



QUALITY JOBS. QUALIFIED WORKERS.

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

Thursday, September 23, 2021, 8am to 10am

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Phone Conference ID: 261 893 758#

<b>Members Present</b>	Dr. Mark Vitale	Michael Guymon
Aric Meares	Danielle Duarte	Vaughn Croft
Brad McCormick	Frank Grijalva	
<b>Guests Present</b>	Gabe Loyola	Daniel Sullivan
Sean Lopez	Anna Cunes	Jim Mize

### Minutes

- I. **Call to Order and Welcome:** Dr. Mark Vitale, MBA, PhD. Chair, 8:03am
- II. **Action Item:** to approve Special Meeting Minutes from September 7, 2021, Motioned: Vaughn Croft. Second: Aric Meares. (7-0 approved)
- III. **Standing Committee Updates:**  
Board Development – Danielle provided updates on the BD committee. WIB Contact form, email sent out for actively recruiting members. Would like to add a slide to the monthly meeting on where they can send people if they are interested in participating in the WIB. Colline Sanchez, Mark recruited and are still pending her application. Magdalena with YWCA. Annual meeting taskforce Dr Dore did commit to being on the task force. Danielle suggested that she and Mark reach out and contact the members identified by the EC. Cassie can send follow up email.

Per Aric – Osmond Optics will be invited to participate on the WIB and will reach out to her tomorrow. Aric will recommend her. Alex Rodriguez wanted to suggest Karla Morales who is running the AZ Tech Council.

WIB Orientation this afternoon, members if available are able to present on their respective committee slide



Youth Council – Vaughn provided the EC with an update on youth council activities. This year the council has been having presenters of youth serving local agencies that have been presenting at the council. This month we had the topic of youth mental health and mental health development as presented by Pima County Health Department. Available and free to organizations that follows national model and best practices. Working on the next presenter for October meeting.

Performance and Accountability – Brad provided an update to the EC. Performance metrics is being reviewed and will share with the full WIB to review. Joining all partners to ensure that the reporting systems will work. Ensure that the board and the community understand the performance metrics. Hopefully will have the final product in next month's meeting. Utilizing a spreadsheet and google doc that is simple and accessible across all partners.

Planning – Michael provided an update on the planning committee. Top 15 occupations within the one stop system. The committee did not meet last week as there was not a quorum. Committee rescheduled for September 29<sup>th</sup>. Review of average time of training, training providers for occupations, cost estimates for each occupation. Goal #4 of planning committee that address the supply and demand in the marketplace. A little concerned in some areas and will be talking that through and try to bump up other areas. Very interesting and very important work.

RFP Committee – Mark reviewed the historical significance for the other committee. And now that OSO RFP is complete. The notice went out that the special committee is no longer in existence and he thanked Frank Grijalva for his involvement on the team and stated that as the standing committee is no longer in effect that he will continue to participate as a WIB member and he is more than welcome to continue to participate on the committee.

- IV. **Discuss:** Division Manager, Unclassified WIB full time employee hiring process – position was approved at WIB meeting in September. Should open by Friday at the latest. Sending text regarding qualifications. Process: the position is opened for two weeks. Since unclassified HR does the minimum qualifications and preferred qualifications. Based on number of applicants over a certain score, then assemble an interview committee, diversity, and EO representative. Then choose to do a second round of interviews. Hopefully closing and hiring over the next three weeks. Dan will check with HR to see if

they are able to participate in the SMEED process with the county. Panel interview: no more than five total. 2/3 split between WIB and County reps.

WIB Representatives: Danielle Duarte, (Lea Marquez Peterson may be good representative), (Chris Hazen Molina was also suggested), (Alex Horvath also suggested), (Karen King was also suggested) – Next steps reach out to them and see if they are available to be on the panel interviews. 3 for sure and 2 as backups. (Cassie send the email to see if they are interested)

CWD: Dan will identify who will sit on the panel for the first interview. Per Mark Andy and Housing side would be good and possibly GMI.

