



P I N A L C O U N T Y

Innovative Workforce Solutions

PINAL COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD

Central Arizona College Corporate Center

540 N Camino Mercado #2, Room 120

Casa Grande, AZ

May 26, 2016

MINUTES

Call to Order – 9:04 AM

I. Pledge of Allegiance

II. Roll Call and Introductions

Co-Chair Carol Daniel welcomed everyone and Adeline Allen introduced Greg Stanley, Pinal County Manager sitting in for Tim Kanavel. A quorum was declared once Lana Chanda showed up while Joel Millman was explaining the Board Member binders.

Joel Millman reviewed the Board Members binders.

In attendance: Susan Aguilar, Adeline Allen, Lana Chanda, Carol Daniel, Bob Duke, Liz Harris Tuck, Joan Moore, Lynn Parsons, and Greg Stanley (for Tim Kanavel)

Via Teleconference: Chris Bannon, Jack Beveridge, Brad McCormick, and Sandie Smith

Absent: Mila Besich-Lira, Curtis Brown, Udo Cook, Tim Durkee, Charlie Estrada, Linda Garret, Kenneth Hall, Yvonne Jenkins, Kristin Jepson, Richard Wilkie

Guests/Staff: Cara Bryant (Arizona@Work/CAC); Linda Martinez (Arizona@Work/DES); Teasha Maestas (Arizona@Work/CAC); Zeena Gagnon (Arizona@Work/CAG); Tim Tucker (Arizona@Work/DES); Jayson Vowell (Pinal County Housing Dept.); Joel Millman (Arizona@Work/Pinal County); Aaron Moon (Arizona@Work/Pinal County); Sean Harper (Arizona@Work/Pinal County); Laura Metcalfe (AZ Dept. of Corrections); Doug Campbell (AZ Dept. of Corrections); Melissa Romines (AZ Dept. of Corrections); George Arhin (AZ Dept. of Corrections); Jeremy Price (AZ Dept. of Corrections); Danny Court (Elliot D. Pollack & Co.)

III. Information/Discussion/Action - Approval of March 24, 2016 and April 21, 2016 Meeting Minutes

- ❖ Bob Duke – March 24, 2016 amendment to item 8, Presentation from Bob Duke (Central Arizona College) on National Career Readiness Certification, page 5 – “CAC recently redid the license to lower operating costs”, and to strike from the record “CAC recently redid the license so it does not cost to administer the WorkKeys test.”
 - Motion by Mrs. Daniel for approval of amendment to the March 24, 2016 Meeting Minutes and approval of April 21, 2016 Meeting Minutes as presented. Motion passed unanimously

IV. Information/Discussion/Action - Approval of Lease Amendment

- ❖ Adeline Allen stated that the original date for vacate the current location at 1015 E. Florence Blvd. was April 24th. Due to issues with ordering furniture, the new anticipated move-in date is in August. Adeline has been in contact with Chris Wodka of Central Arizona College who stated we could continue month-to-month.
 - Motion by Mrs. Daniel for recommendation of amendment to the Lease Agreement for a month-to-month lease basis to the Board of Supervisors. Motion was passed unanimously with Bob Duke and Susan Aguilar recusing themselves.

V. Information/Discussion/Action - Recommended Approval of CAG IGA

- ❖ Adeline Allen stated that Central Arizona Governments (CAG) is currently under contract to provide services for Adult and Dislocated Worker clients. A new contract starting July 1, 2016 through June 30, 2017 will go into effect if the Board of Supervisors approves. Adeline asked if this board would make the recommendation so we can move forward to recommend action for the Board of Supervisors.
- ❖ Joel Millman stated that all performance measures are being met except the Entered Employment Rate for the Adult Program. A plan of corrective action will be drafted together to ensure compliance and performance goals are met.
- ❖ Carol Daniel stated the Board will push the approval of this to the end of the meeting until they see a copy of the IGA.

VI. Information/Discussion/Action - Approval of Executive Committee Recommendations

- ❖ **Future Meeting Dates** - Carol Daniel stated that the Executive Committee met and they wanted to propose dates and times for future Board meetings. Either the third or fourth Thursday of every other month.
 - Motion by Mrs. Daniel for future meeting dates to be the fourth Thursday of every other month at 10:00am. Motion passed unanimously.

- ❖ **Sub-Committees** - Carol Daniel stated that there is no action at this time, but wants the Board to be thinking about what do they do and what is there intention, how they match with the by-laws and the plan. Fiscal committee-Jayson Vowell can now give updates, and possibly considering to drop the Fiscal Committee. Stated that the other committees just meet on an as needed basis.
- ❖ **Mission and Vision Statements** Joan Moore wanted an amendment of the Vision statement to read “The creation of” instead of “To create”.
 - Motion by Mrs. Daniel for approval of amended Mission and Vision Statements. Motion passed unanimously.

