

Workforce Investment Board

Executive Committee

September 28, 2011 – 8:00 a.m.

Pima County Regional Support Center
6420 E. Broadway
Tucson, AZ

MEETING SUMMARY

Members Present:

Clayton Hamilton (Chair)
Noreen Nelson
Gregg Johnson
Hank Atha
Peg Harmon

Staff & Guests:

Charles Casey
Risé Hart

- I. **Call to Order** – at 8:04 a.m. Clayton Hamilton chaired the meeting.
- II. **Meeting Summary** – Reviewed.
- III. **Action Item:** Hank Atha approved the WIB membership of Jean Maldonado. Noreen Nelson seconded the motion. Motion approved unanimously.

Suggestions for other new WIB members: Pima County Small Business Commission-Chair Tom Ward, Bombardier Aerospace, and Sargent Controls & Aerospace. Staff will send these suggestions to Jonathan Peck.

- IV. **WIB Statement of Purpose Priorities to present at the WIB Meeting**
Noreen Nelson will give a presentation on the New WIB Member Mentoring Program and WIB survey. The committee reviewed the draft survey and suggested these revisions: Add items: 11. I would like a follow-up meeting with an Executive Committee member, 12. I would like to make a presentation about my industry sector to the WIB, additionally add a box labeled Suggestions for improvements or comments and line for the member's name so the committee can follow up on the survey results. Staff will send the survey to the Board Development Committee and ask for comments. The survey will be sent to the WIB members to complete and return before the October 14 WIB meeting.
- V. **Update on committee activities from each Chair**
 - Board Development – Gregg Johnson reported that the Planning Committee has been working on revising the First Sectors descriptions. The committee discussed removing Infrastructure from the first sector list because it supports all the industry sectors. The committee suggested that the 2nd tiered sectors be called foundational sectors as they support

the first sectors. A teleconference call with Lindsey Woolsey, Corporation for a Skilled Workforce and Lewis Humphreys was arranged to discuss sectors. Lindsey is a consultant hired by the Arizona Commerce Authority. Lindsey gave Gregg access to the Start Tool Kit (information about sectors and forming partnerships). The committee will also be creating a handout about the WIB sector strategy.

- Faith Based – Peg Harmon stated that the committee has not met in awhile. Projects the committee plans to have involved: 1) Surveying the faith-based & community organizations for employment needs, 2) ArizonaSERVES a taskforce to connect faith-based and non-profit organizations to help meet the needs of the most vulnerable (elderly, disabled and low income residents). A summit will be held at the Central Arizona College, Coolidge on November 4, 2011. Website: https://www.azdes.gov/Arizona_Serves.aspx, and 3) Hope Fest an annual event that is a collaboration of helping agencies, organizations and individuals that served thousands of people by providing free groceries, dental/medical services, clothing, haircuts, lunch, etc. This year's event will be held at the Kino Stadium on October 22. Website: <http://hopefest.com/>.
- Performance and Accountability – Noreen Nelson said that the committee will be working on a RFP for staffing. She asked staff to provide the draft RFP before the October 11 meeting. Committee members will be going to each agency funded by the Pima County One-Stop for an informal site visit and to meet the director. The purpose of the visit is to build rapport and educate committee members. Once the visits are completed the committee will give a presentation at a WIB meeting.
- Youth Council – Charles Casey reported the council had a follow-up meeting to discuss the results of the Retreat. The attendees divided into two groups to discuss and agree on one project for Engaging Employers and Industry Sectors. The Project for Engaging Employers will be starting a campaign for recruiting businesses that would support youth employment. The project for the Industry Sectors is having the “Manufacturing for the Future” presenter speak at a Youth Event. Gregg suggested asking the leaders of youth to the WIB meetings. Staff will ask Vaughn Croft to provide a list of educational leaders to invite to the October meeting.

VI. Discuss WIB member/speaker presentations for the October and November WIB meetings – The member spotlight will be either be Doug Jones or Hank Atha. Gregg Johnson suggested removing the “Update on WIB Statement of Purpose Priorities and Sub Committee Statement of Purposes” from the October agenda. The Action Item “Pima County Workforce Investment Board supports the PEERS initiative of assisting professionals seeking employment through affinity groups, networking activities, and other activities to help the local workforce meet employer needs” will be added to the October agenda.

Gregg Johnson will see if the conference room at the University of Phoenix is available for the November 11 WIB meeting.

VII. Next Meeting: October 26, 2011 at 8:00 a.m. at Pima County Regional Support Center

VIII. Adjournment – 9:04 a.m.

