



QUALITY JOBS. QUALIFIED WORKERS.

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

**Thursday, January 7, 2021, 8 to 10 a.m.**

**Meeting Minutes**

**Members Present**

Mark P. Vitale, MBA, Ph.D.      Michael Guymon  
Aric L. Meares                      Danielle Duarte  
Dr. Vaughn E. Croft                Brad McCormick  
Frank Grijalva

**Members Absent**

None

**Guests Present**

Anna M. Cunes                      Marcelino Flores  
Jim Mize                                Dan Sullivan  
Sean Lopez

**I. Called to Order, Welcome:** Mark P. Vitale, MBA, Ph.D., Chair, 8:03 a.m.

**II. Action Item:** To review and approve the WIB Budget 2021-2022; approve to forward to the WIB with a recommendation for approval; and approve to include as an action item on the 01/08/2021 WIB monthly meeting agenda.

The Committee reviewed and revised the draft WIB Budget 2021-2022:

3.6. Budget and Approval. In accordance with WIOA section 107(d)(12)(A), develop WIB budget and obtain approval from the BOS Chair for the purpose of carrying out the duties and activities of the WIB that are consistent with the Plan and Plan Modifications and the duties of the WIB. This does not include the local operation or administrative budgets.

3.6.1. The WIB’s process for obtaining the BOS Chair approval includes following Federal, State, and local procurement laws, regulations, and policies.

3.6.2. Pima County is the fiscal agent. The BOS Chair has delegated financial activities to the County Administrator who has delegated the duties and activities to the CSET Director and the Pima County Community Services, Employment and Training Department (“CSET”).

Aric asked and Dan and Anna confirmed that the numbers are the same or very close to the 2018 Budget which was the last one to be approved by the WIB, and 2019 and 2020.

i. Local fiscal agent (See 20 CFR 679.420 for functions); Pima County

ii. LWDB Director and other LWDB staff (20 CFR § 679.400 for roles);

Discussion and action can occur on any agenda item.

**AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.**

*Please call 520-724-6766 (48 hours in advance) to make arrangements.*

Under the WIOA § 679.400, the Local Workforce Development Board (“LWDB”) may hire LWDB staff.

WIOA § 107(f) grants LWDBs authority to hire a director and other staff to assist in carrying out the functions of the LWDB and Pima County staff does assist the Pima County WIB with fulfilling the required functions described in WIOA § 107(d).

The WIB has established and applied a set of qualifications for the position of director that ensures the individual selected has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in carrying out the functions of the WIB.

- (3) The WIB director and staff are subject to the limitations on the payment of salary and bonuses as described in WIOA § 194(15).

The Pima County WIB approved to hire a WIB Director and approved the Pima County Program Manager position description in 2017. The position was advertised to the public on 02/16/18 and has not been filled as of 03/30/2020. The Special Staff Assistant – Senior and Administrative Support Specialist – Senior, Pima County CWD, provide support services to the LWDB to jointly carry out the WIB Director roles and responsibilities to assist with meeting the required functions of the LWDB. As of 04/07/2020, Pima County CWD will need to reallocate another Position Control Number for the WIB Director position. This will not be done in the 2019-2020 fiscal year due to a moratorium on hiring. Recruitment efforts are scheduled for completion during the 2020-2021 fiscal year.

Dan said the CWD is currently in a budget process and will provide past budget information to the WIB.

Mark mentioned that the space allocation of office space 2017 Budget vs 2021 Budget so if a Director is added, the number would increase. If no Director, the numbers would decrease.

Note: WIB By-laws state - H. Compensation: Members are not entitled to compensation or to reimbursement for travel expenses for duties performed for the WIB.

Aric asked when the position(s) need to be filled and/or the Budget approved.

Aric asked about the Director’s job description and Anna replied that the WIB Director roles and responsibilities is to assist with meeting the required functions of the LWDB. Mark also reviewed the Pima County Program Manager job description.

The WIB Director roles and responsibilities is to assist with meeting the required functions of the LWDB. It's what I have been doing.

