



QUALITY JOBS. QUALIFIED WORKERS.

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

**Thursday, June 24, 2021 8 to 10 a.m.**

**Join on computer or mobile app:** [Click here to join the meeting](#)      **Or call in (audio only):** +1 213-279-1657

**Meeting Conference ID:** 155 780 232#

**Meeting Minutes**

**Members Present**

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

**Members Absent**

**Guests Present**

Gabe Loyola                  Jim Mize  
Sean Lopez                  Dan Sullivan  
Martin Rosales              Nils Urman  
Cassie Lundin                Anna M. Cunes

**I. Call to Order & Welcome:** Mark P. Vitale, MBA, Ph.D., Chair, 8:05 a.m.

Mark provided WIB staff update and asked Committee members and guests to start communicating directly with Cassie Lundin, Quality Assurance Unit, Pima County Community & Workforce Department (“CWD”) immediately, for issues related to the WIB. Cassie’s responsibilities now include Workforce Innovation and Opportunity Act (“WIOA”) Policy Coordinator and Local Workforce Development Board (“LWDB”) Staff duties. Dan and Mark will create a communication for Cassie to distribute to all WIB and WIB Committee members and guests so everyone is aware that Cassie is the contact and that she and Anna, Administrative Support Staff Sr. will both serve as WIB staff until further notice.

**II. Action Item:** To approve March 25, 2021 WIB Executive Committee Meeting Minutes. After discussion and clarification, it was agreed for WIB staff to clarify “notes” in the meeting minutes. Brad asked why the word “(Guest)” was in the meeting minutes near some attendees’ names and it was confirmed that the word “(Guest)” is shown because the statement was copied directly from the Chat feature. Dr. Vaughn E. Croft motioned to approve the March 25, 2021 WIB Executive Committee Meeting Minutes; Aric L. Meares seconded the motion; and all were in favor, with the recommended revisions. Approved.

- III. Action Item:** To approve the April 22, 2021 WIB Executive Committee Meeting Minutes. Brad McCormick motioned to approve; Danielle Duarte seconded the motion; and all were in favor. Approved.
- IV. Action Item:** To approve the May 17, 2021 WIB Executive Committee Meeting Minutes. Aric L. Meares motioned to approve; Brad McCormick seconded the motion; and all were in favor. Approved.
- V. Action Item:** To approve the May 27, 2021 WIB Executive Committee Meeting Minutes. Brad McCormick motioned to approve; Dr. Vaughn E. Croft seconded the motion; and all were in favor. Approved.
- VI. Action Item:** To approve WIB Monthly Meeting Schedule for 07/01/2021 to 06/30/2022. After discussion, and not knowing the locations for the 2022 meetings, nor whether they will be in-person and/or virtual, the Committee agreed to approve the meeting dates while waiting to hear from Pima County Administration as to when in-person meetings will be an option or not. The 2022 dates will include the following note: Location TBD. The 2021 meetings will be virtual until November 2021 and the December 2021 might be in-person. Dr. Vaughn E. Croft motioned to approve; Danielle Duarte seconded the motion; and all were in favor with the recommended revisions.
- VII. The National Association of Workforce Boards (“NAWB”) The Forum 2021: Evolving to Excellence, June 24-26, 2021, Call for Pathways to Excellence.** Anna Cunes and Cassie Lundin attending hybrid event.
- VIII. WIB Monthly Meeting - August 13, 2021**
- IX. WIB Local Workforce Development Board (“LWDB”) Recertification:** Mark reviewed the Checklist Summary with attendees and LWDB staff explained responses and items that are ready to be attached to the Checklists.
- A. After the state reviewed the nine Checklists, they indicated questions, comments, and recommendations for eight items that are on one more Checklists. As of today, there are two out of eight items to be addressed. These items, within different Checklists, are recommendations for clarifications in a WIB document, information to be added or revised in a document, or requests for documents or links to documents.
- B. LWDB staff confirmed that they will email the completed Checklists and required attachments to the WIB Executive Committee prior to submitting to the state. The Workforce Arizona Council (“WAC”) Performance Excellence Committee (“PEC”) meeting is on Tuesday, 07/27/2021 and the state has asked that the completed Checklists be submitted as early as possible before the PEC meeting.
- C. Reviewed Shared Governance Agreement (“SGA”) and By-Laws and the revisions required in order for the WIB to meet LWDB Recertification requirements. A revised CWD organizational chart will be included with the SGA and it reflects the most recent departments’ merger and staff changes.

- D. The WIB web pages will be updated by the Quality Assurance Unit. LWDB staff will continue to coordinate and stay in communication with the Pima County Clerk of the Board's ("COB") office. The COB's office manages their web page that includes the list of WIB members and all other Pima County Boards, Committees, and Commissions. When WIB members are added, replaced, or removed, the COB's office updates their web page and they monitor the need for signed and notarized loyalty oaths. When a WIB member does not submit their oath in a timely manner, the COB's office notifies LWDB staff who follows up with the WIB member(s).

Reminder from LWDB staff: Section 107 (c)(2) of the WIOA requires that LWDBs be certified every two years by the Governor in accordance with criteria outlined in the law and with state WIOA Local Governance Policy The Governor's WAC is responsible for making recommendations to the Governor in order to carry out this requirement. 2015 was the first time that the WIB and LWDB staff met requirements for LWDB Certification. 2017, 2019, and 2021 were/are LWDB Recertification processes.

**X. WIB Job Centers' Certification** – ARIZONA@WORK Pima County One-Stop (2), Comprehensive (2), Specialized (2) and Affiliate (10).

- A. The 14 Assessments are due to the state on or before 07/01/2021
- B. Aric L. Meares recommended that all of the WIB Assessment Teams and the Job Centers' staff should meet to discuss the Assessments.
- C. LWDB staff reminded the Committee that during the time that the Assessments are reviewed and consolidated, if any recommendations for improvement are indicated on the Assessment Tool, this information will be included in the summary that LWDB staff will provide to the Committee.

**XI. WIB Committee Reports/Updates** – No updates due to lack of time.

- A. Performance & Accountability
- B. Planning
- C. Board Development
- D. Youth Council
- E. RFP Proposal Review

**XII. Call to Public:** Dr. Mark P. Vitale announced that the University of Phoenix Southern Arizona Campus in Tucson is closing on 06/30/2021. He will maintain his current Campus & Academic Director job title until further notice, and his new job title will be Market Campus Director. Mark will be working with all markets across the country and will develop policies while marketing the University of Phoenix. All campuses will close except for the Phoenix campus.

**XIII. Next Meetings:** July 22 and August 26, 2021, 8 to 10 a.m.

**XIV. Adjourned:** 10:04 a.m.

