



QUALITY JOBS. QUALIFIED WORKERS.

Public Notice of virtual Annual Meeting of the Pima County Workforce Investment Board (“WIB”)

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

Friday, April 8, 2022, 7:30am to 9:00am

Join Zoom Meeting <https://us02web.zoom.us/j/82181269893>

Meeting ID: 821 8126 9893

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Dial by your location: Meeting ID: 821 8126 9893

Find your local number: <https://us02web.zoom.us/u/kbi5jV9XaI>

Minutes

Members Present

Carol Stewart

Frank Grijalva

Karen Molina

Maria Sopher

Paul Stapleton-Smith

Susan Hyatt-Dumon

Alex Horvath

Dan Eckstrom

Gina Pleas

Kari Hogan

Dr. Mark Vitale

Peter Loya

Trish Muir

Barbra Coffee

Danielle Duarte

Iris Matheny

Kathy Prather

Mary Boegemann

Ramon Serrato

Dr. Vaughn Croft

Brad McCormick

Dr. David Dore

Jorge Rivero

Laurie Kierstead-Joseph

Michael Guymon

Rose Grijalva

Agenda

I. **Call to Order:** Dr. Mark P. Vitale, Chair, 7:32am

II. **Roll Call:** Board Development, Jorge Rivero, “What is your favorite April Fool’s prank that you have witnessed or experienced?” *WIB Members & Guests enter their funny prank in the chat feature.* Quorum established.

III. **Pledge of Allegiance:** All

IV. **Call to the Public:**

Danny Howe, the link for the April 26th Second Chance Tucson forum can be found at www.secondchancetucson.org this is a free event that will be held virtual;

Dr. Dore attending the NAWB forum in Washington DC as a speaker and will bring back the information from that event

V. **WIB Chair Message:** Dr. Mark Vitale, Chair,

Mark stated that he is about 65% through the WIB member listening tour and asked that if members haven’t done so already to schedule some time with him to check in on how the WIB is going.

Mark reviewed the February 2022-March 2022 jobs report. Mark highlighted that current data closely matched previous data. Pima County has a 4.6% increase in nonfarm employment.

Mark reviewed the definition of recession and why do you think we may be heading into one? Mark continued to review signs of labor crisis, inflation, and outlook.

Mark reviewed current WIOA Title I-B performance metrics. Mark stated that the WIB negotiates performance measures with the state for Title I-B Adult, DW and Youth. Mark also stated that the WIB primary fiduciary governance responsibility is for the WIOA Title I-B Adult, DW and Youth. Mark continued to review March performance metrics and highlighted areas that we our exceeding performance measures.

Mark announced the Windmills training coming up in April. Mark copied and pasted the registration link in the chat and encouraged attendees to register for the two-part event on April 19 and 28. The flyer will be available on the WIB Webpage as well as the county's social media (Facebook)

<https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=25216>

VI. **Action Item:** To approve March 2022 [Meeting Minutes](#) Motion: Dr. David Dore; Second: Mary Boegemann; Discussion: None; Vote: 24-0. Minutes approved.

VII. **Review, Discussion & Action Item:** To approve the amended language to the [WIB By-Laws](#) to address the findings from the state during recent [WIOA Title IA Governance](#) Monitoring and send to the Board of Supervisors for ratification and approval; Motion to approve: Kari Hogan; Second: Dr. David Dore;

Discussion: Mark reviewed the proposed revisions that are in the meeting packet. Revisions are highlighted in yellow along with a summary of changes page per WIB member request. Mark provided background that the state request that the information be verbatim in the by-laws.

Frank Grijalva asked: 1) 14-calendar day review; 2. Pima County Attorney review prior to coming to the board. Cassie stated that the notification was sent within 10 days and are not within the 14-day timeframe. Cassie stated that due to the nature of the finding, we were unable to allot additional time (4 days from EC review). Cassie shared that currently CWD does not have a county attorney assigned to the office. During the WIB recertification process, the PCOA asked that they remove that language. Andy Flagg added that PCOA specifically requested that the clause be removed, as county policy or law does not mandate it.

Frank motioned to table the item until we are compliant with the 14-day timeframe in the current by-laws. Mark stated that the motion for approval is in discussion and not to propose a new motion. Mark asked that members consider the nature of the request from the state. Mark stated that members can vote yay or nay to the current motion.

