



QUALITY JOBS. QUALIFIED WORKERS.

**Virtual Zoom Meeting of the
Pima County Workforce Investment Board (“WIB”) Board Development Committee**

Thursday, October 29, 2020, 3 to 4 p.m.

Meeting Minutes

Members Present

Bruce W. Grant
Marji Morris
Jorge Rivero

Chris Hazen-Molina
Danielle Duarte, Chair
Lea Márquez Peterson

Members Absent

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

Guests Present

Anna M. Cunes
Dominica Dominguez

Marcelino Flores

- I. Called to Order: Danielle Duarte, Chair, 3:06 p.m.
- II. Goals and Vision 2020-2021 – Danielle discussed the following with attendees:
 - A. Committee Description: The committee uses community connections for ongoing recruitment and strategic board development; ensures applicants and members meet WIOA composition requirements; and provides orientation and education to members. Danielle will report on this during the 11/13/2020 WIB monthly meeting.
 - B. Maintain Required Composition with Strategic Recruitment – Committee members are asked to assist with recruiting eligible members as the needs arise.
 - C. WIB Meeting Engagement – Chris Hazen-Molina and Marji Morris will speak about this during 11/13 WIB meeting.
 1. Attendance - When a new member is appointed, LWDB staff includes their biography in the WIB meeting packet for the meeting closest and after the date of their appointment start date.

All members of the WIB are expected to actively participate on a committee or through a designee on one of the Board’s committees. Members may select a designee to serve and vote on a WIB Committee to which the member is assigned.

2. Roll Call agenda item that provides time to get to know each other – WIB members will be asked to say where they were born and how long they have lived in Tucson for the 11/13/2020 WIB monthly meeting. Marji Morris will conduct Roll Call for the 11/13/2020 WIB monthly meeting.

3. Encourage virtual participants to turn on cameras – this will help members to get to know each other.
4. Spotlights – Chris Hazen-Molina will be spotlighted during the 11/13/2020 WIB meeting.
5. Membership List for distribution; include birthdays – Anna will use the online ARIZONA@WORK list of WIB members and create a list for the Pima County WIB “Board Development Committee” to use and it will include birth months and dates, not the years.

D. Develop and Retain Members

1. Education – need ways to provide ongoing education about the One-Stop system, WIOA, and the required WIB functions.
2. Orientation
 - a. Acronyms List – Anna will create and distribute
 - b. On-going
 - 1) Lunch and Learns – Chris Hazen-Molina will share/discuss this item during the 11/13 WIB meeting.
 - 2) Mentorship - Chris Hazen-Molina will share/discuss this item during the 11/13 WIB meeting. Anna reminded attendees that Heath Vescovi-Chiordi (Veh-scoh-vee – Key-or-dee), MPA, AZED Pro, Assistant to the Town Manager, Town of Marana Designated Public Lobbyist, Town Manager’s Office, Town of Marana, and Michele Bettini, Executive Director, Arizona Transportation Builders Association, are the most recent new members who need mentors.

E. Succession Planning: Monitor board activities and engagement and Replace members as/when needed.

III. WIB Member Spotlights: Chris Hazen-Molina will be one of the Spotlights for the 11/13 WIB meeting.

IV. Action Item: To review and approve *Request(s) for Appointment to the WIB* application(s) – none approved due to no applications received.

A. Anna reported that she sent an email to Abra McAndrew, Assistant Vice President, Access, Engagement and Opportunity, University of Arizona, and Peter Loya, UA Tech Park, University of Arizona, on 09/16/2020 and copied Mark P. Vitale, MBA, Ph.D., WIB Chair, Danielle Duarte, and Carol Stewart, UA Tech Park. The email included the following:

1. Conflict of Interest form
2. Conflict of Interest Az Procurement Code
3. WIB Functions under WIOA
4. WIB Committee Descriptions
5. WIB Board Composition under WIOA

Anna informed Abra and Peter that the WIB currently had vacancies in the Business category. If Peter Loya believes that he would represent the UA Tech Park in the Business category, the WIB might be able to justify that but Carol Stewart is already in the Business category.

Peter is currently representing Carol on the Planning Committee as her designee.

If Abra would like to represent the higher education subcategory, unfortunately the WIB does not have a vacancy in the required "Balance of the board..." category.

Anna will hold Abra's application in case someone does need to be replaced and Abra is more than welcome to serve on any of the WIB Committees. This is an appointment process also, but does not have to be approved by the Pima County Board of Supervisors.

- B. Anna reported that she sent the following email to Andrew Bevington, Office of the Pima County Superintendent of Schools, on 10/20/2020:

Hi, Andrew. Thank you again for taking time to speak to me earlier today.

If you have time to complete and return the attached WIB "Request for Appointment Application" at or before 12 p.m. on 10/21, I will add it to the 10/22 WIB "Executive Committee" monthly meeting agenda.

Dustin Williams, Pima County Superintendent of Schools, currently serves in the following "Remaining/Balance" category and subcategory 1:

List the remaining LWDB members (optional appointments) that may include representatives from:

1. Entities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
2. Governmental, economic, and community development entities that represent transportation, housing, and public assistance programs;
3. Philanthropic organizations serving the local area; and
4. Other appropriate individuals as determined by the chief elected official.

