



QUALITY JOBS. QUALIFIED WORKERS.

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

Pursuant to A.R.S. § 38-431.02(D), notice is hereby given to the members of the Pima County WIB Executive Committee and to the general public that the Executive Committee will hold a special *virtual* meeting open to the public on

**Monday, August 9, 2021, 9am**

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

Or call in (audio only) [+1 213-279-1657,,653602315#](#) United States, Los Angeles

Phone Conference ID: [653 602 315#](#)

**Minutes**

**Members Present**

Mark Vitale  
Brad McCormick  
Vaughn Croft  
Danielle Duarte

Michael Guymon  
Frank Grijalva  
Aric Meares

**Members Absent**

None

**Guests Present**

Dr. Francisco Garcia  
Aric Meares  
Daniel Sullivan  
Anna Cunes  
Cassie Lundin

**Agenda**

- I. **Call to Order and Welcome:** Dr. Mark Vitale, MBA, PhD. Chair, Meeting called to order 9:00am; EC members identified, quorum present
- II. **Discussion:** The revisions to the Pima County Board of Supervisors, Chair and Workforce Investment Board Shared Governance Agreement and WIOA Organizational Chart pursuant to Workforce Arizona Council, Quality Control Technical Assistance as given on July 27, 2021 regarding Workforce Investment Board recertification for the Local Workforce Development Area (LWDA) Pima County

Mark Vitale reviewed the initial concern regarding the organizational chart as it aligns with SGA.

Vaughn Croft question WIB Director isn't that Dan Sullivan? Mark Vitale addressed difference between WIB Director and CWD Director. WIB Director (interim) is Cassie Lundin and Dan Sullivan is the CWD Director. Cassie Lundin filling in as interim until the position that was approved is open and hopefully WIB can select from large applicant pool.

Frank Grijalva questioned that due to the state being picky about documents and supporting documents concern about WIB only approved the WIB Director as program manager and not as Division Manager. Dan Sullivan discussed that program manager and division manager are very similar to matching as the WIB Director due to job duties and functions. Frank Grijalva addressed the concern that the WIB Director not program manager approved for position so that it is approved and the WIB approves in the minutes. Mark Vitale agreed with the points and stated that there has been no discussion at all regarding actual titles or what is being put in place. Per Mark Vitale stated that the state wasn't concerned with the county job title but rather who is identified as performing the job duties. Mark Vitale also stated that the WIB approved staff support regarding the two staff positions within the WIB which will allow some flexibility. Mark Vitale stated that the EC could address it at the next regular meeting to



approve the specific position. Frank Grijalva concerned that position titles had changed versus what has been approved. Mark Vitale clarified that the budget was approved, but that there wasn't a specific role approved. Cassie Lundin read the meeting minutes regarding specific language regarding the WIB Director, "WIB Director was approved as Program Manager position description in 2017. The position was advertised to the public on 2/16/2018 and has not been filled as of 3/30/2020." (EC Meeting Minutes 1/7/2021) Mark Vitale then suggested that remove the manager title on the org chart and simply state WIB Director (interim). Aric Meares suggested that titles can be moved around, and therefore titles aren't necessary as we are self-creating on the org chart rather than official HR titles through the county. At this time, we have minutes regarding the title, discussion, and budget that will show the evolution of the title. Per Dan Sullivan, explained that there isn't much of a difference between the program manager or division manager title, however that the division manager title will probably move forward. Per Brad McCormick at this time remove the title and keep WIB Director so that we meet the certification guidelines and that the EC meet again to address the title concern regarding the specific County title. Mark Vitale stated that the WIB approved WIOA dollars as administered through the County. Brad McCormick clarified the structure that the state is requesting and what specifics have been approved. Mark Vitale asked the group if they could leave the title on the organizational chart as WIB Director and then place on August 26<sup>th</sup> meeting to discuss and approve specific title to this position. Michael Guymon stated that he agreed to identify the WIB Director on the org chart and remove the title. Per Mark Vitale stated that technically we didn't need an org chart but it is used to demonstrate the SGA. Per Aric add an asterisk stating that position titles may change. Per Frank Grijalva per his experience with DOL concerned that we do not have support showing that the title was specifically approved. Mark Vitale asked that since WIB Director role was approved that the committee remove the title entirely just to leave as "WIB Director".

Mark Vitale moved on to the SGA asked the members if they had a chance to review the SGA before the meeting. Members stated that they did and were able to review the changes as highlighted as the revision. Mark Vitale opened to the membership any discussion. No additional discussion.

- III. **Action Item:** To approve the necessary revisions to the Shared Governance Agreement and Organizational Chart to submit to the state for WIB Recertification. Motion: Vaughn Croft; Second: Danielle Duarte; Vote 7-0; Approved SGA and organizational chart as revised per discussion.
- IV. **Call to Public:** Mark Vitale stated that the job title discussion and action item will be on August 26<sup>th</sup> meeting. Mark Vitale reminded the standing committee chairs to provide updates at the regular meeting this Friday; If chairs have a slide please get to Mark Vitale no later than Wednesday by close of business so he can include; Each chair will get 5-7 minutes. Vaughn Croft questioned with new role if Dan Sullivan will continue giving the CWD Director report, Dan Sullivan stated that is the plan and he is looking forward to it. Mark Vitale explained that due to the organizational chart boxes how they align with what the state and federal levels require but Dan Sullivan will continue to report as CWD Director.
- V. **Next Executive Committee Meeting, August 26, 2021**
- VI. **Adjourn:** Motion: Vaughn Croft. Second: Frank Grijalva. adjourned 9:35am