

NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION
PINAL COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMARY OF AGENDA FOR MEETING
Thursday, June 20, 2024

2:00 PM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX
CONFERENCE ROOM (1st FLOOR)
135 N. PINAL STREET
FLORENCE, AZ 85132

BUSINESS BEFORE THE BOARD

- (1) Roll Call and Introductions
- (2) CONSENT AGENDA: *All items indicated by an asterisk (*) will be handled by a single vote as part of the consent agenda, unless a Board Member, Board Staff, or member of the public objects at the time the agenda item is called.*
 - *a. Discussion/approval/disapproval of the May 16, 2024 Regular Meeting Minutes
 - *b. Discussion/approval/disapproval of ARIZONA@WORK Pinal County Chapter 1700-Administrative Costs Limitation Policy
 - *c. Discussion/approval/disapproval of ARIZONA@WORK Pinal County Conflict of Interest Policy
 - *d. Discussion/approval/disapproval of the reappointment of Harold Christ with Windmill Winery (Business Sector) to the Pinal County Workforce Development Board. Term of Service August 1, 2024 through July 31, 2026
- (3) ARIZONA@WORK Pinal County Promotional Campaign - Blossom Digital Marketing (Brian Kramer)
- (4) Discussion/approval/disapproval of the Pinal County Workforce Development Board Budget Report
- (5) Board Chair Report
- (6) Operations Report
- (7) Presentation: Eckerd Connects (Jessica Lodermeier, Sr. Operations Director, and Troy Roland, Operations Director)
- (8) Call to Public -

Consideration and discussion of comments from the public. Those wishing to address the Pinal County Workforce Development Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

ZOOM MEETING JOINING INFORMATION: <https://us02web.zoom.us/j/84687687740?pwd=OG9Kc2FwbTBwd1NRbk9oZ2RPaTdtQT09> Meeting ID: 846 8768 7740 Passcode: 515343Dial by your location 669 444 9171 US

Pursuant to A.R.S. 38-431.02(H), the public will have physical access to the meeting place fifteen (15) minutes prior to the start of the meeting.

Posted on the 18th day of June around 11:00 AM

ADJOURNMENT

(SUPPORTING DOCUMENTS ARE AVAILABLE AT THE WORKFORCE DEVELOPMENT OFFICE)

In accordance with the requirement of Title II of the Americans with Disabilities Act (ADA), the Pinal County Workforce Development Board does not discriminate against qualified individuals with disabilities admission to public meetings. If you need accommodation for a meeting, please contact the Workforce Development Office at (520)866-6227, at least (3) three business days prior to the meeting (not including weekends or holidays) so that your request may be accommodated.



PINAL COUNTY

WIDE OPEN OPPORTUNITY

AGENDA ITEM

June 20, 2024 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Department

Director: Joel Millman

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Roll Call and Introductions

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

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No Attachments Available



PINAL COUNTY
WIDE OPEN OPPORTUNITY

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*a. Discussion/approval/disapproval of the May 16, 2024 Regular Meeting Minutes

*b. Discussion/approval/disapproval of ARIZONA@WORK Pinal County Chapter 1700-Administrative Costs Limitation Policy

*c. Discussion/approval/disapproval of ARIZONA@WORK Pinal County Conflict of Interest Policy

*d. Discussion/approval/disapproval of the reappointment of Harold Christ with Windmill Winery (Business Sector) to the Pinal County Workforce Development Board. Term of Service August 1, 2024 through July 31, 2026

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

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ATTACHMENTS:

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[Meeting Minutes 5.16.24](#)

[Chapter 1700 Administrative Costs Limitation Policy](#)

[ARIZONA@WORK Pinal County Conflict of Interest Policy](#)

**NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION PINAL COUNTY WORKFORCE DEVELOPMENT
BOARD ACTION LEGAL MINUTES SUMMARY**

Thursday May 16, 2024,

2:00 PM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX CONFERENCE ROOM (2nd FLOOR)

135 N. PINAL STREET

FLORENCE, AZ 85132

1. Roll Call and Introductions

Meeting called to order at 2:00pm

<p><u>Members Present:</u></p> <ol style="list-style-type: none">1. Harold Christ2. Jack Beveridge (Zoom)3. Tim Tucker4. Mary Fleck (Zoom)5. Lynn Parsons6. Liz Harris Tuck7. Andrew Clegg8. Erica Ballersteros (Zoom)9. Stacey Rich10. Logen Kelly11. Jim Garrett12. Joel Villegas13. Solomon Galyon14. Samuel Kolapo (Zoom)15. Mike Cruz16. Richard Wilkie17. David Nieves <p>QUORUM MET</p>	<p><u>Members Absent:</u></p> <ol style="list-style-type: none">1. Jakob Andersen2. Bryan Seppala3. Christina Rothlisberger4. Joshua Paine5. Susan Aguilar <p><u>Staff Present:</u></p> <ul style="list-style-type: none">• Joel Millman• Laura Loiacono• Shannon McHenry• Moriah Robles• Carrie Fike
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2. CONSENT AGENDA

All items indicated by an asterisk (*) will be handled by a single vote as part of the consent agenda, unless a Board Member, Board Staff, or member of the public objects at the time the agenda item is called.

- i. Discussion/approval/disapproval of the April 18, 2024 Regular Meeting Minutes
- ii. Discussion/approval/disapproval of appointment to the Pinal County Workforce Development Board Sean Salveson with K2 Electric (Business Category) Term of service: June 6, 2024 through June 5, 2026
- iii. Discussion/approval/disapproval of reappointment to the Pinal County Workforce Development Board Richard Wilkie with City of Casa Grande (Economic and Community Development Sector) Term of service July 1, 2024 through June 30, 2027
- iv. Partner Provider Reports:
 - Youth Program
 - Adult/Dislocated Worker
 - One Stop Operator

Motion entered by: Richard Wilkie

Second by: Stacey Rich

Item Action: Approved

3. Discussion/approval/disapproval of the Pinal County Workforce Development (PCWDB) Budget Report

Carrie Fike presented the monthly PCWDB Budget Report. A summary of the status of the Program Year 2022 and Program Year 2023 allocations was provided.

