



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, May 26, 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#](#)

Minutes

<u>Members Present</u>	Mark Vitale	Michael Guymon	Brad McCormick
	Vaughn Croft	Danielle Duarte	
<u>Guests Present</u>	Jim Mize	Cassie Lundin	

Agenda

- I. **Call to Order and Welcome:** Dr. Mark Vitale, MBA, PhD. Chair, 8:02am
- II. **Call to the Public,** none
- III. **Review, Discussion & Action Item:** To approve [April 28, 2022](#) meeting minutes; Motion: Vaughn; Second: Brad; Discussion: None; Vote 4-0; Approved
- IV. **Review, Discussion & Action Item:** To approve [May 11, 2022](#) meeting minutes; Motion: Michael; Second: Brad; Discussion: None; Vote 4-0; Approved
- V. **Review & Discussion:** Committee Reports,
Youth Council: Vaughn updated the committee regarding youth council activities including the Career Expo on 10/26/2022, 1pm, Dr. Vitale will be the welcome speaker; Vaughn is doing a site visit at Caterpillar and are excluding construction pathways due to Construction Career Days that will take place the following week. In-person event only and we will not have a virtual option this year.

Performance & Accountability: Brad updated the committee regarding P&A committee. Special session next week to review the performance document for the current contract that closes 6/30/2022 and hope to get that in place before the new contract 7/1/2022. Brad reiterated that the scope of work in the current contract is different and working from the previous contract for the performance tool.

Planning Committee: Michael updated the committee that there was a meeting scheduled last week however they didn't have a quorum and asked Cassie to send out a poll to reschedule a meeting in June for the Local Plan Modifications. Committee is also working on a recruitment and outreach discussion to get more involved in the targeted sectors.

Board Development: Danielle updated the committee they did not have quorum but do have five upcoming openings and strategize about a social media campaign to push out to the public. Platforms to include LinkedIn, Facebook and see if we get anyone for potential openings. Mark asked about the current vacancies on the WIB, Cassie shared that current vacancies are at 45 to 60 day timeframe and we are still within the 120 day mandate. Getting the WIB Handbook out and finalized and do a video over the summer. Michael emailed Amazon to see if they are receiving emails. Danielle suggested that when new members join that we have a welcome post. Mark

Discussion and action may occur on any agenda item.

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suggested that when new members come onto the board that we put together a welcome letter and a pin for their service.

VI. Review, Discussion & Action Item: Discuss and review current standing committee roster and determine appropriate number for each committee ([Standing Committee Roster](#));

Discussion: Mark shared that we have all faced issues with meeting quorum on the standing committee level. Mark shared that after review of the rosters that the committees have more people on the official roster that leads to inability to meet quorum. Mark shared that based on Article VII.A.3., he and Cassie recommend that we have seven member committees and asked the chairs to assemble a five-person team comprised of 1 committee chair, 1 WIB Chair and 5 seats assortment of WIB and community members so we can hopefully establish quorum at meetings.

Mark stated that there is no current composition requirement of committee members in the by-laws. Cassie stated that it is however a state requirement that at least one member of the committee not be a WIB member. Mark stated that members representing job related services within the Title I-B administrator should not be a voting member on the committees.

Michael stated it is reasonable based on committee members on his roster who actively attend meetings.

Danielle stated that her committee does not have that amount of members and reviewed the roster in the meeting.

Mark shared that during the listening tour the individuals he spoke with all wanted to be part of a committee, but under this new structure may not be able to be a voting member on the committees. Mark also stated that this could be a way to announce at the June meeting and make a big deal about it to encourage active participation.

Danielle stated that since board development has struggled in the past, she asked if we could make it more actionable and additional content in order to recruit members to the committee. Mark suggested that they plan the WIB Retreat and Annual Meeting. Danielle agreed to tackle one of those items – Annual Meeting. Mark asked that she think about it and bring it to Cassie and him later to bring at least one of those back this year.

Action: To change composition of committees to seven members starting in July/August 2022. Motion: Michael; Second: Brad; Discussion: Vaughn stated that the youth council is double the number of individuals and asked if youth council would have to cut members. Mark reviewed the roster and thus far, he has five members plus the chair and WIB chair; no further discussion. Vote 4-0; Approved.

Mark asked that chairs identify their roster with five members; all committees will include the current chair and WIB chair as members. Mark asked that they email those names to Cassie and Mark by the end of the.

VII. Review, Discussion & Action Item: Review and discuss WIB election process for June meeting to elect the WIB Chair for the term July 1, 2022 to June 30, 2024 based on [By-Laws, Article VI.B. 1 -8, page 7](#). *No action taken. Discussion only.*

Mark shared that it has been two years as chair and that during his listening tour and they asked if he was considering going for another term. Mark reviewed the by-laws that stipulated that he has served the first of the two-year term and that chair elected in even number years.