Please let me know which option you and Dustin prefer:

1. You and Dustin agree for you to be appointed and replace Dustin, and you continue to serve on WIB "Youth Council" (currently you are a designee for Dustin);
2. You will be appointed/added to the WIB in the "Remaining/Balance" category and subcategory 4, and you continue to serve on WIB "Youth Council"; or
3. You will be appointed/added to the WIB in the Workforce category and subcategory 5. (May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.)

Options 2 and 3 will require:

- ✓ Dustin to join a WIB Committee or select another designee.
- ✓ The WIB “Executive Committee” to approve for the current VACANCY created by Deron Johnson, SW Gas, to be moved from the Business category, to the most appropriate/preferred category and subcategory.

If the WIB “Executive Committee” approves your “Request...”, I will forward their “Recommendation for Appointment to the WIB” – whether to replace Dustin or add you – to the Pima County Board of Supervisors for consideration to approve.

Please contact me if you have questions or need additional assistance.

- C. Anna reported that on 10/13/2020, Andrew Bevington, MA.Ed, MFA, Pima County Superintendent of Schools Office, said he would like to recommend Dwight Metzger, Gloo Factory, for a seat on the WIB. Andrew believes that Dwight will make an excellent addition and he has expressed interest in serving.

Anna had the following email conversation with Andrew:

Hi, Andrew. Do you and Dwight Metzger believe that he meets the following criteria?

1. Represent an in-demand industry or occupation in LWDA as documented using State and regional business and labor market projections including labor market information;

<https://www.bls.gov/ooh/arts-and-design/graphic-designers.htm#tab-6>

It lost 4% in 2019, but COVID

I believe we did discuss this on the phone but criteria 1. means that the Gloo Factory would need to fall under one of the attached WIB Target Sectors and/or have/offer Occupation(s) listed on the attached Career Pathways Guidelines.

2. Have optimum policy-making or hiring authority as documented by job title (owner, chief executive officer, or chief operating officer) or written documentation from the company; and He is the owner - perfect
3. Be appointed from among individuals nominated by local business organizations and business trade associations.

Does the Business & Education Partnership Program of the Pima County Superintendent of Schools Office count, or do I need to get another entity to nominate?
I believe this would be sufficient.

Would he represent a large or small business as defined by the US Small Business Administration?

Small Business – very good. The WIB needs large and small.

Let me know if this is enough to move this forward or if you need more information.

We need to fill Business vacancies so maybe the WIB Exec Comm will approve the appointment and figure out a Target Industry Sector for this business. Thanks for all help with this!

- D. Anna reported that on 09/11/2020, Andrew Bevington said that he had a great conversation with Isabel Georgelos, President, Tucson Hispanic Chamber of Commerce (“THCC”), on 09/11 and he believes she should be represented on the WIB. Anna followed up with Isabel Georgelos and explained the WIB does not have a vacancy for the category that she would represent but if she has an employer to recommend and who is a member of the THCC, that would assist the WIB with filling a business category vacancy.
- E. Anna reported that she followed up with Karen Molina on 10/14/2020. A WIB Application packet was emailed to Karen in 09/2020.
- F. Anna reported that on 10/14/2020, Paul Stapleton-Smith reported that he is still a delegate to the Pima Area Labor Federation (“PALF”), AFL-CIO. He serves on the Legislative and the Mobilization and Community Services Committee. He is a paid staff member of IATSE, released to the Arizona AFL-CIO Labor 2020 campaign. He will want to apply for appointment to represent IATSE and will ask the Federation if they want to nominate another person for this position. He also belongs to other AFL-CIO affiliated labor organizations. Anna mentioned to Paul that Andrew Bevington sent an email on 10/22 and asked Anna to send a WIB Application packet to Trish Muir, new PALF Chair.

Paul also asked about the status of Solomon Galyon of UA Plumbers and Pipefitters and whether he’s qualified to apply to join the WIB. Anna told Paul that Solomon had not contacted Anna but she would like to send him the WIB Application packet. Anna asked Paul for email for Solomon in order to contact him.

- V. Action Item: To approve the 09/30/2020 WIB Board Development Committee Monthly Meeting Minutes. Lea Márquez Peterson motioned to approve; Jorge Rivero seconded the motion; and all were in favor.

VI. Next Meeting: 11/19/2020

VII. Adjourned: 4:10 p.m.

Notes from the Chat feature:

15:04:02 From Anna M Cunes : Good afternoon, please enter your first and last name and org name. Thank you and Happy Halloweeeeeeen!

15:19:46 From M Flores : We have addressed in the past, introduction of titles I-V

15:20:40 From M Flores : I believe a brief Executive Summary would be helpful...Anna's working on it

15:30:41 From Dominica Dominguez to Anna M Cunes(Privately) : From someone that is in the audience. A list of the board members and companies they represent with titles would be good to have.

15:40:55 From Anna M Cunes to Dominica Dominguez(Privately) : Good idea plus the WIB members themselves need the list in front of them.

15:46:40 From Anna M Cunes : The picture that Mark wants on the Board Development Committee PowerPoint slide is a photo of the committee chair. This is a strategy that helps connect people via zoom.