



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, August 25, 2022 8am

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#

Table with 5 columns: Members Present, Attendees, Michael Guymon, Mark Vitale, Vaughn Croft, Member Absent, Aric Meares, Danielle Duarte, Brad McCormick, Jim Mize, OSO, Dan Sullivan, CWD Dir, Rhonda Pina, WFD Dep Dir, Sean Lopez, CWD, Gabe Loyola, Cassie Lundin, WIB Dir

Minutes
Agenda

- I. Call to Order and Welcome: Dr. Mark Vitale, MBA, PhD. Chair, 8:04am
II. Call to the Public
Vaughn asked if meetings were advertised and open to the public. Mark explained that all meetings are advertised and posted.
Danielle shared that it would be beneficial to open the Executive Committee meeting to all members who would like to attend meetings.
Mark shared that the recordings and minutes are posted on the webpage and all are welcome to attend the respective WIB associated meetings.
Mark acknowledged and welcomed those in attendance.
III. Review, Discussion & Action: To approve June 23 meeting minutes, Motion: Michael, Second: Vaughn, Discussion: None, Vote: 5-0, passed
IV. Review, Discussion & Action: WIOA Title I-B Fiscal Year End Report (July 1, 2021 to June 30, 2022) Mark introduced the item and refreshed those in attendance regarding the fiscal year end reporting. Mark shared that the fiscal review is part of WIOA governance. Mark thanked Sean for developing and compiling the information for review. Mark let the members know that these reports are going to start on a quarterly cadence with first quarter 2022 in September.
Sean shared that we were able to expend 100% of all WIOA funds and didn't have to return funds to the state. Sean stated that we remain on track youth funding is starting to expend more, dislocated worker is on par with previous spending and due to reallocation of line items moved to adult where the need has been identified.

Mark congratulated CWD and team for spending all of the allocated funds in the program year. Mark highlighted the industry average wage at placement and sees that value and impact for what we do.

Danielle asked if the report gives a breakdown of respective programs that clients enrolled. Sean stated they are not listed in this report but we can compile that report where needed. Mark reviewed the data and Danielle asked about training programs and suggested that the financial report also shared with the planning committee to determine strategies for targeted sector training options. Mark also shared that this is the first committee to see this report and can be shared with other committees during their work and review.

Sean shared that she pulls that data directly from Grants Management (GMI) and they are seeing what we see for expenditure reports in various funding streams.

Mark also shared that the agenda is hyperlinked within the agenda. Danielle asked for the link in the chat.

Aric stated that this has been the most transparent way of showing what we are doing with WIOA locally. Is it fair to say that we make suggestions on how this information is reported? Aric stated that the WIB hasn't reviewed this much detail in the past and if when it is presented at the WIB that we open a feedback mechanism or how do we summarize the data to present it.

Mark agreed and asked for member input.

Vaughn asked about the first page of the report and asked about the OT codes. Sean shared that WIOA always receive decrease funding and some reallocated specifically DW dollars to other local area. Vaughn acknowledged that 100% spending is important and congratulations.

Aric asked about the timing of expenditures in respective funding streams. Mark shared that they moved money out of DW to adult because of the rate of spending. Aric stated that it would be interesting to see when funds are spent and out. Sean stated that historically DW is most challenging to spend down and various on the economy. Sean stated that they share points of expenditures in the next financial report.

Sean stated that CWD meets with GMI on a monthly basis to determine and make appropriate recommendations. Vaughn asked about indirect cost. Sean shared that the county negotiated that rate of 10% with the state.

Danielle stated that when we are showing this to the board that we should highlight any insights from the report and to also inform the board of what is happening and opportunities to get engaged in some of the actions within the committees. Mark stated that he could do that during his chair message and giving the opportunity for discussion so as an action item during the agenda. Mark also stated that as the WIB gets more familiar with the information and as more get comfortable we can direct them to where the deeper dives are taking place in committee work.

