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

Wednesday, March 24, 2021, 8:30 a.m.

Microsoft Teams meeting

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Meeting Minutes

Members Present

Brad McCormick, Chair	Maria S. Sopher
Ginny Seltenright	Glenda Roark
Kari Hogan	Daphanie Conner
Michael Gates	Chuck Tiller
Crispin Jeffrey-Franco	Christopher McNamara

Members Absent

Jenifer Darland
Aric L. Meares, Past WIB Chair
Crispin Jeffrey-Franco
Mark P. Vitale
Peggy Castano

Guests Present

Anna M. Cunes	Marcelino Flores
Dalila Perez	Dan Sullivan
Charles Casey	Nils Urman

- I. **Called to Order:** Brad McCormick, Chair, 8:33 a.m. Brad welcomed and thanked attendees and mentioned that the Agenda was missing the Committee’s Goals (see Attachment A).
- II. **Action Item:** The Pima County Workforce Investment Board (“WIB”) Performance and Accountability Committee approves and recommends for the Pima County Procurement Department to competitively procure the Pima County One-Stop Operator (“OSO”) needed for the Local Workforce Development Area (“LWDA”), and to enter into the appropriate subcontract agreement.

The draft OSO Solicitation document was not available prior to today’s meeting so Brad asked Anna M. Cunes to explain the following:

- A. The Role of the Committee – the P&A Committee assists the WIB with issues relating to the ARIZONA@WORK Pima County One-Stop delivery system and this includes oversight of the development of Requests for Proposal (“RFP”) that involves WIOA funding.

The P&A Committee should understand the need for and the OSO Solicitation that includes:

- Pima County (“County”) will be soliciting proposals from qualified applicants, responsible and willing to provide OSO professional services in compliance with all solicitation specifications and requirements contained or referenced in the solicitation.
- County is seeking a professional service provider to serve as the Pima County OSO for the ARIZONA@WORK Pima County One-Stop Workforce Development and Delivery System (“One-Stop System”).
- The Workforce Innovation and Opportunity Act (“WIOA”) requires a OSO to serve as a liaison between the One-Stop System required partners and the Local Workforce Development Board (“LWDB”) known as the Pima County WIB.
- The OSO is needed to:
 - ✓ provide One-Stop System coordination;
 - ✓ continuous One-Stop System improvement;
 - ✓ coordinate cross-training for the required and other partners, and service providers; identify service gaps; and
 - ✓ create capacity building processes.

B. What Happens Next – Anna M. Cunes will complete the edits recommended by the Pima County Grants Management and Innovation Department (“GMI”) and email to the P&A Committee members for review.

C. Role When Reviewing RFP – “P&A” Committee will review the DRAFT OSO Solicitation and the following sections are the most important for review and approval. Other required sections are either County, state, or federal requirements and/or language.

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<u>EVALUATION & AWARD CRITERIA:</u>	page 5 of 24
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<u>EXHIBIT A: SCOPE OF SERVICES:</u>	page 22 of 24

D. Conflict of Interest – Selection of the OSO is a function of the LWDB, as stated in 20 CFR 379.370(l)(4), so unless there is a conflict of interest, sharing of the DRAFT OSO RFP solicitation with the LWDB or a committee, is permitted.

1. A conflict of interest arises *if* an individual who is a member of the LWDB has a financial or other interests in the entities applying to be the OSO. TEGL 15-16 and the *ARIZONA@WORK One-Stop Operator and Service Provider Selection Policy* (WAC Policy #4) requires the LWDB to maintain written standards of conduct (firewalls) regarding individual and organizational conflict of interest. The policy should require LWDB members to identify any and all interests, financial or other, and require the individuals to recuse themselves from matters related to procurement where such conflict of interest issue has been identified.

2. Please note WAC Policy #4 also includes the following:

"The LWDB must ensure that the procurement process is conducted in a manner that ensures full and open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, any organization that develops or drafts specifications, requirements, statements of work, or invitations for bids or requests for proposals, or manages or conducts the competition for a one-stop operator or service provider must be excluded from competing for such procurements. (2 CFR 200.319 a)."

3. Anna is working with the Pima County Procurement Department, on behalf of the WIB, and not the CWD, to ensure that the WIB is in compliance with the WAC Policy #4. Anna has been under the Pima County Economic Development Department since 07/01/2020 to also ensure that the WIB is in compliance.
4. Committee members and guests who have not provided a signed Conflict of Interest form, are asked to do so on or before Friday, 04/02/2021 if possible. Email to anna.cunes@pima.gov or U.S. mail to Kino Service Center, ATTN: Anna M. Cunes, 3rd Floor, Administrative Support Staff, Pima County Workforce Investment Board ("WIB").

