



QUALITY JOBS. QUALIFIED WORKERS.

Meeting of the Pima County Workforce Investment Board (“WIB”)

Performance and Accountability (“P&A”) Committee

Wednesday, June 16, 2021, 8:30 a.m.

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Meeting ID: 377 256 417#

Meeting Minutes

Members Present

Brad McCormick, Chair	Glenda Roark
Michael Gates	Kari Hogan
Maria S. Sopher	Glenda Roark
Ginny Seldenright	Crispin Jeffrey-Franco

Members Absent

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

Guests Present

Anna M. Cunes	Dan Sullivan
Charles Casey	Marcelino Flores
Dalila Perez	Cassie Lundin
Sean Lopez	Nils Urman

I. **Called to Order:** Brad McCormick, Chair, 8:34 a.m.

II. **ARIZONA@WORK Pima County One-Stop Staff Report** – Dan Sullivan, Director, Pima County Community & Workforce Development Department (“CWD”), reported that CWD is getting ready to move forward with workforce activities that are supported by the federal government and that will impact the One-Stop system. There has been a focus on eviction prevention and now the County is getting back to a workforce focus.

The CWD budget will be approximately 49 million dollars which includes the contracted employees. This includes the planned federal funds.

In regards to the Shared Governance Agreement (“SGA”), CWD is making sure that firewalls are in place and Andy Flagg, CWD Operations Division Director, reviewed the SGA and determined that having three Division Directors is helpful. Also, it’s appropriate for the LWDB staff to report to Andy.

The direct career services and providers will report to Nils Urman, CWD Workforce & Education Division Director.

CWD is working on a scope of work with the Pima County IT Department for a database information system that the One-Stop and other staff and clients may be able to utilize and record workforce and other programs' information. The goal is to have the scope/system in place or usable at the beginning of the 2021-2022 fiscal year.

III. WIB and Pima County Procurement Request for Proposal ("RFP") and Other Competitive Selection Processes: Sean M. Lopez, Administrative Services Manager Senior, CWD

- A. Selecting a One-Stop Operator and the Direct Service Providers for Title I-B Adult, Dislocated Worker, and Youth workforce investment activities – Dan reported that the process has begun and staff must determine a subrecipient vs. contractor. A subrecipient will design a program and operate it. A contractor will do the work and represent the program/department. After consulting with the Pima County Procurement Department and the Grants Management and Innovation Department ("GMI"), CWD is going to be seeking multiple contractors that will be on one master agreement ("MA"). This allows for one source/list of contractors that can be utilized for services. The current contracts will be extended for six months to give CWD time to complete the process for the MA that will have a five-year life span.
- B. Awarding grants and contracts on a competitive basis – Sean reported that staff is working on the MA and it's currently in the Procurement Department for review. The job descriptions are fairly generic so they may be used for multiple positions and funding sources. Cassie Lundin and the Quality Assurance Unit are developing a new CWD Procurement Policy for the CWD to use for guidance. The MA with contractors will help not only the WIOA programs, but the homeless and other programs. CWD has completed their portion of the RFP for the service providers and we are waiting to hear back from the Pima County Procurement Department.

Brad asked what is the difference between the One-Stop Operator vs. the One-Stop providers. Sean explained that the subrecipient, such as the One-Stop Operator, these RFPs are developed and administered by CWD in partnership with the GMI. Procurement handles the contractor RFPs.

IV. Performance and Accountability Committee "2021 Program Oversight Goals"

- A. Goal 1 - Performance Oversight and Reporting on Workforce Development Activities: ARIZONA@WORK One-Stop Partners Monthly Report **Workgroup update:** Charles Casey, Workgroup Lead, Pima County Retiree, recommended that the All Partners' Report should reflect/focus the WIB's 6 Target Industry Sectors and the Target Occupations so the WIB may track and confirm that all local workforce activities are benefitting the local community.
- B. Goal 2 - Fiscal Reporting and ensuring appropriate use and management of Title I-B funds provided for the Workforce Development Activities and the One-Stop system. Brad

reported that Dan Sullivan and Sean Lopez have provided good information to the Committee and the WIB members were glad to have seen the information.

C. Goal 3 - One-Stop Highlights and Successes. Brad wants the Committee to recognize One-Stop staff and would like some guidance from Dan Sullivan.

V. **ARIZONA@WORK Pima County One-Stop Monthly Reports:** Brad McCormick asked everyone to please be sure and review the Reports.

VI. **Next Meeting:** July 21 and August 18, 2021, 8:30 a.m.

VII. **Adjourned:** 9:34 a.m.