



QUALITY JOBS. QUALIFIED WORKERS.

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

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Zoom Mobile Number: 1-346-248-7799 Zoom Meeting ID: 814 5381 0296

Thursday, January 28, 2021, 8 to 10 a.m.

Meeting Minutes

Members Present

Mark P. Vitale, Chair
Danielle Duarte
Frank Grijalva
Aric L. Meares

Michael Guymon
Dr. Vaughn E. Croft
Brad McCormick

Members Absent

None

Guests Present

Anna M. Cunes
Jim Mize

Marcelino Flores
Dan Sullivan

- I. **Called to Order, Welcome:** Mark P. Vitale, MBA, Ph.D., Chair, 8:16 a.m.
- II. **Action Item:** To review and approve a *Request for Appointment to the Pima County WIB*; 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, the recommended appointment fill the vacancy created by Dot Kret and meet the Recertification requirements.

Mark P. Vitale reported that unfortunately, the potential candidate who said they would submit their WIB Request for Appointment packet in January 2021, still has not submitted the packet.

Danielle Duarte reported that the Board Development Committee has been continuing to work on filling the current one (1) vacancy in the Business category and may need to seek replacements for two (2) members in the near future due to lack of participation.

Vaughn entered in the Chat: Two points, 1. Boards usually have a term restriction which can be renewed, our policy for all practical purposes is lifetime; 2. and we struggle with letting people know they have not attended and should either start attending or resign,

Anna entered in the Chat: The WIB currently is compliance with the required categories and I will let you know which of the 6 WIB Target Sectors are lacking.

Anna entered in the Chat: The Tourism Industry is not one of the six Target Sectors.

The Call Centers would fall under the Professional and Business Services-Business Management, Operations, Support industry sector and this industry is also not a WIB Target Sector.

Michael Guymon recommended that the WIB Executive Committee should let the WIB Board Development Committee focus on the WIB composition needs and that the WIB Executive Committee should not lose focus of the requirements to fill vacancies that meet the WIOA-required board composition requirements.

The WIB six (6) target in-demand and emerging target industry sectors includes: (1) Aerospace and Defense-Manufacturing; (2) Health and Bioscience; (3) Emerging Technologies; (4) Logistics; (5) Renewable and Natural Resources; and (6) Infrastructure-Construction.

Anna entered in the Chat: The WIB does not have a member representing the Logistics Industry Sector which is one of the 6 WIB Target Sectors.

Vaughn entered in the Chat: for Logistics, there are several good reps we could contact.

Frank Grijalva entered in the Chat: I think we do, ATB, but they are listed in wrong category.

Anna entered in the Chat: The "required" in-demand industries reps are only required in the Business Category. ATB is under Section B. The Workforce category because they are a nonprofit.

III. Program Year 2021 Priorities: Mark P. Vitale, MBA, Ph.D., Chair, Pima County WIB

A. Develop strategies for technological improvements to facilitate access to and improve the quality of services and activities provided through the One-Stop Delivery System.

Mark said he realizes that most people agree that we need a better website, need to be mobile-friendly, and need a better customer centric flow. Getting youth to printers has been difficult during the pandemic.

We have an opportunity right now and we have WIB money, general fund money, if we were to pull together a plan on how to accomplish some of these various goals and objectives. Dan has presented these ideas to Michael and the Planning Committee, and Mark has talked to Dan about the technology-related needs.

We won't solve what we want and the solutions but mark would like to know what is the best logistical way to go about it.

Mary Darling and Alex Horvath had originally signed up to help in this area. Mark is recommending a task force to look at this topic and provide recommendation(s) to the WIB Executive Committee.

Brad asked if this is something that LOYOLA & Associates can work on. Anna believes yes.

Mark and Aric both volunteered to be on the Task Force if one is appointed.

Michael Guymon entered in the Chat: This is a goal of the Planning Committee. I will send an email to Dan to set up a Task Force. Thanks!

Mark asked if a phone call can be set up initially, for Michael, Dan, and Mark to discuss the plan, timeline, goals, and membership (i.e., Planning Committee's Task Force, LOYOLA & Associates, developing of strategies).

B. On-the-Job ("OJT") standards and criteria -

IV. ARIZONA@WORK Pima County One-Stop Staff Report: Dan Sullivan, Community Services Director, reported that he would like to modernize the One-Stop system.

\$4.0 million dollar grant awarded to the CWD and it's a southern Arizona partnership with Cochise and Santa Cruz counties in manufacturing, IT, and targeted by the WIB.

Spoke to Habitat for Humanity on 01/27/2021.

Dan also announced that Nils Urman is stepping into a Deputy Director for the CWD and will be responsible for the following CWD Divisions:

1. Workforce Development;
2. Youth Services; and
3. Pima County Sullivan Jackson Employment Center for homeless

Aric L. Meares asked Dan how the WIB can help him and he replied that the WIB should continue to do what they are doing. The WIB does great work and Dan is thankful that the WIB and Pima County work so well together.

Dan's goal is to bring the WIB and the One-Stop system up to speed with technology and other needed areas.

