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

**Planning Committee**

**Thursday, February 18, 2020, 8:30 a.m.**

**Virtual and Teleconferencing Attendance**

Microsoft Teams meeting

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United States, Los Angeles

Phone Conference ID: 457 828 831#

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**Meeting Minutes**

**Members Present**

- Michael Guymon, Chair
- Cari Burson, Pima JTED
- Ian R. Roark – by telephone
- Gina Pleas
- Liz Gulick
- Susan Hyatt Dumon
- Heath Vescovi-Chiordi
- Laurie Kierstead-Joseph

**Members Absent**

- Kathy Prather
- Abra McAndrew
- Ginny Seltenright
- Stephanie Bermudez
- Molly Gilbert
- Bev Price

**Guests Present**

- Anna M. Cunes
- Ramon Serrato, CEO, Serrato Corporation
- Nils Urman
- Marcelino Flores
- E. Liane Hernandez

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**I. Called to Order:** Michael Guymon, Chair, 8:32 a.m.

**II. Planning Committee Goal** - Incorporate new technology solutions that enhance access and effectiveness of local WIOA-funded programs.

**A. See attached Workforce Innovation and Opportunity Act (“WIOA”) WIB Functions that include the following:**

1. **TECHNOLOGY.**—The local board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seekers, by—

   (A) facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
(B) facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;

(C) identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and

(D) leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

B. Technology Task Force/Committee Members Appointed and Timeline

Heath Vescovi-Chiordi, Chair, reported that the Task Force will probably meet weekly in order to meet the proposed timeline the following WIB and non-WIB members are confirmed to represent the Task Force:

<table>
<thead>
<tr>
<th>Name</th>
<th>LWDB member</th>
<th>Entity Represented</th>
<th>Title and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heath Vescovi-Chiordi - MPA, AZED Pro, Chair</td>
<td>Yes</td>
<td>Town Manager’s Office, Town of Marana</td>
<td>Assistant to the Town Manager Town of Marana Designated Public Lobbyist Email: <a href="mailto:hvchiordi@maranaAZ.gov">hvchiordi@maranaAZ.gov</a>, Office: (520) 382-1981 Cell: (480) 252-5808</td>
</tr>
<tr>
<td>Abra McAndrew</td>
<td>Yes</td>
<td>The University of Arizona</td>
<td>Assistant Vice President for Access, Engagement, &amp; Opportunity (520) 621-1196 <a href="mailto:mcandrew@arizona.edu">mcandrew@arizona.edu</a></td>
</tr>
<tr>
<td>Aric L. Meares</td>
<td>Yes</td>
<td>AzBil America, Biovigilant Division</td>
<td>Executive Vice President (520) 400-7515 <a href="mailto:a.meares.gd@biovigilant.azbil.com">a.meares.gd@biovigilant.azbil.com</a> <a href="mailto:aricmeares@gmail.com">aricmeares@gmail.com</a></td>
</tr>
<tr>
<td>Michael Guymon</td>
<td>Yes</td>
<td>Tucson Metro Chamber</td>
<td>Vice President Office: (520) 792-2250, x150 Cell: (520) 260.3666 <a href="mailto:mguymon@tucsonchamber.org">mguymon@tucsonchamber.org</a></td>
</tr>
<tr>
<td>Dan Sullivan</td>
<td>No</td>
<td>Pima County Community &amp; Workforce Development Department</td>
<td>Community Services Director (520) 724-7309 <a href="mailto:Daniel.Sullivan@pima.gov">Daniel.Sullivan@pima.gov</a></td>
</tr>
<tr>
<td>Dalila Perez</td>
<td>No</td>
<td>Pima County Community &amp; Workforce</td>
<td>Program Coordinator (520) 724-6761 <a href="mailto:Dalila.Perez@pima.gov">Dalila.Perez@pima.gov</a></td>
</tr>
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1. Purpose of Work – modernize the One-Stop network technology solution allowing for a more effective customer front end interface and back end reporting capability.

2. Scope of Work –
   a. documentation of One-Stop partner network current technology;
   b. wish list of features/functionality for future solution;
   c. external scan; and
   d. presentation to Planning Committee.
3. Timeline of Work –

a. report due for April 15 Planning Committee monthly meeting;
b. determine need or no need for Request for Proposal (“RFP”);
c. present to Planning and Performance and Accountability Committees in May 2021;
d. report to Executive Committee in May 2021;
e. report to WIB and Pima County Board of Supervisors in June 2021; and
f. if RFP needed, release RFP in July 2021.

