



QUALITY JOBS. QUALIFIED WORKERS.

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

Executive Committee

Thursday, February 25, 2021, 8 to 10 a.m.

Microsoft Teams meeting

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Meeting Minutes

Members Present

Brad McCormick
Frank Grijalva
Danielle Duarte
Michael Guymon

Aric L. Meares, Past Chair
Dr. Vaughn E. Croft
Mark P. Vitale, Chair

Members Absent

None

Guests Present

Marcelino Flores
Dan Sullivan

Anna M. Cunes
Sean Lopez

- I. **Called to Order, Welcome:** Mark P. Vitale, MBA, Ph.D., Chair, 8:02 a.m.
- II. **Action Item:** To approve January 28, 2021 and February 4, 2021 WIB Executive Committee Meeting Minutes. Frank Grijalva motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor.
- III. **Action Item:** The P&A Committee determined how to frame, methods or instruments, as written benchmarks to be used to record an On-the-Job Training (“OJT”) MSG that are allowable to record for a local OJT-approved program. The MSG will be benchmarked during the OJT assignment and not solely for the successful completion of the OJT program. The WIB Pima County Performance and Accountability (“P&A”) Committee is recommending approval of the proposed Measurable Skill Gains (“MSG”) required under the Workforce Innovation and Opportunity Act (“WIOA”) for Title I-B programs. See Attachment A.

Mark mentioned that renegotiations for the MSG and the performance measures will be increased.

Brad said only one (1) MSG per client per fiscal/calendar year is required and explained the proposed MSG for OJT and the forms to be used – Attachment A.

Nils said the Pima County OJT contracts are for 3 months or 6 months. The case manager meets with the employer and the client to make sure the client is progressing. The ultimate success for an OJT client is full time employment.

Marcelino said there is a second area that can be used and the state will only accept MSG that are listed or offered in their PowerPoint presentation.

Nils does not believe the numbers are accurate. Nils believes the Pima County One-Stop numbers are higher than those being shown on the Report.

The form needs to have a column added to include Skill Set Training and Major and/or Other Skill.

Sean Lopez mentioned the information that is included in the client's training outline and job description.

Brad recommended to change the word Task on the form, to the word Skill, to help to clarify.

The WIB Executive Committee approved to approve the revised guidelines and the form. Dr. Vaughn E. Croft motioned to approve; Frank Grijalva seconded the motion; and all were in favor.

Anna entered comments in the Chat: Thanks, Nils. I was going to ask about Student vs Client.

And there are several trainings so this should actually be within the existing Training Guidelines.

Brad thanked the P&A Committee for their work to help determine the MSG.

Nils and Dan believe that the Pima County Board of Supervisors ("BOS") do not need to approve the revised OJT Guidelines that will now include the MSG.

Anna entered in the Chat: The WIB does set policy for the LWDA, in partnership with the CEO, which includes how and where services are provided and the monitoring of such services.

The following is from the WIB and BOS' Shared Governance Agreement:

3.13. Local System Policy Established by the WIB. The WIB and BOS Chair will work in partnership to set, develop, and promote policy for the local workforce development system.

3.13.1. Recommend innovative opportunities that will support the development of an effective and cohesive workforce development system to maximize return on investment for all stakeholders.

- 3.13.2. Review and approve policies and provide to One-Stop staff who includes One-Stop Partners and Service Providers.
- 3.13.3. The BOS Chair has the final authority over the contents of the WIB By-laws and the formal implementation of policy that may be recommended by the WIB.

IV. *Windmills Changing the Perception of Ability* - Disability awareness virtual training recommended by Mary K. Boegemann: Mark P. Vitale, MBA, Ph.D., Chair, Pima County WIB, reported that Mary K. Boegemann completed the training and she wants to know if the WIB wants her to conduct a one-hour training for WIB members and guests. *Windmills* consists of 12 modules of participation and discover as learning vehicles. Mark recommended that this training be made available to WIB members in the near future and asked Danielle to work with the WIB Board Development Committee to schedule the training.

Aric suggested that Mary would need to confirm that she is able, legally, to conduct and use the training material.

Vaughn entered comment in the Chat: perhaps the WIB should host monthly or quarterly professional/business development trainings and this could be one of those.

V. Exploring Additional Opportunities for the WIB to Understand Mandated Partners - General Information; Governance and Performance Metrics; Key Performance Indicators (“KPI”) for Operations; Funding: Mark P. Vitale, MBA, Ph.D., Chair, Pima County WIB, talked about looking at exploring additional opportunities for the Board to understand the mandated partners.