Motion entered by: Andrew Clegg

Second by: Stacey Rich

Item Action: Approved

4. Board Chair Report

Harold Christ presented newly reappointed members Richard Wilkie, Andrew Clegg, and Joel Villegas with a certificate of appointment. Harold then briefed members on the turnout of our local community events with our last one being in San Tan Valley with great success.

Item Action: Information Only

5. Operations Report

- **2025-2028 ARIZONA@WORK Pinal County Workforce Development Plan** - The local workforce development plan still in progress, which is set to expire on December 31, 2024. The new plan aims to improve services to the county's workforce, distribute services across the county, and provide accountability for the next 2-4 years. Submission to the Workforce Arizona Council for approval is targeted for September 2024.
- **Policy (Conflict of Interest)** – The draft Conflict of Interest policy will be presented to the PCWDB during the June 20th full board meeting for approval.
- **Response (99 cent Only Stores)** – Moriah Robles ARIZONA@WORK Pinal County Rapid Response Coordinator, provided an update on the status of the Rapid Response event due to the closing of all 99 Cent Only stores in Arizona. Statewide coordination includes plans for virtual sessions, job fairs, and on site services. Approximately 75 workers were impacted from the three stores in Pinal County.
- **2024 Youth Registered Apprenticeship Accelerator** – ARIZONA@WORK Pinal County partnered with The City of Phoenix and Maricopa County in promoting the role of apprenticeships focused on youth for pre apprenticeship. Andrew Clegg and Solomon Galyon served on the panels to discuss their roles in promoting apprenticeship programs.
- **Introduction: Eckerd Connects** – Joel Millman introduced Eckerd Connects, the new service provider for the Adult and Dislocated Worker programs. A formal presentation by Eckerd Connects will be presented to the full board during the June 20th meeting.

Item Action: Information Only

6. Discussion/approval/disapproval of the 2024 Job Center Certification

Per the Workforce Innovation and Opportunity Act, local workforce development boards must assess at least once every three years the effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers and the one-stop delivery systems using criteria and procedures developed by the State workforce development board

Richard Wilkie and Lynn Parsons, PCWDB worked with Moriah Robles to conduct the recertification of the ARIZONA@WORK Pinal County Business Center Located at 820 E. Cottonwood Lane, Bldg. E, Casa Grande, AZ

Motion entered by: Liz Harris Tuck

Second by: Stacey Rich

Item Action: Approved

7. Discussion/approval/disapproval of revisions to the Shared Governance Agreement between the Pinal County Workforce Development Board and the Pinal County Board of Supervisors.

The Shared Governance Agreement describes how the Pinal County Workforce Development Board and the Pinal County Board of Supervisors will carry out their shared governance responsibilities and meet other workforce development board requirements such as membership criteria, local policy, and communicating with elected officials and the public.

A crosswalk depicting the proposed revisions was provided.

Motion entered by: Andrew Clegg

Second by: Joel Villegas

Item Action: **Approved**

8. Presentation: Registered Apprenticeship Program – Joann Bueno (Arizona Apprenticeship Office)

Joann Bueno shared the benefits and structure of registered apprenticeship programs in addressing the current workforce shortage and skill development needs. She clarified that registered apprenticeship offers on-the-job training and skill development, leading to a nationally recognized credential that certifies individuals as competent and qualified for their chosen occupation.

Item Action: **Information Only**

9. Presentation: Baltu Technologies, Alternative Pathways to High-Skilled Jobs – Peter Acosta (Baltu Technologies)

Peter Acosta introduced an online learning platform designed to develop core skills and competencies, including technical expertise, soft skills, leadership skills, and digital skills, leading to industry-recognized certifications.

Item Action: **Information Only**

10. Pinal County Economic Development Report – James Smith (Pinal County Economic Development Director)

James Smith reported to the member's recent economic developments in the state, including significant projects by LG in Queen Creek and investments in Kohler in Casa Grande.

Item Action: **Information Only**

11. Call to the public

Item Action: **No public comment**

12. Adjournment

Motion entered by: Richard Wilkie

Second by: Stacey Rich

Meeting Adjourned at 3:45 pm

Chapter 1900	Administrative Costs Limitation
	Pinal County Workforce Development Board, Adult, Dislocated Worker, Youth Programs, and One-Stop Operator

1700 ADMINISTRATIVE COSTS

The Workforce Innovation and Opportunity Act (WIOA) and 2 CFR Part 200 Uniform Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule (Uniform Guidance) provide cost limitations that apply to the Pinal County Workforce Development Board (PCWDB), the ARIZONA@WORK Pinal County Adult, Dislocated Worker and Youth Program service providers, and the One-Stop Operator. The purpose of this policy is to aid in the classification of costs as administrative, programmatic or both, and to ensure clarity and consistency in the treatment of the expenditures for the WIOA Title I-B programs.

Reference: Workforce Innovation and Opportunity Act (WIOA) of 2013, (P.L. 113-128), 2 CFR Part 200 Uniform Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); 20 CFR § 683.205; 20 CFR § 683.215.

1701 ADMINISTRATION

Local expenditures for administrative purposes under WIOA Title I formula grants are limited to no more than 10 percent of the amount allocated for Youth Activities, and Adult and Dislocated Worker Employment and Training Activities. In the ARIZONA@WORK Pinal County system, each program’s administrative costs are chargeable to its own grant and subject to its own administrative cost limitations. Cost of negotiating the Memorandum of Understanding or infrastructure funding agreement are excluded from the administrative cost limitations.

Funds that are allocated to the Adult, Dislocated Worker, and Youth Programs service providers and the One-Stop Operator through contracts with Pinal County, inherently have limited administrative costs associated with them. The vast majority of costs for the One-Stop Operator and service providers are related to the direct provision of workforce investment services. Costs that are not related to direct provision of services and are administrative costs as defined within this policy are subject to Pinal County’s 10 percent limit described above.

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	Pinal County Workforce Development Board, Adult, Dislocated Worker, Youth Programs, and One-Stop Operator

1702 COSTS

Costs not related to providing direct basic career, individualized career, and training services to participants and employers are generally considered administrative costs, whereas costs directly related to the provision of basic career, individualized career services and training services are considered program costs.