Kari asked if there was any recourse based on not meeting the 14-day timeframe. Mark stated that if someone had not reviewed at the time. Mark stated that we have a quorum and that if the WIB voted to pass it along, that the member would vote that they have read it and agree to pass it along to the BOS.

Brad asked for clarification that the motion in front of the WIB is to approve and if they approve it there is not any ramification. If we are not in agreement with the 10 day window we vote nay and if we are we vote yay. Mark confirmed.

Susan asked about the conflict of interest language changes and asked that when Executive Committee (EC) reviewed did they have any conversations surrounding impact on current WIB members. Mark stated that the EC did not have those discussions and no concerns were raised about that issue.

Frank stated that there was an issue to form. Mark clarified that there is a motion and second to move By-laws to approve. Frank stated that he does compliance and other things that federal government says we cannot pick and choose the by-laws. Mark encouraged board members to vote how they feel as there is a quorum. Mark also stated that we do follow by-laws and make sure that we do follow it. Mark stated that *Cassie posted Article XII in the by-laws: "C. The WIB may, by vote of a majority in attendance at a WIB meeting, request that the BOS amend the by-laws."*

Dan Eckstrom asked about the review of the by-laws. Review by the state, Exec reviewed has there been a legal review of the by-laws? Mark stated that the by-laws were created by the BOS. Mark continued that the language came direct from the state. Mark stated that there was no legal review of the by-laws. Mark also stated that in the past the vast majority of the document was reviewed by the county attorney office. Dan asked who provides legal advice on any changes. Mark stated that the WIB is not Pima County, WIB share governance with the county. Mark stated that there isn't an attorney review. Andy Flagg clarified that we did send to the county attorney and they stated that there was no legal review required.

Trish asked what precipitated the removal of PCOA language from the by-laws. Andy shared that we sent the by-laws to PCOA per the current provision in the by-laws. At that time, we were directed by PCOA that the provision in the by-law is not necessary and asked that it be removed.

No other discussion. Vote 14 yay; 8 nay. Motion passed. By-Laws with revised language will be sent to the BOS for final approval.

VIII. **Review, Discussion & Action Item:** Federal Opportunity [FOA-ETA-22-06](#): Apprenticeship Building America (ABA) Grant Program. Pursue an application for this grant prior to the April 25, 2022 deadline.

Mark stated that the EC reviewed a grant opportunity and approved that it be brought to the full WIB. Mark explained the grant for an opportunity to partner with local tribal nations and other grant-required partners to create apprenticeship opportunities with appropriate native populations potentially resulting in credentialed and experiential outcomes locally within the six-targeted sectors identified by Pima County LWDB.

Mark stated there a couple of good things about this and a couple of negatives for the WIB to consider. Mark reviewed the four different categories of eligibility for the grant and reviewed the four categories with the members. Mark stated that some categories pertain to the WIB.

Mark stated that under 2,3,4 categories apply to the WIB. Mark stated that the grants team at Pima County reviewed and he asked the CWD Director, Dan Sullivan to share their feedback. Mark proceeded to read the information.

Required Partners for Registered Apprenticeship: "There are many variables and options for how the partnership can be configured. To be competitive, Pima County would need to have very specific commitments to cover the required elements of paid, structured on the job learning, related instruction, and industry-recognized credential. A recommended next step would be to start meetings with potential partners to begin to explore and build, as shown in the graphic below from apprenticeship.gov. When the partnership begins to jell around a shared plan of action, that is the optimal time to put a competitive grant proposal together, because the commitments are already in place, and have been thought through."

Outcomes: “This has been a challenge to accomplish in our market. Previous grant funded initiatives for industry driven training and youth hand on training have targeted expanded apprenticeship activity. Employer hesitancy, rigorous admissions standards, basic skills gaps, weak or volatile local demand for apprentices, and insufficient or unrecognized incentives are among past barriers. To succeed, a program might select modest targets and design intentionally with these barriers in mind.”

Scale: “A grant application requesting \$500,000 might be expected to train approximately 400 apprentices over a four year period.”

Recent DOL Investments for developing new Registered Apprenticeships: “A good strategy for a new grant application might be to build on what has been accomplished under previous Department of Labor initiatives, perhaps by expanding enrollment or “on ramps” to apprenticeship. It would also be important not to duplicate development of new RAPs for the same occupations or relive lessons learned from these recent initiatives.”