Mark stated that he has committed a lot of time to the WIB and based on feedback that the engaged governance and area of opportunity is more innovation. Mark stated that we have not done succession planning for the chair or committee chairs that there would be some loss of momentum. Mark stated that at the end of the day that he does like and enjoy participating in the WIB and running meetings. Mark shared that if elected for another term that he would be willing to serve.

Mark talked through the voting process for June as a “Here who we are voting for”, “Here is the process”, and “Vote” so that we can get back to business with the remaining items on the agenda.

Mark shared that there is nothing in the by-laws about chair recusing himself from voting for himself. Mark shared that there is also nothing in the by-laws stating that as chair he should not facilitate it. However, Mark does not feel comfortable doing that. Per the by-laws the vice chair would assume the duties of the chair.

Cassie asked about the clause within the by-laws stating that the vice chair should be from the private/business sector would his facilitation of the agenda item be called into question as Brad is no longer a representative within that category.

Brad suggested to remove that issue and go to the next chair in line. Mark stated that it would present the same issue and would be the third vice chair who is in the business group, Danielle.

Danielle asked that since the chair is part of the business group. Mark shared that the vice chair has historically been a member of the business group, the state did not accept Brad’s placement as a business representative as he works for a company that manages Job Corps. In order to pass certification, Brad’s status is no longer in the business category. Mark shared that Cassie’s question is the cause to question the vote/action. Danielle stated that she is in town and will be at the meeting on June 10.

Mark stated his concern that there has not been a question for the past two years with Brad as Vice-Chair. Mark stated that the by-laws state that in the absence of the chair that Vice-Chair would perform chair duties. The only reason we would move to another chair would be if someone was not available.

Cassie shared that we did not have to make that change until July 2021 and Board of Supervisors approved January 2022 with Brad’s change from business to workforce category. Mark stated that should that be challenged that Brad would be facilitating the process and not counting a vote or impacting an election. Mark also stated that if there was a challenge that it wouldn’t be the election it would be the facilitation of the election, it would be who would be stepping into the role. Mark shared that technically all of the roles restart in July and stated it doesn’t have to but he would have an offline one on one conversation with chairs to see if this is something that they still want to do. Mark stated that Cassie brought up a good point but that it could be a possible solution but would lead away from the by-laws. Cassie stated that she understands but is always good to have more than two heads involved in the decision. Mark shared that he feels that the board trusts exec and they have earned their trust but opened it up for discussion of the process for election.

Vaughn asked if there is a nominating committee. Cassie stated no that the members of the business representatives would nominate and vote for the chair role. Vaughn asked if this occurs before the meeting, and Mark stated that there is not a meeting prior to the meeting about nominations. Mark shared that last time his name mentioned and others given an opportunity to name someone else. Vaughn stated that it should be that in May, we have nominations and June have an election. Mark stated that they by-laws do not state that and as we look into the future that the by-laws would have to change. Vaughn stated that we should announce in the email so they can attend the meeting. Mark stated that we should give people a chance to nominate and offer a ballot, as we have to do it at the June meeting so we are not in violation of the by-laws.

Mark asked that within that framework how would we like to proceed and it is not a secret vote but we have to track that business representatives were present at the meeting and voted for the chair.

Vaughn stated that he doesn’t see a problem with Vice-Chair taking on the voting item and then back to chair. Mark said is that the by-laws Brad’s eligibility is in question now that he no longer represents the private sector from state recertification.

Danielle asked if we were in violation right now. Mark stated potentially yes. At the time Brad was appointed he was in business, when the state refused that change and he moved back into workforce category that we are no longer in compliance to the by-laws. Mark shared that the state did not accept the justification as Brad's email is job corps. Danielle asked if we could change the by-laws and Mark stated that we could with the approval of the WIB. Mark also stated that we should look at revising the by-laws since the SGA is updated. Mark also shared that the majority of the executive committee elects the Vice Chair.

Mark proposed that do we want to have someone other than Brad to facilitate the election.

Mark will open to Danielle with do you want to put your name in the ring for chair. Danielle as a member of the business category. Danielle would facilitate that vote.

Brad, "Mark I am recusing myself from this agenda item and the exec board asked that Danielle as a business representative introduce this agenda item." Executive committee members present agreed to her facilitating the voting item.

Nominations: The committee continued to discuss the way nominations are made. Mark suggested that they email Cassie during the meeting. Danielle suggested a poll in zoom. Brad suggested a google doc/form. Cassie agreed that nominations in the chat would work well, or verbal nomination so she could enter the names in the google form. After all nominations have been made, the link will be entered into the chat and the link will be on the slide deck.