.01 Administrative Functions

The cost of administration are expenditures incurred by the PCWDB, service providers, and One-Stop Operator are associated with specific functions, and which are not related to the direct provision of workforce investment activities, including services to participants and employers. The costs of administration can be both personnel and non-personnel, and both direct and indirect.

- A. Performing the overall general administration functions and coordination of those functions, including, but not limited to:
 - 1. Accounting, budgeting, financial functions, and cash management functions;
 - 2. Procurement and purchasing functions;
 - 3. Property management functions;
 - 4. Personnel management functions;
 - 5. Payroll functions;
 - 6. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;

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7. Audit functions;
 8. General legal services functions;
 9. Developing systems and procedures, including information systems functions, required for these administrative functions; and
 10. Fiscal agent responsibilities.
- B. Performing oversight and monitoring responsibilities related to WIOA administrative functions;
 - C. Costs of goods and services required for administrative functions of the program, including goods and services, such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
 - D. Travel costs incurred for official business in carrying out administrative activities; and
 - F. Costs of information systems related to administrative functions. For example, personnel, procurement, purchasing, property management, accounting, and payroll systems including the purchase, systems development and operating costs of such systems.

.02 Cost Classifications

The PCWDB, service providers, and the One-Stop Operator must classify costs as follows:

- A. Awards to subrecipients or contractors that are solely for the purpose of administrative functions are classified as administrative costs;

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	Pinal County Workforce Development Board, Adult, Dislocated Worker, Youth Programs, and One-Stop Operator

- B. Personnel and related non-personnel cost of staff that perform both administrative functions in 20 CFR § 683.215(b), in section 1702.01 of policy and programmatic services or activities must be allocated as administrative or programmatic costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods;
- C. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as program cost. The PCWD, service providers and One-Stop Operator must maintain documentation of such costs;
- D. All costs incurred for functions and activities of subrecipients or contractors are to be classified as program costs, with the exception of awards to sub-recipients or contractors such as those listed in 20 CFR § 683.215(b) or Section 1702.01 in this policy that are solely for purpose of administrative purposes, as they are to be classified as administrative costs;
- E. Continuous Improvement activities are charged to the administration or program category based on the purpose or nature of the activity to be improved. The PCWDB, service providers and One-Stop Operator must maintain documentation of such charges;
- F. Costs of the following information systems including the purchase, systems development, and operational costs (e.g. data entry) must be charged to the program category:
 - 1. Tracking or monitoring of participant and performance information;
 - 2. Employment statistics information, including job listing information, job skill information, and demand occupation information;

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	Pinal County Workforce Development Board, Adult, Dislocated Worker, Youth Programs, and One-Stop Operator

3. Performance and program cost information on the eligible training providers; youth activities; and appropriate education activities;
 4. PCWDB performance information; and
 5. Information relating to supportive services and unemployment insurance claims for program participants.
- G. Costs associated with the initial and continued eligibility review of training providers and programs for inclusion on the Eligible Training Provider List are classified as administrative costs; and
- H. Costs associated with monitoring eligible training providers and programs are classified as administrative costs.

1703 MATRIX OF SPECIFIC COSTS AND CATEGORY CLASSIFICATION OF COSTS

The following matrix includes specific workforce investment activity costs including, both personnel and non-personnel costs, and indicates whether the cost may be classified as administrative, programmatic or both.

Matrix of Specific Cost and Category		
Costs	Admin	Program
Staff:	X	X
Accounting	X	
Administrative Overhead	X	
Advertising	X	X
Audit Functions	X	
Audit Staff	X	
Budgeting	X	
Career Planning		X

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	Pinal County Workforce Development Board, Adult, Dislocated Worker, Youth Programs, and One-Stop Operator

Clerical Assistant to Supervisor	X	
Clerical Assistant to Training Personnel		X
Coordination of Participant Services		X
Counseling		X
Data Processing Staff	X	X
Development of On-the-Job Training/ Work Experience/ Training Plans		X
Executive Staff	X	X
Fiscal Staff	X	X
Follow-up Analysis		X
Initial Assessment		X
Intake		X
Job Coach		X
Job Developer		X
Job Search Assistance		X
Labor Market Analysis		X
Legal Staff	X	
Maintenance Staff	X	
Monitoring Staff	X	
Assessment/ Testing		X
Outreach to Employers		X
Participant Follow-Up		X
Program Design/ Curriculum		X
Training Staff		X

Chapter 2100	Conflict of Interest and Code of Conduct Policy
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2100 BACKGROUND AND PURPOSE

The purpose of the Conflict of Interest Policy is to protect the interest of the Pinal County Workforce Development Board (PCWDB) as a public body charged with the oversight of Federal and/or state funds. This policy is intended to supplement, but not replace any applicable Federal or state laws governing conflicts of interest.

It is the policy and expectation of the PCWDB that PCWDB members will fulfill the fiduciary duties applicable to their service as PCWDB members. Due to the legal and statutory structures of the PCWDB, conflicts of interest may arise, and this policy is intended to provide a framework that will allow the work of the PCWDB to be achieved without the fact of or appearance of impropriety.

PCWDB members, PCWDB staff, the ARIZONA@WORK Pinal County One-Stop Operator, and all ARIZONA@WORK Pinal County service providers and Partner Programs receiving direct financial assistance through the Workforce Innovation and Opportunity Act (WIOA) in the ARIZONA@WORK Pinal County system must avoid conflict of interest, real or apparent, by observing the requirements outlined in this policy.

2101 APPLICABILITY

This policy is applicable to all PCWDB members; any agent, employee or officer of the PCWDB; and One Stop Operators, Partners, and actual or potential Service Providers.

Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014, (Pub. L. 113-128);

WIOA Final Regulations – 20 CFR §§ 679.320, 679.410, and 679.430; 20 CFR §§ 678.600 – 678.635; 20 CFR §§ 683.200 and 683.220;

USDOL Employment and Training Guidance Letters 15-16, 21-16;

ARS § 38-503. Conflict of interest; exemptions; employment prohibition;

Workforce Arizona Council WIOA Local Board Governance Policy.

