WIB Orientation Agenda

I. Welcome & Introductions
II. History of the Workforce Investment Board
III. Review of WIB Mission & Vision
IV. WIB Goals
V. Relationship to the Pima County Board of Supervisors & WIB
VI. WIOA & Local Workforce Development Boards
VII. WIB Composition under the Act
VIII. WIB Responsibilities
IX. Standing & Other Committees
X. Arizona Open Meeting Law
XI. Conflict of Interest
XII. Job Centers
XIII. WIOA Core Partners
XIV. Adjourn
History of the WIB

In 1997, Pima County’s Private Industry Council (PIC) joined Pima Community College and the City of Tucson in hosting a community workforce “Charette” that engaged employers, educators, economic development representatives and interested citizens. The Charette marked the beginning of a local effort to define a community strategy for workforce development. These events resulted in a preliminary report on the workforce. The document identified target workforce populations and their characteristics in Pima County; reviewed the key occupations and trends of the local labor market; and provided an overview of available training.

The Charette also inspired a shift by the PIC, heretofore limited to a narrow oversight function for federal training dollars, to a more strategic role in developing local workforce policy. This process culminated in the PIC’s decision in 1999 to dissolve itself and form a new Workforce Investment Board (WIB) with broad and high-level representation from key local industries, as well as economic and community development stakeholders.

Local Workforce Investment Boards (WIBs) were mandated by the Workforce Investment Act (WIA). This law, which went into effect in July 2000, replaced the existing federal employment and training program known as the Job Training Partnership Act (JTPA), and established in its place a broad workforce system in each local area. WIA mandated coordinated service delivery by workforce and welfare agencies through a One-Stop Center. Seventeen federally funded programs were required to provide related services through the One-Stop. The Center was also expected to provide universal access to basic career services, with more intensive services and training to be selected by the client. WIA left many other aspects of local systems to be determined by the new WIBs, and clearly expected them to exercise leadership and leverage resources well beyond the scope of the activities funded by the law itself.

In 2000, the Pima County WIB initiated work on a community-wide, comprehensive workforce development plan, which took eight months to complete and involved over 250 individuals and organizations. The plan brought together all workforce development services, not just those funded through the WIA, and is focused on developing a comprehensive system in the spirit of the Act. It provides a strategic framework for the following system areas: One-Stop and clearinghouse activities; funds resource identification, workforce needs gap analysis and labor market forecasting; youth transition from school to work; and adult workforce availability. In 2005, the WIB adopted its new Two-Year Strategic Plan, which outlined and defined the Pima County One-Stop as a demand driven system.

In 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA) and the Pima County Board of Supervisors elected to establish the WIB as the Local Workforce Development Board under the act.
Mission

To strengthen the economy of Pima County by providing a qualified workforce through the One-Stop system.

Vision

Quality Jobs; Qualified Workers!
WIB GOALS

1. To assist people in obtaining jobs in strategic local industries.
2. To support employers in finding and hiring qualified employees.
3. To engage underrepresented labor pools by removing barriers to employment.

“Participants” refers to the flow of job seekers through the system.
The Workforce Investment Board (WIB) is established to assist the Pima County Board of Supervisors (BOS) in strategic planning, oversight and evaluation of the local workforce development area. To reduce unemployment in Pima County and provide a forum for creatively solving local workforce problems. The WIB is established to carry out the duties and responsibilities set forth in WIOA Section 107 (d), 20 CFR 679.370.

All appointments to the WIB are made by the BOS. As grant recipient, the Pima County BOS ratifies all contracts for WIOA funds and authorizes the Chair of the BOS to sign those contracts.

The BOS also reviews and approves the Local Workforce Development Plan for the local One-Stop Workforce Development System.
Pima County Board of Supervisors

Rex Scott, District 1
Dr. Matt Heinz, District 2
Sharon Bronson, Chair, District 3
Steve Christy, District 4
Adelita Grijalva, District 5
Pima County Board of Supervisors  
Sharon Bronson, Chair, Local CEO

Pima County Administrator  
Chuck Huckelberry

Local Workforce Development Board  
Dr. Mark Vitale, Pima County WIB, Chair

One Stop Operator  
SER-Jobs for Progress of Southern Arizona, Inc.