County EO representative

Final/Second Interview: Per Mark would like at least 4 candidates on the second interview. Dan, Andy, Mark and Brad – these would not participate in interview panel

- V. **Discuss:** Annual Meeting, December 10, 2021 – Dr Dore did agree to be on the annual planning committee. Cassie will send another email to the group to see if they are willing to be part of the committee.

What can the EC do to provide structure to the team?

Virtual format

Vision: A year in review – WIB Annual Report, part of meeting similar to a conference style with break out rooms and invite all of the partners to host a breakout session regarding their year in review, sessions would be recorded and they can be reviewed at a later date, Youth and Employer of the year and will start getting nominations in November

Board of Supervisor representation and remarks

Funds allocated to the annual meeting discussion – sending promotional materials to WIB and guests for items. Items sent to members ahead of the meeting and recognizing some of the partners and other staff.

Jim discussed breakout sessions as being an issue since there are several partners

Add partners in the annual report and share as a way to showcase all WIOA for the BOS and the measured impact we have had throughout the year

Engage PC Communications with press release and even as an interest section and getting some videos and stories out digitally

Keynote speaker's discussion: breakout sessions aren't always best solution in a large virtual session. Vaughn suggest George Hammond regarding labor forecaster

Strategy ideas: versatility in service delivery

Jim shared that at a state level positive comments have been shared regarding virtual outreach and service delivery continuation of services throughout the health pandemic.

Business outreach activities at a state level and they are having issues recruiting individuals

for open positions. Jim also suggested to identify challenges with recruitment and number of individuals seeking services at one stop locations.

Mark also shared that childcare is another issue of individuals not returning to work as another factor that is in play

Gabe suggested that the focus be again in the business community and business members do not have a lot of time. Nimble and flexible is great but also want to know about the workforce and new recruits that are coming in. Pima county already has all of the additional supports in place for the workforce to be successful. From housing, childcare and eviction prevention services.

Michael agreed with Jim about identifying success and challenges that exists. Also suggested that employers talk about the challenges so we have a better idea about what they are facing in hiring and retention so WIB is positioned to assist. Asking high-level employers to come in to discuss the challenges that they are facing. Have current WIB members discuss their challenges – asking current board members to discuss the challenges and opportunities they have in the next year

Frank shared that breakout sessions have been successful and depending on the numbers of the group would recommend smaller breakout sessions and who is participating in them. Highlighting what has been done and awards and future where are we going

Mark discuss a future forward. What are the top five things that will get us excited about what is coming up (sizzle reel) planning committee and plan modifications to present some strategies that will get people excited about what we have done and where we are going?

Aric recommends that keynote speakers would be best if they are outside of the political arena, good content, universities maybe, or even from business to be more inclusive of the spectrum of beliefs across the community

Danielle shared that Pipeline AZ was shared as a potential speaker, virtual meetings where gift cards have been given to attendees that they come in and pick up. Highlighting our mission and have some really thoughtful questions to help guide the breakout sessions that they can bring out to the committees and share during January wrap up.

Opportunity as a panel discussion with various leaders to share ideas and issues within the business community.

Cassie will share the framework that was discussed during the committee meeting add Mark to the annual meeting taskforce

- VI. Discuss:** October 8, 2021 Workforce Development Board Meeting – Standing Committee Reports  
November – CWD report  
December - OSO Report



Jan Standing Committee – suggested less time

Agenda: meeting minutes, standing committee reports, job report, birthdays, roll call:  
Danielle will coordinate with Cassie and question- What is your childhood favorite candy?  
action item: by-laws, if not time sensitive will need to have policy coming to EC then full  
WIB, C2C United Way to raise awareness of the collaboration as a presentation/speaker,  
Pipeline initiative that also want to present to the WIB, Tucson Indian center report 10  
minutes or wait, 7:30 to 9am

- VII. **Call to Public:** No announcements.
- VIII. **Next Executive Committee Meeting,** October 28, 2021
- IX. **Adjourn,** motioned Vaughn, second say none adjourned 9:59am

DRAFT