



Pinal County Workforce Development Board (PCWDB)  
PCWDB Meeting Draft Minutes  
December 16, 2021

**Meeting started at 2:02pm**

**I. Roll Call and Introductions**

Board Member Present: Logen Kelly, Jim Garrett, Liz Harris-Tuck, Tim Tucker, Lynn Parsons, Stacey Rich, Rich Garcia, Susan Aguilar, Christina Walker, Richard Wilkie, and Jack Beveridge.

***Quorum has been met.***

Members Absent: Jakob Andersen, Mike Brewer, Harold Christ, Bryan Seppala, Dr. Jani Atteberry.

Board Staff Present: Joel Millman, Moriah Robles, and Lisa Fellows.

**II. Discussion/Approval/Disapproval of November 18, 2021 Meeting Minutes**

Christina Walker motioned to approve the minutes, Lynn Parsons seconded. Motion passed. Minutes were approved unanimously.

**III. Board Chair Report**

ARIZONA@WORK Pinal County Partner Staff Development: Training survey responses were low. The board staff will review and determine training needs.

Employer Survey: Surveys for supervisors will be send out in the beginning of 2022.

Discuss Marketing Plan Status: Board staff have been working with the Pinal County Marketing Department on a marketing plan. Board staff has asked others from the Pinal County Workforce Development board if they would be interested in participating in marketing efforts.

- a. Board Member Spotlight: Board Staff has asked members of the board to submit a picture. Questions will be sent out to the board.

Conflict of Interest Forms: The Pinal County Workforce Development Board will be emailed conflict of interest forms to fill out and returned back to Board Staff.

Some members of the Pinal County Workforce Development Board will be attending the National Association of Workforce Board Forum in 2022.

**IV. Approval/Disapproval of the Job Center Certification**

A summary was shared of the requirement and elements verified as part of the job certification assessment source documentation. Logen Kelly motioned to approve the Job Center Certification, Lynn Parsons seconded the motion. Motion passes unanimously.

**V. Approval/Disapproval to pursue shared EMSI Subscription with NEAZ**

An overview of the EMSI subscription was given to the board. Susan Aguilar motioned to approve the EMSI Subscription, Lynn Parsons seconded the motion. Motion passes unanimously.

**VI. Approval/Disapproval of By-Laws Revisions**

- a. PCWDB Member Application Review: The full board will still need to meet to approve a new member application.
- b. Expenditure Threshold: The \$1,000 expenditure threshold will change to \$5,000 expenditure to be in alignment with Pinal County and state guidelines.

Rich Garcia motioned to approve the By-Laws Revisions, Jack Beveridge seconded the motion. Motion passes unanimously.

**VII. PCWDB Goal Group Reports and Youth Committee**

- a. Goal Group #1: The group leader discussed that there has not been a quorum. Not enough members have attended these meetings.
- b. Goal Group #2: Lynn Parrish with Local First presented to the group. There has been a meeting scheduled with Supervisor Goodman and Joseph McKnight with American Leadership Academy. Joseph McKnight is interested in opening a technical school for Pinal County.
- c. Goal Group #3: The group discussed a report from the One Stop Operator on the service delivery activities and expanding

services through libraries in Pinal County. The group also is looking into purchasing TransferVR headsets.

- a. Approval/Disapproval of the Memorandum of Understanding/Infrastructure Funding Agreement:  
Information on requirements were given to the board. The MOU/IFA was updated as required every three (3) years. Logen Kelly motioned to approve the MOU/IFA, Tim Tucker seconded the motion. Motion passed unanimously.

- d. Youth Committee: The Youth Committee leader was not in attendance, no report given.

#### **VIII. Call to the Public**

#### **IX. Adjourn**

Christina Walker motioned to adjourn, Stacey Rich seconded the motion. Motion passed unanimously.