Pima County Chief Deputy County Administrator  
Jan Lesher

Pima County Deputy County Administrator,  
Health & Community Services  
Dr. Francisco Garcia

Community & Workforce Development  
Dan Sullivan, Director

Workforce & Education Division  
WIOA Service Provider  
Nils Urman, Deputy Director

Operations  
Andy Flagg, Deputy Director

LWDB Staff  
WIB Director (Interim)  
Cassie Lundin

LWDB Staff  
Admin Support Services Senior  
Anna Cunes

Grants Mgmt & Innovation  
WIOA Fiscal Agent  
Regina Kelly, Director

Adults, Dislocated Workers and Rapid Response  
Michael Gates, Division Manager

Youth Services  
Daphanie Conner Division Manager

External Service Providers for Adults, Dislocated Workers, Youth and Rapid Response
WIOA Local Provisions, Section 107.
LOCAL WORKFORCE DEVELOPMENT BOARDS

Functions of local board *(details in your meeting packet)*

1. Local plan
2. Workforce research and regional labor market analysis
3. Convening, brokering, leveraging local workforce development systems
4. Employer engagement
5. Career pathways development
6. Proven and promising practices
7. Technology
8. Program oversight
9. Negotiation of local performance accountability measures
10. Selection of operators and youth providers
11. Coordination with education providers
12. Budget and administration as approved by the BOS
13. Accessibility for individuals with disabilities
WIB Composition Requirements

- Majority of the members shall be representatives of business (51%); Representing local in-demand industries
- Not less than 20 percent shall be representatives of the workforce
- Balance of Membership includes WIOA Core Partners and other entities representing education, higher education, economic and community development
- Optional appointments include community based organizations, local education providers, philanthropic organizations serving the local area
- Loyalty Oath – In order to serve and vote as a WIB Member, members must complete the Clerk of the Board Loyalty Oath (original to Clerk of the Board, Copy to WIB Staff)
WIB Responsibilities & Purpose

• Oversee WIOA Adult, Dislocated Worker and Youth programs
• Attend monthly WIB meetings held the 2\textsuperscript{nd} Friday of each month
• Participate directly as an active member on one of the Board’s committees
• WIB members are not allowed to designate a proxy to fulfill WIB duties
• Providing strategic and operational oversight in collaboration with the required, additional and optional partners and workforce stakeholders to help develop a comprehensive and high quality workforce development system in Pima County and larger planning region
• Assisting in the achievement of the State’s strategic and operational vision and goals as outlined in the Unified State Plan
• Maximizing and continuing to improve the quality of services, customer satisfaction, and effectiveness of the services provided
By - Laws

• All WIB members serve at the pleasure of the Pima County Board of Supervisors

• If a WIB member is absent for three consecutive meetings, the Board may recommend to the Board of Supervisors that his/her absence be deemed a resignation.

• 23 WIB members are required to attend monthly meetings for a quorum. Quorum is a simple majority of members for all meetings including committee meetings

• Current Bylaws in your meeting packet.
Duties of the WIB Chair

• Preside over all regular, special and Executive Committee meetings of the WIB.
• Serve as Chair of the Executive Committee
• Encourage the best and broadest participation possible from all WIB members
• Provide guidance to CWD staff for the preparation of WIB meeting agendas
• In consultation with the CWD Deputy Director of Operations, appoint chairs of committees, except as defined in the by-laws
• Represent the WIB as appropriate
• Assign and delegate duties to Vice-Chairs, within their discipline as needed
• After the conclusion of the term in office, mentor the incoming Chair regarding WIB operations and activities
EXECUTIVE COMMITTEE

- Chair of the WIB is the Chair of the Executive Committee
- Membership: WIB Chair, four Vice-chairs, and other committee chairs as requested by the WIB Chair.
- Executive Committee provides strategic leadership direction for the WIB.
- Sets WIB agenda.
- Makes interim decisions
- **First Vice Chair** – Member of the private sector group, and chairs the Performance & Accountability Committee
- **Second Vice Chair** – Member of the private sector group, and chairs the Planning Committee
- **Third Vice Chair** – May be from any of the representative groups, and chairs the Board Development Committee
- **Fourth Vice Chair** – May be from any of the representative groups, and chairs the Youth Council
PERFORMANCE & ACCOUNTABILITY

- Reviews and reports all WIOA Title IB agency performances
- Reviews and reports all WIOA Core Partners’ performance
- Reviews/evaluates Eligible Training Provider List (ETPL) and requests.
- Oversees the performance of Eligible Training Providers
- Provides information and assists with operational and other issues relating to the One-Stop delivery system
- Oversees the development of Requests for Proposals (RFP) for WIOA services
PLANNING COMMITTEE

- Review local economic factors to provide guidance for WIB activities
- Develop strategic plans to meet the workforce needs of local employers
- Develop strategic plans to further training opportunities for workers that coincide with the workforce needs of local employers
BOARD DEVELOPMENT COMMITTEE

- Recruit potential WIB Members focusing on:
  - WIOA composition requirements
  - Education and Expertise
  - Connections to the community
- Provides orientation to new members and mentors new members
- Conduct Roll Call during WIB meeting
• Establishes and maintains reciprocal partnerships with employers and youth service organizations to transition youth into successful contributing members of the community.

