

Workforce Investment Board

Executive Committee

November 16, 2011 – 8:00 a.m.

Kino Service Center
2797 E. Ajo Way
Room 301
Tucson, AZ

MEETING SUMMARY

Members Present:

Clayton Hamilton (Chair)
Gregg Johnson
Noreen Nelson
Vaughn Croft
Hank Atha
Peg Harmon
Jonathan Peck

Staff & Guests:

Risé Hart

- I. **Call to Order** – at 8:06 a.m. Clayton Hamilton chaired the meeting.
- II. **Meeting Summary** – Reviewed.
- III. **Action Item** – Hank Atha approved the WIB membership of Lydia Kennedy. Gregg Johnson seconded the motion. Motion approved unanimously.

Suggestion: Gregg recommended that a proposed member attend as a guest at a WIB meeting to observe the meeting before agreeing to become a member. Clayton will forward this recommendation to the Board Development Committee.

IV. Update on committee activities from each Chair

Youth Council – *Vaughn Croft*

- November's meeting held at JTED – Alan Storm gave an overview and tour of the site.
 - Hank requested that Vaughn provide a one-page description of the issues with JTED by the end of this week.
- Other sites the committee has visited and held meetings: CAID, Job Corps, Tucson Urban League, Tucson Youth Development, City of Tucson Planning and Community Development Division, and Metropolitan Education Commission.
 - Hank suggested visiting a public high school.
- Plan to meet with Dana Katbah to discuss getting small business involved with the Youth Council.
- Small exposé in the near future with youth, businesses, and educators.

Performance and Accountability – *Noreen Nelson*

- Meeting date has been changed to the second Thursday of the month.
- Start RFP process in mid January.

- Staff to send the RFP schedule to committee
- Suggested having the contracted agencies present at the February WIB meeting.

Board Development – *Jonathan Peck*

- Mentor program is up and running.
 - Staff to send the mentor list to the Executive committee.
- Tracking attendance via a spreadsheet that notes mandated partners, approved and non-approved absences.
 - Staff to create a spreadsheet to track the attendance of committee board members on subcommittees.
- Continue outreaching for new WIB members with the focus of the getting businesses from the targeted industry sectors.
- Reviewed the WIB website and provided suggestions.

Planning – *Gregg Johnson*

- Committee is meeting regularly and there has been good attendance.
- Industry sectors have been selected.
- Working with staff on a PR piece (one-page handout).
- Communicated with sector consultants Lindsey Woolsey and Lewis Humphreys.
- Lewis will demonstrate the “Start Tool Kit” at tomorrow’s Planning Committee meeting.

Faith Based – *Peg Harmon*

- Met with Linda Leatherman to discuss future initiatives as the previous focus was on grants which now are completed.
- Working with the faith community to prepare people to use the One-Stop Services (e.g. computers).
- Partnering with Job Corps on foster care for youth who are aging out.
- Creating relationships with employers to integrate job shadowing for youth and adults.

PEERS – *Clayton Hamilton*

- Maintaining a collaborative relationship with the One-Stop.
- New logo has been created.
- Meetings held with the new PEERS Director, Ed Parker.

V. Discuss agenda for the December WIB meeting.

The focus of the meeting will be adult literacy. Jonathan suggested asking the panel “How does the 100,000+ adults that are illiterate in Southern Arizona impact employment and education”? Keep the meeting positive and ask panelists what is being done to fix this problem. Hank will talk with Art, Casey, and Nancy and provide a final agenda and list of questions and send to the committee.

VI. Review Board surveys – Committee will review the surveys before the next Executive committee meeting.

VII. Next Meeting: January 4, 2012, at 8:00 a.m. at Kino Service Center.

VIII. Adjournment – 9:06 a.m.