



Gila/Pinal Workforce Investment Board Meeting
Gila County Community Services
5515 S. Apache Avenue, Suite 200
Globe, Arizona 85501
December 19, 2013

Meeting opened at 1:08 pm

I. Call to Order/ Pledge of Allegiance

II. Roll Call and Introductions:

- In attendance: Jack Beveridge, Jeri Byrne, Bob Duke, Cindy Fletcher, Al Larson, Joan Moore, Deborah Osborn, Lynn Parsons
- Via Teleconference: Carol Daniel, Charlie Estrada, Lisa Hernandez, Yvonne Jenkins, Cliff Potts, Kim Rodriguez
- Guests/Staff: Malissa Buzan (Director, Gila County Community Services), Allison Torres (Admin. Asst., Gila County Community Services), Julie Leonard (Central Arizona College-Youth Program), Christina Throop (Interim Program Manager, WIA Dislocated Worker Program)

III. Information/Discussion/Action: Accepted membership changes for the Gila/Pinal Workforce Investment Board.

- The Labor Representatives represent Gila and Pinal Counties.
- **Upon motion by Al Larson, seconded by Jack Beveridge, the Board unanimously accepted the resignation of Manuel Armenta, Tino Flores, and Ed Carpenter from the Board.**
- Manuel Armenta wasn't taken off the Board before because there was no one to replace him. The Advisory Board wants members who are not participating to be removed. Malissa to go to the local IVW to find a replacement. Per the Board's suggestion at the Annual Meeting, Malissa attempted to get in contact with Manuel Armenta and Tino Flores, but did not get a response. Ed Carpenter verbally resigned to Malissa.
- **Upon motion by Cliff Potts, seconded by Al Larson, the Board unanimously accepted the application of Tim Kanaval. (Pinal County Economic Development, Public Sector, January 2014-December 2017)**
- We need to keep track of which sector Board members are representing and what slots have to be filled. It needs to be clarified in our bylaws.
- We need to look at the bylaws. Due to the Business Service Plan, there are some changes that need to be made.

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- Malissa to create a spreadsheet showing the Board members which sectors they represent and which slots we need to fill. The rules state 51% Private and 49% Public. One person may represent numerous categories. The WIA Act requires two Labor Representatives.
- Charlie Estrada joined via teleconference at 1:22 pm.
- The state AFLCIO has to approve the Labor Representative.
- It was suggested that Malissa talk to Sheila Shed to see if the Labor Representative is a mandatory partner and if so, what the recommendation is if we have trouble replacing them.

IV. Information/Discussion/Action: The Chairman appointed WIB Member, Lynn Parsons, to the Executive Committee.

- **Upon motion by Joan Moore, seconded by Bob Duke, the Board unanimously accepted WIB member, Lynn Parsons, to be on the Executive Committee.**

V. Information/Discussion/Action: Reviewed WIA funding status for PY2012/FY2013 for Adult, Youth, Dislocated Worker and Administration Funding.

- As discussed at the Annual WIB meeting, the Board needs clarification and understanding of the budgets that we have.
- There was an Executive Committee meeting to go over budget formats. Malissa has sent out one budget format, but she and the Fiscal/Executive Committee will get together again before February, 2014, to continue to work on making it more easily understandable.
- In addition to the new budget format, Malissa will present a Fiscal WIA 101 to the Fiscal/Executive Committee and then to the Board.
- There was a meeting with Julie Leonard (CAC), Bree York (CAG) and Nick Montague (Gila County Community Services) to discuss budgets formats.
- It was suggested that the fiscal people from CAG and CAC are present for the next meeting with the Fiscal/Executive Committee.
- The budget shows a \$56,000 incentive that we have until June 30, 2014 to use. We are waiting on the Youth Council and the One-Stop Committee, who is working on the new website, etc. In the DW program budget, the Nineteen Tribal Nation funds have already been pulled out.

VI. Information/Discussion/Action: Reviewed and approved the 2014 Gila/Pinal Workforce Investment Board meeting calendar.

- **Upon motion by Deborah Osborne, seconded by Bob Duke, the Board unanimously approved the 2014 Gila/Pinal Workforce Investment Board meeting calendar.**
- In the future, if the Annual Meeting was on a Wednesday and Thursday instead of a Thursday and Friday, it would allow for more CAG staff to be present. They are normally off on Fridays and Friday meetings would be overtime. Board to discuss closer to the meeting date.

VII. Reports

A. One-Stop Meeting (Christina Throop)

- We are working on several access points in Gila and Pinal. We have one in Coolidge right now. We are looking at Apache Junction, San Tan, Eloy, Maricopa, Arizona City, San Manuel/Kearny, Payson, Young, and Tonto Basin. We are going to contact them in January. We are at different steps of the process at each one.
- We have hired a full time receptionist for the Casa Grande One-Stop.
- We are working on the web design. We have some vendors interested, who will hopefully attend the next meeting, so we can discuss what we would like on the site.
- We are working on a single WIA application for Youth, Adult and Dislocated Workers.
- Linda Martinez (DES) is contacting new employers. Linda, along with Debora Briseno (REPAC), will be working on a Job Fair to be held on February 19th at the CAC Corporate Center.
- The One-Stop Committee is working on the website for now.

B. Executive Committee/Chairman's Report (Jeri Byrne)

- The Board will be involved in how to spend incentive dollars, so everyone needs to be clear on the format and how the process works. Bylaws do not outline how we do this. We need to update and revisit our bylaws to better understand process and protocol.
- We will be revamping our committees. Board members need to play an active role.
- There are conferences coming up in Washington DC and Denver. Board members are encouraged to go. We want reports, presentations, and ideas we can implement from Board members who attend.
- Board members need to sign up for committees prior to January 16th, 2014. Malissa to send out committee list.

C. Community Services Director (Malissa Buzan)

- The Business Service Plan went before a Work Session for Pinal County BOS on December 18, 2013. Christina Throop, Lynn Parsons, Adeline Allen and Kim Rodriguez attended. We are going to go back to the Pinal County BOS to answer some questions that they still have. There are no intent changes, only clarification. The Sector Strategy piece will be revisited in the first year of the plan. We will include the key stakeholders in the discussion.
- Malissa sent the Department of Commerce Technical Application out to everybody. There were three responses and they were all Healthcare.

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- Sector strategy training suggests we be the conveners of the stakeholders in the industry's sector. We need to go see where we can fit in and contribute. The Board should get more involved. We need feedback from Staff and each other on what is going on. Jeri to share information on a meeting she went to with the local provisional college and healthcare providers on the new billing coding curriculum.

VIII. Consent Agenda

A. Minutes

Upon motion by Al Larson, seconded by Deborah Osborne, the Board unanimously approved the following minutes:

- 1. WIB Minutes as edited – 10/25/13**
- 2. Executive Committee Minutes – 11/21/2013**
- 3. One-Stop Committee – 11/07/13**

IX. Call to the Public

- There is a full time Community Outreach Specialist II position available for CAG.
- In January CAC to post position for a Case Manager for the Youth Program in San Tan, which will involve traveling to Aravaipa, Coolidge and Florence.

X. Adjournment

- **Upon motion by Al Larson, seconded by Jack Beveridge, the Board unanimously agreed to adjourn.**

Meeting was adjourned at 2:27 pm