Aric suggested that committee members present the data as it applies to respective committee work during the WIB meetings. Michael stated that they talked to the planning committee about mining data and look at holistic sets including matching with supply and demand and digging into the where the gaps are and how to fill those gaps.

Michael also shared that they are looking into more localized data and adding the fiscal report into that discussion would be beneficial. Mark stated that the committee could really look into why there were limited to no enrollment in some of the targeted sectors. Michael stated that those recommendations and discussions were had during the joint committee and something they need to work on figuring it out.

Mark continued to review the report and specifically reviewed the performance report and highlighted that we were very close to meeting adult measures, and exceeding in most other areas across WIOA Title IB.

Mark continued the review and Cassie shared that the charts specific to Title IB. Mark also suggested a survey to determine what the WIB would like to see or have more information. (Google doc)

Action: Accept report and share with the WIB in September. Motion: Aric, Second: Vaughn, Discussion: none. Vote: 5-0. Passed. Vaughn suggested that the report gets a definition of the information like fiscal year and program year, etc. Mark also shared that the annual review will also be part of his chair message in September.

V. Review, Discussion & Action: WIB Committee Reports –

Youth Council, Vaughn shared that the committee is working on the Youth Career Expo on October 26th and reviewed the venue, workshops and employers/training available to youth in attendance. Vaughn shared that we are not doing construction related programs due to Construction Career Days set for November and we will help push for that when ready. Mark thanked the council, chair and staff for support on this project.

Performance & Accountability, Brad is not available due to jury duty. Cassie shared that the agenda item IX is the metrics that the committee voted to share with exec.

Planning, Michael shared that they reviewed each of the notes in the breakout sessions and landed on three areas that related to things they could do in the committee 1) Hiring a company like MC to get some more local data that we can use to address some of the skills gaps. Michael shared that Sun Corridor is doing a revaluation and diving into the target sectors to see if there are areas that need modifications. Michael shared that data obtained for review will incorporate other strategies 2) Quality of life and how that applies to food security, housing, and diving into those areas in addition to training options for higher wages 3) Outreach and recruitment for both individuals and business. Michael shared that they have had some seminars and really want to make presentations to other groups and organizations regarding one-stop services. Michael also shared that it is important that breakout sessions are implemented.

Board Development, Danielle shared that there was a deep discussion about what is the value of being on the WIB and how to bring that value to meetings. Danielle stated that the annual meeting would also be an opportunity to recruit members. Danielle stated that they are missing panel discussions and how we draw those connections into what we are doing. Danielle shared that during roll call that we share out some of the events on a power point to increase member involvement, marketing, and recruitment for services/events. Asked if Annual meeting will be in person and to open that discussion to get a consensus from members to see what they would like to do for the annual meeting. Aric shared that maybe reaching out to find those success stories from current members and how did your involvement make those activities more successful. Mark stated that we should identify next steps and start to figure that out for December and will have that conversation offline. Mark stated that the annual meeting should be an agenda item on next month's exec committee.

VI. Review, Discussion & Action: Identifying a transition taskforce to help craft strategy for board meetings moving forward. Mark stated that as he spoke with members that they are missing in person networking. Mark shared that not all members would like a monthly in person meeting but would like to have a taskforce to identify a meeting cadence and mode for meetings and also to build sustainability moving forward. Mark shared some members who may be part of the taskforce that would align to board development and would up to them when ready.

Mark identified potential members: Jorge Rivero (lead/coordinate), Abra McAndrew, Alex Horvath, Trish Muir, Ramon Gaanderse, and Karen King. Aric asked about what is the specific task, Mark shared the following:
What is the transition to the next phase of meetings? (Hybrid/in person/virtual)
What should the cadence meeting, once per quarter, etc.?

Danielle suggested Kathy Prather as well. Danielle asked about next steps. Mark stated that the action item would be if the group wanted to move forward with the taskforce and then reach out to specific members. Danielle also stated that Carol Stewart or Peter Loya also support the taskforce in making those recommendations.

