



QUALITY JOBS. QUALIFIED WORKERS.

**Zoom Meeting of the Pima County Workforce Investment Board (“WIB”)
Performance and Accountability (“P&A”) Committee**

Wednesday, November 18, 2020

Online Zoom Meeting: <https://phoenixedu.zoom.us/j/88589340025>
Or Find Local Number: <https://phoenixedu.zoom.us/j/88589340025>
Meeting ID: 885 8934 0025

Meeting Minutes

Members Present

Brad McCormick, Chair
Glenda Roark – on phone
Maria S. Sopher – on phone
Kari Hogan
Michael Gates

Daphanie Conner
Ginny Seltenright
Glenda Roark
Maria S. Sopher
Peggy Castano

Members Absent

Aric L. Meares, Past WIB Chair
Chuck Tiller
Jenifer Darland
Mark P. Vitale

Guests Present

Anna M. Cunes
Dalila Perez
Marcelino Flores
Charles Casey

- I. Called to Order: Brad McCormick, Chair, 8:32 a.m.
- II. Local Workforce Development Board (“LWDB”) Recertification: Anna M. Cunes, Administrative Support Staff, Pima County WIB, provided an overview of the Excel spreadsheet that contains seven Checklist worksheets and explained that six apply to the WIB:
 1. LWDB Membership Checklist
 2. Standing Committee Checklist
 3. Consortia Agreement Checklist – does not apply to WIB
 4. Bylaws Checklist
 5. SGA Checklist
 6. Conflict of Interest Checklist
 7. Service Provider Checklist

One additional worksheet is for an Option for LWDB to link items.

Anna will email the WIB Roster to all WIB members so they may confirm that their information is current.

- III. Performance Committee Vision and Assigning Next Steps: Brad McCormick
 - A. Performance Reporting – 1st Quarter 2020 = March 2021. Brad asked Charles Casey to work with him and the appropriate Pima County staff and One-Stop partners.

Marcelino suggested that WIB members stay involved with the Workforce Arizona Council (“WAC”) Measuring Effectiveness Committee (“MEC”).

1. Develop monitoring list
2. Outline of metrics for consideration
3. Timeline for WIB, Monthly, Quarterly Reporting

B. Financial Reporting – 2nd Quarter = June 2021. Brad asked committee partners to volunteer to help determine how the WIOA funds are being disbursed. IFA to start? Ginny Seltenright and Michael Gates might be available.

C. Program Key Highlights – 3rd Quarter = January 2021. What are partners doing and how can we spotlight them during WIB meetings. And how can the Workforce Development Staff (“WDS”) career planning staff be recognized for outstanding service.

IV. Title I-B Measurable Skill Gains (“MSG”) Evaluation Framework Developed for Consideration

A. Defined Measures in:

1. On-the-Job Training - Kari Hogan said PPEP, Inc. is the service provider for the One-Stop system and they set up contracts with the employers for the One-Stop system. Hours are tracked with training and we can benchmark different skills that are being learned. Brad said that if the P&A Committee approves the measurement, the WIB will need to approve, and then that will be the performance measure used for the P&A Committee to provide oversight of/for. Kari will set up a meeting for Kari, Brad, Dan Sullivan, and Nils to discuss the best measurement.

Marcelino mentioned that competency is an important element.

Casey said there is a competency checklist and it may be at the Youth Center or in the Kino Resource Room. Any additional requirements will need to be included in the upcoming Request for Proposal (“RFP”).

Marcelino confirmed that the MSG will also be included in the upcoming Workforce Staffing RFP.

2. Credential Attainment – ETP
3. Coursework Benchmarks

B. Determine Next Steps due before January 20, 2021 P&A Committee meeting – may be a joint meeting with the WIB Planning Committee.

V. Performance Reporting and Schedule: Marcelino Flores, Pima County Community & Workforce Development Department (“CWD”). The date being presented is from Program Year 2019-2020.

VI. ARIZONA@WORK Pima County One-Stop Staff Report: Anna M. Cunes reported that the Pima County Local Workforce Development Plan 2020-2023 was approved on Tuesday, 11/17/2020 by the Workforce Arizona Council (“WAC”) Executive Committee.

- VII.** Action Item: To approve the 10/21/2020 P&A Committee Monthly Meeting Minutes. Kari Hogan motioned to approve; Glenda Roark seconded the motion; and all were in favor.
- VIII.** Next Meeting: Wednesday, December 16, 2020 if needed – Kari said don't meet if not necessary and Brad suggested that the project groups could use this date for their meetings. Brad confirmed that the next Committee meeting will be in January 2021.
- IX.** Adjourned: 9:34 a.m.