VII. Information/Discussion/Action - Local Plan

- ❖ **Concept Paper** - Joel Millman gave an overview of the plan that is due on September 1, 2016. This includes a Concept Paper due by May 31, 2016. He requests that any changes be submitted as soon as possible.
 - Motion by Mrs. Daniel for approval of amended Concept Paper. Motion passed unanimously.
- ❖ **Business Survey Questions** - Joel Millman shared that they would be available on the Arizona@Work Pinal County website and once approved, they will be pushed to the public, targeted towards business community.
 - Recommendations by Board - “Do they know what Arizona@Work is?”; “Which services are you using?” switch the questions; “Do you even know what it is, if yes....”; 1st question-name the areas of focus and have another option to fill in the blank.”
 - Motion by Mrs. Daniel to approve recommended amendments for the Business Survey Questions. Motion passed unanimously.

VIII. Information/Discussion/Presentation from Laura Metcalfe (Arizona Department of Corrections (ADOC))

- ❖ Laura Metcalfe provided an overview of the education unit at the Florence Complex that offers Adult Education to inmates. They are hoping for consideration for possible partnership.
- ❖ The requirements for an Arizona Department of Education, WIOA Title II grant are not yet posted, but once they are Laura will update the Board of what may be needed.

IX. Information/Discussion/Presentation from Danny Court (Senior Economist, Elliot Pollack & Company)

- ❖ Provided and overview of the regional analysis being conducted on how they are assisting with the four-year Arizona@Work Pinal County Workforce Development Plan.

10:25am - 10:30am Break

X. Information/Discussion/Action - Recommended Approval of CAG IGA

- ❖ **10:30am** - The Board looked over the IGA. There is no need for an RFP in the future.
 - Motion by Bob Duke with amended mission statement replacing the current one. Motion was passed unanimously.

XI. Information/Discussion - Financial Report from Jayson Vowell (Pinal County Housing Department)

- ❖ Jayson Vowell provided a financial review on WIOA finances.
- ❖ There was some discussion on how the programs submit information to the county.
- ❖ There was some discussion and clarification on how the state allocates the money to each local workforce area.

XII. Information/Discussion - Economic Development Report

- ❖ Skipped report since no one was there to give report.

XIII. Information/Discussion - ETPL (Eligible Training Provider List)

- ❖ Joel Millman gave a report on how programs on the ETPL are approved and that the Local Board needs to approve the courses that go on this list and asked how they would like to go through the process for approval. The Board agreed to have these decisions go through the Executive Committee to be ratified by the whole Board later.
- ❖ Mr. Millman clarified where the training list can be found (azjobconnection.gov).
- ❖ Mr. Millman to forward information to Jack Beveridge on State Apprenticeships.

XIV. Information/Discussion - State Policy Review

- ❖ Joel Millman stated that the Workforce Arizona Council (WAC) is developing state level policies on how to operate the workforce system in Az. There is a One-Stop Service Delivery policy that was drafted which will be available on the Arizona@Work Workforce Arizona Council site.

XV. Call to Public

- ❖ Adeline Allen mentioned that on June 1st the RFP for the Youth Program, will be taken to Board of Supervisors for approval for the new contract on that program.
- ❖ Sandie Smith thanked Joel Millman, Tim Kanavel, and Udo Cook for being on the panel at the May 13th Pinal Partnership breakfast.
- ❖ Gregory Stanley mentioned that the County is pro economic development, and are looking at a tourism program. He also mentioned that the Veterans Center will be in the One-Stop and the County will be covering them for a year.

- ❖ Sandie Smith mentioned that the Pinal Partnership is meeting and want to be more involved in Economic Development and want to link up with Pinal County.
- ❖ Jack Beveridge mentioned that they are offering a Healthy Arizona Worksite Training Program that is out of the Maricopa County Health Department. It is designed to teach employers about wellness programs on the worksite. The training will be on June 16th. Material was sent to Adeline Allen.
- ❖ Bob Duke passed out the CAC summer program schedule because we are mentioned on page 18 of it. He got 80,000 copies made for distribution.
- ❖ Joel Millman wanted to let the board know about the vacancy on the board. DES is working on nominating someone to put on the board. Carol Daniel mentioned that the vacancy on the board was due to Kim Rodriguez retiring and that they wish her the best.
- ❖ Jack Beveridge asked for forwarding information for Mrs. Rodriguez. Carol Daniel told him she would forward the information to him.

XVI. Meeting Adjourn - 11:40am