



QUALITY JOBS. QUALIFIED WORKERS.

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

**Thursday, January 28, 2021, 3 to 4 p.m.**

**Meeting Minutes**

**Members Present**

Danielle Duarte, Chair  
Chris Hazen-Molina  
Paul Stapleton-Smith  
Jorge Rivero

Marji Morris  
Lea Márquez Peterson  
Bruce W. Grant

**Members Absent**

Aric L. Meares  
Frank J. Watts, Jr.  
Mark P. Vitale, MBA, Ph.D.

**Guests Present**

Marcelino Flores  
Anna M. Cunes

**I. Called to Order:** Danielle Duarte Chair, 3:02 p.m.

A. Danielle reported about the Southern Arizonans who will have more opportunities to train for jobs in cybersecurity, manufacturing, and transportation, thanks to a \$4 million grant awarded to the Pima County Community & Workforce Development Department (“CWD”) from the U.S. Department of Labor. Marcelino helped to write the grant for this four-year *H-1B One Workforce Grants* award and will be shared with Cochise and Santa Cruz counties and be used to fund training coordinated through Pima County’s One-Stop system.

Marji mentioned that the H-1B is supposed to be led by employers.

Note from Anna: H-1B Specialty Occupations, DOD Cooperative Research and Development Project Workers, and Fashion Models - This nonimmigrant classification applies to people who wish to perform services in a specialty occupation, services of exceptional merit and ability relating to a Department of Defense (“DOD”) cooperative research and development project, or services as a fashion model of distinguished merit or ability.

B. Please enter your first and last name in the Chat and your org name. Thank you!

**II. Review 01/08/2020 WIB Monthly Meeting Feedback:** Chris commented that she liked the Breakout Sessions.

**III. Danielle asked everyone about their Mentoring session(s)**

A. Chris reported that she hasn’t had time to meet with her mentorees.

- B. Lea reported that she met with Abra McAndrew, University of Arizona, and shared as to why she has served on the WIB for so long and what she has gotten out of it.
- C. Danielle reported that she met with Trish Muir and Peter Loya and she asked them what the WIB mentoring should be/include and Danielle went through the WIB Committee descriptions with Trish.

Danielle asked the Committee if they might need to schedule an annual or bi-annual training so more in depth mentoring/training may happen with some of the WIB information.

Anna explained how WIB Orientations used to take place immediately following WIB monthly meetings.

Marcelino reported that the draft State Plan Executive Summary will be released in late February 2021 for local areas to review.

Paul Stapleton-Smith said he didn't receive any of the Orientation materials and he would like to.

Chris Hazen-Molina asked about the Shared Governance Agreement ("SGA") that Anna mentioned as being one of the important documents for new WIB members to be aware of and to be familiar with. Anna reminded the Committee that a link to the SGA was included in the Mentoring email that was sent to the Mentors on 01/11/2020.

Anna will provide the materials to the Board Development Committee.

### III. **WIB Monthly Meeting 02/08/2021**

- A. Roll Call** - Valentine's-related question to be asked "What is your favorite book?" and Marji Morris will conduct the Roll Call.
- B. 1-Minute Safety/Wellness Tip** - Marji Morris
- C. Recognize WIB Members Born in February**
- D. Networking Breakouts** - Should we can this something?
- E. Board Members Community Engagement** – accomplishments/promotions; and/or engaging in partnerships and initiatives in Pima County, working directly with partner agencies, and participating in grant-funded activities to support youth, veterans, and individuals with disabilities and other barriers.

Anna mentioned in the Chat: How about something around "We LOVE WIB members" - Mark may have love and hearts in his presentation and on the Zoom screens.

*The WIB LOVES all essential workers!* Was recommended by Paul.

Mark said he would like for the Board Development to come up with the highlight/topic whether related to attendance or engagement, and what you're recommending related to the COVID-19 is good.

If Barbra Coffee is available, she might be invited to present on the information presented during one of the City of Tucson Economic Initiatives virtual events.

Marji reported that TEP executives have been forced to utilize virtual technologies to conduct business and are appreciating the non-travel needs.

Another questions idea that was recommended *What's is the funniest image/background you have seen on a Zoom call – whether intentional or not?*

**IV. Business Category Vacancy** – Candidate needed to replace Dot Kret and Anna updated the Committee on the following Business category requirements and the current WIB Business representatives who are representing the WIB's six in-demand industry sectors:

Section A: LWDB members representing business in the Local Workforce Development Area (LWDA), must be the majority of the total Local Workforce Development Board (LWDB) membership. The LWDB Chair must be from the business representation. These members must:

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;
2. Must 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;
3. Must be appointed from among individuals nominated by local business organizations and business trade associations; and
4. At least two members must represent small business as defined by the US Small Business Administration.

(6) WIB Target Sectors 2020-2023	Number of WIB Members
(1) Aerospace and Defense-Manufacturing	2
(2) Health and Bioscience	5
(3) Emerging Technologies	3
(4) Logistics	0
(5) Natural and Renewable Resources	1
(6) Infrastructure-Construction	3

Marji said she spoke to Southwest Gas recently and they are still in the Energy Consortium with Southwest Gas and TEP.

Bruce suggested that someone should contact Michael Guymon and ask him about the person he may know and refer to represent the Logistics Industry Sector.

**V. 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
- E. Committee Description: 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.
- F. 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 with new members
4. Attendance - monitor and replace members as needed: Jaybee Nickelson

G. Develop, Educate, and Retain Members with Orientation and Mentorship – first six new WIB members as of 12/15/2020

1. Acronyms List – see attached, revised WIB Glossary of Terms and Acronyms
2. On-going - Lunch and Learns; Virtual Tours of One-Stop Partners' Facilities

**VI. Action Item:** To approve the 01/07/2021 WIB Board Development Committee Monthly Meeting "Meeting Minutes." Bruce W. Grant motioned to approve; Jorge Rivero seconded the motion; and all were in favor.

**VII. Next Meeting:** February 25, 2021, 3 to 4 p.m.

**VIII. Adjourned:** 4:07 p.m.