



QUALITY JOBS. QUALIFIED WORKERS.

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

Pursuant to A.R.S. § 38-431.02(D), 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, April 28, 2022 8am to 10am**

Join on your computer or mobile app [Click here to join the meeting](#)  
Or call in (audio only) [+1 213-279-1657,,242690733#](#) United States, Los Angeles  
Phone Conference ID: [242 690 733#](#)

**Members Present:** Dr. Mark Vitale, Michael Guymon, Brad McCormick, Dr. Vaughn Croft, Danielle Duarte, Aric Meares

**Agenda**

I. **Call to Order and Welcome:** Dr. Mark Vitale, MBA, PhD. Chair, 8:03am

II. **Call to the Public:** No public comment

III. **Review and Discussion:** Committee Reports

Youth Council: Vaughn stated that there is cross outreach efforts going on within the council for youth activities. Council is currently working on fall career expo to identify specific sectors, and stated that the event may be in person, virtual or hybrid. Council will start looking at venues and invited Mark to be the speaker in October event. Vaughn also suggested that Michael Guymon have a speaking role at the expo to talk about the workforce opportunities at the chamber.

Performance & Accountability: Brad stated that the meeting this month rescheduled for tomorrow due to a scheduling conflict. Discussion of One Stop Operator and performance metrics as it aligns with the contract. Discussion of the financial report that was reviewed at the WIB meeting and should questions arise will bring back to the Exec committee.

Jim stated that the partners are ready to report and let him know when partners should start.

Brad also stated that the NAWB conference that Dr. Dore’s presentation regarding partnerships was very well received by the Job Corps Regional Director in San Francisco. Brad stated that he will meet with her later today and will bring back to the WIB. Mark stated that Ian, David and Lee attended the NAWB conference and David agreed to give a presentation of the conference at the WIB meeting. Mark asked Brad to compliment that presentation at the May meeting. Per Brad the focus is leveraging partnerships. Mark also stated that Ramon Serrato attended the conference as well and agreed to give the WIB an update about his experiences at the meeting.

Planning: Michael stated that planning didn’t have a quorum at the last meeting but the committee continues to have discussion about how to outreach to employers about the One-Stop and services that are provided.



Discussion and action may occur on any agenda item.  
AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.  
Please call 520-724-7700 (24 hours in advance) to make arrangements.

At the City of Tucson event Rhonda, Dominica, Michael and employer talked about the great things that are being done at the One-Stops.

Tucson Metro Chamber expo on May 12<sup>th</sup> and one of the breakouts will include the One Stop and all that they do.

Review of targeted sectors and updates to the plan.

Board Development: Danielle stated that they have struggled with getting quorum as well. Stated that there was a discussion about some solutions. Danielle shared that the issue with quorum as possible solutions could be doing a doodle poll for better time.

WIB Member handbook and there was a suggestion that rather than an orientation that we do a video that members can review at their leisure. Mark suggested that the orientation be a video and perhaps include the orientation for the board retreat.

Danielle also stated that a task force should be developed to strategize next phase of meetings like in-person, virtual, etc.

Mark stated that it may be time to review the standing committee roster in order to get to a quorum. Vaughn asked if there was a number for each committee. Cassie suggested five official members on the roster. Mark and Cassie will have an offline discussion and bring back to the Exec committee for further discussion. Mark also asked for feedback via email. Mark stated that Cassie and he are having bi-weekly discussions.

Mark shared his thanks with committee chairs even with the personal changes they have gone through within their organizations.

**IV. Review and Discuss:** Board Chair Listening Tour Preliminary Feedback; Mark shared some of the results from the WIB member listening tour. Mark stated that he has met with almost all of the members regarding role of the WIB, positive feedback and areas of opportunity.

Positive: Mark shared that the overall feedback is positive and so far every member loves zoom based on convenience and the ability to integrate the meetings into their schedule rather than drive time.

Mark shared that WIB has not missed a quorum since moving to virtual April 2020. Members feel that we are respectful of time, open in chat discussions, and getting things done.

- Members remembered Aric's speech about attendance, etc.
- Members also shared that we make it look easy but they know it is not.
- Members reported that membership has been representative of voices within Pima County.
- Mark shared that there are a couple of opportunities to fill vacancies but that we have a cross section of representation is better.
- Members reported that the WIB culture has changed to a governing body and it is purposeful and impactful.

