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

### Executive Committee

Friday, April 23, 2019, 8:30 a.m.

Kino Service Center, 3<sup>rd</sup> Floor, Conference Room 301, 2797 E. Ajo Way, 85713

### Meeting Minutes

#### Members Present

Dr. Mark P. Vitale                      Aric L. Meares, Chair  
Danielle Duarte

#### Members Absent

Bruce W. Grant  
Dr. Vaughn E. Croft

#### Guests Present

Marcelino Flores                      Anna M. Cunes  
Arnold Palacios                      Sean Lopez  
Jim Mize

- I. **Called to Order:** Aric L. Meares, Chair, 8:40 a.m.
- II. **Action Item:** To approve 04/05/19 WIB “Executive Committee” Meeting Minutes. Mark P. Vitale motioned to approve; Danielle Duarte seconded the motion; and all were in favor.
- III. **Pima County Career Pathways Resource Guide:** Marcelino reported that the WIB “Planning Committee” reviewed the Final Guide on 04/18/19 and provided additional recommended revisions to help to improve the Guide for its use and the users. The Guide was originally supposed to be suitable for access, reference, and use by workforce development professionals and by anyone in the community.

The WIB “Executive Committee” reviewed the Final Guide that included some of the “Planning Committee’s” suggestions.

Jim Mize suggested that a couple of the One-Stop Workforce Development Specialists (WDS) should be interviewed and provided with an opportunity to share their input on the Resource Guide during the next “Executive Committee” meeting.

Mark P. Vitale suggested that Pima County staff should complete the interviews and gather input from the WDS.

Marcelino and Anna had already planned to get WDS input during the week of 04/22/19 and the Committee agreed to have Marcelino and Anna provide feedback during the 05/23/19 Committee meeting.

The Training Request-related documents/forms that are used for One-Stop participants will also be provided to the Committee.

Sean Lopez asked what the Request for Proposal (RFP) states about the audience for the Resource Guide and Anna confirmed that the RFP states the following: Be suitable for access, reference, and use by workforce development professionals and by anyone in the community.

Aric L. Meares suggested that the Guide should be completed and then the WIB may make decisions about its usage.

- IV. ARIZONA@WORK Pima County One-Stop Administrative Support Staff Update:** Arnold Palacios said he believes that the WIB enjoyed the 04/12/19 discussions related to those in poverty and how employers can provide support and to retain those who may face occasional barriers.

The 04/17/19 Front Line Staff Professional Development and Cross-Training was a success and beneficial to attendees. There were 64 attendees who represented 10 of the One-Stop Partners and four of the One-Stop Service Providers.

The Business Services Team (BST) provided Rapid Response services to Concentrix on April 15 and 17, 2019. Concentrix is a Customer Call Center and they planned a layoff because three of their contracts with employers were ending. The layoff will impact employees who worked in services for American Express and Walgreens. The date of the layoff is April 30, 2019 and 785 Customer Call Center Representatives will be affected. Concentrix allowed interested employees to visit with the BST during their lunch breaks and 120 were determined to need assistance.

The ARIZONA@WORK Pima County One-Stop Rapid Response Team is represented by ARIZONA@WORK Pima County One-Stop BST staff and includes a Pima County WDS and an Arizona Department of Economic Security Business Services staff member.

The BST has an ARIZONA@WORK Pima County One-Stop Job Event scheduled for 05/06/19 and it will include the Rapid Response presentation that is offered to employees along with the intake process and a short visit with a case manager. 50 employers have committed to be present.

The Arizona Daily Star has been printing its own paper since 1877, but that is coming to an end in 2019. The paper said they are stopping printing operations at their press after 05/19/19. The press they have now has been in use since 1973. More than 100,000 papers used to be printed a day. Now, about half of that is printed on a regular basis so running and maintaining a printing press is expensive. The paper will now print in Phoenix and ship daily papers back down to Tucson. About 60 people will lose their job when the press closes for good and the BST Rapid Response Team determined that 52 of the 60 employees will be affected and others have decided to retire.

Mark asked if the Rapid Response Team is working with Target and Arnold replied yes, and that some employees are being relocated to other store locations.

- V. ARIZONA@WORK Pima County One-Stop Operator Report:** Jim Mize, SER-Jobs for Progress, Inc., reported that the One-Stop Partners are still developing the spreadsheet that shows the services that each of the One-Stop Partners provide. Today, Jim asked the Kino Service Center Front Line Staff to review the spreadsheet and to provide feedback to him and with any suggestions.

There was a suggestion during the 04/17/19 Front Line Staff Training session to have a brochure created and available for distribution to clients for future reference.

Sean Lopez said the customized professional development Training session was received well by all. All levels of One-Stop staff covered the front desks on 04/17/19 and it demonstrates their support for their staff to attend and receive the training.

**VI. WIB Committee Reports**

- A. Performance and Accountability – Mark reported that the Committee reviewed the 02/27/19 pre- and post-conference comments and the comments received during Laurie’s presentation. The Committee may plan another conference.
- B. Planning – Danielle reported that the Committee reviewed the Final Resource Guide.
- C. Board Development – Bruce not present.
- D. Youth Council – Vaughn not present.

**VII. Future WIB Meetings:**

**05/10/19, Friday – Agenda Item:** Mark and Danielle suggested a Happy Mother’s Day theme and a “How Does Your Organization Support Working Moms and Dads?” topic. The Committee discussed the following ideas for a topic and/or discussion:

- ✓ Wage Gaps – Males vs Females
- ✓ Business Engagement
- ✓ How to meet business and employees’ needs
- ✓ Obstacles
- ✓ Invite WIB members to sit on the Panel
- ✓ Ask WIB members to share how their employer supports working parents so all meeting attendees may learn and take good practices back to their employer
- ✓ Ask Bonnie Bazata, Ending Poverty Now Program Manager, to be the Facilitator
- ✓ Aric said the fathers need to be included and recognized because there are several who take care of their children – either with their significant other or alone
- ✓ How do you retain employees in these times?
- ✓ Bonnie could also try and recruit additional employers for the Employer Resource Network.

**06/24/19, Friday – Agenda Item:** Pima County Career Pathways Analysis and Resource Guide - *tentative*

**08/09/19, Friday – Agenda Item:** WIB Retreat that will focus on:

1. Continued Focus on Alignment of Stakeholders and Efforts for Increased Collaboration
2. Development of Internships and Apprenticeships
3. WIB Members Duties

See attached notes from 04/12/19 WIB meeting group discussions.

**VIII. Next Meeting:** May 23, 2019, 8:30 to 10:00 a.m. Mark suggested that the Committee reserve 90 minutes for future meetings and the Committee agreed to block the time in case the full 90 minutes is needed.

**IX. Adjourned:** 9:45 a.m.