Mark opened the action item. Vaughn asked for questions before a motion. WIB members started to discuss the item. Kari asked about the timeframe/turnaround and what steps have already been taken to be competitive and win based on the timeline. Kari stated that if they have already put in the work and it is to approve to move forward is different. Kari asked who are the grant writers involved in this. Mark stated that this would be a WIB related activity. Mark stated that this is a tight turn and something we want to consider to make the attempt. Mark reviewed the chat.

Dan E. stated that because of the time limit of 17 days to put this together, whom is he engaging to prepare the application. Mark stated to date it is to be determined. Dan asked that once it is put together does it have to go to BOS for ratification and final approval? Mark stated that under WIOA that WIB is able to pursue outside sources of funding. Dan asked if there has ever been one done. Mark stated no. Dan expressed concerns about who would put this together. Mark answered to be determined. Dan motioned that due to time factors, direction as to who will put together or how this is put together; WIB staff is not grant writer. Motioned to not move forward.

Ramon S. stated that he has been involved with other states regarding this opportunity that they are farther ahead into this and two weeks is not enough time to get everything together.

Vaughn asked if Dan S. office has opportunity to proceed. Mark stated that Pima County can apply independently. Mark stated that the county has option independent of what they do. Dan S. stated that the county will not go after the grant.

Laurie stated that although a worthwhile opportunity that the timeframe isn't realistic to pursue.

Motion not to proceed: Dan E.; Second: Laurie Kierstead-Joseph; No further discussion; Vote: 22-0. WIB will not proceed with grant opportunity.

- IX. **Review, Discussion & Action Item:** To approve the [WIB Budget](#) for July 1, 2022 to June 30, 2023; Mark reviewed the WIB Budget and continued by line item. Staff support includes two staff, WIB Director Cassie Lundin and an administrative support. Mark stated that the increase or wage adjustment was made determination with EC that should an increase occur that there is enough in the budget should the BOS approve an adjustment. Adjustment entered on the WIB Budget is 3%.

Out of state travel is for three WIB members to travel to the national forum in Washington DC. Mark stated that they are not sending anyone this year due to ongoing travel restrictions. Mark stated that they would like to attend that in PY 2023. The out of state travel would be airfare, hotel costs.

Motion to approve: Vaughn; Second: Kari Hogan;

Discussion: Laurie thinks that the budget seems reasonable and question during a data presentation that it is the boards job to oversee the work being done in Title IB and asked about that annual budget. Mark stated that the revenues are based on state WIOA dollars. Operating expenses that we would expect to incur. Mark stated that the financial report that is shared in the next agenda item will show financial progress. Laurie asked if WIB review how it is being spent. Mark stated yes and that is part of the financial report in the next agenda item. Mark stated that the staff are paid through WIOA dollars, WIOA allocations as provided by the state.

Vaughn asked about the travel cost and verified that it aligns with county restrictions. Mark stated yes they are.

Dan moved that the budget be approved. Mark stated that there was already a motion.

Paul asked if the WIB determines that staff should have an increase if WIB has the authority to increase it? Mark stated that WIB staff are county employees and are subject to county guidelines and there wouldn't be an opportunity for the WIB to override that. Mark stated that if BOS has a number that exceeds 3% that the WIB can come back and revise to meet the additional should that occur.

Vote: 20-0. Motion passed. WIB Operational Budget PY 2022, starting July 1, 2022

- X. **Review, Discussion & Action Item:** To accept the [WIOA Title I-B Financials Report](#) from Community & Workforce Development Administration & Operations Division. Mark reviewed the financial report based on current WIOA allocations. Report is based on previous program and fiscal year up through February 2022. Mark asked for a motion as it is today with no presentation.

Motion: To delay review of the report until May meeting; Second: Laurie;

Discussion: Michael asked if the delay would effect anything currently going on. Mark stated that he doesn't think that there would be any delay.

Vaughn asked that if the Performance Committee reviews this that additional insight could be done in May. Vaughn asked why the motion to delay until May. Mary stated that they thought members needed more time to discuss the budget before it is approved. Mark clarified that this is just a review and not an approval for a budget. Mary further clarified that this is just a budget review/quarterly review of the budget. Mark confirmed and Mary withdrew the motion.

Motion to accept the WIOA Financial Report: Vaughn; Second: Danielle; Discussion: None; Vote: 20-0: WIOA Title I-B Financial Report accepted.

- XI. **Adjourn,** Motion: Vaughn, Second: Mary B. Adjourned 9:05am

Next meeting Friday, May 13, 2022 – 7:30am, virtual