2020 (“Local Plan”) as required and to obtain LWDB Recertification.
- X. Action Item:** To approve the proposed Plan revisions; give the WIB “Executive Committee” and Pima County Administrative Support Staff authority to make technical amendments based on feedback from the State and Key Stakeholders; and to submit the Plan to the Arizona D.E.S., D.E.R.S. on 10/04 or 10/07/19 with a recommendation for the WIB to obtain LWDB Recertification.
- XI. Action Item:** Pima County staff recommends for the WIB “Executive Committee” to review the Arizona State Workforce Policy #1 *Local Governance* and to complete the Local Chief Elected Official (“LCEO”) and LWDB Shared Governance Agreement Checklist in order to revise the LCEO and LWDB Shared Governance Agreement as required; to fulfill this Plan requirement; and TO obtain LWDB Recertification.
- XII. Action Item:** To approve the LCEO and LWDB Shared Governance Agreement Checklist and proposed, revised LCEO and LWDB Shared Governance Agreement; give the WIB “Executive Committee” and Pima County Administrative Support Staff authority to make technical amendments based on feedback from the State and Key Stakeholders; submit without the LCEO signature to the Arizona D.E.S., D.E.R.S. on 10/04 or 10/07/19 with a recommendation for the WIB to obtain LWDB Recertification; and to provide the signed Checklist and Shared Governance Agreement as soon as possible.
- XIII. Action Item:** Pima County staff recommends for the WIB “Executive Committee” to review and accept the WIB resignation letter received from Jan Leshner, Chief Deputy County Administrator, as submitted in writing to the WIB Chair, with a copy to the Director of CSET.
- XIV. Action Item:** To approve a recommendation for the Director of CSET to notify the Pima County Clerk of the Board and have the resignation placed on the 10/11/19 WIB monthly meeting agenda in order for the resignation to be effective when acknowledged by the WIB at the meeting due to the resignation not affecting the required composition of the WIB.
- XV. ARIZONA@WORK Pima County One-Stop Operator Report:** Jim Mize, SER-Jobs for Progress, Inc.
- XVI. WIB Committee Reports**
- A. Performance and Accountability
  - B. Planning
  - C. Board Development
  - D. Youth Council
- XVII. Future WIB Meetings**
- A. Friday, 10/11/19, 7:30 a.m. – Topic:
  - C. Friday, 11/08/19, 9 a.m. to 2 p.m. – Topic: National Association of Workforce Boards (“NAWB”) Location: Pima Community College Downtown Campus, Amethyst Room
  - D. Friday, 12/13/19, 7:30 a.m. – Topic:  
Location: Hotel Tucson City Center, Copper Ballroom
- XVIII. Next Meeting:** October 24, 2019, 8:30 to 10:00 a.m.
- XIX. Adjourn**

Discussion and action can occur on any agenda item.

**AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.**

*Please call 520-724-6766 (48 hours in advance) to make arrangements.*