



QUALITY JOBS. QUALIFIED WORKERS.

Meeting of the Pima County Workforce Investment Board (WIB)

Executive Committee

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

Kino Service Center, 3rd Floor, Conference Room 323, 2797 E. Ajo Way, 85713

Meeting Minutes

Members Present

Aric L. Meares, Chair
Bruce W. Grant
Danielle Duarte

Dr. Vaughn E. Croft
Dr. Mark P. Vitale

Members Absent

None

Guests

Arnold Palacios
Marcelino Flores

Anna M. Cunes

- I. **Called to Order:** Aric L. Meares, Chair, 8:36 a.m.
- II. **ARIZONA@WORK Pima County One-Stop Administrative Support Staff Update:**
 - A. Jan Leshar has resigned from the WIB and the State is recommending that she be removed based on a WAC state policy.
 - B. State Title II Conference WAC Panel and 300 guests collaborating with PCC and other education partners.
 - C. Economic Development state meeting in Tucson with PCC.
 - D. Outstanding items that need to be corrected to complete the LWDB Recertification, as required by the Workforce Innovation and Opportunity Act ("WIOA") Public Law 113-128, State Workforce Policy #1 Local Governance, and the United States Department of Labor ("DOL") 2019 Compliance Review Report.
 1. Shared Governance Agreement
 2. Pima County Workforce Development Plan Modifications
 3. Selection of providers: The Pima LWDB must execute a legally binding agreement, with each one-stop operator, adult, dislocated worker, and youth service providers per WIOA Section 107(d)(10), 20 CFR 679.370(l), and State Workforce Policy #1 Local Governance and State Workforce Policy #4 ARIZONA@WORK One Stop Operator and Service Provider Selection Policy.

Action required: Please submit a draft of a legally binding agreement for review. The WIB directs the fiscal administrative entity, Pima County CSET and Procurement Department, to procure contracts and competitively procure the OSO and Service Providers on behalf of the WIB. DERS confirmed that the 2019-2020 Contracts are sufficient to meet this requirement.

4. Open Meeting Law and Sunshine Provision - In accordance to WIOA sec. 107(e), 20 CFR 679.390, A.R.S. 38-431, and State Workforce Policy #1 Local Governance, the Local WDB must conduct its business in an open manner by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the Local WDB. These include:

- ✓ Information about the local plan, before submission of the plan;
- ✓ A list and affiliations of Local Board members;
- ✓ Selection of the one stop operators;
- ✓ Award of grants for contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities; and
- ✓ Minutes of all formal meetings of the Local Board, and Local Board bylaws, including all elements listed in 679 .310(g)

5. As documented in the DOL Monitoring Report dated 5/22/2019, the Pima LWDB is not in compliance with the Sunshine provision, which is attached for reference. The WIB has always been in compliance with the Arizona Open Meeting Law and will add <https://arizonaatwork.com/locations/pima-county/local-board> to the Shared Governance Agreement.

Action required: Please notify us when the name of your providers for Adult, Dislocated Worker, Youth, and One-Stop Operator has been posted on the ARIZONA@WORK website. Anna will contact DERS as soon as this is complete.

- III. **Action Item:** Pima County staff recommends for the WIB “Executive Committee” to review and complete the Conflict of Interest Firewall Check List. Reviewed and Danielle Duarte motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor.
- 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. Dr. Mark P. Vitale motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor.
- 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. Bruce W. Grant motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor.
- 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. Bruce W. Grant motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor.

- 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. Bruce W. Grant motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor.
- VIII. Action Item:** To approve the 08/22/2019 WIB “Executive Committee” Monthly Meeting Minutes. Danielle Duarte motioned to approve; Bruce W. Grant seconded the motion; and all were in favor.
- 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. Danielle Duarte motioned to approve; Bruce W. Grant seconded the motion; and all were in favor.
- 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. Danielle Duarte motioned to approve; Bruce W. Grant seconded the motion; and all were in favor.
- 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. Danielle Duarte motioned to approve; Bruce W. Grant seconded the motion; and all were in favor.
- 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. Danielle Duarte motioned to approve; Bruce W. Grant seconded the motion; and all were in favor.
- 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. Danielle Duarte motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor.
- 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. Dr.

Vaughn E. Croft motioned to approve; Bruce W. Grant seconded the motion; and all were in favor.

XV. ARIZONA@WORK Pima County One-Stop Operator Report: Jim Mize, SER-Jobs for Progress, Inc., reported the following:

- Maria S. Sopher has asked Victor Cardenas to represent Title III for the One-Stop Operator Partners' monthly meetings.
- Michael Gates reported that of all the DW in the state, Pima County represents 47% of that population.
- Activities are increasing for incumbent training workers and RR funds will be used.
- Dan Sullivan reported on the U.S. HUD Continuum of Care ("CoC") program that promotes a community-wide commitment to the goal of ending homelessness. Each year, based on annual program performance, a participating organization will move to a level and the SJEC has been at the top level for 4 years.
- Laurie Kierstead-Joseph reported that she recently visited Washington, D.C. and \$30 million additional funds have been designated for the adult education but at the state level. Local budgets have not increased.
- 12/04/19 is retirement celebration for Regina Suitt who is retiring in December 2019.
- Integrated Basic Education and Skills Training ("IBEST") is a nationally recognized instructional model that boosts students' basic skills in reading, writing and math while they pursue a certificate in a career/technical program.
- Julie Neff-Encinas reported that Title II Adult Probation continues to recruit for their LEARN program.
- Arnold mentioned that Adult Education did not meet their performance measures for the same time period that the Title I-B programs exceeded their performance measures.
- Mary K. Boegemann reported that there is no longer a waiting list. About 2 years ago there was a waiting list of about 2,000 and it's great that they now have no waiting list.
- Individuals with mental health issues are not commonly viewed as development disabilities but they can be.
- Dr. Vaughn E. Croft has 500+ guests planning to attend Job Corps 50th Anniversary.
- The next cross-training and professional development will be "Trauma Care 101" during a 4-hour training. It was scheduled for 10/25/19 but the presenter, Our Family Services, had to cancel and will be providing a new date.