Action Item: Transition Taskforce to help craft strategy to move meetings forward in January 2023, pending member availability. Moved: Michael, Second: Vaughn, Discussion: none, Vote: 5-0, Passed. Mark will reach out to Cassie to see about next steps.

- VII. **Review, Discussion & Action:** WIB August meeting breakout sessions, [feedback](#) review and identified next steps. Mark shared that based on the breakout sessions what do we want to the board to tackle in the coming year. Mark asked if members had an opportunity to review the feedback.

Michael shared that planning committee did review the feedback almost verbatim and given his report are going to move forward with those items. Aric shared that as programs are being developed that transferrable skills and soft skills be part of the training component.

Danielle shared that one that kept coming up is marketing, recruitment and outreach and how to incorporate that and share within the WIB and continue to grow that.

Mark also shared what strategies surrounding apprenticeships and career pathways. Vaughn shared that the pathways came out of post-secondary and not all occupations/opportunities lie in post-secondary opportunities. Vaughn also shared his experiences with post-secondary and training opportunities that are available and provide a livable or high paying wage.

Mark suggested that he and Cassie take this offline and craft it. Mark asked the group if that after Cassie and he discuss items then bring back to committee to roll out to the WIB for WIB engagement. Aric also suggested that these activities could be a consortium rather than WIB specific as there are so many other services that offer support the quality of life of those living in our area. (desired outcome)

- VIII. **Review, Discussion & Action:** WIB Member [handbook](#); Board Development has been working on this for several months and complemented the work that had been done on the handbook. Action item is to bring to the WIB and if approved would be released to board members and posted on the WIB webpage to help direct and help board members as they serve on the board.

Action: To approve and finalized WIB Handbook. Motion: Aric; Second: Vaughn; Discussion: Michael shared his gratitude to the group for taking this on and information is hard to define the work that the WIB does and is extremely valuable to have. Danielle shared her thanks and that there is more to come. Vote: 5-0. Passed.

- IX. **Review, Discussion & Action:** Review and finalize One Stop Operator (OSO) Performance Metrics [report](#) for PY 2022-2023. Mark reviewed the context of the performance metrics of the OSO contract and that the performance committee has been looking at a mechanism to flow from OSO to the WIB for review.

Mark opened the discussion and asked Cassie to review. Cassie reviewed the form and stated that the language in the metrics is verbatim from the OSO contract. Cassie also stated that not all items in the metrics are going to be done either throughout the year or specific quarters and in order to set the OSO and us up for success it is important that items that are not applicable be pulled from the quarterly reporting. Mark stated that this was done in collaboration with the OSO and the Performance Committee.

Jim reviewed and stated that this was not something that he had input in, and also had concerns surrounding items that he may be responsible. Jim also stated that there are areas on the report that he wouldn't do as that is part of CWD role. Mark apologized if Jim hadn't had an opportunity to have input regarding the tool.

Mark stated that this is the contract language that was approved by the WIB and that this is due to the OSO being specific to the WIB and not administering entity County/CWD. Mark also stated that there are two topics and this particular one is just to approve the format for the report.

Aric stated that if there wasn't a collaboration with the OSO that it may need to be pushed back as there seems to be a delta. Aric suggested that there be an opportunity for both parties to develop a tool to set up for success rather than having items on the tool be N/A.

Jim stated that Dan has his hand raised to discuss. Mark made motion to approve report.

Action: To approve recommended metrics report. Moved. Vaughn. Second. None. Not able to move forward

Amended Motion/Action: To postpone discussion until next meeting, September 22, 2022 when Brad can be part of the discussion and process developed for the report. Motion: Aric; Second: Danielle; Discussion: None; Vote 3-1. Passed. (Michal left meeting prior to vote)

- X. **Discussion:** September meeting agenda – (1) Minutes (2) Annual Review: qualitative and quantitative (3) WIB Handbook
- XI. **Adjourn, 10:12am**

Next meeting September 22, 2022 8am, virtual