Areas of Opportunity: Mark shared that he asked for brutal honesty for areas of opportunity.

Mark observed that members are not always fully aware why things are done like performance metrics & data review, job center certifications, financials, and why they are brought to the board and potential significant impacts that their decisions have.



Roll call takes a little too long and people check out in first 30 minutes of the meeting. Others stated that they enjoy getting to know one another through that activity. Mark stated that a member suggested that members reply to the question via email and share a metrics during roll call or perhaps transition into something different moving forward.

Members involved in committees say that sometime they feel their voice is stepped on by Pima County staff.

Makeup of committee is more county staff and their points of view are shot down without consideration. Mark shared that some people are not quite sure what their role is on the committee (output expectations). Mark also shared that we need to work towards greater transparency financials, etc. Mark clarified that the these meetings were done before April meeting. Mark stated that with offline calls with Sean that there will be a regular cadence for financial review.

Technology taskforce members felt that there had been no action, follow up or close out on the task force. Mark stated that they did do a report out and was able to address those concerns that arose.

Mark shared that as a board with the types of innovation when compared to other communities throughout the country that Pima is behind the curve. Registered apprenticeships was identified as an opportunity in Pima County. Mark shared that as Brad mentioned that the performance metrics of the One Stop Operator contract that there hasn't been a report and wanted to see information/reporting on that. Members asked about how it is being done now and are getting overwhelmed on the variability and the format of the OSO report. Members felt that the OSO partner report is too long. Members asked some reimagining on how we present the information to the WIB. Brad asked if we could do a presenter schedule for smaller partner reporting. Brad stated like performance reporting and then schedule partners to present to highlight their efforts. Mark agreed and we can further discuss later in the agenda. Mark stated that one of the ideas is to do a pre-show ahead of the meeting to fill dead air space. 7:15-7:30 can listen to a partner presentation record and share on the website and consistently have partners present at each meeting.

Mark asked for any additional thoughts or input from committee members. Danielle stated that the engagement in break out rooms and roll call. Danielle stated that those aspects are parts that members enjoy. Members want to be engaged and understand that it takes time.

Mark suggested that meetings plan for the standard stuff and plan for the process engagement. Mark stated that we do not want to lose the engagement piece but we can refresh strategy to how best to structure the meetings moving forward. Aric asked about Roll Call and Mark shared that over half didn't like the roll call.

Mark shared that with feedback is feedback everyone has an opinion and even though it may be the majority it isn't always right. Separate yourself, is it a good idea, does it go where you want it to go, etc. For the most part most members struggled to give unfiltered feedback.

Mark also shared the health discussion about the By-Law debate, went on record and that exec committee hears this. Concern about by-law process that specifically said that the by-laws needed to be reviewed by members no less than 14 days prior to the decision. Mark stated that he didn't have validation but didn't want to do that discovery during the meeting. Mark stated that the by-laws were uploaded to the county website along with draft meeting minutes from March and the verbatim changes were provided. By-laws don't give specific guidance however the fact of the matter is that the by-laws were provided March 24 and that we did not violate the by-law clause.



No further discussion. Mark stated that he will finish and talk one on one to provide feedback to the board.

- V. **Review and Discuss** Summer Meeting Structure / Content + Fall Board Retreat: Mark and committee members started discussion of summer meeting structure, content and fall board retreat. Mark shared that an on demand orientation would be great. Mark shared that the retreat can identify specific areas of focus like orientation or other matters.

**Fall retreat:** Do we want to do one? Last retreat was summer 2019. Michael goes back to what is the purpose of the fall retreat. Mark stated to get people involved with the strategic plan that comes out of the planning committee but also engaged with the membership at large. Mark suggested preliminary work and identifying strategies. Mark also address the modality of the retreat virtual/in-person. Mark shared his experience with the University about breaking down and scatter time throughout the month rather than a full day model. Vaughn stated that an annual sector focus and identify with that sector identify an employer that is expanding or focus on Tucson placement. Vaughn also stated that their purpose of the members is a short like mission statement to help members understand why they are there. Mark agreed that not all members understand their personal capacity or role within the WIB and how it applies.

