

# Workforce Investment Board

## Board Development Committee

Friday, September 9, 2011 – 9:15 a.m.

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

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### MEETING SUMMARY

#### Members Present:

Clayton Hamilton  
Arnold Palacios  
Kim Murray  
Dot Kret  
Noreen Nelson

#### Staff & Guests:

Frank Watts  
Charles Casey  
Diane Luber  
Risé Hart

- I. **Call to Order** – at 9:14 a.m. Clayton Hamilton chaired the meeting in behalf of Jonathan Peck.
- II. **Review Meeting Summary** – Reviewed.
- III. **WIB Member Activity and Update**
  - a. New Members – The committee reviewed the résumé of Jean Maldonado, Pima Council On Aging and agreed to forward her résumé to the Executive Committee. Staff will set up a meeting with Clayton Hamilton and Jean Maldonado.
  - b. Resignations – Lizet Torres.
  - c. Composition – Reviewed.
  - d. Attendance – Reviewed.
  - e. Other membership issues – Need representation from the Tucson Metropolitan Chamber of Commerce. Dot Kret will talk to Bill Holmes about this issue.
- V. **Recruitment** – Outreach to Hispanic and Green Chambers for two potential candidates and provide the names of the candidates. Arnold Palacios has contacted Lydia Kennedy. Dot Kret suggested an active member of the Tucson Hispanic Chamber of Commerce, Edmund Marquez, Allstate Insurance. Clayton and Dot will have a meeting with him next week.

Clayton read the list of suggested new members from the WIB members. The following members volunteered to contact the candidate.

Emerging Technologies

AZ Center for Innovation, Joann MacMaster – Clayton

Natural and Renewable

Solon Corp., Dan Alcombright – Clayton

Aimee King – Technicians for Sustainability – Clayton

Tucson Electric Power, Meredith Wilson – Clayton

Aerospace and Defense

Raytheon, Colleen Niccum – (already have representation from Raytheon)

Sargent Controls & Aerospace – Kim

Honeywell – Frank

Logistics

Port of Tucson, Mike Levin – Clayton

Health Science

Tucson Medical Center, Katie Brooks – Arnold

Carondelet Health, Ruth Brinkley

Clayton stated that the committee needs to find young professionals to join the WIB.

Staff will send the candidates contact information to the members.

**VI. Orientation Process and Mentoring of New Member**

Noreen Nelson gave an overview of the process for the Mentor/Mentee Program and New Member Orientation. The orientation and developing a mentor/mentee program for new members was based on the feedback from the February 2011 WIB Strategic Planning meeting. This process would be managed by the Board Development Committee. The process includes expectations of the members and mentors. Details of the program were provided in the meeting packet. The committee agreed to the proposed program and new member orientation outline. Kim stated as a new member the ramp up time took awhile and she is still in the catch up mode. The next steps are: 1) Noreen will give a presentation on the process at the next WIB meeting, 2) Staff will provide a list of members who have been on the WIB for one year or less, 3) Staff will create a mentor signup sheet to distribute at the WIB meeting, and 4) Committee will assign each new member to a mentor at the next meeting.

**VII. Development of Questions for WIB Membership Survey** – Staff to send the list of questions from Peg Harmon to the committee to review and provide comments.

**VIII. Next Meeting** – October 14, 2011, 9:15 a.m. at Pima College - Community Campus

**IX. Adjournment** – 9:58 a.m.