



QUALITY JOBS. QUALIFIED WORKERS.

MEETING OF THE PIMA COUNTY WORKFORCE INVESTMENT BOARD (“WIB”)

Board Development Committee

Wednesday, September 30, 2020, 3 to 4 p.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/2679733005>

Meeting ID: 267 973 3005

One tap mobile: +12532158782,,2679733005# US (Tacoma)

Meeting Minutes

Members Present

Lea Márquez Peterson
Marji Morris
Jorge Rivero

Chris Hazen-Molina
Danielle Duarte, Chair

Members Absent

Frank Watts, Jr.
Aric L. Meares, Past WIB Chair
Mark P. Vitale, MBA, Ph.D., WIB Chair
Bruce W. Grant

Guests Present

Anna M. Cunes
Dominica Dominguez

Marcelino Flores

- I. Called to Order: Danielle Duarte, Chair, 3:02 p.m.
- II. Goal, Vision - internal - what do we need, external - recruit, succession planning

On 09/22/2020, Anna sent an email to Christine Hazen Molina, Danielle Duarte, and Marji Morris that included the following:

The attached current WIB Roster has members listed by the categories that are the WIOA-required composition requirements. This spreadsheet was initially provided by the state during a compliance process and then again for a board certification, so I have been using the format and hope the state keeps up the consistency.

I am also attaching a PowerPoint presentation that is used for the One-Stop system and when someone is scheduled to attend an Introduction/Orientation class.

I believe it was late July 2020 when I started making updates to the presentation so the WIB could use it for WIB Orientations. It's lengthy but covers just about everything a WIB member should know.

I am also attaching the WIB PowerPoint presentation that used to be used for WIB Orientations.

The Board composition requirements start on page 3 of the attached WIB By-laws. I normally send to WIB applicants after they have been approved by the WIB

Executive Committee so they may review while waiting for approval from the Pima County Board of Supervisors (“BOS”).

I “cc’d” Danielle on 09/21 when I sent a WIB Application packet to Karen Molina, Raytheon, that has additional information that the Committee should be aware of and I will send the WIB Application packet to all of you.

- III. Review By-laws – Committee role, WIB composition, current membership – attendees were asked to please review the By-laws if they haven’t already to ensure they understand them and to help others to define them and specifically for the composition requirements. The Committee should ensure the current and future membership complies with the By-laws.
- IV. Functional Objectives
 - A. Monthly Engagement - Roll Call; Birthdays – attendees discussed conducting Roll Call monthly and obtaining WIB members’ birthdays so they may be recognized each month to help everyone get to know each other.
 - B. WIB Member Spotlights of the Month – the Committee discussed asking a new and veteran member for each month.
 1. Michele Bettini – recently appointed member. Attendees agreed that she would be a good candidate to invite to conduct a Spotlight during the October WIB meeting.
 2. Steven Freeman – experienced appointed member. Attendees agreed that he would be a good candidate to invite to conduct a Spotlight during the October WIB meeting.
 - C. Lunch ‘n Learns – attendees discussed possible virtual and/or in-person sessions and the need to determine topics.
 - D. WIB Member Board Orientation – LWDB staff used to conduct with Board Development Committee during a monthly meeting and they were sufficient. Several new members were invited but never available to attend. All members frequently invited.
 - E. WIB Member Mentors – Board Development Committee members and WIB members will be invited to mentor newly appointed members.
- V. Action Item: To approve the 02/08/2019 WIB Board Development Committee Monthly Meeting Minutes. Jorge Rivero motioned to approve; Lea Márquez Peterson seconded the motion; and all were in favor.
- VI. Next Meeting: Thursday, 10/29/2020, 3 to 4 p.m.
- VII. Adjourned: 4:05 p.m.