



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, September 22, 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**

**Members Present: Mark Vitale, Michael Guymon, Danielle Duarte**

**Members Absent: Brad McCormick, Vaughn Croft**

**Agenda**

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

**II. Call to the Public**

Cassie shared that at the state call this week, that the state review committee approved the final plan and will be on the WAC agenda for formal approval by the WAC.

Mark thanked the team for their work on the plan and that the new plan/preparation activities will be done throughout the year for the next one.

**III. Review, Discussion & Action:** To approve August meeting [minutes](#); Motion: Danielle, Second: Michael; Discussion: None; Vote: 3-0; Passed

Mark thanked Cassie for always turning around minutes in a timely manner and for the detailed minutes.

**IV. Review, Discussion & Action:** WIB Committee Reports – Youth Council, Performance & Accountability, Planning, and Board Development

Planning Update: Michael shared the committee continues to have quorum and talked about the plan, targeted sectors, and last month discussion about the targeted sectors and is please that they are able to meet quorum. Very positive and heading in the right direction. Mark congratulated the planning committee on meeting quorum and thinks that the standing committee review in place seems to really have helped. Mark shared that based on the committee minutes that it might be a good idea to showcase what has been discussed from the committee that can be shared with the WIB. Mark asked about the meeting materials that were discussed. Michael shared that the programs are local, we reviewed, and the others are pull from federal and state sources. Michael agreed that the topic was well received and at the next planning meeting will have a panel discussion regarding apprenticeship opportunities. Michael shared that committee member stated that Pima is behind in developing apprenticeship opportunities and they agreed to bring in a panel of experts to build up the program and that as a region we are providing the right opportunities.

Discussion and action may occur on any agenda item.

Auxiliary aids and services are available upon request for individuals with disabilities.

Please call 520-724-9638 (48 hours in advance) to make arrangements.

Mark agreed and stated that the Career Cluster report is the start of highlighting how the target sectors impact job placement and outcomes in the region.

Mark shared that he and Cassie had discussed that as a registered apprenticeship with the state that if the local area determined the need that it would be allowed for WIOA funding. Cassie concurred and reviewed the document from the planning committee to review current apprenticeship opportunities that are available at a state and local level. Mark shared that this is something that the WIB will want to look at and start to develop the strategies in the next local plan and define target sector strategies that align to occupations and opportunities in the area.

Danielle asked about other apprenticeships that may not be registered but within the companies themselves. Mark shared the status of other apprenticeship options and some of the barriers associated with using other federal dollars. Cassie can review and add to the local listing of opportunities to have a running list much like the states.

Jim Mize, OSO also shared that Joann Bueno may be another great person to contact as she has shared that AZ has around 1,100 apprenticeships opportunities.

Sean stated that she posted the DOL publishing of the rules and regulations around federal funding for apprenticeships.

Mark circled back and welcomed those in attendance: Rhonda, Gabe, Sean, Jim, Dan, Francisco and Anna.

Cassie will add the columns to the report to include occupational training within each sector and the job codes associated with the certification or outcome to share at the WIB meeting in October.

Board Development – Danielle stated that they did not meet quorum and will have to look at membership moving forward with changes. Danielle shared that they did have a discussion about recruitment of other members and about the transition taskforce. Danielle also shared that rather than a traditional annual meeting but to look at a January date and have a workforce summit to change things up a bit to move things forward. Kicking off the year with a summit, and having a taskforce to help with the planning of the summit. Danielle is meeting with those that they identified and some framework will be helpful to get more participation and showcasing partner activities.

Mark stated that he would save most of his comments for the next agenda item. He stated that the ones that he has reached out to have stated that they are interested and are working out a time to meet. Mark shared that he will reach out to Jorge about taking on a leadership role in the transition taskforce.

Mark shared that moving the annual meeting out of December would be helpful and have more opportunity to move forward with the work. Danielle shared that Cassie made a point that we are not locked into December. Danielle also shared that if the meeting was pushed to January that it would be Jan 13, other ideas were about getting partners to showcase their programs and getting them involved including food, swag, and more. Danielle shared some WIB members that were identified as potential taskforce members for the summit in January. Danielle also shared that another suggestion was that WIB members would bring in other business/employers from their networks to attend and bringing the conversation back to workforce and opportunities in Pima County.

Mark asked if this would be a board development task or a taskforce. Danielle shared that meeting once per month may not be efficient to pull off an annual summit meeting. Mark stated that if she wanted to create a taskforce to take on the planning of the summit and work with board development group including those members and Peter, Karla, and Laura as part of that workgroup. Mark agreed and Michael agreed.