III. Eligible Training Providers (“ETP”) 10/01/2020 to 12/31/2020 Quarterly Report –

Training options utilized by One-Stop clients; and are options under WIB’s Target Industries and Occupations

Anna M. Cunes emailed the Eligible Training Provider List (“ETPL”) Report to the Committee and she and Marcelino asked that members please confirm that the information in the Report is what is needed or not. If you read the original email to Dalila Perez from Anna, you will see what Anna understood as to what the Committee is wanting.

Nils Urman explained that there is an overview that staff will provide to the Committee that will include how many clients have entered/completed a particular training and how many were placed in a job. Staff will be able to produce the overview with internal tools rather than relying on the Arizona Job Connection (“AJC”) system.

Susan Hyatt-Dumon suggested that the ETPL Report should be summarized by staff rather than be so detailed.

Marcelino explained that one reason for the joint meeting with the P&A Committee will be for the Committees to cover the ETPL Quarterly Report for performance and to review the training programs and clients that are currently being offered.

Michael Guymon said he would like to see the joint meeting occur in March 2021 if possible.

Ian R. Roark said that if the Planning Committee is looking at the industry sectors and occupations data but don’t have the employer’s wages information, and if clients are being placed in different lower wage jobs, the Planning Committee needs to look at this with an economic development perspective. There are Career Pathways on paper and the Career Pathways that exist in reality. An example is for the home health care occupation that has a stepping stone to a health care Registered Nurse (“RN”) but they very rarely go into another health care occupation.

Aric L. Meares said that the Planning Committee has an opportunity with the target sectors and asked if staff can tell the WIB how many employers are accessing and using the services, and which clients are being helped with the process and how are we connecting them. The WIB strategies should be connected to the local community and are there training providers available.

Note from Anna: The Committee needs to review ETPL Quarterly Reports to see if the appropriate trainings are being made available for the WIB’s Target Occupations.
Michael Guymon said the strategies are aligned and specifically with the Committee’s Goal 4 that relates matching supply with demand and working with industry and the targeted industry sectors and that occupations are aligning properly.

IV. WIB Glossary of Terms – See attached draft. Anna reported that she will attempt to complete the list for the March 2021 Planning Committee meeting. The list will have ongoing updates and if there are any definitions that need to be added as you come across common words/language, please email to anna.cunes@pima.gov. The administering entity column/information will not apply to every acronym nor glossary term.

V. Flow Charts for Pima County Career Pathways Guidelines and Pima County ETPL Guidelines – Staff will create the flow chart requested by Ian R. Roark, if the Guidelines are not clear enough.

Anna M. Cunes explained that she intended to email the two above Guidelines to the Committee to review before today’s meeting. Anna will email the Career Pathways Guidelines and ETPL Guidelines to the Committee for members to review and for new members to be familiar with.

Michael Guymon confirmed that Cost benefits are shared with clients.

Ian believes that the outcomes is what the Committee should be concerned about and is what the P&A Committee oversees. The WIB outcomes of providers should also include customer choice.

Note from staff: The WIB must ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice.

Marcelino entered in the Chat: DOL Launched TrainingProviderResults.gov on Dec 15, 2020

VI. How One-Stop staff assigns an Occupation to an Industry when the Occupation exists in multiple industries

A. U.S. Department of Labor (“DOL”) and Arizona Office of Economic Opportunity (“OEO”) Data vs. Local Area Needs

B. 2018 Standard Occupational Classification (“SOC”) system is a federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data – SOC may need to be explained/included when DOL and/or OEO data does not agree with the Local Area.

Marcelino reported that CWD staff still needs to meet and discuss these items.

Anna entered in the Chat: I did add the items to the Agenda based on Ian and Nils comments during the 01/27 Planning Comm mtg.
Aric asked what had brought the items to the agenda and Nils explained that when the Local Plans are developed, the state requires local areas to utilize data provided by DOL, SOC, OEO.

Anna entered in the Chat: CWD staff will provide recommendations to the Planning Committee.

VII. Next Meeting: March 18, 2021, 8:30 a.m. – might change if the joint meeting is scheduled with the P&A Committee.

VIII. Adjourned: 9:31 a.m.