



QUALITY JOBS. QUALIFIED WORKERS.

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

Thursday, December 3, 2020, 8 to 10 a.m.

Meeting Minutes

Members Present

Mark P. Vitale, Chair
Danielle Duarte
Aric L. Meares

Michael Guymon
Dr. Vaughn E. Croft
Brad McCormick

Members Absent

Frank Grijalva

Guests Present

Anna M. Cunes
Sean Lopez

Marcelino Flores

- I. **Called to Order, Welcome:** Mark P. Vitale, MBA, Ph.D., Chair, 8:05 a.m.
- II. **12/11/2020 Annual Meeting:** Planning / Brainstorming for “Year in Review” Agenda Item. The Committee decided to scale down the original Zoom meeting idea and is now going to invite the recently retired Mr. Johnson, Economic Development Manager, Oro Valley, who will have 15 to 20 minutes to present.

Jim Mize said that Oro Valley residents are not really the clients of the One-Stop system and asked why isn't Huckelberry or Romero speaking.

Mark replied that Huckelberry and Romero did both speak at I\$O Conferences and the 12/11 meeting is supposed to be about inspiration and forward looking, and not so much past or current conditions.

Michael Guymon said that Johnson has also been and brings a wealth of information and what the WIB should be focusing on.

Danielle and Mark confirmed that only one WIB Spotlight will be done for the 12/11 WIB meeting and for the next couple of months.

Aric suggested that the December birthdays should be recognized.

Mark suggested that whatever the question for Roll Call is, the questions should be sent prior to the meetings.

Dan Sullivan will invite Ramon Valadez to say a few words.

Dr. Vaughn E. Croft will announce the Outstanding Youth and Employer of the Year Awards and he will read the nominations.

Mark's Chair Message will include the Year in Review that will include:

- Local Plan completed and submitted on time
- Successful Performance Measures negotiations
- New WIB Chair and WIB Committee Chairs
- I+O Conference
- Maintained WIB and WIB Committee Zoom meetings that were successful
- The One-Stop system continued to offer services such as offering online Employability Skills Workshop; none of the 11 buildings closed; the Hot Line; Homeless Prevention; Eviction Prevention
- Consolidation of Community E&T and Neighborhood Development and the appointment of the new Director Dan Sullivan

Marcelino Flores will provide visuals as needed.

Sean mentioned that grant funding is normally \$35 million and it raised up to \$84 million that includes utility assistance, rental assistance, homelessness, and other programs.

Jim Mize will provide highlights from the One-Stop partners.

Sean Lopez suggested to consider just the two comprehensive One-Stop Career Centers for a plaque or certificate of appreciation to post.

The Committee decided to design a certificate of appreciation and have the Executive Committee members sign the certificate and have one certificate created for each One-Stop staff person.

Aric suggested one framed certificate for each One-Stop Job Center.

Dan Sullivan suggested that an email could be sent to all staff from the WIB so emails will go to the staff at each Job Center.

III. 2021 Meetings' Format: Virtual platform, meeting structure, etc. Mark wants to transfer to Microsoft Teams starting in January 2021 and believes the WIB will need to continue to meet virtually through June 2021 because of the pandemic. Dan said he will look into a Zoom account and Anna noted in the Chat that "I am pretty sure Pima County IT already said "no" to purchasing Zoom for any Pima County use/department."

IV. Committee Updates: Mark reviewed the Workforce Innovation and Opportunity Act ("WIOA") Standing Committees requirements

(4) STANDING COMMITTEES.—

(A) IN GENERAL.—The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following:

(i) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.

(ii) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

(iii) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

(B) ADDITIONAL COMMITTEES.—The local board may designate standing committees in addition to the standing committees specified in subparagraph (A).

(C) DESIGNATION OF ENTITY.—Nothing in this paragraph shall be construed to prohibit the designation of an existing (as of the date of enactment of this Act) entity, such as an effective youth council, to fulfill the requirements of this paragraph as long as the entity meets the requirements of this paragraph.

All of the WIB Committees are the WIB's Standing Committees.

And this is the first LWDB Recertification process that the State is looking for boards to be in compliance in this area. See the LWDB Recert Checklist. :)

Committee agendas due to Anna two weeks prior to the meeting date and “cc” Mark P. Vitale and Dan Sullivan. WIB By-laws state: The Chair of each committee will, in consultation with the WIB Chair and CWD Director, set the agenda for committee meetings.

