Gila/Pinal Workforce Investment Board Meeting
Central Arizona College Corporate Center
540 N. Camino Mercado, Room 120
Casa Grande, AZ 85122
February 20, 2014
1:00 pm

Meeting opened at 1:13 pm

I. Call to Order/ Pledge of Allegiance

II. Roll Call and Introductions:

- In attendance: Adeline Allen, Jack Beveridge, Udo Cook, Bob Duke, Lisa Hernandez, Al Larson, Joan Moore, Lynn Parsons, Christina Throop
- Via Teleconference: Charlie Estrada, Brad McCormick, Deborah Osborn, Cliff Potts, Kim Rodriguez

Guests/Staff: Malissa Buzan (Director, Gila County Community Services), Allison Torres (Admin. Asst., Gila County Community Services), Nicholas Montague (Fiscal Manager, Gila County Community Services), Lee French (CAG), Julie Leonard (Central Arizona College-Youth Program), Luke Jackson (Business Development Coordinator, Central Arizona Regional Economic Development Foundation)

III. Information/Discussion/Action: Discussed potential new member to the Workforce Investment Board.

- Malissa passed out a spreadsheet of Board membership.
- Goodwill and Imagine Prep have expressed interest and will be contacted about potential new Board members.
- We still need another Labor Representative, in addition to Charlie. Malissa contacted the IBW and will meet with them next week, and also check on the process they will have to go through to be approved.
- Malissa to contact Board members that have been consistently missing meetings to check on their interest and to get them to recommit.

IV. Information/Discussion/Action: Approved the One-Stop Committee's recommendation to the WIB to choose the Web Developer for the new website for the Local Area Workforce Connections.

- A scope of work was created and there were three opportunities, Tanya Hayes, Roger Biel of 2Geckos Consulting, and Joshua Whitford of Pivit Marketing.
- Tanya Hayes declined to bid.

- Bids included all Access Points, Kiosk Stations in Casa Grande and Globe, and all of the reports that we wanted to include. Partners will have access to their web pages for editing. There will be a registration form to eliminate sign-in sheets.
- Kim joined at 1:27 pm via teleconference.
- We will not have to depend on a webmaster to make administrative changes, we will have access.
- Maintenance and support is included for the first year.
- We would own the source code for this website and it's on an open source platform, so someone else could pick it up if we ever decided to put it up for bid. We need to make sure there is not too much custom programming.
- **Upon motion by Al Larson, seconded by Udo Cook, the Board unanimously accepted the One-Stop Committees recommendation to choose 2Geckos Consulting to be the Web Developer for the new website for the Local Area Workforce Connections.**

V. **Information/Discussion/Action**: Revisited Agenda Item III, the membership of Kristin Jepson, due to reaching a quorum, with the addition of Kim Rodriguez to the teleconference.

- Based on the bylaws there are slots and terms for membership. Malissa to find out who Kristin Jepson is replacing, the term, and how many slots are vacant and get back to the Board.
- There are two new members pending approval by Pinal County Board of Supervisors. They are currently developing a policy for appointment of Board members.
- We will be making contacts for potential new Board members.
- **Upon motion by Al Larson, seconded by Joan Moore, the Board unanimously accepted the membership of Kristin Jepson, Abbott Nutrition, Private Sector, to the Board.**

VI. **Information/Discussion/Action:** Approved the One-Stop Committee's recommendation to consolidate the committees of One-Stop, Marketing, and Operational into one, and to rename it Workforce Development Committee and to reestablish the Youth Council.

- The bylaws will be updated when the Business Service Plan is completed and approved.
- Malissa will create an organizational chart for the committees and members.
- Youth Committee is in the State regulations.
- Youth Council members do not all have to be on the WIB. Youth can be on the Youth Council, as well as parents, people from the high school, CAVIT, etc. They may attend the WIB meetings, but they would be non-voting members.

