



QUALITY JOBS. QUALIFIED WORKERS.

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

**Thursday, November 19, 2020, 8:30 a.m.**

**Virtual and Teleconferencing Attendance**

Join Zoom Meeting: <https://phoenixedu.zoom.us/j/88589340025>  
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Meeting ID: 885 8934 0025

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**Meeting Minutes**

**Members Present**

Aric L. Meares	Ian R. Roark
Dr. David Doré	Jorge Rivero
Laurie Kierstead-Joseph	Liz Gulick
Michael Guymon, Chair	Molly Gilbert
Cari Burson	Susan Hyatt Dumon
Heath Vescovi-Chiordi	Aaron Ball
Barbra Coffee	

**Members Absent**

Abra McAndrew  
Gina Pleas  
Stephanie Bermudez  
Kathy Prather  
Bev Price  
Laura M. Oldaker

**Guests Present**

Anna M. Cunes	Marcelino Flores
Nils Urman	Liane Hernandez
Charles Casey	

**I. Called to Order:** Michael Guymon, Chair, 8:31 a.m.

**II. WIB Target Occupations for WIB Target Industry Sector Emerging Technologies:**

Anna and Marcelino explained that the Committee was asked to review the list that was provided, to provide input, and will need to vote on whether to add Occupations or not. The average program cost is included in the ETPL report and Aric Meares would like to see this information added to this list along with the duration of the training program.

Nils Urman confirmed that the average program cost will be added to the list along with the duration of the eligible training program.

Laurie Kierstead-Joseph asked what the process is because she is fairly new to the committee. Anna M. Cunes confirmed that the Planning Committee does need to vote to add or not add the Occupations that are being recommended to be added. If the Planning

Committee approves to add the Occupations, their recommendation for approval will be forwarded to the WIB to either approve or not approve.

Ian R. Roark said the WIB must determine the Occupations that are in in-demand and with the reskilling that needs to happen.

Charles Casey reminded the committee that Emerging Technologies allows for entrepreneurship research and development, innovation, technology transfer, and commercialization. These activities create primary jobs and drive competitiveness.

Marcelino reminded the committee that Entrepreneurship falls under Emerging Technologies. For example, a Landscape Architect could move on to own their business.

Aric said there are some common skills that are required/used for multiple occupations. He has employees who have come from electronics and optics occupations but their common skills allow them to meet his employer's bioscience needs.

Laurie Kierstead-Joseph entered the following into the Chat feature: Digital literacy skill development is integrated into basic skills development in Adult Education and throughout most training at PCC. These are skills that are often best learned in context rather than in isolation.

Ian R. Roark confirmed that digital literacy skills does not need to be on the ETPL by itself because it is a skill needed and required in several occupations. Ian will provide the NextGen report to Anna so she may forward to the committee.

Note from Anna: One-Stop partners conduct an initial assessment of individuals and if needed, determine potential referral to another One-Stop partner and other community resources. Information is obtained about skill level, aptitude, abilities, barriers to employment, and supportive service needs for each eligible individual who is and decides to participate in the One-Stop system.

- III. Pima County WIB Compliance with the Workforce Innovation and Opportunity Act (“WIOA”) required Functions of the Local Workforce Development Board (“LWDB”)**
- A.** Reviewed Pima County Guidelines and State Policies that address eligibility requirements – as we venture into areas such as entrepreneurship, we may need to modify the policies that guide who meets the requirements from a programmatic standpoint.
  - B.** Cost-benefit analysis – ensure the Career Pathways Guidelines includes estimated costs and benefits of the various career tracks so applicants are aware of the commitments they need to make to achieve those employment goals. The One-Stop career planning staff who are the Workforce Development Specialists, are supposed to do this with their clients.
  - C.** Educate individuals and employers on services – there are still many individuals and companies unaware of the One-Stop system and the workforce ecosystem that exists in our region. May compile case studies to give those individuals and companies a better idea of what exists to assist them. Staff will create a survey and/or seek assistance from the Pima County Communications Department.

- D. Match supply with demand in the targeted sectors and aligned with regional economic development strategies – this should be the WIB’s underlying mission and also be mindful of the changes in the workplace (i.e., remote working, changes in technology, etc.) and adjust accordingly. Ongoing improvements.
- E. Incorporate new technology solutions that can enhance access and effectiveness of local WIOA-funded programs.

**IV. Local Workforce Development Board (“LWDB”) Recertification:** Anna M. Cunes, Administrative Support Staff, Pima County WIB, reported on the Arizona Department of Economic Security (“DES”) Workforce Innovation and Opportunity Act (“WIOA”) Policy Manual Chapter 2, Section 1200, Local Workforce Development Board Recertification requirements. This policy provides requirements for the Local Workforce Development Boards (“LWDB”) and Local Chief Elected Officials (“LCEO”) for the submission of LWDB Recertification materials. The WIOA requires the state to review LWDBs for Recertification every two years.

LWDB Recertification submission packets must be submitted every two years. Packages may be submitted on or before December 1, 2020 and must be submitted by January 2, 2021.

Upon receipt of the complete submission packet, DES will review and provide written feedback to LWDBs, to include any deficiencies that must be resolved prior to determination and recommendation for Recertification. The same checklists will be used to review required documents, as those used by LWDBs in the self-assessment.

Anna will email the WIB Roster so members may confirm their information is updated and correct.

- V. **Action Item:** To approve 10/20/2020 WIB Planning Committee Monthly Meeting Minutes. Jorge Rivero motioned to approve; Heath Vescovi-Chiordi seconded the motion; and all were in favor.
- VI. **Next Meeting:** December 17, 2020, 8:30 a.m.
- VII. **Adjourned:** 9:35 a.m.