• Provide information and assist with planning, operational and other issues relating to the provisions of youth services

• Assist in finding employment opportunities for individuals with disabilities

• Policy oversight for WIOA Youth Programs

• Comprised of members prescribed in federal regulations.

• Advises WIB on youth programs.

• Oversees the development of WIOA Youth Requests for Proposals
Other Committees

May be established by the WIB Chair or WIB Executive Committee

Previous Committees of the WIB

- **Faith Based Committee** – WIB liaison between faith based community and the WIB
- **Request for Proposal (RFP)** – reviews proposals submitted to the WIB during the procurement process and makes recommendations to the WIB, meets as needed
- **Advisory Committees** established by Executive Committee or WIB Chair
The WIB is a public body under Arizona Open Meeting Law therefore,

“All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings”
Arizona Open Meeting Law

Why do we have an Open Meeting Law?

1. To protect the public – avoid decision-making in secret and to promote accountability by encouraging public officials to act responsively and responsibly

2. To protect public officials – to avoid being excluded (notices), to prepare and avoid being blind sided (agenda) and to accurately memorialize what happened (minutes)

3. Maintain INTEGRITY of government

4. Better informed citizens and community

5. Build trust between government and citizens
What constitutes a meeting?

A meeting is a gathering, in person or through technological devices of a quorum of a public body at which they discuss, propose or take legal action, including deliberations. This includes telephone and email communications.

This applies to regular, special and committee meetings.

Reminder: DO NOT REPLY ALL TO EMAILS.
What is required under the Open Meeting Law?

**Notice:** Must post a disclosure statement on their website. The disclosure statement states where the public body post individual meeting notices.

**Agenda:** Must contain information reasonably necessary to inform the public of matters to be discussed or decided. Agendas must be available at least 24 hours in advance. Agenda items cannot be added once the 24 hour window has passed.

**Public Rights:** Attend, Listen, Tape or Record, Videotape. Public has NO right to speak or disrupt. Call to the Public is an opportunity for the public to speak although not mandatory.
Each member is responsible for determining whether any potential or actual conflict of interest.

Any member with a potential or actual conflict of interest must comply with applicable law including requirements for public disclosure and recusal.

No member will serve on any committee whose activities and oversight may present a conflict of interest for the member.

Members with a conflict of interest shall declare such conflict in the official records of the WIB in writing, prior to the WIB beginning discussion on the issue, and such member shall abstain from voting upon or otherwise participating in any manner in the decision or action.
Prepare and disseminate all notices, as required by law or the by-laws.

At the direction of the Chair and the CWD Deputy Director, prepare and disseminate the WIB agenda associated materials and other necessary communications.

Take minutes at WIB meetings. In compliance with Arizona Open Meeting Law, a draft of the minutes will be available and posted no later than three business days.

Maintain the records of the WIB as required under applicable laws.

Prepare reports and provide other information to the WIB as requested.

Prepare a monthly program report summarizing County activities under WIOA for the Executive Committee.
ARIZONA@WORK Pima County One-Stop Career Centers offer a continuum of career services for youth, adults, dislocated workers and employers. Employer resources include recruiting, staffing, and training a viable workforce.
Our Customers

**EMPLOYER**
- Bringing/creating jobs
- Recruitment Services
- Individualized Support
- Identify skill need for occupations (Incumbent Worker Training)
- Job Retention
- Layoff Response and Layoff alternative services
- CWD Business Services Team

**JOB SEEKER**
- Unemployed and/or underemployed
- Incumbent workers
- Laid-off workers
- Persons entering the workforce
- Individuals seeking training for self-sustaining wage employment
Title I  Youth, Adult, and Dislocated Workers
(CWD and Service Providers)

Title II  Adult Education
(LWDA Title II Provider: Pima Community College)

Title III  Wagner-Peyser aka State Employment Service
(AZ DES)

Title IV  Vocational Rehabilitation Services
(AZ DES)
Thank you for your service to our community!

As WIB members YOU play an integral part in the development of workforce systems strategies in Pima County and the State.