Chapter 2100	Conflict of Interest and Code of Conduct Policy
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2102 DEFINITIONS

Conflict of Interest - conflict of interest refers to circumstances where an individual or an organization the individual represents has competing interests that may affect the individual's ability to act objectively and without bias. There may be circumstances or actions that have the potential to undermine the impartiality of an individual because of a possible clash between the individual's own interests and their organizational role, or between competing organizational roles, when an individual serves in more than one organizational role. Conflicts of interest can be real/actual, apparent, or organizational.

Real/Actual Conflict of Interest - a real or actual conflict of interest exists when an individual in his or her official capacity participates in a decision-making process that has a direct effect on the financial interest of his or her personal or business interest or a member of his or her family.

Apparent Conflict of Interest - the appearance of a conflict of interest arises where an employee is assigned to participate in an official duty matter where an organization with which the employee has a covered relationship is or represents a party to that matter, or where the matter is likely to affect the interests of a household member, and there are circumstances that would cause a reasonable person with knowledge of the relevant facts to question the employee's impartiality in the official matter.

Organizational Conflict of Interest - an organizational conflict of interest can arise when actions are taken or may appear to be taken by any entity involved in more than one role, such that the performance of that entity in one role affects its interest in its other role(s). Organizational conflicts must be mitigated with complete separation of duties, supervision, and restrictions on information access.

PCWDB member - a person that is appointed by the Pinal County Board of Supervisors (PCBOS) in accordance with the WIOA and criteria established by the Governor.

Sub-Recipient - a non-federal entity that receives a subaward of WIOA funds from a pass-through entity to carry out a part of a federal program; but does not include an individual that is a beneficiary of such program.

Chapter 2100	Conflict of Interest and Code of Conduct Policy
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2103 CONFLICT OF INTEREST

The following conflict of interest requirements must be adhered to:

- A. The fiduciary duties of PCWDB members under state law and the WIOA include, without limitation, a continuing responsibility to thoroughly comply with conflicts-of-interest principles.
- B. Each PCWDB member shall read and sign the PCWDB member Attestation denoting that this Conflict of Interest and Code of Conduct Policy has been read, understood, and that the PCWDB member pledges to conduct him/herself in accordance with such policies and procedures during their service to the PCWDB. The PCWDB Conflict of Interest form must be completed by the PCWDB Member and maintained on file with PCWDB Staff.
- C. Each PCWDB member must read the **1.05 Ethics in County Employment** and **3.35 Conflict of Interest policies** and sign PCWDB Appointment Letter, certifying that the policies have been read and understood. The PCWDB Appointment Letter must be completed by the PCWDB member and maintained on file with PCWDB staff.
- D. No PCWDB member shall use his or her position, or the knowledge obtained from his or her position, in such a manner that conflicts with the interest of the PCWDB or results in personal gain to the PCWDB member, or a third party that the PCWDB member is employed by, has a fiduciary relationship with, or to whom the PCWDB member provides services.
- E. Each PCWDB member must provide a disclosure of potential conflicts created by his or her position(s) outside of their service to the PCWDB. Any PCWDB member that has, or believes he or she has, a conflict of interest must disclose such potential conflict in accordance with the procedures established by the PCWDB in this policy and shall do so in writing on the PCWDB Conflict of Interest form.

Chapter 2100	Conflict of Interest and Code of Conduct Policy
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- F. Each PCWDB member shall monitor potential conflicts of interest and bring them to the PCWDB's attention in the event a PCWDB member does not make a self-declaration.
- G. In accordance with 20 CFR § 683.200(c)(5)(i)-(iii):
1. PCWDB members shall neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such PCWDB Member (or any organization which that PCWDB member directly represents), nor on any matter which would provide any direct financial benefit to that PCWDB member or that PCWDB member's immediate family.
 2. This policy is not meant to rule out transactions between the PCWDB and other persons or entities where an interest or a relationship between the PCWDB member and such a person or entity exists which require proper disclosure and which are documented as being the outcome of established Procurement Policies, and are determined to be in the best interest of the PCWDB. Membership on the PCWDB, or a PCWDB team, committee, task force, or work group, nor the receipt of WIOA funds to provide training and related services, by itself, violates these conflict of interest provisions.
 3. Sub-Recipients of WIOA funds must disclose in writing any potential conflict of interest to the PCWDB.
- H. In addition to the requirements pursuant to 20 CFR § 683.200, the following are deemed conflicts of interest that create a duty of the PCWDB member to fully disclose such interest immediately:
1. If a PCWDB member has a personal financial interest in a proposed transaction involving the PCWDB.

Chapter 2100	Conflict of Interest and Code of Conduct Policy
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2. If a PCWDB member is employed by, or is a Trustee, Director, or Officer of any individual, organization or entity that shall have a financial interest in a proposed transaction involving the PCWDB.
3. If a PCWDB member represents a third party either through personal, professional, or confidential relationship and such party has financial interest in a proposed transaction involving the PCWDB.
4. A PCWDB member must not solicit or accept gratuities or favors from suppliers or potential suppliers, including subcontractors.
5. A PCWDB member must not participate in the selection, award, or administration of a procurement supported by WIOA funds where, to the PCWDB member's knowledge, any of the following has a financial or substantial interest in any organization which may be considered for award:
 - a. The officer, employee, or agent of the PCWDB member;
 - b. Any immediate family of the PCWDB member;
 - c. A partner of the PCWDB member; or
 - d. A person or organization which employs, or is about to employ, any of the above.
- I. In the event that a PCWDB member has an interest, directly or indirectly, in a business entity that would have a direct financial effect due to any official action taken by the PCWDB, the PCWDB member must declare, before a vote or discussion on the matter, the nature and extent of the interest and shall not vote on the proposed PCWDB action. A PCWDB member must recuse themselves from the meeting following such declaration. This shall not prohibit the PCWDB member from providing factual information about the scope of the PCWDB member's conflict in response to direct questions concerning the matter from other PCWDB members. The disclosure must be reflected in the minutes of the meeting of the PCWDB.

