



QUALITY JOBS. QUALIFIED WORKERS.

Public Notice of virtual Meeting of the Pima County Workforce Investment Board (“WIB”) Executive Committee Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Pima County WIB Executive Committee and to the general public that the Executive Committee will hold a virtual meeting open to the public on

Thursday, July 22, 2021, 8am to 10am MST

Join on your computer or mobile app [Click here to join the meeting](#)

Or call in (audio only) [+1 213-279-1657,,981744552#](#)

Phone Conference ID: [981 744 552#](#)

Minutes

Members Present

Frank Grijalva
Michael Guymon
Aric Mearns
Mark Vitale
Danielle Duarte

Members Absent

Brad McCormick
Vaughn Croft

Marcelino Flores
Martin Rosales
Sean Lopez
Jim Mize

Guests Present

Dan Sullivan
Gabe Loyola
Anna Cunes
Cassie Lundin

- I. **Call to Order and Welcome:** Dr. Mark Vitale, MBA, PhD., Chair, 8:03am
- II. **Action Item:** To approve June 24, 2021 meeting minutes, motioned by Frank Grijalva, seconded by Michael Guymon, No discussion. Approved (5-0)
- III. **Discussion:** Reviewed State performance measures for PY 2021, State sent email 7/21/2021 to WIB; Mark congratulated the team regarding meeting and exceeding all performance goals for PY 2020. LWDB staff shared that over 5,000 individuals enrolled in WIOA were served in PY 2019.
- IV. **Discussion:** Annual Meeting, Vision and Mission, Discussion regarding WIB Director role, qualifications and preferred qualifications, Dan informed the committee that the position will be posted later this week. The position will be Division Manager Unclassified. WIB members will be involved in the selection and interview process. (County process) WIB will develop an interview committee for staff and WIB members, members will move to forward three candidates, WIB approves the selection. Target date for WIB Director selection, September or October. Mark asked the team to start to identify individuals who may want to participate in the process as well as recruitment in potential candidates to apply to the role.

Discussion: Annual Meeting, Mark discussed meeting as being in person this year should covid-19 infections be low with the caveat that the gathering has historically been large, indoors, and with food. Accomplish? Vision as we bring people together? What is the mechanism to get that done? Aric called for other WIB members to have a task force to plan and develop the annual meeting. Danielle thought that jumping into the annual meeting in July may be premature, but continue to look at the annual meeting at a higher level and start that discussion for plan A and plan B. Michael would like to add the performance measures and the attainment at the annual meeting. Demonstrating how WIB is working with other



partners to identify how we work together and also showcase all of the outcomes. Dan also shared that with the new PC Board of Supervisors (BOS) to education and showcase specifically what WIB and Workforce have done through the ARIZONA@WORK system. Mark suggested a “sizzle” reel. What is exciting and what WIB is aspiring to do or are upcoming in the next year. Aric also suggested that we look at two sides of the coin, identify current challenges and how the community can continue to support and build. Would like to look at national trends and threaded into actionable items to achieve over the next program year. Gabe shared that in the past the WIB has published an annual report that is professionally done that is shared electronically and mailed out to share out, also if you do a zoom meeting that we can also provide. Gabe also suggested that the WIB should also be shared at an official BOS meeting. Gabe also shared that the state didn’t want a specific local vision, but rather what is directly in the law. Gabe also stated to continue to reach the vision and mission, and also think about how it aligns with what the state requires specifically under the law. Dan shared that we do have staff to develop an annual plan as well as with PC Communications department. Mark suggested that the WIB and CWD staff develop a workgroup/taskforce to create an annual report produced along with the annual meeting.

Budget for Annual Meeting: \$8,000.00 per the approved WIB Budget.

Attendance: In previous years, around 200-300 people

Annual Report: Develop a workgroup/taskforce to develop an annual report for the annual meeting; Mark asked other WIB members to reach out to other board members to see who is interested in participating within the group.

- V. **WIB Job Centers’ Certification- ARIZONA@WORK Pima County One-Stop** (2) Comprehensive, (2) Specialized, (10) Affiliate sites, LWDB Staff Update; Mark thanked Anna, Cassie and Aric for completing the Job Center certifications and going out to each location to complete the process. Mark reported that all were complete and submitted on time. After compiling the results, overall issue was ARIZONA@WORK signage and the survey not consistent (each program uses their own). Gabe shared that signage may also be controlled by other funding sources and those regulations, especially for affiliate sites.
- VI. **WIB Local Workforce Development Board (LWDB) Recertification** – Mark shared how the recertification checklist is tied to WIOA funding in the local area. The checklist was submitted to the state for document review ahead of the WAC meeting.
- VII. **Action Item:** To approve the revised Shared Governance Agreement (SGA) for WIB recertification, Motioned- Danielle Duarte, Second- Aric Meares. No further discussion, Approved (4-0)
- VIII. **Action Item:** To approve the revised By-Laws for WIB recertification, Members asked to review and to revise more in depth after the recertification. Motioned to approve By-Laws for WIB Recertification as is, Motioned- Aric Meares, Second- Frank Grijalva. No further discussion, Approved (4-0)
- IX. **Discussion:** August 2021 WIB Meeting Agenda, CWD update, standing committee report
- X. **Update:** User Experience (UX)/ User Interface (UI) Committee, due to time constraints item was not discussed. Mark shared video link provided by the recorded link provided by Health Vescovi-Chioridi, Chair Technology Task Force. Topic: UX / UI Update Video Recording, Start Time: July 13, 2021 08:55 AM; Meeting Recording:

https://phoenixedu.zoom.us/rec/share/dSigE_reo_MQWbUjcDyKYUbj_KE4HfPif8Ds4!UrXLf0hR6vLwd1fwe_sExeR4gDg.YSUhtBqluCcUMnaV ; Access Passcode: vK9OJ+qk

- XI. **WIB Webpage Updates** <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=22593>
<https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=25216> , due to time constraints item was not discussed
- XII. **WIB Committee Reports/Updates**, due to time constraints item was not discussed
- XIII. **Call to Public**
- XIV. **Next Meeting:** August 26, 2021, 8 am, virtual meeting
- XV. **Adjourn**, 10:16am

DRAFT