



## **WORKFORCE ARIZONA COUNCIL – PERFORMANCE EXCELLENCE COMMITTEE Meeting Minutes**

Tuesday, July 26, 2016 – 10:00 am - Noon

333 N. Central Avenue, Phoenix, AZ 85004, Palo Verde Conference Room

### **Members Present**

Thomas Winkel, Chair – Arizona Coalition for Military Families  
Doug Yonko – Hensley Beverage Company  
Trevor Stokes – Arizona Commerce Authority  
Molly Bright - Department of Economic Security

### **Members Present by Phone**

George Ovalle – Arizona@Work Coconino County  
Steve Chucri – Maricopa County Board of Supervisors  
Bryan Durham – Arizona Department of Veterans' Services

### **Members Absent**

Beverly Wilson – Adult Education, ADE

#### **1. Welcome**

- The Meeting was called to order at 10:00 a.m.

#### **2. Call to the Public**

- No public comment was offered.

#### **3. Approval of Minutes**

- A motion to adopt the minutes from the April 4, 2016 and April 25, 2016 meetings was made by Doug Yonko and seconded by Trevor Stokes.
- The meeting minutes from April 4 and April 25, 2016 were adopted.

#### **4. Discussion of Draft Charter Document**

- Committee reviewed the draft Charter document and after some discussion, recommended several changes including (1) the adding to the purpose the statement “The purpose of the Performance Excellence Committee, a standing committee of the Workforce Arizona Council is to” and (2) to goal 3 the following bullet “Identify core competencies appropriate for informing a statewide staff training program”, and changed goal 3 to “Provide guidance for” instead of “develop.”

- a. **Vote to Adopt Charter Document.** A motion to adopt the charter document with the changes as discussed was made Molly Bright and seconded by Trevor Stokes. The charter document was adopted.

## 5. Tentative Local Board Certifications

### a. Discussion

- Staff provided an overview of the Local Board Certification process that has been implemented to date and reported that eight of the 12 local areas have submitted their Local Board Certification documents. Staff indicated that in addition to the checklist of the Local Board membership composition that the Committee members received to review, DES conducted a more intensive assessment of the other WIOA requirements needed for Certification.
- After briefly discussing the Local Board Membership rosters, the Committee discussed the importance of the Local Board Certifications and making sure they were complete and met all the required WIOA requirements before they were recommended to the WAC Council for Certification.
- In addition to what was missing or could not be verified within each of the Local Board Certification packets, the Committee felt it was also important to clarify what was expected within each of the deficiency areas and provide some type of template, guidance, examples and/or best practices for support.
- The Committee felt that all 8 of the Local Board Certification packets that were received to date should go back to the local areas; however, it was important to also acknowledge the hard work of each of the local areas as well as provide guidance accordingly. The Committee determined that the updated Local Board Certification packets need to be returned to the WAC Manager by September 15, 2016.

### b. Vote to Return the Local Board Certifications for further documentation

- A motion to refer back all eight of the Local Board Certifications that have been received to date with documentation that outlines the areas of deficiencies as well as provide any supporting guidance or best practices and that the four Local Board Certifications yet to be received, be thoroughly reviewed by DES and sent back as well was made by Molly Bright and seconded by Steve Chucri.

## 6. Discussion of Process Options for One Stop Operator Procurement and Timeline.

- Staff provided an overview of progress made to date regarding the Arizona WIOA required competitive procurement process, walked the Committee through the Arizona Workforce System Structure chart that was prepared for their reference and discussed the possible firewalls that might need to be implemented to support the competitive procurement process. Staff indicated that a working group has

started to meet weekly to discuss the procurement process, firewalls that may need to be implemented and explore possible solutions. It is expected the working group should have some direction by the end of August. The Chair indicated that the Committee will probably need to reconvene in September to review the outcomes of the working group as well as hold a second meeting in October.

## **7. Discussion of State Plan Changes Request by DOL and Timeline for Submitting Changes.**

- Staff provided an update on the status of the State Plan changes requested by DOL and the September 1, 2016 deadline for correcting deficiencies. Due to the short timeline to address the various deficiencies it was suggested that a letter be forwarded to DOL updating them on the progress made to date and that the next WAC Council meeting is on November 17 at which time the changes will be presented and approved. It was also suggested that the State Plan Task Force be reconvened to review the proposed changes and provide input accordingly.

## **8. Adjournment**

- A motion to adjourn was made by Trevor Stokes and seconded by Molly Bright.
- The Committee was adjourned at 11:58 a.m.