- A. Performance and Accountability – Brad McCormick reported that they met and discussed objectives for the next year. They are working on quarterly assignments and the MSG to be adopted. Next meeting may be in smaller groups on 12/16/2020. The joint meeting with the Planning Committee and agenda need to be determined.
- B. Planning – Michael Guymon shared the 5 goals during the 11/2020 meeting and plans to share the goals at every meeting until they are all met. Discussing about who is being trained and are they training in the right, in-demand areas. Next meeting is 12/17/2020.
- C. Board Development – Danielle Duarte reported that the Committee meets today at 3 p.m. and will continue to determine the WIB Spotlight. The 4th Thursday of the month was going to land on Christmas Eve so they are meeting today. They will be meeting on the 3rd Thursdays in 2021.
- D. Youth Council – Dr. Vaughn E. Croft reported that the 11/18 Youth Expo had 44 preregistered online attendees and 10 who were “walk ins.” RISE donated computers for the raffle and there were additional donated items that were used for door prizes. Their next meeting is 12/08/2020 and TMM will be a guest speaker even though their youth services program has ended.

E. RFP and Proposal Review

V. Local Workforce Development Board (“LWDB”) Recertification: Anna M. Cunes, Administrative Support Staff, Pima County WIB

A. Business Category

Karen Molina, Raytheon, to replace Willette C. Diggs

Jennifer Preston, Caterpillar, to replace Dot Kret

Irisbeth “Iris” Matheny, El Rio Health, to replace Cristina Castro-Harrington

Peter Loya, Director of Community & Government Relations, Campus Research Corporation, who works at Tech Parks Arizona, to replace Deron Johnson

Nils seeking a representative from Mitsubishi, to replace Jorge Rivero

Jorge Rivero, TANF/Equus Workforce Solutions, to only represent GECD TANF (remove this Business category rep if possible)

B. Workforce Category and Labor Organization Subcategory

Paul Stapleton-Smith, Pima Area Labor Federation (“PALF”), AFL-CIO, applying/requesting to represent International Alliance of Theatrical Stage Employees (“IATSE”) Local 336; and he is the PALF Delegate.

Trish Muir, Chair, PALF, applying to replace Paul Stapleton-Smith.

C. List the balance of the LWDB membership Category and Entities who represent local educational agencies Subcategory;

VACANT (Jan Leshner), Governmental, Economic and Community Development (GECD), to be replaced by Abra McAndrew, University of Arizona

D. List the remaining LWDB members Category; and Governmental, Economic, and Community Development (“GECD”) entities that represent transportation, housing, and public assistance programs

Jorge Rivero to only represent GECD TANF (not Business)

VI. Action Item: The Pima County WIB Executive Committee approves for the following *Requests for Appointment to the Pima County WIB Committees* as follows:

A. Performance and Accountability: Crispin Jeffrey-Franco, cmfranco@pima.edu

B. Youth Council: Robert Ramirez, r Ramirez@pima.edu

C. Request for Proposal and Proposal Review: Denise Kingman, dkingman1@pima.edu

Vaughn E. Croft motioned to approve; Michael Guymon seconded the motion; and all were in favor.

VII. Action Item: The Pima County WIB Executive Committee approves to forward the *Request for Appointment to the WIB* with a recommendation for appointment to the Pima County Board of Supervisors – no applications to review.

VIII. Action Item: To approve the 11/19/2020 WIB Executive Committee Monthly Meeting Minutes. Dr. Vaughn E. Croft motioned to approve; Michael Guymon seconded the motion; and all were in favor.

VIII. ARIZONA@WORK Pima County One-Stop Staff Report: Dan Sullivan, Pima County CWD reported that he is happy to serve with everyone and his priorities include is the best culture that we have is growing the culture and that we will focus on the people and how we serve them on what may be the worst day of their lives - whether laid off, a business closing, or a person facing homelessness. Doing the work with hear and looking at people holistically is good. We have a wonderful foundation and it's like a house with a good foundation and occasional renovation is needed. He would like to move forward with more online availability and leaders in the state and nationally. The One-Stop model began in Pima County and Dan wants it to be more innovative and for everyone to learn from our successes. Another priority will be the RFP processes, there are several partners working together but making different levels of wages, and Dan would like to boost morale. And we are a larger department now with the consolidation with CSET and CDNC and it's going to be good to work together and begin to stack services that are being provided. HUD grants and workforce grants will work better together with all the recourses on two sides. Dan's cell phone is 520-869-7390 and it's the best way to get in contact with him.

IX. ARIZONA@WORK Pima County One-Stop Operator Report: Jim Mize, SER-Jobs for Progress, Inc. reported that TAA is working with Boeing; IBEST judged top 10 Bellwether; January 25 of final awards.

X. Next Meeting: January 7, 2021 (Microsoft Teams) or January 28, 2021, 8 to 10 a.m.

XI. Adjourned: 10:05 a.m.