Chapter 2100	Conflict of Interest and Code of Conduct Policy
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- J. If an award of funding is made with a PCWDB member violating the requirements of this policy, the PCWDB may recommend to the PCBOS a cancellation of the contract awarded. The balance of the PCWDB, excluding the member(s) with potential conflict, will then determine what final corrective actions the PCWDB will recommend. If a recommendation for cancellation is made to the PCBOS, the recommendation is subject to review at a regular or special meeting of the PCBOS.

Additional corrective actions the PCWDB may take include, but are not limited to:

- a. Recommendation to the PCBOS for removal of the PCWDB member;
 - b. Recommend reimbursement of any monies previously paid under the award by the award recipient and the PCWDB member, or
 - c. Civil action to recover any monetary damages.
- K. Nothing in this policy should be construed to prevent a PCWDB member's participation in WIOA programs. PCWDB membership should not result in a sub-recipient receiving any more or any less consideration for trainees. It is important is to ensure that the officer, employee, agent, or PCWDB member does not approve his/her own training package, or contract for services, but that the system of approval allows for objective determinations.

2104 CODE OF CONDUCT

This policy establishes the written set of standards and the Code of Conduct for the PCWDB, PCWDB members, and PCWDB teams, committees, task forces, and work groups, that also requires the following:

- A. Adherence to the Conflict of Interest requirements in this policy.
- B. Adherence to procurement procedures that serve to minimize the appearance of conflicts, in addition to eliminating actual conflicts.

Chapter 2100	Conflict of Interest and Code of Conduct Policy
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- C. A PCWDB member's employer may not participate in a future bid on procurement where the PCWDB member helped to draft specifications. In order to avoid potential conflicts as circumstances change, PCWDB members whose employers wish to participate in a future procurement, the PCWDB member will refrain from involvement in specification development or procurement processes.

- D. A PCWDB member shall not become a recipient, directly or indirectly, of any salary payments, loans, gifts, any free service, discounts, or other fees from or on behalf of any person or organization engaged in any transaction with the PCWDB, except for exceptions that may be contained in Pinal County's **3.80 Gifts Policy** and that do not violate the WIOA or its requirements.



PINAL COUNTY

WIDE OPEN OPPORTUNITY

AGENDA ITEM

June 20, 2024 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Department

Director: Joel Millman

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

ARIZONA@WORK Pinal County Promotional Campaign - Blossom Digital Marketing (Brian Kramer)

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

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Discussion/approval/disapproval of the Pinal County Workforce Development Board Budget Report

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ATTACHMENTS:

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<input type="checkbox"/> Budget Report
<input type="checkbox"/> Budget Option PY24/FY25

PINAL COUNTY WORKFORCE DEVELOPMENT BOARD

Programs Subrecipient Activity

WIOA Grant Period: 07/01/22 - 06/30/24

Program Year 2022/Fiscal Year 2023									
Expenditure Period July 1, 2022- June 30, 2024									
			Allocation		Expended			Balance Remaining	
Total Allocation			\$ 3,636,840						
Youth - Subrecipient (CAC)	\$ 664,707		664,707		582,688		88%	\$ 82,019	
Youth - Program - County	\$ 117,301				81,291		69%	\$ 36,010	
Youth - Admin - County	\$ 86,890				67,768		78%	\$ 19,122	
Youth - Program Total Allocation		\$ 868,898				731,747			\$ 137,151
Adult - Subrecipient (Equus)	\$ 724,985	300,000	1,024,985		987,181		96%	\$ 37,804	
Adult - Program - County	\$ 127,939				90,821		71%	\$ 37,118	
Adult - Admin - County	\$ 94,769				67,691		71%	\$ 27,078	
Adult - Program Total Allocation		\$ 1,247,693				1,145,693			\$ 102,000
DW - Subrecipient (Equus)	\$ 626,112	(300,000)	326,112		212,517		65%	\$ 113,595	
DW - Program - County	\$ 110,490				66,840		60%	\$ 43,651	
DW - Admin - County	\$ 81,845				67,783		83%	\$ 14,062	
DW - Programs Total Allocation		\$ 518,447				347,140			\$ 171,308
Work Base Learning - Sub (Equus)	\$ 112,500		112,500		64,653		57%	\$ 47,847	
Work Base Learning-Program - County	\$ 200,000		200,000				0%	\$ 200,000	
Work Base Learning- Admin - County	\$ 12,500		12,500				0%	\$ 12,500	
*Work Base Learning Program Total Allocation		\$ 325,000				64,653			\$ 260,347
One-Time Funding - Sub (Equus)	\$ 516,802		516,802		37,387		7%	\$ 479,415	
One-Time Funding - COUNTY	\$ 160,000		160,000				0%	\$ 160,000	
*One-Time Funding Total Allocation		\$ 676,802				37,387			\$ 639,415

\$ 3,636,840

2,326,619 64%

NOTES:		
Youth Program-OSY 75%	\$ 401,714	46%
Youth Program- WEX 20%	\$ 212,280	24%
*WBL Allocation 7/1/2023	DES ALERT#	
23-001 PY23/FY24	\$ 125,000	
*WBL Allocation 10/1/23	DES ALERT#	
23-002 PY23/FY24	\$ 200,000	
*One-Time Funding	DES ALERT	
#24-002	\$ 516,802	
*One-Time Funding	DES ALERT	
#24-003	\$ 160,000	
Date of Report 5/30/2024		
Expenditures through 4/30/2024		