Danielle will accommodate any verbal votes during that voting agenda item. Mark also suggested a timeframe for nominations and then the google forms is posted and then they move to another item while votes are coming in and being tallied.

Mark paused his facilitation and asked Brad to step in so the executive committee could discuss whether they want to nominate or put Mark's name as the chair in the chat box. Brad stated that he has no reservations about putting Mark's name in the chat and asked for other member input. Brad also shared that it may be perceived as executive committee trying to sway the results of the election.

Danielle stated that they should keep it simple with the background that it is that time of year for election of the chair. Danielle will open it up to anyone interested in being considered for the chair and is from the business category put name in the chat. Brad asked Cassie that since this is an agenda item that she insert the term language and election of the chair position. Brad also stated that publicly before the vote that an opportunity to the person being named should have an opportunity to accept or decline. Danielle asked for a slide regarding the duties of the chair during the process. Michael, Vaughn, Brad and Danielle all agreed to the simplified process.

Voting: Votes recorded in a google doc, chat feature or verbal vote during that agenda item for the public record

VIII. Review, Discussion & Action Item: To review the Performance & Accountability committee's recommendation regarding performance review structure for the One Stop Operator and the timeline for execution (*Performance metrics drafts [PY 2021-2022](#)*)

Brad shared that the draft tool is being worked on by the committee. Brad explained that the current scope was entered into the tool to gather reporting information from the provider.

Mark stated that the current contract dates are from January 1, 2022. Cassie corrected.

Brad asked that the action item just be that the template be approved to use for the current OSO contract as the tool to review the OSO performance.

Action: To approve the tool to measure the performance of the OSO contract based on exhibit A in the contract. Mark amended the item as approve tool to measure current contract performance of January 1, 2022 to June 30, 2022 and opened the item. Moved: Vaughn; Second: Michael; Discussion: Brad stated that the numbers would also change to reflect a six month contract; Vote: 3-0, Brad abstained. Approved.

- IX. Review, Discussion & Action Item:** To review the One Stop Operator contract renewal draft and to determine placement on June WIB Agenda ([Draft OSO contract](#) with WIB specified scope of work highlighted in yellow)

Mark shared that they are looking at the initial renewal of the current contract for July 1, 2022 to June 30, 2023. Mark reviewed the contract and presented the contractual language in the first part of the contract and then scrolled through. Mark noted that Dan remains the designee as the signatory of the contract. Mark asked Cassie if the Deputy Director role has been filled. Cassie stated not yet. Mark stated that he wanted to bring this up. Mark continued to state that the items in exhibit A is verbatim for what was approved by the WIB in its entirety. Brad asked about 1.2.7.

Cassie shared with the committee that an updated version was shared with the committee yesterday afternoon. Brad asked which one will be going for review. Cassie stated that the one that is approved will be forwarded to the county attorney office. Mark stated that he did not receive the document or email. Cassie stated that she emailed the contract to the committee around 2:30pm. Mark pulled the information and was able to share the version with grammatical changes.

Brad asked about 7.1.2.7 second sentence about, “may result at the option of the county...” Brad stated that this is verbatim from the scope that was approved but wanted to bring it to the committee attention.

Mark completed the review with the committee.

Action: To approve the [contract renewal draft](#) for the one stop operator. Motioned: Danielle; Second: Michael; No discussion, Vote 4-0. Approved.

Mark directed Cassie to send the contract to the county attorney office for review and draft will be on the June agenda. Mark thanked the county for their work on the contract and the expedited pace to get the review in place.

- X. Review, Discussion & Action Item:** Discuss and review local plan modifications including sectors, practical tactics, career pathways, education partners and industry, ([draft](#) with updates to labor market information data, population data and programmatic updates from the year in BLUE), No action. Discussion only.

Mark reviewed that the original strategy was to have planning committee review and then send to the executive committee however due to quorum they are looking at this today. The idea is to go to the WIB in June and have breakout sessions with the five points on the agenda. Breakout sessions would be four groups and have the plan be available to talk through and have a decent part in the drafting of the plan. After the plan updated, it would go back to the executive committee and sent to the state for modification review.

Michael agreed that breakout sessions work well and it would be a good exercise. Mark opened for discussion. None.

- XI. Review, Discussion & Action Item:** Discuss and review performance levels for Performance Negotiations for program year 2022 and 2023, ([proposed numbers from the state](#))([Local SAM Model](#)) Cassie let the committee know that we have a meeting scheduled in June for local area performance metrics. No action. Discussion only.

- XII. Review, Discussion & Action Item:** Development of June meeting agenda, done throughout the meeting.

XIII. Adjourn, Motioned: Vaughn; Second: Brad; Adjourned 10:03am

Next meeting June 23, 2022 8am, virtual