



QUALITY JOBS. QUALIFIED WORKERS.

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

Friday, November 12, 2021, 8 to 9 a.m.

Join on your computer or mobile app [Click here to join the meeting](#)
Or call in (audio only) [+1 213-279-1657,,737239167#](#) United States, Los Angeles
Phone Conference ID: [737 239 167#](#)

Meeting Minutes

Members Present

Dr. Mark P. Vitale
Michael Guymon
Aric L. Meares

Dr. Vaughn E. Croft
Brad McCormick

Members Present

Danielle Duarte

Guests Present

Cassie Lundin
Dan Sullivan

Anna M. Cunes

- I. **Called to Order and Welcome:** Mark Vitale, MBA, PhD., Chair, 8:08 a.m.
- II. **Action Item:** To approve October 28, 2021 WIB Executive Committee Monthly Meeting Minutes. Dr. Vaughn E. Croft motioned to approve; Brad McCormick seconded the motion; and 4 of 4 approved.
- III. **Review, Discuss, and Action Item:** WIB Member Applications and Recruitment. Attendees discussed the following
 - A. Magdalena Verdugo, Chief Executive Director, YWCA of Southern Arizona – Recommended by Paul Stapleton-Smith, WIB member, and the WIB doesn’t currently have a vacancy in the *Workforce* category. Danielle Duarte will reach out to her to see if she would like to participate on the WIB Planning Committee as a WIB non-member.
 - B. Diane Anderson, Director of Operations, The Haven – Recommended by Dr. Margaret Higgins and applying to replace Dr. Margaret Higgins, who did not want to be reappointed when her term ended on 09/30/2021. WIB Board Development Committee will follow up with Diane and ask her if she’s interested in serving on a WIB standing committee.
 - C. Karla Morales, Vice President, Arizona Technology Council – Recommended by Laura Oldaker, WIB member, and applying to replace Steven C. Freeman in the Business category. Per her application, Karla is interested in the WIB Planning Committee.

D. Dan Eckstrom, President/CEO, DWE Management Consultants, Inc. – Recommended by Mayor Bob Teso, City of South Tucson, and applying to replace Jaybee Nickelson in the Business category and to represent the Infrastructure-Construction target industry sector. Dan is interested in serving on the WIB Performance and Accountability Committee. Gabe Loyola provided some of Dan’s background and experience to the attendees. Gabe believes he works with construction contractors/businesses and may provide human resources services. Dan works with employers in Pima County which includes Tucson, the City of South Tucson, and The Town of Sahuarita.

Michael Guymon said non-profits are either a 501(c)(3) that allows for federal tax exemption of nonprofit organizations, or a 501(c)(6) organization that is tax speak for a business association such as a chamber of commerce. Although they're organized to promote business, they don't generate a profit and don't pay shares or dividends. That qualifies them as non-profit organizations. CWD staff would need to ask the State for guidance. Cassie said if an organization is a 501(c)(6) non-profit that lobbies, they may/must represent the Business category, per the State.

Brad reminded the attendees that the WIB By-laws state that a business representative must be from a business which provides employment opportunities in in-demand industry sectors or occupations in Pima County. Brad wants to make sure that Dan Eckstrom would meet these criteria.

Cassie shared some of Dan’s experience and who he is or has worked with as stated on his recommendation letter.

Dr. Vaughn E. Croft Motion motioned to forward the two applications: (1) Karla Morales, Vice President, Arizona Technology Council, and (2) Dan Eckstrom, President/CEO, DWE Management Consultants, Inc.; Aric L. Meares seconded the motion; and 5 of 5 approved.

IV. Review, Discuss, and Action Item: Workforce Investment Board (“WIB”) Annual Meeting – December 10, 2021 the committee to review the Annual Meeting Agenda, Annual Highlights Sheet, confirm panelists, speakers and guests, and additional items as pertaining solely to the Annual Meeting.

Mark reported that not much has changed since the last WIB Executive Committee meeting as far as the Agenda. Mark did speak to the employers who are WIB members, and asked if they were interested in serving on a virtual panel, that would have focused around the WIB Target Industry Sectors.

Mark asked the Committee members if they would agree to have more of a normal/regular virtual meeting because it is so close to the meeting date, and the WIB members were not very interested in a virtual panel.

People were hesitant to commit to information and forecasts because of all the concerns and uncertainties, and the vaccine mandates.

Mark thanked Cassie, Anna, and others for completing the most recent Job Center Certification process that was approved by the State.

