Virtual Zoom Meeting of the Pima County Workforce Investment Board ("WIB")
Board Development Committee

Thursday, January 7, 2021, 3 to 4 p.m.

Meeting Minutes

Members Present
Danielle Duarte, Chair  Marji Morris  
Chris Hazen-Molina  Lea Márquez Peterson  
Paul Stapleton-Smith  Bruce W. Grant  
Jorge Rivero  Mark P. Vitale, MBA, Ph.D.

Members Absent
Aric L. Meares  Frank J. Watts, Jr.

Guests Present
Marcelino Flores  Anna M. Cunes

I. Called to Order: Danielle Duarte, Chair, 3:05 p.m.

II. WIB Monthly Meeting 01/08/2021

A. Roll Call – Question to be asked and who will conduct Roll Call. Jorge Rivero will conduct Roll Call and the question will be What was your favorite food during the holidays?

B. Networking Breakout Rooms – 5-minute session and a question will be asked for all to discuss. The attendees will be split into six breakout rooms and there will be a host assigned to each group that will have approximately six WIB members and guests each.

C. 1-Minute Safety/Wellness Tip – Marji Morris will provide.

D. Recognize WIB Members Born in January 2021 – Danielle will create a slide and provide to Mark.

III. Action Item: To approve 12/03/2020 WIB Board Development Committee Monthly Meeting Minutes. Lea Márquez Peterson motioned to approve; Bruce W. Grant seconded the motion; and all were in favor.

IV. Six New WIB Members Appointed by Pima County Board of Supervisors on December 15, 2020

A. Business Category

2. Irisbeth “Iris” Matheny, Human Resources Generalist, El Rio Health - to replace Cristina Castro-Harrington – Chris Hazen-Molina

3. Peter Loya, Director of Community & Government Relations, Campus Research Corporation located at Tech Parks Arizona - to replace Deron Johnson – Danielle Duarte

B. Workforce Category and Labor Subcategory

1. Paul Stapleton-Smith, PALF Delegate, International Alliance of Theatrical Stage Employees (“IATSE”) Local 336 – representing new organization

2. Trish Muir, Chair, Pima Area Labor Federation (“PALF”) - to replace Fabian Sandez -

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

Abra McAndrew, University of Arizona - Access, Engagement, & Opportunity – to fill vacancy created by Jan Lesher, Economic and Community Development (“ECD”) Entity subcategory – but in the Higher Education subcategory – Lea Márquez Peterson will mentor Abra.

D. WIB Mentors assigned as follows:

Karen Molina – Chris Hazen-Molina  
Iris Matheny – Chris Hazen-Molina  
Peter Loya – Danielle Duarte  
Trish Muir – Danielle Duarte  
Abra McAndrew - Lea Márquez Peterson

E. Orientation(s) to be Scheduled in January 2021

F. List

V. Business Category Vacancy – Jennifer Preston, Caterpillar – to replace Dot Kret: Staff planning to place on Pima County Board of Supervisor’s 02/16/2021 Regular Meeting Agenda.

VI. Annual Goals

A. WIB By-laws
B. WIB Orientation – see item G. below
C. WIB Composition Requirements - maintain required composition with strategic recruitment - Right people, Right tools, Right information
D. Board Development Committee Goals and Vision 2020-2021 - Quality Jobs, Qualified Workers, Equipped Board Members

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 member

Revised Committee Description 12.14.2020: As of 07/01/2020, meets the 3rd Thursday of the month at 3 p.m. Location to be determined after the COVID-19 pandemic allows in
person meetings. 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.

E. WIB Meeting Engagement
   1. Agenda item that provides time to get to know each other – may be better to encourage at Committee meetings
   2. Encourage virtual participants to turn on cameras
   3. Distribute WIB Members Roster and Birth Month and Dates’ List – see attached list obtained during 12/11/2020 WIB monthly meeting
   4. Attendance - monitor and replace members as needed

F. Develop, Educate, and Retain Members with Orientation and Mentorship – first six new WIB members as of 12/15/2020
   1. Acronyms List – see attached
   2. On-going - Lunch and Learns; Virtual Tours of One-Stop Partners’ Facilities

VII. Next Meeting: January 21, 2021 and/or February 18, 2021, 3 to 4 p.m.

VIII. Adjourned: 4:02 p.m.