



QUALITY JOBS. QUALIFIED WORKERS.

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

Wednesday, April 21, 2021

Join on computer or mobile app: [Click here to join the meeting](#)

Or call in (audio access only): +1 213-279-1657

Phone Conference ID: 641 566 295#

Meeting Minutes

Members Present

Brad McCormick, Chair
Michael Gates
Crispin M. Jeffrey-Franco
Christopher McNamara
Glenda Roark
Maria S. Sopher
Ginny A. Seltentright

Members Absent

Kari Hogan
Daphanie Conner
Mark P. Vitale
Aric L. Meares, Past WIB Chair
Peggy Castano
Jenifer Darland

Guests Present

Dalila Perez
Charles Casey
Dan Sullivan
Marcelino Flores
Anna M. Cunes
Gabe Loyola
Sean Lopez

- I. **Called to Order:** Brad McCormick, Chair, 8:35 a.m.
- II. **Title I-B Measurable Skill Gains (“MSG”) Performance Measure** – Define additional methods to record an MSG for Credential and Coursework Measures. Brad reported that the state has reignited this initiative and they and local areas will continue to work on it.
- III. **Performance and Accountability Committee “2021 Oversight Goals”:**
 - A. Performance Reporting for Workforce Development Activities – monthly report for All Partners to be continued and reviewed for any improvement needs.
 - B. Fiscal Reporting to ensure the appropriate use and management of the funds provided under Title I-B for activities and system - Sean Lopez, Administrative Services Manager – Senior, Pima County Community & Workforce Development Department (“CWD”), reported on the following:
 1. WIOA spending reflects cumulative accrued expenditure of total funds available and reported during a particular program year. States are authorized three years to obligate and expend WIOA funds; therefore, in WIOA Spending

Summaries, total funds available in a program year (“PY”) include unexpended carry-in plus new availability.

Charles Casey confirmed that what Sean Lopez explained is correct.

2. Note from Anna: The U.S. DOL ETA requires grantees to report accrued expenditures. Accrued expenditures, as defined in 2 CFR 200.34, means charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefits.

In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made.

- C. One-Stop Highlights and Successes – need to determine how to determine and recognize deserving and outstanding One-Stop staff.

IV. ARIZONA@WORK Pima County One-Stop Partners’ Monthly Reports – Title I-B, Required Core Program Partners, Required Other Partners, and Optional Additional Partners: Dalila Perez, Program Coordinator, Pima County CWD

Dalila reviewed the WIOA Title I-B Report and mentioned that the One-stop is lacking in the MSG performance measure for the Adult and Dislocated Worker (“DW”) programs. Dan Sullivan and Michael Guymon confirmed that Michael is meeting with the WDS career planning staff during the week of 04/26/2021 so staff may read the revised guidelines and be aware that the MSG data must be entered in AJC and be aware that the MSG is no longer a baseline measure.

V. ARIZONA@WORK Pima County One-Stop Administrative Entity Report: Dan Sullivan, Director, Pima County CWD, mentioned that the Staffing RFP is being reviewed by the Pima County Procurement Department. Dan would like to invite a Pima County Procurement Department representative to present information about the RFP process to the P&A Committee. CWD staff have been meeting with Pima County IT staff to help get the database needed because the process may involve an RFP process. Dan also recommended that the IT should present to the P&A Committee, Technology Task Force, and/or the WIB Executive Committee.

VI. Pima County WIB Administrative Support Staff Report: Anna M. Cunes, Administrative Support Specialist – Senior, Pima County Economic Development Department, reported on the following:

- A. Local Workforce Development Board (“LWDB”) Recertification Checklists - Committees when I started the process but would love for members to read and pay close attention. It’s my way of making it look like, and having documented in meeting minutes, that the WIB was involved, understands it, and completed this required activity. You have presented it previously but agree it should be discussed either bi annually or quarterly. I think we reviewed this in the fall. But we also should have at least 1 committee member represented on the recertification review team. Maybe that is our focus for action on this item.

B. Job Center Certification process -

- ✓ Assessments due to DES and OEO on 07/01/2021;
- ✓ WAC Performance Excellence Committee (“PEC”) will review 07/27/2021;
- ✓ WAC will review/approve 09/08/2021;
- ✓ Mark asked WIB members to contact me if they were interested in serving on the Assessment Team(s); and
- ✓ I will start scheduling the Assessment Teams very soon because it will probably take May and June to complete the site visits.

VII. Action Item: To approve the 03/31/2021 WIB Performance and Accountability Committee Monthly Meeting Minutes. Maria S. Sopher motioned to approve; Ginny A. Seldenright seconded the motion; and all were in favor.

VIII. Next Meeting: May 19, 2021, 8:30 a.m.

IX. Adjourned: 9:52 a.m.