VI. WIB Committee Reports/Updates

- A. Performance and Accountability – During the 02/17/2021 meeting, two action items were approved:
 1. Pima County Community & Workforce Development Department (“CWD”) to competitively procure the Pima County One-Stop Operator (“OSO”) and Direct Service Providers needed for the Local Workforce Development Area (“LWDA”), and to enter into appropriate subcontract agreements.
 2. Proposed performance measures that clearly defines “progress in” and includes “types of acceptable documentation” to record Title I-B Measurable Skill Gains (“MSG”) for On-the-Job Training (“OJT”) Programs.
- B. Planning – During 02/18/2021 Committee meeting, attendees discussed 2021 Goal to incorporate new technology solutions that enhance access and effectiveness of local WIOA-funded programs. The Committee’s Technology Task Force members, WIB and non-WIB members, have been appointed and Heath Vescovi-Chiordi, Chair, reported that the Task Force will probably meet weekly in order to meet the proposed timeline.

- C. Board Development – During the 01/28/2021 Committee meeting, the attendees discussed current members and the sectors being represented:

(6) WIB Target Sectors 2020-2023	Number of WIB Members
(1) Aerospace and Defense-Manufacturing	2
(2) Health and Bioscience	5
(3) Emerging Technologies	3
(4) Logistics	0
(5) Natural and Renewable Resources	1
(6) Infrastructure-Construction	3

- D. Youth Council – During the 02/09/2021 meeting, attendees received information from two presenters about two upcoming youth career events.

1. Junior Achievement of Arizona (“JA”) “JA Inspire Virtual Statewide Career Exploration” presented by Carolyn R. Gorst, Development Officer-Southern District, JA. Online virtual event that runs 04/27/2021 to 07/26/2021, 8:30 a.m. to 3 p.m. This is a full state partnership. Eddie Saavedra said Pima County needs to work closer with JA. The target age group is middle school students in grade 6 to 8. Booth vendors are paid sponsors, state-wide, so the event may be offered free to students.
2. Tucson Indian Center Virtual “31st Diversity Career Expo” presented by Rose Grijalva, Social Services Director, Tucson Indian Center. No minimum age limit other than participants should be old enough to be hired.

The Council members do not believe there is a need to schedule and host a Spring 2021 Expo virtual event.

- E. RFP Proposal Review – During the 02/19/2021 meeting, Anna M. Cunes provided an overview of the 2021 Request for Proposals (“RFP”) and Solicitation for Proposals to be released and the processes. Several of the upcoming RFPs and Solicitations processes may involve the WIB:

1. RFP-CED-OSO-2021-01 One-Stop Operator Services
2. RFP-CWD-YSY-2021-02 Workforce Career Services and Staffing
3. RFP-CWD-WS-2021-04 Workforce Workshops

VII. ARIZONA@WORK Pima County One-Stop Staff Report: Dan Sullivan, Director, Pima County CWD, reported on the following:

- A. Arizona Department of Economic Security (“DES”) is seeking a database that may cost \$20 to \$30 million dollars and plans to have all their divisions

utilize the database that includes Employment Service, Unemployment Insurance, and Vocational Rehabilitation.

- B. Nicole, Intake Supervisor, is working with Nils and Dan and to determine whether a Workforce Development Specialist (“WDS”) would be able to also complete the Intake process so clients will no longer have to meet with an Intake Specialist and then a WDS. The Pima County Sullivan Jackson Employment (“SJEC”) is going to be making this change that will help improve the process for the SJEC clients.
- C. Dan was going to present Jim Mize’s OSO Report but he will ask Jim Mize to email the Report to the Committee.

Aric L. Meares reported that the Planning Committee Technology Task Force is interested in hearing from Dan so they may understand the scope in a bite size deliverable that addresses the needs. Clients should be able to use their smart or iPhone to job search and to obtain information about intake, scheduling appointments, workshops, and the trainings.

Anna entered in Chat: The new AJC is supposed to have improved responsiveness for better experiences on individuals’ phone or tablet.

VIII. ARIZONA@WORK Pima County One-Stop Operator Report: Jim Mize, SER-Jobs for Progress, Inc. – Report will be emailed to Committee.

IX. March 12, 2021 WIB Monthly Meeting – Agenda will include the 02/12/2021 WIB Monthly Meeting meeting minutes; OJT MSG; and Breakout Rooms activity.

X. Next Meeting: March 25, 2021, 8 to 10 a.m.

XI. Adjourned: 10:04 a.m.