



Gila/Pinal Workforce Investment Board Meeting
CAC Corporate Center
540 N. Camino Mercado (Palm Center)
Casa Grande, AZ 85122
August 8, 2013

Meeting opened at 10:05 am

I. Roll Call and Introductions:

- In attendance: Adeline Allen, Jack Beveridge, Jeri Byrne, Udo Cook, Carol Daniel, Charlie Estrada, Bob Duke, Yvonne Jenkins, Al Larson, Joan Moore, Deborah Osborn, Lynn Parsons, Cliff Potts, Diana Russell, Marian Sheppard
- Guests/Staff: Malissa Buzan (Director, Gila County Community Services), Cecilia Bejarano (Admin. Asst., Gila County Community Services), Allison Torres (Admin. Asst., Gila County Community Services), Joel Millman (WIA Section Manager), Tom Columbo (DES Employment Administrator), Gabe Loyola (Presenter), Julie Leonard (Central Arizona College-Youth Program)

II. Information/Discussion: An overview of the Workforce Investment Act of 1998 including guidelines, fundamentals, being customer-focused, the structure, funding, governance, services, and partner information. (Gabe Loyola)

- The customers are both the job seeker and the employer. We need to do more for the business community. They bring us the jobs. We need more networking.
- Charlie Estrada arrived at 10:30 am.
- The WIB's responsibility is to advise the Board of Supervisors. The WIB cannot mandate. Instead they make recommendations to the Board of Supervisors, therefore, they are advisory, but there is no liability for them.
- How does the board make representations to the Board of Supervisors? Do they go to Pinal BOS, Gila BOS or both? That depends on how it's written in the agreement.
- What is the positive of having a 501c3? 501c3's can go after funding that the state or the county cannot because it is reserved for non-profits. There are things non-profits can do without some of the government restrictions.
- If a 501c3 is set up together (Gila/Pinal), both Boards of Supervisors have to agree on how to manage funds.
- Is there a written agreement between Pinal and Gila County for the WIB? Yes, that is a public document. Malissa to get a copy to the Board.
- Sector Strategy opened our eyes to things that can be done, especially bringing employers together with the job seeker. For example, getting the health care sector

Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals with a disability

TDD: 7-1-1

as a potential growth and hiring sector. There is another world out there the Board could be involved with. As a Board we are group reporting Sector Strategy. There was a request for a committee, so we have been working on that issue. We are working on manufacturing and hoping to launch that in October and then we will start on healthcare.

- The key concept in Sector Strategy is, the WIB and the County do not have to staff or invest in what everybody else does because it belongs to the industry. You may nurture and encourage it, but you don't own it. It becomes the part of the industry to contribute and make it better.
- The WIA started with a list of 17 mandated performance measures, throughout time they found out that some of those measures were not as good as they thought, so they created core measurements. They reduced them from 17 to 9 and now the State Council is voting to increase them to 21.
- The DES website has information related to workforce. Joel to share this data and information with Malissa and Malissa to share with the Board. A suggestion was made to incorporate this type of communication into the annual retreat or even share twice a year, something that as a Board can be worked towards with Malissa and staff.

III. Information/Discussion: An overview of Gila County's administrative responsibilities, programs, One-Stop costs, participants, performance measures, One-Stop visits, and the Doolittle Report. (Malissa Buzan)

- Udo Cook arrived at 12:35 pm.
- We should not cancel WIB meetings because we do not have a quorum, we could have a meeting with no motions. Also, Jack mentioned they have offered Apache Junction as a meeting point, because it is centrally located between the two communities and would be free. There was also discussion that minutes and agendas should be posted to a website.
- What is the date of the Doolittle Report? End of February/first of March. Malissa to get dates and a back-up copy to the Board.
- Does Malissa report to the Board of Supervisors for Pinal County? How do they get their information? It is now Malissa's responsibility to do this.
- Whose responsibility is it to determine what services are provided through access points and the One-Stops? Some limitations are staffing, resources and space. Some requirements are that there has to be access to other programs, as best as you can for the area.
- Are there any services prohibited? There is nothing in the law that states you can't have any organization in a One-Stop. It would be helpful to have documentation of those who are turned down, so later on down the road we could see if they might fit in.

- You need to make sure that when you get a program, physically in-house, full time, that there are agreements in place so they are contributing to the system. For those that are not full time, you can have in-kind agreements.
- Who is in charge of the One-Stop? For liability, financial and structural issues, country-wide, it is a tricky issue. This is where your memorandums of understanding come in. You can outline grievances, expectations etc., in addition to what the state requires you to do. The Coordinator is a tactful person who persuades and talks, in the interest of the customer, but is not a direct supervisor. There are operational policies within the One-Stop and the Coordinator should be following them. The job description of the Coordinator needs to be updated. There are State policies that have been put out. Jeri has been invited to a session to talk about these policies. It talks about naming a site manager.
- Under the reorganization, WIA and REPAC will be one person. Malissa to be Liaison to WIA board. Allison, Malissa's Administrative Assistant, to do minutes and agenda. We will be working to hire a receptionist for the Casa Grande One-Stop. Malissa to bring a flow chart to the Board.
- Tom (DES) is aware of concerns, as far as a separation, and Malissa's approach. DES is here as a fiscal/administrative agent to the programs. Tom to follow up with Malissa to see what is needed from DES. DES is a neutral party.
- The process of a separation would be as follows:
If the WIB board makes a recommendation to the Board of Supervisors, the local elected officials would have to write to the Governor's office and make petition of the new setup. If Gila County wants to stand on their own, they have to make the pitch. If they want to join with another area, they have to get an agreement from the Board of Supervisors for that area. Pinal would have to do the same thing. The Governor's Office will contact Commerce and DES and ask what is going on. DOL has mandated that any separation or reconfiguration has to happen on July 1, the start of their fiscal year. WIA law puts control and authority at a local level.

IV. Information/Discussion: What's next? Identifying Issues/Data (Gabe Loyola)

- 501c3 - You can form one with anyone you want, but Malissa and staff cannot help with the setup because federal funds are not allowed for that purpose. You would have to vote on it as a board and make a recommendation to the Board of Supervisors.
- Follow through - Under the new structure the responsibility of follow through will go to Malissa.
- Malissa to send out a survey to WIB members asking the following:
What are the issues? What can we do for customer success? What can we do for business participation? What can we do to meet your needs as a Board member?
What are the Pros and Cons of changing fiscal agents or splitting the Board?

- The State Plan wants to reduce the number of local areas. If, under WIA, you do not exceed 500,000 people, you are not guaranteed stand-alone. You do not know what you will get from the Governor. Counties have to be contiguous; they have to touch each other. Pinal has three options; Maricopa, Pima, and Gila.
- WIA is not a program, it's a system. The WIB should request, from all other programs, information regarding budgets, performance, clients, who they are/are not serving, and also asking how they are coordinating with other programs in the One-Stop.
- There are two customers; the job seeker and the employer. Job seeker performance is measured, there is data. There is none on employers.
- Pinal Board of Supervisors to receive update from Board Chair.
- What about incentive money? Some went to access points. Malissa to check into the \$5,000 needed for a kiosk project and get back to the Board.
- Malissa to check into the whereabouts of the marketing/informational tool that Udo created.

The next meeting is the retreat. No date is set at this time.

Meeting adjourned at 3:05 pm.