PINAL COUNTY WORKFORCE DEVELOPMENT BOARD

Programs Subrecipient Activity

WIOA Grant Period: 07/01/23 - 06/30/25

<i>Expenditure Period July 1, 2023- June 30, 2025</i>	Allocation		Expended		Balance Remaining	
Total Allocation	\$ 2,301,393					
Youth - Subrecipient (CAC) *	\$ 537,432		537,432		0%	\$ 537,432
Youth - Program - County	\$ 120,648				0%	\$ 120,648
Youth - Admin - County	\$ 73,120				0%	\$ 73,120
Youth - Program Total Allocation		\$ 731,200			0	\$ 731,200
Adult - Subrecipient (Equus) **	\$ 625,303		625,303		0%	\$ 625,303
Adult - Program - County	\$ 140,375				0%	\$ 140,375
Adult - Admin - County	\$ 85,075				0%	\$ 85,075
Adult - Program Total Allocation		\$ 850,753			0	\$ 850,753
DW - Subrecipient (Equus) ***	\$ 528,788		528,788		0%	\$ 528,788
DW - Program - County	\$ 118,708				0%	\$ 118,708
DW - Admin - County	\$ 71,944				0%	\$ 71,944
DW - Programs Total Allocation		\$ 719,440			0	\$ 719,440
\$ 2,301,393						
<i>Date of Report 5/30/2024</i>						
<i>Expenditures through 4/30/2024</i>						

**PINAL COUNTY WORKFORCE DEVELOPMENT BOARD BUDGET
(07/01/24- 06/30/26)**

	Option #1 76.5%	Option #2 73.5%
DESCRIPTION	BUDGET	BUDGET
PY24 Allocation (Year 1and2) - 7/01/2024-6/30/2026	\$ 2,817,998	\$ 2,817,998
<i>Adult</i>	\$ 804,927	\$ 804,927
<i>Dislocated Worker</i>	\$ 806,957	\$ 806,957
<i>Rapid Response</i>	\$ 490,080	\$ 490,080
<i>Youth</i>	\$ 716,034	\$ 716,034
Salaries, Benefits & ERE's		
Salaries/Benefits and ERE <small>(Director/Compliance-Monitoring/Accountant(80%)/Data Analyst(50%)/Admin (50%) and BSR 100%</small>	\$ 496,780	\$ 496,780
Provider Contracts		
Adult/Dislocated Worker Programs (Eckerd Connects)		
Adult Program	\$ 615,769	\$ 591,621
Dislocated Worker Program	\$ 617,322	\$ 593,113
Rapid Response	\$ 50,000	\$ 50,000
Total	\$ 1,283,091	\$ 1,234,735
Youth Program (Central Arizona College)	\$ 547,766	\$ 526,285
One Stop Operator (Chicanos Por La Causa)	129,290	129,290
Total Contracted Provider Services	\$ 1,960,147	\$ 1,890,310
TOTAL BOARD NON-OPERATING EXPENSES	\$ 2,456,927	\$ 2,387,090
BALANCE FOR PCWDB PY24 ACTIVITIES (BUDGET)*	\$ 361,071	\$ 430,908
*Rapid Response	\$ 340,080	\$ 340,080
*Adult/Dislocated Worker/ Youth	\$ 20,991	\$ 90,828
Note: Office Operating expenses \$34,246		



PINAL COUNTY

WIDE OPEN OPPORTUNITY

AGENDA ITEM

June 20, 2024 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Department

Director: Joel Millman

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Board Chair Report

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:
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PINAL COUNTY

WIDE OPEN OPPORTUNITY

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June 20, 2024 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Department

Director: Joel Millman

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Operations Report

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

Click to download
<input type="checkbox"/> Operations Report
<input type="checkbox"/> Negotiated Levels of Performance
<input type="checkbox"/> Letter of Support Bldg Pathways for Infrastructure Jobs (Baltu-CPLC)

Pinal County Workforce Development Board

Operations Update
June 20, 2024



Operations Update

- **2025-2028 ARIZONA@WORK Pinal County Workforce Development Plan Update**
- **Pinal County Workforce Development Board New Onboarding Process**
- **Program Year 2024-2025 Negotiated Levels of Performance**
- **2nd Annual Arizona Workforce Summit**
- **Rapid Response Updates**
- **National Association of Workforce Development Professionals Conference**
- **Request for Letter of Support**
 - Building Pathways to Infrastructure Jobs Grant Program
(Chicanos Por La Causa/Baltu Technologies)
- **Job Corps Summit- June 26th**



Local Workforce Development Area (LWDA) Name: ARIZONA@WORK Pinal County

Indicator	AZ Statewide Level		Local Area Expected level	
	PY24	PY25	PY24	PY25
Adults				
Employment 2nd Quarter after exit	72.9%	73.9%	71.0%	71.5%
Employment 4th Quarter after exit	68.5%	68.5%	67.1%	67.1%
Median earnings (2nd quarter after exit)	\$9,100	\$9,328	\$9,000	\$9,100
Credential attainment rate	73.0%	74.0%	69.0%	70.0%
Measurable Skills Gain	74.0%	75.0%	73.0%	73.5%
Dislocated Workers				
Employment 2nd Quarter after exit	77.5%	78.0%	71.5%	72.0%
Employment 4th Quarter after exit	73.5%	74.0%	70.0%	70.5%
Median earnings (2nd quarter after exit)	\$9,600	\$9,738	\$11,000	\$11,275
Credential attainment rate	74.0%	75.0%	56.0%	57.0%
Measurable Skills Gain	75.0%	76.0%	73.0%	73.5%
Youth				
Employment 2nd Quarter after exit	75.0%	76.0%	70.0%	71.0%
Employment 4th Quarter after exit	73.0%	74.0%	70.0%	71.0%
Median earnings (2nd quarter after exit)	\$6,188	\$6,188	\$5,200	\$5,200
Credential attainment rate	61.0%	62.0%	48.0%	49.0%
Measurable Skills Gain	65.0%	66.0%	63.0%	64.0%

June 2024

Terence “Dee” Pinkston
Director
Workforce Development
Chicanos Por La Causa

Dear Peter and Dee,

The Pinal County Workforce Development Board fully supports the application being submitted in response to U.S. Department of Labor’s Building Pathways for Infrastructure Jobs grant program. As the fastest growing county in Arizona and continued economic expansion in the industries targeted by this grant, we look forward to working with Chicanos Por La Causa and Baltu Technologies to make this a successful initiative, while leveraging the ARIZONA@WORK Pinal County service delivery system.

Led by Chicanos Por La Causa and leveraging Baltu Technologies' Upskill Platform, this proposal aims to develop a highly skilled workforce in semiconductor, advanced manufacturing, broadband, and EV technologies. This initiative collaborates Central Arizona College to create and deploy comprehensive training programs.

