

Workforce Investment Board

Board Development Committee

Friday, August 12, 2011 – 9:15 a.m.

Pima Community College
401 N. Bonita Ave.
Rooms A109-112
Tucson, AZ

MEETING SUMMARY

Members Present:

Jonathan Peck (Chair)
Clayton Hamilton
Arnold Palacios
Jo Anne Westerman

Staff & Guests:

Frank Watts
Charles Casey
Ris  Hart
Kelly Butwinski
Diane Luber
Dorothee Harmon

- I. **Call to Order** – at 9:19 a.m. Jonathan Peck chaired the meeting.
- II. **Review Meeting Summary** – Reviewed.
- III. **Website Guidelines/Overview**

Kelly Butwinski, Pima County Webmaster, demonstrated the new Pima County Community Services and Economic Development (CED) and WIB standalone websites. Kelly stated a collaboration site using the web application platform SharePoint will be available January 2012. SharePoint allows people to share information, manage documents, and publish reports. Kelly will be distributing the website policies and procedures for Boards/Commissions in the near future. He mentioned that more photos and logos will be added to the site. The committee agreed to have a standalone site for the WIB linked through CED. Kelly will provide an update on the standalone site at the September Board Development Committee meeting.
- IV. **WIB Member Activity and Update**
 - a. New Members – The committee reviewed the r sum  of Rose Capono, SW Gas and agreed to forward her r sum  to the Executive Committee.
 - b. Resignations – None.
 - c. Composition – Need more Hispanics and mandated partners from Title 5- Older Worker Program and Voc Rehabilitation. Charles Casey will check with the Department of Economic Services to see if Voc Rehabilitation can be added to Peggy Feenan’s title. Arnold Palacios will pursue finding another Hispanic member.

- d. Attendance
- e. Other membership issues – None.

V. Recruitment – Need to recruit 6 members from businesses. Clayton Hamilton suggested getting representatives from the targeted sectors. Staff will ask the WIB to provide names and contact information of businesses from the targeted sectors. Clayton recommended Frank Watts become a member. Diane Luber suggested asking someone from Sargent Controls to join the WIB.

Assignment: Outreach to Hispanic and Green Chambers for two potential candidates and provide the names of the candidates at the September meeting.

VI. Orientation Process and Mentoring of New Member – Staff to ask Noreen Nelson if she can give an overview of the current orientation process at the September Board Development meeting. Rose Capono will be asked to evaluate the process.

VII. Next Meeting – September 9, 2011, 9:15 a.m. at Pima College - Community Campus

VIII. Adjournment – 10:08 a.m.