- Al Larson volunteered to chair the Youth Council until the Annual Retreat, and Christina Throop will work will Al to make sure we are within guidelines. Cliff Potts also volunteered to be a part of the Youth Council.
- **Upon motion by Udo Cook, seconded by Christina Throop, the Board unanimously accepted the name change of the One-Stop Committee to the Workforce Development Committee and to reestablish the Youth Council with Al Larson being the Chair until the Annual Retreat.**

VII. Information/Discussion/Action: Nicholas Montague presented the current PY12/FY13 budget format. Approved the PY13/FY14 budgets.

- Nicholas Montague presented a Power Point on the WIA budget format and passed out the current budgets for review.
- Regarding carryover, you have to spend the first contract money first (First in, first out) before you start on your new contract. This is for WIA Youth and Adult. With State moneys there is no carryover, unspent dollars go back and get redistributed.
- The incentive pot has to be expended by December 31, 2014.
- Besides the new WIA website, the Workforce Development Committee is looking at getting a database for the Business Services Team to keep track of how they are communicating with businesses, what businesses need, size of employers, training needed, locations, etc. This would go before the Board. Some of the Business Service Plan may indicate there are more things that we need to do.
- We do quarterly reports to the State on incentive funds.
- Regarding indirect cost, the County has to have a cost allocation plan. In that plan they say they will provide each department different services. They place a value on it, and that is what you have to pay for and it is based on employee services.
- Each contractor has their own indirect rate.
- The programs are given a minimum number of participants to serve and an amount per participant based on the funding received from the State.
- The Board needs to be proactive in keeping people employed, as well as helping the unemployed. We can work with Economic Development; we can't use our funding for Economic Development. Working together and sharing information with Economic Development coordinators in both counties would be valuable to workforce development and trying to attract companies to our area.
- The indirect cost for REPAC is still in negotiation.
- If there is money to be spent, we could target the Veteran population. We could put a footnote on the budget to show how many Veterans we are serving. The website at the Access Points will allow us to get the demands in the areas, i.e. Veterans and Youth, and then we can target those areas.
- **Upon motion by Udo Cook, seconded by Joan Moore, the Board unanimously accepted the budgets for PY13/FY14 (Al Larson and Christina Throop recused).**

VIII. Reports

A. One-Stop Meeting (Udo Cook)

- The One-Stop Committee has been meeting on a monthly basis.
- They are working on getting the new website created.
- They are also working on Access Points. They have identified equipment and signage, and a checklist has been put together to see what the location has and what they need. Ribbon cuttings are scheduled for the grand opening of new Access Point locations. They are providing training at the Access Points. Pamphlets and handouts will be made available using incentive money.

B. Executive Committee (Malissa Buzan)

- The Executive Committee reviewed the budgets and the budget Power Point at their last meeting.
- They reviewed agreements, including the Partnership agreement for the Business Service Plan, the new agreement between Gila and Pinal Counties and the One-Stop Consortium Agreement and made minor revisions.

C. Community Services Director (Malissa Buzan)

- Regarding the Business Plan, there was a conference call in January with the State. We were not given anything in writing regarding what we need to change. Notes were taken during the conference call and we have divided the plan into sections and are revamping each one.
- The One-Stop Business Representative job closed. Interviews will be set up for the first week of March.
- There is a conference coming up in March in Washington DC, and one in May in Denver.

IX. Call to the Public

- Udo Cook reported that the Veteran's Stand Down is April 5, 2014. Any organization or volunteers that would like to participate and service the Veterans can join. There will be weekly meetings.
- The Empowerment Systems annual luncheon is March 20, 2014, at the Biltmore.
- CAC was awarded a "Plus 50" grant from the American Association of Community Colleges to be used for getting people over 50 years of aged trained for work. They will concentrate on Nurse Assisting, which is 6 credit hours. The grant is not for tuition, but for promoting the program.

X. Consent Agenda

A. Minutes

Upon motion by Udo Cook, seconded by Joan Moore, the Board unanimously approved the following minutes:

1. **One-Stop Committee– 1/09/14**
2. **One-Stop Committee– 2/06/14**
3. **WIB– 12/19/13**
4. **Executive Committee Minutes – 1/16/2014**

XI. Adjournment

Meeting was adjourned at 3:32 pm