



QUALITY JOBS. QUALIFIED WORKERS.

## Public Notice of virtual Meeting of the Pima County Workforce Investment Board ("WIB") Performance and Accountability Committee

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Pima County Performance and Accountability Committee and to the general public that Performance and Accountability Committee will hold a *virtual* meeting open to the public on

**Wednesday, September 28, 2022 8:30am to 9:30am**

Join on your computer or mobile app [Click here to join the meeting](#)  
Or call in (audio only) [+1 213-279-1657](tel:+12132791657), [86997865#](tel:+186997865) United States, Los Angeles  
Phone Conference ID: 869 978 65#

Members Present: Brad McCormick, Ginny Seltentright, Dr. Mark Vitale, Maria Zepeda, and Jim Zarling

Minutes  
Agenda

- I. **Call to Order and Welcome:** Brad McCormick, Chair
- II. **Review, Discuss and Action:** Approve August 2022 [Minutes](#) , Motion: Ginny; Second: Maria; Discussion: None; Vote: 5-0; Passed
- III. **Review, Discussion:** WIOA [Partners Report](#) PY 2021, the committee members reviewed the Partners Report and had a discussion.

Brad stated that there may be issues regarding reporting as the data reflected for his program is inaccurate.

Mark agreed that due to the reporting systems there are errors like the WIOA financial report from last month including human error.

Ginny stated that it would be great to review the performance monthly to identify trends and develop strategies.

Mark stated that next steps is based on the committee as to bring this to the full WIB by way of the Executive Committee in October for full WIB presentation in November.



Discussion and action may occur on any agenda item.  
AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.  
Please call 520-724-7700 (48 hours in advance) to make arrangements.

Mark stated that there are other reports that are shown as well like the financial reports. Brad asked for report cadence to see where this report could potentially fit in to the annual WIB schedule.

Brad asked members in attendance about reporting system and timing. Members shared their reporting timing. After discussion, the committee agreed to solicit the data on a quarterly basis.

Mark shared (1) Quarterly financial reports are sent to the executive committee the month after the quarter ends and then go to the WIB for review the month after (2) Mark also suggested that the committee may consider tracking the trend line, either at an annual to monthly trends to further analyze the data being collected.

*(Ginny S exited the meeting, 9am. Quorum remained in place)*

Maria stated that quarterly reporting works best for Title III data. Kari stated that quarterly reporting also works with the National Farmworker reporting data.

Brad stated that the cadence for this report would be October, January, May, and July – moved to August

Mark asked about the “lift” associated with the reporting. Cassie shared that the One Stop Operator, Jim Mize with SER Jobs for Progress coordinates the partners to gather the data for this report and that she does not have to do a lot other than entering that data into the report for WIB committee/member review.

Cassie also shared that the data is not validated as we do not have access to the systems, and that the financial report solely reflect WIOA Title I-B. Cassie shared that the cadence for reporting is at the pleasure of the WIB and will compile as necessary.

Members and guests continued discussion regarding cadence of the reporting for the partners report. After discussion, it was suggested by Mark that we can add another column for quarter and year to date to help the WIB members look.

Brad agreed and stated the cadence the same as the financial with committee review first, then executive committee and full board the month after.

No action taken.

- IV. **Review, Discussion and Action:** Review and finalize [OSO Performance Metrics](#) report for PY 2022-2023, Review and discussion of content for OSO review

Brad reviewed and the overview of what happened with the report as it did not pass executive committee for WIB approval.

Brad stated that the line items on the reporting tool are based on OSO contract. Brad shared that there may not be outcomes. Brad shared that the purpose of this is to give the contractor the tool to report to the WIB activities that are being done within the contract. Brad continued to state that a report that the OSO could provide is a listing of meetings that the OSO had with One-Stops and staff throughout the quarter.

Brad stated that it is incumbent on the contractor to provide the information to the WIB on a quarterly cycle unless otherwise stated in the contract.

Mark also shared that the Executive Committee asked if the contractor would be able to have items listed in each quarter and how they would be met. Mark also shared that there wouldn't be an issue if the OSO marked "NA" and if there were any follow up questions a deeper dive would be conducted.

No other discussion, no further action. Report back to executive committee for WIB agenda in November with presentation from Brad at that time.

*Mark, Kari exited the meeting, No Quorum to continue.*

- V. **Review, Discussion:** WIOA Title IB [Financial Report](#) PY 2021 as accepted by the WIB, **No action, no quorum. Move to October.**

- VI. **Call to Public. No public present.**

Brad shared with those in attendance that he has accepted a new role within his corporate structure as the Director of Operations starting mid-October and would no longer be the Director of Fred G. Acosta Job Corps center in Tucson, although he will remain in Tucson.

- VII. **Adjourn, 9:33am**

*Next meeting, October 19, 8:30am, virtual*