



**PINAL COUNTY WORKFORCE DEVELOPMENT BOARD**

**Casa Grande Comprehensive One-Stop**

**1015 E. Florence Blvd, Suite A-100**

**Casa Grande, AZ**

**July 16, 2015**

**Call to Order - 3:05 PM**

- I. Pledge of Allegiance
- II. Roll Call and Introductions

**In attendance:** Adeline Allen, Udo Cook, Carol Daniel, Joan Moore, Kim Rodriguez, Lynn Parsons, Richard Wilkie, Curtis Brown, Ken Hall and Bob Duke

**Via Teleconference:** Jack Beveridge, Yvonne Jenkins, Tim Kanavel, Charlie Estrada, Sandie Smith, Kristin Jepson, Mila Besich-Lira, and Brad McCormick

**Guests/Staff:** Joel Millman( DES), Connie Fraijo (DES), Liz Harris Tuck(Career Horizons, Oracle) Lee French(CAG), Cara Bryant( CAC), Maxine Brown (Pinal County), Breena York(CAG), Julie Leonard(CAC) Linda Martinez (Arizona Workforce Connection) Tim Tucker(Arizona Workforce Connection, Employment Service Supervisor), and Carrie Fike (Pinal County)

- III. Information/Discussion – Updates for PWDB – Bylaws and Pinal County Policy’s relative to appointed board members
  - Annual Retreat Training on Pinal County Policies at Annual Retreat - Travel, Perdiem Annual Retreat possible Dates- October 15-16 or October 29-30 Thursday all day, Training and Roles of each member and Friday half Day, Board Meeting, Consultant to go over the New WIOA laws for Governance
  - Udo instructed each Board member within the next month to review the Bylaws so this can be discussed at the Annual Retreat. All questions regarding Bylaws can be directed to Adeline, Maxine, or Udo
- IV. Information/Discussion/Action – Nominations and Election of Pinal Workforce Development Board (PWDB) Officers – Chairperson and Vice-Chairperson (Both must be a representative of business community)
  - Upon motion by Joan Moore and seconded by Carol Daniel to nominate Udo Cook as Chairperson of the Pinal Workforce Development Board (PWDB). There was a call for additional nominees, with none made. The Board unanimously elected Udo Cook as the Chairperson of the PWDB for a term of 2 years.

- Upon motion by Kim Rodriguez and seconded by Joan Moore to nominate Carol Daniel as Vice-Chairperson of the Pinal Workforce Development Board (PWDB). There was a call for additional nominees, with none made. The Board unanimously elected Carol Daniel as Vice-Chairman of the PWDB for a term of 2 years.

V. Information/Discussion/Action – Identify PWDB members for the following Committees

- a. Fiscal Committees Members
  - Carol Daniel
  - Lynn Parsons
  - Jack Beveridge
- b. Workforce Development- Consider Committee Name change Aug 6 2:00pm
  - Udo Cook
  - Richard Wilkie
  - Joan Moore
  - Kim Rodriguez
  - Lynn Parsons
  - Liz Harris Tuck
- c. Youth- Joel Millman DES will offer assistance
  - Yvonne Jenkins- Chair
  - Mila Besich-Lira
  - Brad McCormick
  - Julie Leonard
- d. Executive
  - Udo Cook-Chair
  - Carol Daniel
  - Adeline Allen
  - Lynn Parsons
  - Yvonne Jenkins
  - Charlie Estrada

VI. Information/Discussion/Action – Chair appoints chairperson of each committee subject to ratification by vote of the PWDB

Fiscal Committee Chair - Carol Daniel  
 Workforce Development Committee Chair - Udo Cook  
 Youth Committee Chair - Yvonne Jenkins  
 Executive Committee Chair - Udo Cook

VII. Information/Discussion/Action – Recommend to Board of Supervisors appointment(s) of the following people to the Pinal Workforce Development Board

- a. Tim Durkee, Unit Supervisor, Rehabilitation Services Administration (RSA)/Department of Economic Security (DES), Casa Grande (Vocational Rehabilitation representative)
- b. Linda Garrett, President/CEO of Pinnacle Consulting Solutions, Inc., City of Maricopa (Business Representative)
- c. Liz Harris Tuck, Owner of Career Horizons, Oracle (Business Representative)

Upon motion by Carol Daniel and seconded by Kim Rodriguez, the PWDB unanimously recommends these appointments to the Pinal County Board of Supervisors

VIII. Information/Discussion/Action – Future Regular Meeting Schedule

- August 20<sup>th</sup> at 3:00pm (location undetermined)
  - Map to Pinal Gila for Senior Citizen as possible meeting location

IX. Information/Discussion/Action – Annual Retreat – Date and Location

- October 15-16, 2015 at Harrah's tentatively
  - Agenda's will be sent for the Annual Retreat

X. Report on Pinal Healthcare Sector Partnerships – Jack Beveridge, Pinal Workforce Development Board member, President and CEO, Empowerment Systems, Inc.

Successful launch of the Sector Partnership, Presentation at Summit held by Commerce Authority on Sector Partnerships thought they were impressed that we have partnered with main health care employers, Banner and Sun life, and involving Pinal Partnership. Need to get the steering committee together to plan some events. Getting some assistance from the Commerce Authority consultants. Next meeting has not set as the Lead Ed Jones has retired, but will come back as a volunteer to finish up. Jack has asked Sandie Smith to get some more assistance from Pinal Partnership. Need to have a joint meeting with Steering Sector Partnership and Pinal Partnership.