Employers will benefit from a pipeline of well-trained, job-ready candidates who have undergone rigorous pre-hire training through upskill programs and pre-training at universities, colleges, high schools, and CTE programs. Additionally, they will have the opportunity to provide continuous on-the-job training and mentorship, further enhancing employee skills through Baltu's Upskill Platform. This program has already been successful in training qualified technicians who currently work at companies like Intel, TSMC, Honeywell, and more.

Job seekers will benefit from a modern, gamified learning platform that engages students and enhances their learning experience. The curriculum is co-developed with industry leaders, ensuring that students gain the skills and knowledge needed to excel in high-demand career pathways. Additionally, Baltu Technologies’ virtual reality career exploration application allows students to explore careers in semiconductor fabs, aerospace facilities, and more, providing them with a unique and immersive way to understand potential career opportunities.

We are excited for the potential this program holds for the business and job seeker communities of Pinal County.

Sincerely,

Harold Christ
Chair
Pinal County Workforce Development Board

Cc: Joel Millman, Director, ARIZONA@WORK Pinal County

135 N. Pinal Street, Florence, AZ 85132 | (520) 866-6227 | [ARIZONA@WORK.com/pinal](https://www.arizona@work.com/pinal)

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PINAL COUNTY

WIDE OPEN OPPORTUNITY

AGENDA ITEM

June 20, 2024 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Department

Director: Joel Millman

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Presentation: Eckerd Connects (Jessica Lodermeier, Sr. Operations Director, and Troy Roland, Operations Director)

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

<p>Click to download</p> <p><input type="checkbox"/> Eckerd Presentation</p>
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Arizona@Work Pinal County Adult & Dislocated Worker Services

Presenters:

Jessica Lodermeier, Sr. Operations Director

Troy Roland, Operations Director

Mission:

Provide and share solutions that promote the well-being of children, young adults and families in need.



1 Welcome & Introductions

2 Introduction to Eckerd

3 Staffing Model

4 Transition Timeline

5 Q & A

Troy Roland, Operations Director

- Missouri, Arkansas and now Arizona!
- Workforce Development since 2009
- Lives in Missouri and is a huge Denver Bronco's fan!

Jess Lodermeier, Sr. Operations Director

- OH, IN, KY, MO, AR, and now Arizona!
- Workforce Development since 2005
- Lives in Ohio and is a huge Buckeye's Fan!

OH-IO

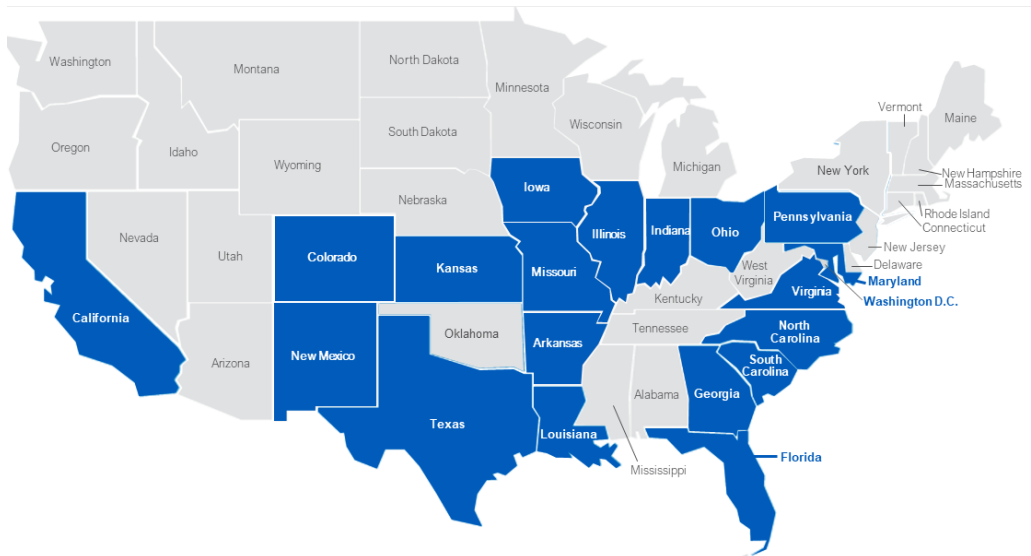
- Eckerd Youth Alternatives, Inc. (D.B.A. Eckerd Connects) was founded by Jack and Ruth Eckerd in 1968
- National non-profit organization serving more than 22,000 children, young adults, adults, and families annually in 19 states and Washington D.C.
- Fiscally stable with annual budget of \$195M.
- Demonstrated history of organizational growth and transformation.

Mission

Provide and share solutions that promote the well-being of those in need.



- ✓ **WIOA Services (AR, CA, CO, FL, GA, IN, KS, LA, NC, MD, MO, OH, PA, SC):** Eckerd operates workforce programs which are customized based on the needs of local areas, encompassing One-Stop Operations, Adult & Dislocated Worker Services, Young Adult programs, and TANF Programs (CA, OH, and PA).
- ✓ **Job Corps Center Operations (DC, FL, GA, IA, IL, NM, PA, TX, VA):** Through our subsidiary Odle Management, Eckerd operates ten Job Corps Centers providing academic instruction and career & technical training for 4,500 young adults annually.

