



TO: WORKFORCE INVESTMENT BOARD MEMBERS

FROM: ARTHUR ECKSTROM, DIRECTOR

A handwritten signature in black ink, appearing to read "Arthur Eckstrom", is positioned below the "FROM:" line.

SUBJECT: **Minutes – March 11, 2011**

Members Present:

Jacob Bernal
Johnson Bia
Duane Bock
Clarence Boykins
Nicholas Clement
Vaughn Croft
Roger Forrester
Clayton Hamilton
Peg Harmon
Chris Hazen-Molina
Gregg Johnson
Dorothy Kret
Charles Monroe
Kim Murray
Noreen Nelson
Arnold Palacios
Jill Pearson
Beverly Price
Carl Rosborough
Alan Storm
Lizet Torres
Laurie Vance
Mike Verbout
Jo Anne Westerman
James Zarling

Members Absent:

Linda Arzoumanian
Hank Atha
Judy Clinco
Wilette Diggs
Peggy Feenan
Michael Guymon
Kari Hogan
Doug Jones
Suzanne Lawder
Paul Lyons
Jonathan Peck
Paul Roughton
Liz Russo-Clyde
Jack Scott
Joshua Wright

Staff & Guests Present:

Jim Mize
Imelda Cuyngan
Ramona Garcia
Christine Webb
Gerri Brunson
Don Meck
Jeff Rock
Patrick Lopez
Dominica Dominguez
Ed Parker
Tom Hinman

Evelyn Wright
Charles Casey
Ben Barela
Regina Suitt
Arthur Eckstrom
Veronica Boone
Marcia Roberts
Karen King
Dana Katbah
Celina Somoza
Mary Brodesky
Risé Hart

- I. **Call to Order** – Clayton Hamilton, Chair, called the meeting to order at 7:43 a.m.
- II. **Pledge of Allegiance** – All
- III. **Roll Call** – Mike Verbout conducted the roll call.
- IV. **Action Item:** Gregg Johnson moved to approve TITLE 1B Youth Program Request for Proposal (RFP) CSET—WF-2011-01 recommendations. Johnson Bia seconded the motion. Motion approved unanimously. Peg Harmon asked to be noted in the minutes that she abstained. Arnold Palacios removed himself from the room during the voting process of this action item.
- V. **Action Item:** Jill Pearson moved to approve the Workforce Investment Bylaws. Duane Bock seconded the motion. Motion approved unanimously.
- VI. **Action Item:** Jacob Bernal moved to approve the November 2010 and February 2011 meeting minutes. Gregg Johnson seconded the motion. Motion approved unanimously.
- VII. **Summary of Current Events**
 - WIB Subcommittees Statement of Purpose – Clayton Hamilton stated that the Planning Committee will be changing the committee's purpose. Clayton Hamilton asked the other committees to review their Statement of Purpose at their next meeting.
 - RFP Process – Noreen Nelson gave an overview of the Youth Program RFP process. The next RFP review is for Workshops and will be held on March 17.
- VIII. **Staff Report** – *Jim Mize/Charles Casey*

Jim Mize reported that Rapid Response had three events in February resulting in eight layoffs. The One-Stop staff has been very active in recruiting people who could benefit from the Health Professional Opportunity and National Emergency grants. Jim reported that last quarter there were 1,100 jobs from 250 companies posted with the One-Stop. This is a 20% increase from the previous quarter.

Charles Casey reported on WIA domestic funds on the national level. WIA is a discretionary fund and funds could be cut. Many of the community programs could also be affected by the national budget cuts. Pima County One-Stop staff will be preparing for a potential 10-20% cut in WIA funding starting July 2011 due to the current national situation.
- IX. **Review of Strategic Planning Meeting** – Clayton Hamilton gave an overview of the four top priorities that the members voted on at the February WIB Strategic Planning meeting.
 1. WIB's role beyond managing funds - Staff/WIB/Chairs/Commitment. The Workforce Investment Act dictates the WIB to establish a policy and conduct the RFP process. However the last two years the board has been developing additional missions.
 2. Committee communication ongoing/annual - survey feedback. Committees will be providing reports as appropriate about their activities. This will give the members a better understanding of each committee's functions. A survey will also be distributed to provide feedback from the members about the individual committees.

3. Orientation of new WIB members - training/tour of One-Stop – Currently there is an orientation process; however the members agreed that new members need a mentor.
4. Committee structure - function/purpose, collaboration, outcomes (work product and accountability). Each committee will be reviewing their statement of purpose.

Clayton Hamilton asked for comments from the members regarding the Strategic Planning Meeting.

Jill Pearson pointed out the importance for members to tour the One-Stops.

Vaughn Croft stated that the Youth Council has moved ahead and is discussing an Annual 21st Center Career and Workforce Development Event which will be designed to educate youth about different career opportunities and promote communication between and among public and private sources of employment.

Roger Forrester commented that the committees do not function solely and the need to work together and communicate frequently.