XI. Report on Youth Service Delivery – Cara Bryant, Central Arizona College, Youth Program

CAC is targeting 75% of out of school youth. Finding many of their out of school youth on campus taking GED classes, advisors, financial aid staff, and referrals from instructors. Doing outreach in the community, providing excellent coverage in the county including all rural areas.

**Teasha Maestas**, Case Management covers Casa Grande, Eloy, Signal Peak and Maricopa campuses

**Delia Flores**, Case Management covers SanTan Valley, Coolidge, Florence, Arivaipa, Copper Corridor which includes Kearny, Winkelman, Mammoth, Oracle, and San Manuel

Looking to balance the working area as Gila used to cover a portion of these. Proposing to Hire another Case Manager for the Superstition Mountain Campus which covers Apache Junction, Gold Canyon, and Superior.

Case Management staff duties include, manage case loads, outreach, intake, enrollment, follow-up. They never enroll youth immediately at the One-Stop this program has a very strict intake policy, they go to the youth. This has led to some concerns, as CAC Youth program is a contracted agency, provide direct services to Youth only. The Case Manager sign a time and effort form stating that they are

devoting 100% of their time to the Youth grant, so they shouldn't be providing services to other entities which include the Welcome function, orientation, front desk/lunch coverage, and participant workshops. Per Workforce Arizona Youth Council policy the Youth program is not a partner of the One-Stop and therefore should not be expected to participate in those activities. Have provided 17 hours a month outside of the Youth program.

Question to the PWDB- How and who do we time charge for these services that have been provided for these outside of the Youth program?

Cara Bryant, Central Arizona College, Youth Program asked the State to speak on this issue are there policies on how to address. Joel Millan stated that decisions on how the services are delivered and outreach are provided is up to the board. Doesn't believe that there are state wide policies on this. Wanted to let the Board know that per the current policies in order to be a certified One-Stop center like this one, the requirements of the law are to have representatives for three (3) programs

1. Employment Service
2. Adult Program
3. Dislocated Worker Program

Provide service during normal business hours. This is the minimum requirement for a comprehensive center. Up to the Board as to how you want to mix your service delivery. Connie Fraijo with DES also states to look at the CAC contract to see what are the responsibilities written in this contract and how were they to provide services.

Kim Rodriguez stated that her understanding was that integration of the program was to work together to provide services under an umbrella was the intent of WIOA. Connie Fraijo with DES stated she believed the Youth program is separate because it requires the elements and the service delivery in the law to be procured.

Udo stated to table this discussion and talk more at the next Workforce Development Committee meeting. Jack wants to look into getting a better phone system. Udo stated the Board needs to decide what they want the One-Stop to look like, believe they should show a united face as one not individuals. Joan wanted to see if it would be a possibility if someone from her organization could cover these 17 hours.

- XII. Call to Public - Consideration and discussion of comments from the public. Those wishing to address the Pinal Workforce Development Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date

Adeline Allen wanted to thank all staff for the great job they are doing. She also provided information on future events.

Employment Services will hold Job fair in Maricopa at Harrah's Ak-Chin on July 22, 2015 event will last from 10am to 1pm. 55 employers to attend

Central Arizona College Youth program will hold a Summer Work Experience celebration at the San Tan Campus July 23, 2015 11am to 1pm

Joel Millman gives information on the Green/ Red report, performance report. States that most Boards focused on the 3 programs. Reports will be modified for July 1 to incorporate Employment services, Vocational Rehabilitation, and Adult education. Board needs to focus on a Workforce system. Jack asked about funding adjustments, Joel let the board know they host teleconferences on every other Tuesday to discuss implementation of the new law. Last meeting focused on cost allocation, how to run systems with all the programs and how you cost allocate. Will be setting up calls for all local Workforce areas to discuss how do you want to cast allocate funds not just for the 3 programs that the county receives, how to run a center like this one.

Kim Rodriguez gave update on HOHP, Veterans program the mobile unit will be wrapped, new uniform for mobile veteran outreach center that will provide health services, received a grant from Gila River 3 years of funding to put the mobile unit out on the road hopefully in October. HOHP also received a grant for a Navigator program and will be incorporated in the mobile unit, navigators for the veterans in each community across Pinal County to connect them to WIA services, employment and training, whatever they need to help them get back on their feet.

Adeline thanked Board members that helped Pinal become our own Local area. Thank you to Lynn, Kim Carol, Udo, Yvonne, Charlie for all the help. Thank you to DES, Joel and Connie for all the assistance.

Connie Fraijo (DES) asked for an update on when they will receive the Business Plan, policies and agreements. Adeline states that they should have those next month, the IGA with DES will go to the Board of Supervisors 7/22/2015. The County is currently providing the program funding in a form of a loan. Udo states that if the County hadn't agreed to cover the programs cost, these programs would not have had the monies to continue. Bob Duke says we should also give Thanks to Gabe Loyola the Consultant and Adeline thanked Maxine Brown for all her help.

Yvonne asked if a press release has been done, Udo states not at this time.

Udo convene meeting. Reminder next meeting date August 20<sup>th</sup> at 3:00pm (location undetermined)

XIII. Meeting was adjourned