



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, February 24, 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: Mark Vitale, Vaughn Croft, Aric Meares, Brad McCormick, Danielle Duarte, Michael Guymon

Guests: Dan Sullivan, Sean Lopez, Gabe Loyola, Jim Mize, Rhonda Pina, Frank Grijalva, Cassie Lundin

Agenda

- I. **Call to Order and Welcome:** Dr. Mark Vitale, MBA, PhD. Chair, 8:05am
Mark welcomed the committee members and guests, informed the committee that Michael Guymon and Danielle Duarte may be late into the meeting.
- II. **Action Item:** to approve January 2022 [meeting minutes](#) Motioned Aric Meares , Second Brad McCormick, Discussion- No discussion, Vote 4-0. Approved
- III. **Review, Discussion & Action Item:** Review current WIB Budget, make necessary changes and/or recommendations and request for FY 2023. Mark provided a brief history of the WIB operating budget for FY 2022. Mark stated that they get federal allocations from the state and moved into the WIB operating budget for the WIB itself. No action for this item.

WIB would like to see actuals for WIB specific items. Sean shared that unspent funds would go back into the WIOA Admin DW, Adult and Youth, with potential into going into the programmatic budgets. Sean will provide actuals for the next Executive Committee meeting for March. Money that is not spent will go back to the state if adjustments haven't already been made.

Vaughn suggested that any funding that can be sent to Summer Youth should to assist more youth.

Aric also suggested that when meetings do turn to in-person that some monies may need to be spent on technology for a hybrid option. Mark asked if Aric could research that and bring back to the committee next month to see if there are viable options.



Cassie suggested to add mailing line item in the WIB budget and will work with Sean so we can add it to the line item

Cassie will look into the NAWB dues and conference for this year and get that back to the committee for next month.

Members and CWD staff will work on tasks and have the budget ready for review in March’s meeting

Line Item	FY 2022	Comments
Staff Support	\$142, 000	Represents 2 FTE, 35% fringe (county) Question about current pay level and if there is a need for adjustment
Space at KSC	\$4,860	Adjust for FY 2023
Phone & Internet	\$1,728	Adjust for FY 2023
NAWB Membership	\$2,300	\$1,000 two staff to attend Annual conference is in person – not happening for this year’s conference and no virtual option available
Printing	\$1,000	Christmas mailing and holiday cards
Supplies	\$1,500	
Meeting Costs	\$16,200	Zoom licenses
Local Travel 250 miles x 12 months x \$.445	\$1,335	
State Travel	\$1,200	
Out of State Travel	\$6,000	
Total	\$178,123	

IV. Review and Discussion: Committee Reports

Youth Council – Vaughn shared about the Youth Career Expo 2022, three presentations from JTED, PCC IBEST, and PCC Cyber Security. We are receiving evaluations and there are a lot of positives. We had 50 adults in the meeting that represented across the state and with the tribe. Door prizes were provided through RISE computers. The event went well and from the meeting debrief the next one will be in the fall/spring 2022-2023.

Performance & Accountability – Brad shared that the WIOA Partner report has been approved to take to the WIB to provide partner reporting options as the state does not have a current reporting option in place.

Gabe provided historical information which included additional performance dollars to local areas who are doing well in meeting performance. Specifically, Gabe suggested that the local areas push for business performance measures incentives for meeting or exceeding those employer performance measures.



Brad stated that moving forward that the business/employer measures will be discussed. Brad also stated that the committee will also be having the budget meeting information in April/May and suggested that the committee review on a quarterly cycle once he discusses that with Dan and Sean.

Mark stated they we are targeting the April meeting to review ahead of the budget meetings.

Board Development – Danielle reported that they have struggled that last two meeting they haven't met quorum and hasn't had formal meetings. Some members have been very consistent however others haven't and encouraged participation for consistency. Unofficially discussed is the WIB Handbook – has By-Laws, member obligations, and acronym glossary in the back. Danielle also shared that spring break starts on WIB Friday. Assigned mentors for new members.

Committee reviewed current openings and asked that Cassie share out the recruitment link again and do another push. Cassie shared that she has a meeting later this afternoon with IBM to see if they are interested still in participating on the WIB. Rhonda shared that One-Stop has connections with Amazon and Business Services team will continue to work with them.

Cassie is reaching out to current contacts at the casinos as well as Native American owned local business. Rhonda suggested that we also reach out to Dan Eckstrom for additional contacts.

Jim stated that he will reach out the NTN and see if they have any connections or recommendations as well.

Mark suggested that we plan another orientation for new WIB members within the next six months.

Danielle said we are pending the handbook and are pending a quorum to get the business done.

Roll call question is "What is your go to quote"

Planning – Cassie provided update from the meeting last month that didn't happen due to quorum and that the committee is still looking at the ETPL as well as the training limit policy for next program year. Michael stated that they had a good joint meeting and now they are back to from a programmatic standpoint are we addressing the needs. Michael and Cassie have looked at the committee listing in depth and if we have duplicates from an organization is it better to have one rather than multiple. Michael stated that by next meeting the committee listing should be more manageable.

V. Review, Discuss & Action Item: Workforce Investment Board March Meeting Agenda. Mark and committee discussed lay out for the agenda for the March meeting.

1. Welcome
2. Roll Call – "What is your, 'Go to' quote"
3. Pledge of Allegiance
4. Call to the Public



5. Action Item: meeting minutes
6. Chair message
7. One Stop Operator Partner Presentations (3 organizations)
8. Committee Updates (15 x 4)
9. Adjourn

Mark brought up rotations and suggested an alteration to current presenters. Mark stated that panel discussion and breakout sessions 3 committee updates, 1-month (every 4th month) non-update content (break out session or panel discussion) March Executive committee will review the 2022 meeting content at next meeting.

- VI. **Call to the Public:** Mark shared that he still has to do list for the Mary Boegemann training opportunity
No other public comments made during this time
- VII. **Next Executive Committee Meeting** – March 24, 2022, virtual
- VIII. **Adjourn**, Motion Aric Meares. Second Michael Guymon. 9:48am