Noreen Nelson stressed the need for engagement on the part of members. The Executive Committee is looking at ways to engage all members to make the WIB more successful.

Laurie Vance (a new member) stated the importance of the new member orientation and mentoring.

Johnson Bia commented on the importance of each committee communicating goal timelines and accomplishments.

James Zarling mentioned the need to promote the WIB and One-Stop to the business community due to the lack of awareness.

Mike Verbout brought up the benefit of each committee reviewing their purpose and process to properly address needs versus mandatory monthly.

X. Automotive Industry Panel

Panelists:

Jeff Rock, Sun Tran

Don Meeker, Integrity Automotive

Patrick Lopez, MPG

Jim Zarling facilitated the following questions:

1. High schools, Pima Community College and other private training institutions graduate students continually in the field of auto mechanics. Are these students prepared to go to work and if so at what level? If not are there any suggestions to these institutions that would enhance the skills of these graduates.

Responses:

Jeff – The more hands-on experience students get in school the better prepared they will be once they get a job in the automotive industry.

Businesses need to have training programs to help employees improve their skills.

Don – Sees the value of education; however vocational training needs to be offered again in the high schools. Also the classes at the community college need to be upgraded and he suggested that Pima Community College update their auto mechanics courses from basics to more detailed training, similar to vocational training. The National Automotive Technician Education Association (NATEF), an organization that evaluate technician training programs, needs to update their standards as they are currently 10 years behind. Students who graduated from the community college start as an oil changer, a minimum wage position.

Patrick – Students who graduate from local community colleges start at entry level positions. Universal Technical Institute (UTI) is more comprehensive in their training.

2. The aging workforce is impacting all industries including the auto repair industry? How are you addressing it, i.e. retraining, or new hires?

Patrick – Currently his business is experiencing a shortage of experienced/qualified employees. Youth are not getting into the business. He changed his business philosophy and is getting all the workers involved in the holistic approach of the business. Continuing education needs to be a part of the business.

Don – There are five master technicians in his shop. A student is matched with a master technician allowing the student to become more trained. Master technicians ages range from 36 years to 60 years old. They train within the shop so employees can advance.

Jeff – The older worker has more experience and that's an asset. New hires are matched with an experienced worker. Training is a must.

3. How has the training grant helped your industry? Are we addressing your hiring and training needs? Any suggestions for us?

Don – Hybrid training provided by the One-Stop via a grant has been beneficial to his business.

Jeff – There is not enough qualified technicians to accommodate the business. One-Stop has been great in providing the training.

Patrick – Agreed with both Don and Jeff.

4. What is the employment outlook for your industry, i.e. immediate and 3-5 years from now and even further?

Don – The economy has changed the business as now they are mostly fixing vehicles that are not operational versus performing routine maintenance. Several of their customers are deferring maintenance on their vehicles.

Patrick – Educating the public on the benefits of maintenance for vehicles is needed for the business.

Jeff – Hard to predict the future. Average salary for auto mechanic is \$18-25/hr.

5. What is your view of the industry as it relates to green technology for this region?

Patrick – Green technology needs to be improved but it is not the top focus due to the current economy.

Don – His business is a green shop and after the 3rd year of being green they saw a profit.

Jeff – Sun Tran is constantly trying to find ways to be green including their vehicles.

Questions from the members:

Noreen Nelson – Is the shortage of trained workers Tucson unique or is it nationwide. Response: It is a nationwide problem but they do hire from out of state if they cannot find local talent.

Dot Kret – What type of transferrable skills do military trained mechanics have to offer? Response: Military personnel are not cross trained.

XI. Member Spotlight – Peg Harmon

Peg Harmon distributed the Catholic Community Services (CCS) 2009-2010 Annual report. Peg is the CEO of Catholic Community Services of Southern Arizona. She moved to Tucson in 1975 to get her master degree from University of Arizona and started at CCS in 1978. CCS covers all of southern Arizona and the organizations in Pima County are Pio Decimo Center, St. Elizabeth Health Center, Catholic Social Services, and SW Community Service. The annual budget is approximately \$28 M and there are 570 employees in the southern region. CCS is associated with the One-Stop via advertising positions and providing training. CCS offers training to special populations (youth/adult with disabilities). The other job training and employment assistance CCS provides is for refugees. CCS co-sponsored Casitas on Broadway (affordable living for seniors), the first LEED Gold certified multi-family complex. Peg is a mother of three children (music major, poet, and actor). Peg has been a long time WIB member and works with Linda Leatherman on the Faith Based Committee. CCS website: <http://www.ccs-soaz.org/>.

- XII. Call to Public** – Ben Barela announced that Sun Tran provides their training facility at no cost to the One-Stop.

- XIII. Next Meeting:** Friday, April 8, 2011, 7:30 a.m. at Pima Community College (Downtown Campus) Amethyst Room.

- XIV. Adjournment** – 9:07 a.m.