



Pima County  
Workforce Investment Board

QUALITY JOBS. QUALIFIED WORKERS.

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

### Planning Committee

**Thursday, March 14, 2019, 8:30 a.m.**

University of Phoenix, 1<sup>st</sup> Floor Classroom 115  
300 S. Craycroft Road, Tucson, Az 85711

### Meeting Summary

#### Members Present

Danielle Duarte, Chair     Brad McCormick  
Patti Greenleaf

#### Members Absent

Michael Guymon     Liz Gulick  
Susan Hyatt Dumon     Dr. David Doré  
Regina Suitt

#### Guests Present

Anna M. Cunes     Marcelino Flores

**I. Called to Order:** Danielle Duarte, Chair, 8:40 a.m.

**II. Action Item:** To Approve the 01/17/19 Meeting Minutes and Review the 02/14/19 Meeting Summary. The 01/17/19 Meeting Minutes not approved due to no quorum.

The Committee reviewed the 02/14/19 Meeting Summary.

**III. Pima County Career Pathways Analysis and Resource Guide:** “Final Analysis Results” and “Resource Guide Progress Update” due 03/14/19 from Regina Serrano, Pinnacle Workforce Strategies

The Committee reviewed the Analysis and the Resource Guide and made the following suggestions and/or comments:

If an individual needs to determine the best career and pathway for themselves, what or how does the One-Stop system assist them?

In regards to the “Assessment of the Current Eligible Training Providers List (ETPL)” as stated in the Request for Proposal, there may be missing or inaccurate information (i.e., online training and additional training providers).

Other local employability programs and courses is a part of the “Assessment of the Current ETPL” above. Staff reported that it’s in progress (i.e., One-Stop Partners Survey emailed

03.13.19) and the WIB “Planning Committee” suggested to add “Other Training Resources in Pima County” section for each Target Occupation.

The Committee asked what resource does the One-Stop Workforce Development Specialists use for clients?

Brad McCormick said he will provide a link to the Committee for a website that Job Corps uses for their students.

Note: One-Stop staff use O\*NET Link that refers individuals to O\*NET Interest Profiler at <https://www.mynextmove.org/>.

Brad McCormick, Director, Fed G. Acosta Job Corps, said under the **Current Regional Training Providers for this Occupation – As Listed on the ETPL** section, an **Other Training Options** section needs to be added because there are Training Providers missing such as:

Target Occupation: Registered Nurses Target Occupation - Pima County Joint Technical Education District (JTED) should be listed; and

Target Occupation: Medical Records and Health Information Technician - Fred G. Acosta Job Corps schedule be listed.

All the Occupations need to be updated if Training Providers are not included.

Brad McCormick suggested that under the **Target Occupation Snapshot** section, “gap” and “ample” should be defined.

Marcelino Flores said that Regina Serrano, Pinnacle Workforce Strategies, has added a test that has a fee for each Occupation and Brad suggested adding mandatory hiring requirements and/or qualifications to be added such as the level of background check, fingerprinting, etc.

Note: Example provided to Regina:

### **Supplemental Information**

**Appropriate License(s):** (i.e., Valid Driver’s License)

(Indicate when it should be available and/or obtained)

**Required at time of appointment or Required within a specified time frame**

**Appropriate Certificate(s):** (i.e., A+, MCDST, MCITP, MCSA)

(Indicate when)

**Required at time of appointment or Required within a specified time frame**

**Fingerprint Clearance Card Required:** (Indicate yes or no)

Indicate which Occupations require satisfactory completion of a personal background investigation, polygraph examination, and/or pre-post—appointment drug-testing by law enforcement agencies if a need for access to law enforcement, corrections or court facilities,

property and associated confidential and sensitive information, document, communications, and data base systems.

Number the Target Occupations under each Industry such as:

Page 3 – Industry – Healthcare, Health Sciences

The following seventeen (17) occupations have been identified as in-demand in Pima County. The pages which follow represent an analysis of training providers in Pima County which meet the needs of the targeted occupation.

1. Registered Nurses
2. Licensed Practical and Licensed Vocational Nurses
3. Medical Records and Health Information Technician
4. Pharmacy Technicians

**IV. 2019 WIB Monthly Meetings** – Friday, 04/12/19 Topic: National Association of Workforce Boards (NAWB) Report. Pima County staff reported that the WIB members and Pima County staff who are attending the 03/23 to 03/26/19 “Forum” in Washington, D.C., will be presenting information that they receive during the “Forum”, to the WIB during the 04/12 meeting.

**V. Pima County Career Pathways and Target Occupations:** No requests received from employers requesting to add Occupations to the current list.

Brad McCormick mentioned that the minimum wage increase to \$11 per hour is affecting some of the Job Corps’ clients or potential clients’ eligibility.

Note: The increase was in effect on January 1, 2019, up 50 cents from 2018. This is \$3.75 more than the federal minimum wage.

**VI. Next Meeting:** April 18, 2019, 8:30 a.m.

**VII. Adjourned:** 9:35 a.m.