Michael stated that he would reach out to his network and also shared that Frank Velasquez on the Tucson Metro Chamber team can also be available to lend a hand in the event to support the efforts of the summit.

Michael stated that he is exciting about a meeting to incorporate all of the ideas and concepts that are coming out of the committee and making the annual event as a community event and Mark suggested that Andrew Bevington for the K-12 lens would be beneficial as well as David Dore from Pima College.

Danielle shared that having a collaborative effort would have better results and how we market and how to encourage member participation.

Mark agreed and it will align to the other goal of being more exposed by showcasing what we are doing locally to support business growth and workforce.

Mark stated to move forward with the taskforce to plan for the in person event this year. Danielle will reach out to the members that were identified and is reaching out to Peter, Karla and Laura. Mark asked that anything being done on the taskforce so we can have an update.

Mark asked about the current slots open. Cassie shared that there are five slots within the business category. Cassie stated that she is confirming with the Clerk of the Board regarding Aric's status and next steps on what to do with Board of Supervisor appointment/reappointment. Cassie also shared that due to the new by-law "prohibited member" clause as approved by the BOS for next steps.

Mark asked Danielle and Michel if they were aware of the prohibited member clause and asked that she share with the committee the specific language. Cassie shared that the prohibited member clause states that any organization/business contracted by Pima County are prohibited from being members. Cassie will get next steps from the appropriate county office including PCAO. Mark stated that this will change recruitment efforts.

Mark shared that the Youth Council update including virtual expos that are being supported by the WIB and the Superintendent's office. Youth Council is focused on the Youth Career Expo. Cassie shared that we are anticipating roughly 150-200 students. Cassie also shared that we are trying to get more community involvement and sent out an email this week asking for door prizes, and other swag items for the event and the response has been very positive. Cassie also shared that they are coordinating with TUSD transportation and see how to increase in school youth involvement as this is really the largest event we do for ISY. Cassie confirmed that Mark is going to MC along with Patrick as was done in the virtual expo last year.

Danielle shared that on the youth development page the old flyer was on the page and the new flyer is in the email and asked for that to be updated. Cassie will update.

Mark shared that the Performance Committee has not met yet this month as Brad is serving on Grand Jury duty and are set to meet next week. Mark stated that he would like to take a moment to review the OSO performance reporting form. Mark shared the form, wanted to have a chance to review the document and identify, and concerns or ideas, take it to the board, etc. Mark stated that what is integrated into the form is the verbatim language within the OSO contract. Mark shared that in his conversations with Brad that not all activity will have an outcome whether it be a broad stroke, varying iterations of reporting like quarterly/annually, and disclosed that this tool is not a linear progression. Mark shared that based on the committee discussion that items that do not apply would be NA. Mark stated that this is part of managing the on goings at the one stop and providing that governance. Mark opened the item for discussion.

Michael asked if the form needed WIB review. Mark stated that yes since this is part of the governance. Mark shared that the language is already approved and in the contract, this tool is just seeing if the WIB approves the tool to use as the reporting mechanism. Mark stated that since it doesn't have to go through committee to go to the WIB.

Sean asked about what comment would fit in each, as the monthly report is around three pages. Mark stated that if there is not a comment that it could be NA and if there is a written need it could go on as an attachment.

Cassie shared that Brad and she had a conversation about looking at the order of the document and seeing what can be done to the order of the report for easier report outs. Mark stated that since the language is there that no revisions to the language be made. Mark also shared that using this tool will help outside parties be able to review what is being done.

Mark asked that if the committee meets and have recommendations that those be brought back to the Executive Committee and then to the WIB in November. Mark also stated that should the committee not make quorum then this should be taken to the Board in October. Danielle and Michael concurred.

- V. **Review and Discussion:** Transition taskforce to help craft strategy for board meetings moving forward. Mark shared that he had discussions with those identified as potential transition taskforce members. Jorge, Alex, Abra, Trish and Ramon all said yes and agreed to engage on the taskforce. The question is how to proceed with WIB meetings being in person and what we need to do. Mark stated that there would be two to three meetings to learn about what they are doing and how the process has been to open up to back in person meetings and what that looks like. This taskforce would be under board development to request time on the agenda and make recommendations that would be sent to the executive committee and to the WIB.
- VI. **Discussion:** October meeting agenda 1) Call to Order 2) Roll Call 3) Pledge of Allegiance 4) Call to the Public 5) Chair Message 6) Career Cluster Report and 10k overview of apprenticeship 7) Economic Development Panel moderated by Michael 8) Adjourn
- VII. **Adjourn, 9:55am**

*Next meeting October 27, 2022 8am, virtual*