



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

Wednesday, May 11, 2022 3pm to 4pm

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#](#)

Minutes

Members Present Dr. Vaughn Croft Michael Guymon Brad McCormick Dr. Mark Vitale
 Aric Meares

Agenda

- I. **Call to Order and Welcome:** Dr. Mark Vitale, MBA, PhD. Chair, 3:04pm
- II. **Call to the Public,** No comments
- III. **Review, Discussion & Action Item:** To review and discuss discrepancies and associated issues, between the [Pima County One-Stop Operator Scope of Work and Performance Expectations](#), approved September 2021, and [CT-CR-22-234](#), Exhibit A (page 17 and 18) as executed by the Board of Supervisors on February 10, 2022. To identify action of resolution to address current issue and recommend appropriate modifications to governance structure.

The executive committee members discussed current issue with the scope of work as approved by the WIB that is not in current contract for the One Stop Operator. Mark stated that there are three areas of concern regarding the OSO contract:

1. Scope that approved by BOS was not included in executed contract. Assured by county that it was an administrative error. Procurement will swap out the scope of work and enter the WIB approved language



2. SGA 3.2.2 WIOA Fiscal Agent – as Pima County, Admin to GMI SGA 3.2.2.4.1.4 Procure contracts on behalf of the LWDB 3.2.2.4.1.4.1 Except for the one stop operator contract (Procurement not GMI ergo not the fiscal agent) Any future OSO contract including renewals, those drafts would come before the WIB to review and accept.

3. Concern about Dan signing the contract as firewall due to Deputy Director role on Workforce and Education being vacant

Vaughn asked if this issue have to go to full board or something that can be resolved at Exec? Mark stated that the hope is that exec can agree to a solution that they endorse at the full WIB meeting. Moving to the full board to continue the feeling of being more active in the role of governance.

Mark shared that he had several discussions with Dan and there is a recommended solution, the purpose for today is to get committee's thoughts about the recommended solution and present to the full WIB.

Mark proposed solution to accept what has been presented by county staff. Incorporate the board into review process for OSO contract including renewal.

Brad consent to award as a board.

Mark asked Cassie about the procurement policy. Cassie stated that a draft is in place from 2021. Cassie also shared that based on documents at that time the direction is for the WIB to direct CWD to procure contracts. However, now that the SGA has changed the policy will need to be updated and revised.

Cassie suggested that throughout the process, she would document and include on the BOS AIR which is the form for each contract. Cassie also stated that in the policy, it will also need to have an addition of months or timeframe in policy to ensure the WIB has time to review, that they are able to provide the direction before we enter into contracts. Mark also stated that the policy should state somewhere that, If WIB doesn't have a quorum that it cannot be executed in the policy.

RFP committee reviewed proposal. Motion made by CWD employee. Brought proposal back to executive committee. Reviewed and WIB approved the recommendation. Old contracted ended in June and was extended without WIB input. (July/August)

For any new contract for OSO

1. RFP development – inclusive of SOW
2. Review recommendations for award – consent to award
3. Review draft contract before execution by BOS

For renewal:

1. Review draft contract before execution by BOS, including a performance review

Action: Motion to approve to move to the board of leaving current contract alone and addressing the scope for July 1 renewal. Motion: Brad, Second: Vaughn Vote: 5-0

Action: Recommend to the board for new contract for OSO and renewal. Motion Vaughn Second Michael Vote: 5-0

IV. Adjourn, 3:59pm

Next meeting May 26, 2022 8am, virtual