



QUALITY JOBS. QUALIFIED WORKERS.

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

Thursday, May 27, 2021, 8 to 10 a.m.

Join on computer or mobile app:

<https://us02web.zoom.us/j/88294245050?pwd=LzRuR3NCMTJwdnBXTG0wZnZRaUMzUT09>

Or call in (audio only): +1 669 900 9128 #

Computer and Phone Conference ID: 614 026 #

Meeting Minutes

Members Present

Mark P. Vitale, Chair Aric L. Meares
Danielle Duarte Frank Grijalva
Dr. Vaughn E. Croft

Members Absent

Brad McCormick
Michael Guymon

Guests Present

Anna M. Cunes Dan Sullivan
Andy Flagg Nils Urman
Marcelino Flores Jim Mize

- I. Called to Order and Welcome:** Mark P. Vitale, MBA, Ph.D., Chair, 8:03 a.m.
- II. Action Item:** Motion to Approve March 25, 2021 WIB Executive Committee Meeting Minutes. Mark recommended to not approve/address due to lack of time provided by local workforce development board (“LWDB”) staff for Committee members to read. Item will be on the 06/24/2021 monthly meeting agenda.
- III. Action Item:** Motion to Approve April 22, 2021 WIB Executive Committee Meeting Minutes. Mark recommended to not approve/address due to lack of time provided by LWDB staff for Committee members to read. Item will be on the 06/24/2021 monthly meeting agenda.
- IV. Shared Governance Agreement (“SGA”) Review:** Mark explained and shared revisions that he and Andy Flagg are recommending in order for the WIB to meet the current LWDB Recertification requirements. Anna will make sure the new language meets the requirements and that the formatting is correct.
- V. WIB Director Position Description - Division Manager | Unclassified:** Mark shared the Pima County Division Manager job description and said when the WIB

Discussion and action can occur on any agenda item.

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

Please call 520-304-9838 (48 hours in advance) to make arrangements.

Director position is announced, it will be announced as this higher position instead of the original Pima County Program Manager that was originally approved. Mark said he wants to be sure the WIB Director has experience working with volunteer board members and volunteer committee members.

VI. The National Association of Workforce Boards (“NAWB”) *The Forum 2021: Evolving To Excellence*, June 24-26, 2021 - Call For Pathways To Excellence Presentations

- ✓ NAWB seeking presentations to provide a learning experience and that are informative, thought provoking, and interactive – Mark and Vaughn submitted applications but had not heard back from the NAWB as of 05/27/2021;
- ✓ Application Forms were due April 30, 2021; and
- ✓ Who will attend Hybrid in-person and virtual event? Mark and other Executive Committee members agreed to ask Andy Flagg to attend if his schedule allowed and recommended for Anna M. Cunes to attend.

VII. WIB Monthly Meeting June 11, 2021

- A. UX/UI Technology Task Force Report not available; Committee presentations not completed in May 2021
- B. One-Stop Operator (“OSO”) Report for June 2021 and future Reports – 20 to 40 minutes will be reserved for Jim Mize, OSO, to conduct his first quarterly report.
- C. Title II Core Program Partners Presentations

VIII. WIB Committee Reports/Updates

- A. Performance and Accountability – Brad not present and continuing work to reach goals.
- B. Planning – Michael not present and Committee reviewing the WIB Target Industry Sectors and Occupations to make sure the One-Stop system continues to be in sync with local needs and the Local Plan.
- C. Board Development – Danielle reported that there is a WIB Orientation scheduled for new and veteran members and two WIB members may need to be replaced due to lack of participation.
- D. Youth Council – Vaughn reported that monthly meetings continue to feature organizations that serve youth so the Council may fulfill their duties to establish and maintain reciprocal partnerships with employers and youth service organizations to help transition youth into successful contributing members of the community.
- E. RFP Proposal Review – Frank reported that one (1) Proposal was received for the One-Stop Operator (“OSO”) Solicitation for Proposal that closed on 05/26/2021. The Committee will review, score, and recommend a contract for award, or recommend that another Solicitation for Proposal be released in an effort to receive more than one (1) Proposal.

IX. Call to Public - no announcements

X. Next Meeting: June 24, 2021, 8 to 10 a.m.

XI. Adjourned: 10:10 a.m.