Mark stated that the sector strategy could be that sector strategies from WIB members to present, any recognition as part of it. Vaughn also shared that we have great connections Sun Corridor, Chamber, Hispanic Chamber that can help to identify economic development and presentations from its members. Michael shared that with the plan that the planning committee feeding updates into the plan. We do our work based on the plan and it is important for members to have an in depth discussion of the plan. Brad stated that do we want to have a retreat based on the planning of the plan it is something that can be done rather quick. Brad suggested that the work is done in the committee and then break out into other components and objectives to meet the vision. Brad stated that there is a need for it but encourages that be in-person. Mark agreed that when the content requires it that face to face is preferable. Brad also suggested that we stick to areas of focus and present. Aric stated that zoom on and people are multi-tasking and aren't present for the input necessary for the action like the plan.

Item will be moved to an action item for May Executive Committee

**Summer Meeting Structure:** Danielle asked if we were going to continue with the July hiatus. Mark suggested that if we want to do that we should place to the full board. Calendar for the WIB meetings in PY 2022-2023. Mark will talk to Cassie offline and bring back to Exec some ideas in May. Questions include every month meetings, time, annual meeting, retreat and more and will make the agenda for Exec in May and take it to the WIB in June.

Come back in Fall and bring in new meeting structure.

- VI. **Action Item:** to approve March 2022 [meeting minutes](#); Motion: Vaughn; Second: Michael; Discussion: None; Vote: 6-0

- VII. **Review, Discussion & Action Item:** To place the WIOA Title I-B Training Limit Policy as approved by the Planning Committee on the May WIB agenda; Michael and Cassie shared the policy and reviewed. Cassie shared that the amounts remain the same, and empowers program managers to increase dollar amounts as needed and where necessary. Changes to "amounts", "minimums", "limits", and "caps" changed to "allocations".

Aric asked about allocation amounts haven't changed from last year and did the planning committee have those discussions. Michael stated that the planning committee didn't go in depth and Mark shared that amounts were changed a while ago but not significantly. Cassie explained that not all participants utilize the full funding amounts.



Motion: Michael; Second: Vaughn; Discussion: None; Vote: 6-0 to place on May WIB meeting agenda.

- VIII. Review, Discussion & Action Item:** 2023 Local Workforce Development Plan; Board would like to have additional engagement throughout the planning and it should come from the Planning Committee. Mark stated that this includes the modification and development of new plan in 2024. Members discussed possible strategy to include stakeholders, community input, align with local development and plans. Aric asked about community and governmental plans for Tucson and Pima County and identified local chambers and asked if the intent would be to bring those stakeholders in to the development of the plan and what direction it should take. Michael responded that the WIB is 45 individuals that is supposed to be a good cross section of various industries and a cross section of service providers to have well-rounded opinions. Michael stated that his concern would be that a strategic planning session that we could bring additional folks into the conversation. Mark stated that in reality that the plan is a strategic plan for local workforce development board that they have governance over.

Aric asked do we lean on the University of Arizona's Economic Analysis and bring in to identify sectors that are in demand and are we on target with the current strategy. Mark stated that from a development perspective that the Planning Committee could bring in additional data. Mark stated that due to time the item and strategic development is pushed to May Exec meeting and then share with the WIB to identify others who would be best to participate on the committee. Michael agreed and welcomed the input from executive committee members. Michael also stated that it would be great to have a more developed strategy at the fall WIB retreat.

- IX. Review, Discussion & Action Item:** Review, discuss and update current vacancies + board member recruitment efforts; Danielle shared that there are two applications to move to the BOS for appointment. Mark shared that the applications were in previous meetings. Danielle reviewed the applications for both verbally to the committee. Michael stated that he knows both of these individuals and that they would be awesome additions to the WIB. Mark clarified that the reason Exec is doing this is that there has not been a quorum at the Board Development committee. Motion: move Magdalena Verdugo Workforce CBO and Victor Gonzalez, Town of Sahuarita Economic Development to BOS for appointment. Motion: Michael; Second: Vaughn; Discussion: None; Vote: 6-0

- X. Review, Discussion & Action Item:** Workforce Investment Board May Meeting Agenda and Planning  
*Chair Message (presentations during chair message)*  
*Presentation: David and Ramon about NAWB*  
*Presentation: Andrew Bevington Greater Tucson Leadership Internship Program*  
*Minutes*  
*Title 1-b Training Policy*  
*Committee Updates (slides due to Mark by Tuesday the 10<sup>th</sup>)*  
Motion: Aric; Second: Vaughn; Discussion: None; Vote 5-0

- XI. Adjourn:** Motion Vaughn, adjourned 10:05am

*Next meeting May 26, 2022 8am, virtual*