V. ARIZONA@WORK Pima County One-Stop Operator Report: Jim Mize, SER-Jobs for Progress, Inc., reported on the partners' monthly reports. See Attachment A.

VI. WIB Committee Reports/Updates

A. Performance and Accountability ("P&A") – developing definition for MSG and shared document and information that PPEP, Inc. provided. The U.S. DOL hosted an MSG training on 01/21 and 01/26/2021. Anna invited the P&A Committee members and guests.

Marcelino asked if OJT required an academic requirement and Anna replied with the following information that is in the WIB Glossary of Terms:

The WIOA term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that—

- (A) provides knowledge or skills essential to the full and adequate performance of the job;
- (B) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
- (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

The following RFPs are what the P&A Committee will need to review and approve:

1. One-Stop Operator RFP - first to be released.
2. Workforce Staffing RFP - WIB and CWD will award contracts to organizations considered to be the One-Stop direct service providers and provide staff at the Job Centers.
3. Workforce Workshops – WIB and CWD will award contracts to organizations that will facilitate One-Stop workshops and provide the instructors.

Pima County CWD is still determining the best procurement processes to meet the needs of the WIB, career services for clients, and staffing for the One-Stop Job Centers. There are contracts vs. master agreements, and RFPs vs. solicitations.

The WIB Executive Committee will need to approve the RFPs or solicitations, then the RFP Proposal Review Committee will also read the RFPs or solicitations so they are familiar, then evaluate and score the Proposals. The Pima County Procurement Department prefers to have three or five evaluators/review committee members.

All RFPs will be ready for review/approval between today and the end of February 2021 hopefully, and Anna and Brad will prepare the P&A Committee because the Committee oversees the development of Requests for Proposal (“RFP”).

- B. Planning – Michael Guymon reported that the Planning Committee joint meeting with the P&A Committee will be scheduled after a few items are addressed and clarified such as the Emerging Technologies Industry Sector, a WIB Glossary of Terms, a report showing One-Stop clients and the training programs being utilized and completed on the Eligible Training Provider List (“ETPL”).

The Local Plan 2020-2023 states: Within the Career Pathways Guidelines, also adopted by the WIB, bi-annually the WIB P&A and Planning Committees will meet to review ETPL performance and, training to placement correlations, among other areas of review.

- C. Board Development – Danielle Duarte reported that the Committee is working on board development and making sure members are on Committees, and they are recruiting non-members for Committees. Aric asked Danielle if the Committee is able to provide a record showing of WIB members’ Committee attendance.

Mark said he liked the 01/08 Breakout and it provided him with an opportunity to meet Andrew Bevington from the Pima County Schools Superintendent’s office.

- D. Youth Council – Dr. Vaughn E. Croft reported that the Council is seriously considering to participate and promote the Junior Achievement (“JA”) “JA Inspire” statewide Career Exploration virtual online event on 03/26/2021. Mark mentioned that he recommended to the County that they purchase a Zoom version that includes a workshop/webinar application.

- E. RFP Proposal Review – Frank Grijalva reported that after Anna read the P&A Committee description recently, Anna realized that the P&A Committee "oversees" the development of the RFP and this Committee really does just "review and score proposals" and since the "proposals" are related to the RFP – the Committee was named years ago as the "RFP Review Committee."

Anna explained that the Workforce Staffing is two RFPs - 1 for Adults and Dislocated Workers and 1 for Youth. The Youth Council will need to review the Workforce Staffing Youth RFP in addition to the P&A Committee.

The WIB RFP Review Committee will always score the Proposals and recommend the contract awards for the WIB's approval. Then the WIB will forward to the Pima County Board of Supervisors for approval. When WIOA funds are used, the WIB is supposed to be involved.

The RFP Committee is trying to schedule a meeting soon because they are required to complete a training prior to scoring the Proposals.

Brad and Anna confirmed the following process:

The P&A Committee will approve the RFP and then CWD will move forward with the RFP process with the Procurement Department.

Anna will invite Frank Grijalva to the next P&A Committee meeting.

VII. Action Item: To approve 01/07/2021 WIB Executive Committee Monthly Meeting Minutes. Frank Grijalva motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor.

VIII. February 12, 2021 WIB Monthly Meeting - Spotlight Content: Mark recommended that each Committee Chair should continue to provide a report because that is what the WIB members asked for during his one-on-one calls and it's in the WIB By-laws. Mark also recommended to let the Board Development Committee take the lead with love for WIB members engagement and recognition. Aric suggested that Committee members who have 100% participation should be highlighted. Mark said he would like for the Board Development to come up with the highlight whether related to attendance or engagement. Danielle said maybe the One-Stop partners should be highlighted with something related to the community (i.e., Barbra Coffee and City of Tucson's 01/26 virtual for Small Business). Brad suggested that Dan Sullivan may want to include his goals during his Staff Report and Mark replied that he will speak to Dan and ask if Dan wants to take a little more time to include his goals during his Staff Report.

IX. Next Meeting: February 25, 2021, 8 to 10 a.m.

X. Adjourned: 10:16 a.m.