Vaughn asked what is the fiscal year and do funds get carried over. Dan replied that the Fiscal Year is 07/01 to 06/30 of each year and the funds are for 3 years and not carried over.

The allocations from the State to the 12 local areas takes a lot of data into consideration when calculating the disbursements.

Michael agrees with Aric to add the Director position now and if the WIB does not hire the position, at least the position is there if/when needed.

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Danielle agrees to move forward and to include the Director position in the Budget and to work on the job description.

Vaughn also agrees to add the Director position so it's in the Budget.

If the Admin Support Staff person listed on the WIB Budget is the Program Manager – the dollar figure would be \$54,600 per year at the \$26.25 rate per hour.

The Admin Support Specialist - Senrio position comes out to \$35,755.20 per year at the \$17.19 rate per hour.

The Committee agreed to use the middle pay rate.

Danielle asked if the WIB Budget needs to consider annual raises and Anna replied that the County doesn't normally give annual raises.

Sean Lopez suggested that the in person meetings should not be planned on until 01/01/2022.

The WIB Executive Committee approved the final WIB Budget 2021-2022. Frank Grijalva motioned to approve; Michael Guymon seconded the motion; and all were in favor.

- III. Action Item:** To review and approve the *Request for Appointment to the Pima County WIB* from Jennifer Preston, Caterpillar; and forward to the Pima County Board of Supervisors with a recommendation for appointment, in an effort to meet the Local Workforce Development Board (“LWDB”) Recertification 2020-2021 compliance requirements. If approved, Jennifer will fill the vacancy created by Dot Kret and meet the Recertification requirements. Michael Guymon motioned to approve; Aric L. Meares seconded the motion; and all were in favor.

Frank Grijalva suggested to not vote until Jennifer's WIB Application packet is received.

Danielle Duarte asked what the process is and Anna confirmed that the WIB does normally have candidates first reviewed by the WIB Board Development Committee, forwards to the WIB Executive Committee, and then staff forwards to the Pima County Board of Supervisors (“BOS”) who completes and confirms the official appointment.

The WIB procedures are not specific so in order to fill vacancies; the candidates are being reviewed at the WIB Board Development Committee meetings and/or the WIB Executive Committee meetings.

If anyone has another business representative who they want to recommend and recruit - please do. It is very common for several candidates to postpone or take time to submit their WIB packet. I ask the same questions about too busy vs not enough time for a 5 minute application.

Michael and Aric both withdrew their motions to approve and the Committee will consider Jennifer at a future meeting if she submits a WIB Application packet.

- IV. Action Item:** To review and approve the *Request for Appointment to the Pima County WIB Planning Committee and the WIB Youth Council* from Aaron Ball, Ed.D., Director, College & Career Pathways & Liaison, Southern Arizona, Center for the Future of Arizona. Michael Guymon motioned to approve; Brad McCormick seconded the motion; and all were in favor.

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- V. **Action Item:** To approve 12/03/2020 WIB Executive Committee Meeting Minutes. Dr. Vaughn E. Croft motioned to approve; Frank Grijalva seconded the motion; and all were in favor.
- VI. **ARIZONA@WORK Pima County One-Stop Staff Report:** Anna M. Cunes reported on the LWDB Recertification 2020-2021 process. Dan reported that the County is on a Stay at Home Plan and it ends 01/10/2021. It might be extended. Staff has still been able to assist those who have asked. Working with IT on upgrading and defining what needs are and will be for the next 5 and 10 years. The CWD is working on releasing an RFP for the workforce staffing.
- VII. **ARIZONA@WORK Pima County One-Stop Operator Report:** Jim Mize, SER-Jobs for Progress, Inc., will provide the report to Anna that will be distributed during the 01/08 WIB monthly meeting.
- VIII. **WIB Committee Reports/Updates**
- A. Performance and Accountability
  - B. Planning
  - C. Board Development - 01/08/2020 WIB Meeting "Happy New Year Breakouts"
  - D. Youth Council
  - E. RFP and Proposal Review
- IX. **Next Meetings:** January 28 and February 25, 2021, 8 to 10 a.m.
- X. **Adjourned:** 10:03 a.m.