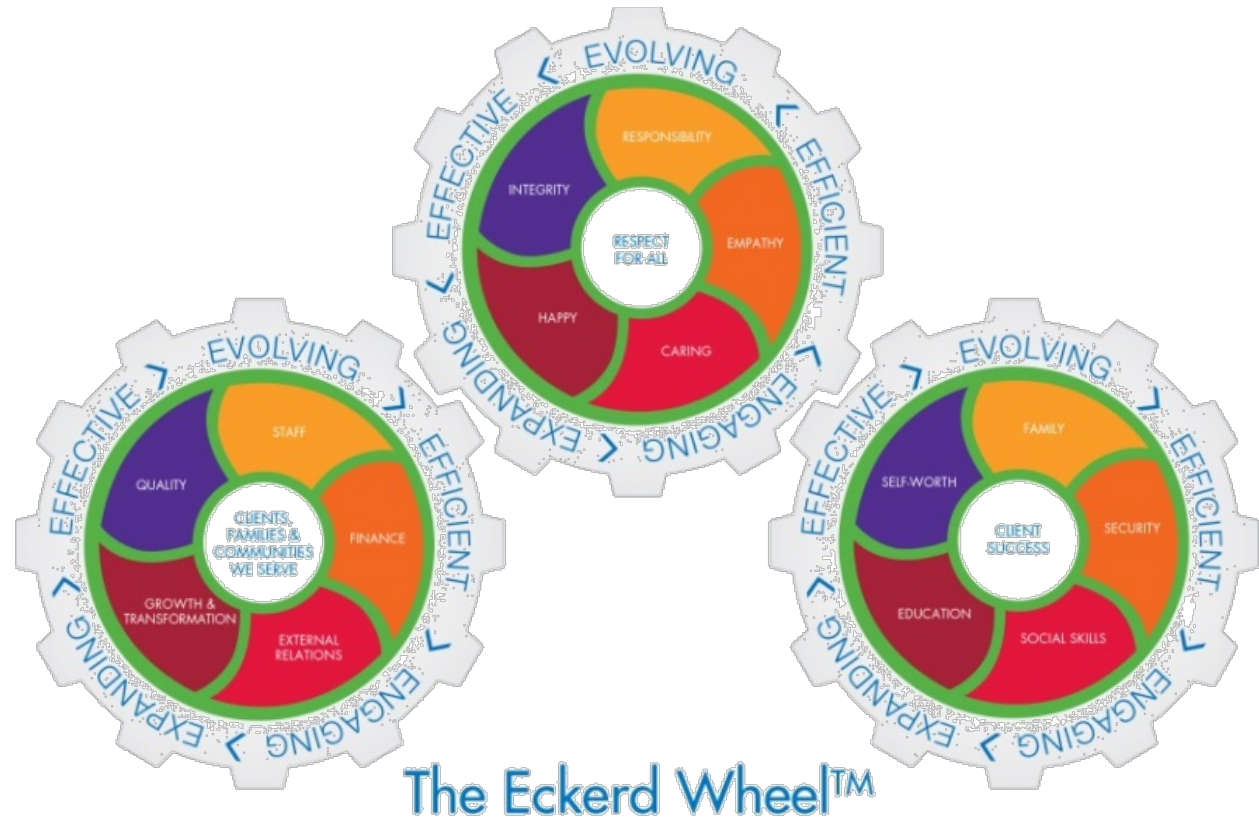


National Association
of Workforce Boards



NATIONAL ASSOCIATION OF
WORKFORCE DEVELOPMENT PROFESSIONALS
CONNECT, ADVANCE, INNOVATE

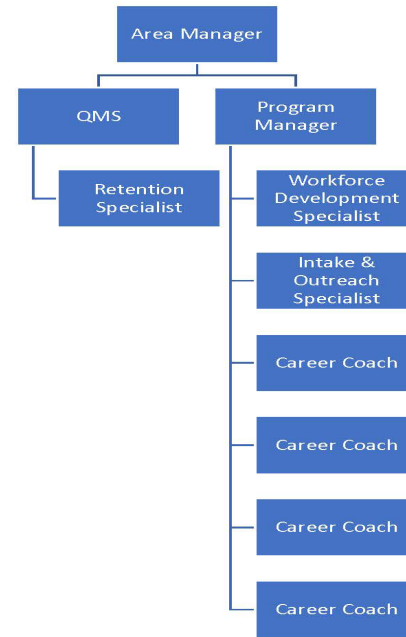
- **Environment:** We create a positive work environment through comprehensive training.
- **Focus:** We engage participants from a strength-based perspective.
- **Community:** We build community partnerships to maximize services and minimize duplication.
- **Relationships:** We build strong and lasting partnerships.
- **Accountability:** We ensure fiscal and program accountability.
- **Outcomes:** We use a coaching philosophy to achieve superior performance.



Staffing Model

- Area Manager –Aaron Moon
- Quality Management Specialist
- Retention Specialist
- Program Manager
- Workforce Development Specialist
- Intake & Outreach Specialist
- Career Coach Reentry
- Career Coach
- Career Coach
- Career Coach

Staffing Model Update





Week of 4/29-5/3

- Virtual Townhalls

Week of 5/5-5/10

- Distribute Benefits Package Information
- Post Positions at <https://eckerd.org/join-our-team/open-positions/>

Week of 5/13-5/17

- Virtual Townhall-Benefits Q&A
- Weekly Touch point calls

Week of 6/3-6/7

- Virtual 1st Round Interviews
- Area Manager Aaron Moon accepted and selected

Week of 6/10-6/14

- Virtual Non-Incumbent 1st-Round Interviews
- Schedule 2nd Round Interviews
- Coordinate with Area Manager Transition points



Week of 6/17-6/21

- In-Person 2nd-Round Interviews
- Offers, Credentialing & Clearances
- On-boarding

Week of 6/24-6/28

- Virtual Townhall

Week of 7/1-7/5

- Welcome to Eckerd Connects
- 1st Day Paperwork
- Happy 4th of July-office Closed



Questions & *Answers*



PINAL COUNTY

WIDE OPEN OPPORTUNITY

AGENDA ITEM

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REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Department

Director: Joel Millman

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

ZOOM MEETING JOINING INFORMATION: [https://us02web.zoom.us/j/84687687740?](https://us02web.zoom.us/j/84687687740?pwd=OG9Kc2FwbTBwd1NRbk9oZ2RPdTdtQT09)
pwd=OG9Kc2FwbTBwd1NRbk9oZ2RPdTdtQT09 Meeting ID: 846 8768 7740 Passcode: 515343 Dial by your location 669 444 9171 US

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:
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Pursuant to A.R.S. 38-431.02(H), the public will have physical access to the meeting place fifteen (15) minutes prior to the start of the meeting.

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:
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No Attachments Available



PINAL COUNTY

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REQUESTED BY:

Funds #:

Dept. #: Economic Development

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Director: Joel Millman

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Posted on the 18th day of June around 11:00 AM

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

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