Anna also provided the following updates:

OSO Solicitation for Proposers

Pima County GMI determination: Subrecipient Agreement
Open, Competitive Process: ZoomGrants™ and must follow 2 CFR §200.332
Release Date and Closing Date: To be determined based on P&A Committee approval to move forward; and the Pima County Procurement Department's schedule and workload.

Evaluation Panel: Frank Grijalva, Chair, WIB RFP Committee + 4 CWD staff

Timeline example:

OSO Solicitation approved: Wednesday, 03/31/2020, 8:30 a.m.
Anna orders Public Notice ad: Wednesday, 03/31/2020, 1:30 p.m. deadline for 04/02/2021 ad
Daily Territorial Public Notice ad: Friday, 04/02/2021
Solicitation Release Date: Friday, 04/02/2021
Solicitation Closing Date: Friday, 04/30/2021

Specialized Professional Staffing Request for Proposal ("RFP")

Pima County GMI determination: Contractor Agreement
Open, Competitive Process: Pima County Procurement Department and must follow PC Procurement Procedures
Release Date: Friday, 04/09/2021 - tentative
Closing Date: Friday, 05/07/2021 - tentative
Evaluation Panel: Margaret A. Higgins, PhD., MBA, Member, WIB RFP Committee + 4 CWD Staff

The Committee agreed to not approve the Action Item today and will review the DRAFT OSO Solicitation prior to the next meeting scheduled for Wednesday, 03/31/2021, 8:30 a.m.

Committee will submit comments or questions to McCormick.Brad@jobcorps.org and anna.cunes@pima.gov, on or before Tuesday, 03/30/2021, at 2 p.m.

Any comments and questions will be addressed during the 03/31/2021 meeting.

Maria Sopher said she has no questions - very clear what we have to accomplish - timeline good and date works for next meeting.

Ginny Seltenright said she is not available at that time next week and will send comments to Brad.

III. Pima County Title I-B “Adult On-the-Job Training Program Measurable Skill Gains”:

Brad McCormick, Fred G. Acosta Job Corps, congratulated everyone for assisting with creating the Adult OTJ MSG guidelines.

IV. WIB Function - Program Oversight: Workforce Innovation and Opportunity Act Pima County Title 1-B Program Year 2020 Performance Report 02.19.2021, Michael Gates, Dislocated Worker Program Manager, ARIZONA@WORK Pima County One-Stop.

Brad thanked Michael Gates for attending today’s meeting and said that Michael Guymon, Chair, WIB “Planning Committee” asked Brad if the P&A Committee could present information about the performance measures. Both Committees had rescheduled their March monthly meetings, so during today’s WIB “Planning Committee” at 9:30 a.m., Michael Gates will also explain and present the performance measures and P&A Committee members and guests are welcome to attend this combined/joint meeting for a presentation on performance measures. This presentation request aligns with one of the P&A Committee’s goals on Performance Reporting.

The “Planning Committee” is wanting to obtain specific measures related to a specific Career Pathway training program to help identify areas where the WIB is not seeing productive outcomes from the participants for placement into a training match, wage, etc. Brad will work with CWD staff to try and obtain this data.

Michael reviewed the Report with the attendees and explained how and when data is received for each performance measure, along with the definitions for the performance measures.

V. ARIZONA@WORK Pima County One-Stop Staff Report: Dan Sullivan, Director, Pima County Community & Workforce Development Department. Dan was invited by Brad to present information about his vision and/or how the Committee will continue to partner with CWD and the One-Stop System and provide any areas of support and leveraging. Dan had to leave for another meeting, so Brad will invite Dan to provide his presentation to help the committee to understand their role and partnership at the April meeting.

Notes from Anna: Performance & Accountability (“P&A”) Committee:

- ✓ Reviews/oversees and reports on all WIOA One-Stop System service providers’ (contracted organizations that provide direct career services) Performance, and the Required and Other Partners’ Performance – Committee does this by reviewing monthly reports provided in meeting packets.

- ✓ Oversees the development of Requests for Proposal (“RFP”) – administrative support staff manages process for the WIB.
- ✓ Reviews/evaluates Eligible Training Provider List (“ETPL”) requests – new requests should be provided by CWD staff.
- ✓ Oversees the Eligible Training Provider’s (“ETP’s”) Performance – fairly new and should be a monthly report.
- ✓ Ensures physical access to the services, programs, and activities of the One-Stop delivery system – upcoming Job Centers’ Certification process could be a good activity for Committee to fulfill this role/responsibility.
- ✓ Ensure appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for individuals with disabilities – may need to address this more.

VI. Action Item: To approve the 02/17/2021 WIB Performance and Accountability Committee Monthly Meeting Minutes. Kari Hogan motioned to approve; Maria S. Sopher seconded the motion; and all were in favor.

VII. Next Meeting: **March 31, 2021, 8:30 a.m.** and **April 21, 2021, 8:30 a.m.**

VIII. Adjourned: 9:30 a.m.