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

Performance and Accountability Committee

Wednesday, January 16, 2019, 8:30 a.m.

University of Phoenix Southern Arizona Campus
300 S. Craycroft Road, Tucson, Az 85711

Meeting Minutes

Members Present

Mark P. Vitale, Chair Michael Gates
Laurie Kierstead-Joseph Peggy Castano
Glenda Roark

Members Absent

Kari Hogan
Rose Grijalva
Maria Sopher

Guests and Staff

Anna M. Cunes Jim Mize
Dalila Perez Ginny Seltenright
Bonnie Bazata

- I. **Called to Order:** Dr. Mark P. Vitale, Chair, 8:40 a.m.
- II. **Action Item:** To Approve 12/19/18 WIB “Performance and Accountability Committee” Meeting Minutes. Michael Gates motioned to approve; Glenda Roark seconded the motion; and all were in favor.
- III. **Performance and Accountability Committee ARIZONA@WORK Pima County One-Stop “Innovation + Opportunity Conference 2019” –** February 27, 2019, 8:30 a.m. to 12:30 p.m., University of Phoenix, Southern Arizona Campus, 300 S. Craycroft Road, 85711

Jim Mize, One-Stop Operator (OSO) said that Arnold Palacios, Director, Pima County CSET asked him to coordinate a cross-training session for the ARIZONA@WORK Pima County One-Stop Job Centers’ front desk staff. The next OSO All Partners’ meeting is on 01/23/19 and either Nona from the City of Tucson will present City of Tucson Housing information and/or Dan Sullivan, Program Manager, Pima County Sullivan Jackson Employment Center (SJEC) will present information about the SJEC Homeless Management Information System (HMIS).

Laurie Kierstead-Joseph, Pima Community College (PCC) mentioned that Ian R. Roark, PCC asked her if the Partners are collecting the correct data. For example, the PCC data may not be appropriate for measuring outcomes.

Mark P. Vitale, University of Phoenix said that the Partners may need to look at the data currently being reported by the Partners and ask Partners if the data needs to change.

The Committee talked about possible assigned seating during the 02/27 Conference so the attendees will be able to network and get to know people who they don't currently know.

Bonnie Bazata, Ending Poverty Now Program Manager said that she has suggested to Arnold Palacios, to consider hiring a new Navigator staff person. The Navigator would track the barriers that job seekers have and would serve as a referral/resource for the job seekers. The Navigator's assistance may be able to provide the Workforce Development Specialist (WDS) with more time to focus on their priorities such as data entry, rather than the job seekers' barriers.

Note: The WDS currently must document barriers on the *Checklist for Training Plans* and the *Priority for Training Guidelines*.

Maria Sopher, Arizona Department of Economic Security, mentioned that this may help with improving the referral system among the One-Stop Partners.

Mark said that when Dan Sullivan presented SJEC information to the "Performance and Accountability Committee," Mark mentioned to Dan Sullivan that his staff and clients might benefit from using Instant Messaging (IM). Sending IM to co-workers while clients are in the Intake and/or WDS office, may help with checking on available resources and expediting services.

Maria Sopher distributed a document created by Julie Neff-Encinas, Pima County Adult Probation, for her Referral System Breakout Session.

The Committee discussed the logistics such as registration, the general session, and the breakout sessions and rooms.

Mark will determine the best classrooms for each presenter and for the number of attendees. The Eventbrite tickets are currently set at 100 guests and will be increased if needed.

Mark P. Vitale will ask the WIB Executive Committee for time on the 02/08/19 WIB monthly meeting agenda to help encourage attendance.

Michael Gates said that Arnold Palacios announced the 02/27/19 Conference during the 01/15/19 Directors' meeting with the One-Stop Service Providers.

IV. ARIZONA@WORK Pima County One-Stop Partners' Monthly Report(s) -
Required Core Program Partners, Required Other Partners, and Optional
Additional Partners: The December 2018 report was reviewed.

- V. **ARIZONA@WORK Pima County One-Stop Job Centers' Monthly Report:** The December 2018 reports were reviewed.
- VI. **Next Meeting:** Normally would have been on Wednesday, February 27, 2019 and the Committee will cancel due to the 02/27 Conference. The Committee will meet on 02/13/19 for finalizing 02/27 Conference logistics and plans. Laurie Kierstead-Joseph will invite Ian R. Roark and if he's not available, another date will be scheduled.

The Committee would normally meet on Wednesday, March 20, 2019 but will cancel and meet on Wednesday, April 17, 2019.

- VII. **Adjourned:** 9:38 a.m.