Mark recommended that Breakout Groups could work well with each Group focusing on the different topics and/or industry sectors.

Vaughn suggested something around the WIB and WIB Committee's goals could be the topic for the Breakout Groups.

Aric suggested that each Breakout Group could include discussions about what do members and guests believe the WIB should be working on and/or did the WIB meet their expectations during the year.

Mark asked Cassie, Dan, and Ann if any of the Pima County Board of Supervisors have agreed to attend the 12/10 WIB meeting or not. Dan replied that he had received a confirmation as of today.

Mark mentioned that he would like to have 75 to 90 guests if possible.

Mark and Cassie reviewed a promotional items catalog and they are going to order copper, pal pens with the WIB logo imprinted on them. They will be in a velvet lined box and available for pick up at the Kino Service Center after the 12/10 WIB meeting.

Brad said due to the overwhelming work that everyone has, he agrees with having more of a regular business monthly meeting without a panel, due to the lack of time for planning. Brad does support having Breakout Groups.

Mark suggested to the Committee that the Committee may either plan the Breakout Groups to consist of everyone discussing the same topic or each Group may have different topic discussions. Vaughn suggested that a topic around youth determining their Career Pathway could work well. Aric believes the related information needs to be provided prior to the 12/10 WIB meeting.

Michael Guymon believes that the WIB is very focused on training and that resources are allocated properly but the barriers to employment (i.e., access to housing, food security, transportation, day care) are also very important.

Mark recommended that we can ask attendees to provide feedback

Vaughn suggested that Dan might be able to provide client testimonials but Mark said if 3-1/2 weeks is too short of planning time, the WIB won't insist on this idea.

Mark asked Michael Guymon if he would be available to address anything around economic development. Michael said he could provide information that would support whatever the topic is and the Breakout Groups discussions. Mark and Michael will meet to discuss further.

Brad said that Cassie provided a survey to the WIB Performance Committee and this might be a good tool to use for the Breakout Groups. If attendees were to answer some questions, it could create a group discussion.

Aric suggested that the Breakout Groups should be preassigned with one Executive Committee member in each Group who will be sure to collect responses and report to the full group.

Mark said the Breakout Groups may have either one Executive Committee member assigned or the scribe could be determined at the time when the Breakout Groups are initiated. Dan Sullivan offered to ask CWD staff to serve as the scribes in each of the Groups. Dan said that he could also ask the staff to provide any legislative updates that are related to and/or support workforce development.

Mark suggested the following **12/10/2021 Draft Agenda**:

Opening Remarks: Pima County Board of Supervisor to be determined

WIB Annual Perspective/Remarks/Chair Message: Dr. Mark P. Vitale

Breakout Groups: Dan will ask CWD staff to facilitate each group

Group Discussion: Facilitator to be determined

Economic Development Presentation: Michael Guymon, Tucson Metro Chamber

2020-2021 Outstanding Employer and Youth Awards Presentation: Dr. Vaughn E. Croft, Chair, Pima County WIB Youth Council

Action Item: To approve the 11/19/2021 WIB Monthly Meeting Minutes

Next Meeting: January 14, 2022

Adjourn

Mark asked Cassie about the status of the one-page WIB highlights and Cassie replied that she will have it available for his review within the next week.

Brad said the Performance Committee and the One-Stop partners need to determine the data that they want and what do the WIB members forecast as their biggest challenge (i.e., Are there any non-training related barriers)?

Dan reported that the new WIB Director might be hired before the 12/10 WIB Annual Meeting and it would be nice to introduce them during the 12/10 meeting. Dan received a list of 20 candidates and some will be removed from the list, in order to determine the candidates who will be interviewed. The first round of interviews will be conducted by Alex Horvath, Karen King, Chris Hazen-Molina, and Lea Márquez Peterson. The second round of interviews will be conducted by Dan Sullivan and Mark P. Vitale.

V. Call to the Public: Gabe said thank you to the Chairman for allowing him to participate and speak.

Cassie reported that the WIB is being recommended for full Certification for the Job Centers Certification and Mark asked that the WIB and/or LWDB staff should be sure to thank all of the Assessment Team members.

Vaughn and Dan reported on the Job Fair scheduled for Thursday, 11/18/2021, 1 to 4 p.m. Dan said Donna Ruthruff, Donna.Ruthruff@pima.gov, is the contact for anyone who would like to staff a table.

VI. **Next Executive Committee Meeting** – December 23, 2021

VII. **Adjourned:** 9:48 a.m.

DRAFT