XVI. WIB Committee Reports

A. Performance and Accountability – Dr. Mark P. Vitale reported that the Committee is looking at possible revised metrics for the Title II, III, and IV Core Program Partners. The Committee will be reviewing quarterly data rather than monthly. The Committee is working on recruiting additional members and the current members include:

Dr. Mark P. Vitale, Chair	University of Phoenix
Rose Grijalva <i>(designee for Jacob Bernal)</i>	Tucson Indian Center
Kari Hogan	PPEP, Inc. - YouthBuild and MSW
Laurie Kierstead-Joseph <i>(designee for Regina Suitt)</i>	Pima Community College, ABECC

Glenda Roark <i>(designee for Mary K. Boegemann)</i>	Az D.E.S., Voc Rehab Svcs
Victor Cardenas <i>(designee for Maria S. Sopher as of 09.18.19)</i>	Az D.E.S., Reemployment Svc Admin

- B. Planning - Danielle Duarte reported that the WIB “Planning Committee” is hosting a Convening on Thursday, 11/21/19, 8 a.m. and inviting organizations that are working with and/or developing Career Pathways such as JTED, PCC. The Committee will determine any challenges and/or how the WIB may work with the organization(s), if not already. Jim Mize suggests that employers be invited such as Don Theriault, dtheriault@itde.com, ITD and Danielle suggested Raytheon. Jim suggested Karen Molina from Raytheon and Marji Morris from TEP. Check In and Light Refreshments, 8:30 to 10 a.m. Danielle also announced the TENWest event 10/11 to 10/20/19.
- C. Board Development – no report.
- D. Youth Council - Vaugh reported on the Spring 2020 Youth Career Expo that will feature internship and pre-apprenticeships at the Southwest Regional Council of Carpenters “Training Center.”

XVII. Future WIB Meetings:

- A. October 11, 2019 – Arnold suggested to invite Ian R. Roark to present his *Future of Workforce in Pima County* presentation that he presented during his breakout session at the 08/09/19 WIB Retreat. Jim suggested that Laurie present information about the IBEST programs. Danielle suggested that the 11/21 Convening could be announced and Aric should ask WIB members to report on their workforce activities.
- B. November 8, 2019 WIB Meeting “National Association of Workforce Boards (“NAWB”) Regional Convening/Listening Tour” – The PCC Chancellor would like for him and the Mayor to deliver welcome remarks. However, if the Mayor is not available, he could be on another agenda item. The Chancellor suggests that the WIB should accommodate the Mayor. Anna suggested that the WIB should also invite Richard Elias, Chair, Pima County Board of Supervisors as another or additional option. He is the WIB’s Local Chief Elected Official under the WIOA.

The WIB meeting is scheduled to be at the PCC Downtown Campus and Anna and Andrew have reserved the Amethyst Room. This Campus will be the most convenient because of the automotive tour.

Arnold and Anna are recommended that the WIB begin their meeting at 9 a.m. so this “Regional Convening” will be the WIB monthly meeting.

The plan is to begin at 9 a.m. and end the Convening by 2 p.m. which will include a working lunch. Right after it ends, the Chancellor would like to invite Ron, Melanie and Arnold to visit the Automotive Lab and then go to our Aviation Center. David, Ian Roark and Greg Wilson will accompany them.

The Chancellor will provide some points for the agenda and Andrew will share. Melanie will only provide a sample for the agenda but PCC and the WIB will develop it.

The day will also include a dinner with Ron, Melanie and Arnold. Unfortunately the Chancellor cannot make either Thursday or Friday. Dr. David Doré will plan on coordinating the dinner and attendees. Melanie and Ron will be flying in to Tucson Thursday, arrival time not available as of yet, and departing Tucson Saturday morning.

Anna will provide a draft agenda to PCC and Melanie's sample agenda. Anna has informed Andrew about the following WIB agenda requirements:

- I. Call to Order
- II. The Pledge of Allegiance
- III. Roll Call
- IV. Next Meeting: December 13, 2019
- V. Adjourn.

Notes from Anna:

1. Plenty of parking in the main parking lot off Speedway and Stone.
2. The main entrance is near the fountain and the Amethyst Room is just inside that building and to the right.
3. PCC will provide directional signage for the Amethyst Room that morning.

C. 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. Need to change next meetings' dates: 11/28/19 (Thanksgiving) and 12/26/19 (day after Christmas). Dr. Mark P. Vitale mentioned that he is not available.

XIX. Adjourned: 10:04 a.m.