



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

**Requested Board Meeting Date:** 08/02/16

**Title:** Pima County Workforce Investment Board Workforce Innovation and Opportunity Act Local Governance Policy Certification

### **Introduction/Background:**

Section 107 (c)(2) of the Workforce Innovation and Opportunity Act (WIOA) requires that Local Workforce Development Boards (LWDBs) be certified every two years by the Governor in accordance with criteria outlined in the law and detailed by state policy 02-2015: Workforce Innovation and Opportunity Act Local Governance Policy (Local Governance Policy). The Governor's Workforce Arizona Council (WAC) is responsible for making recommendations to the Governor in order to carry out this requirement. A new WAC was established in January 2016 and it has requested recertification by all local workforce areas.

The Certification Process includes the submission of a Certification Criteria; Composition Requirements; Application, Process and Timeline; Decertification if the WIB fails to meet certification requirements; Self-assessment Instructions; and a Self-assessment Tool.

At the WAC's May 26, 2016 meeting the WAC approved the Certification Process under the WAC state policy 02-2015: WIOA Local Governance Policy that requires that items (1), (2), and (3) be submitted to the WAC before July 8, 2016.

Please note that Item (4) is a Decertification process that we do not respond to.

Item (4) Decertification. According to Section 107 (c)(3) of WIOA, the Governor has the authority to decertify a local board at any time after providing notice and an opportunity for comment. Reasons for decertification include the following:

- Failure to meet certification requirements;
- Fraud or abuse;
- Failure to carry out the functions of the local board as prescribed in Section 107 (d) of WIOA; or
- Failure to meet local performance accountability measures.

Items (5) Self-assessment Instructions and (6) the Self-assessment Tool are due before October 3, 2016.

### **Discussion:**

The Workforce Investment Board (WIB) approved a recommendation on June 10, 2016 for the submission of the the Certification items (1) through (6) of the Local Board Certification Process. If the WIB's Certification is approved by the WAC, the WIB will be able to continue with its activities and functions as it transitions to the new WIOA requirements. The WAC intends to certify the WIB based on the Criteria and Self-assessment Tool that was developed to assess the extent to which the WIB is prepared to carry out its duties as prescribed by the WIOA and Arizona's Local Governance Policy.

### **Conclusion:**

The WIB approved a recommendation on June 10, 2016 for the submission of the Certification items (1) through (6) of the Local Board Certification Process. If the WIB's Certification is approved by the WAC, the WIB will be able to continue with its activities and functions as it transitions to the new WIOA requirements. The WAC intends to certify the WIB based on the Criteria and Self-assessment Tool that was developed to

**Arizona's Local Governance Policy.  
Recommendation:**

Pima County Community Services, Employment and Training and the WIB recommends to approve the submission of the WIB's Certification Application and items (1) through (4) before July 8, 2016 and to submit items (5) and (6) before October 3, 2016.

**Fiscal Impact:**

If approved, the WIB will be able to continue its required activities and functions for the Pima County workforce under the WIOA and be able to meet the requirements prescribed by the WIOA and Arizona's Local Governance Policy.

**Board of Supervisor District:**

☐ 1                      ☐ 2                      ☐ 3                      ☐ 4                      ☐ 5                      ☒ All

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Department: Community Services, Employment & Training Telephone: 520-724-6766

Department Director Signature/Date: \_\_\_\_\_

*Charles Long* 6/27/16

Deputy County Administrator Signature/Date: \_\_\_\_\_

*Jim* 6/12/2016

County Administrator Signature/Date: \_\_\_\_\_

*C. DeMuelbaun* 7/13/16

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## Local Board Certification

### (3) Certification Application, Process and Timeline

Applications for the certification process must contain the following information:

- ☒ Letter signed by the Chair of the LWDB and the Chief Local Elected Official formerly requesting to be certified.
- ☒ Current list of LWDB members, including name, address, title, organizational affiliation/place of business, membership category, and term appointment, along with an attached explanation of appointees if necessary.
- ☒ For those business sector representatives that are not chief executive officers or chief operating officers, the application must describe the "optimum policy-making or hiring authority of the appointee(s).
- ☒ Documentation that all nomination requirements have been met.
- ☒ Justification of any instances in which an individual will be appointed to represent more than one category. When an individual is appointed to represent more than one category, the individual must have policy-making authority in each category, nominations are required in each category, and documentation is required that the dual/multiple role is acceptable to all nominating authorities.
- ☒ Copy of current bylaws. A description of the mechanism for ensuring attendance by board members complies with board bylaws and inactive members are replaced in accordance with these bylaws.
- ☒ Copy of the current shared governance agreement between the LWBD and the Chief Local Elected Official as prescribed in state policy 02-2015: Workforce Innovation and Opportunity Act Local Governance Policy.
- ☐ Completed local board self-assessment (submitted no later than 60 days following the tentative certification date as voted by the Council).

Please submit an original and two copies of the application letter and requested documentation to:

**Arizona Commerce Authority**  
**Attn: Kelsey Jahntz**  
**Manager, Workforce Arizona Council**  
**333 North Central Avenue, Suite 1900**  
**Phoenix, Arizona 85004**

#### Timeline

- July 8, 2016: Submit Applications.
- August 18, 2016: Council to vote on tentative certifications for local boards.
- October 3, 2016: Final date to submit the LWDB approved self-assessment.
- November 17, 2016: Final certification recommendations voted on by the Council.



**PIMA COUNTY BOARD OF SUPERVISORS  
DISTRICT 3**

1135 WEST CONGRESS STREET, 11TH FLOOR  
TUCSON, ARIZONA 85701-1317

(520) 724-8051  
district3@pima.gov  
www.district3.pima.gov

**SHARON BRONSON  
CHAIR**

June 10, 2016

Arizona Commerce Authority  
Executive Director  
Workforce Arizona Council  
Arizona Department of Economic Security, Employment Administration  
333 North Central Avenue, Suite 1900  
Phoenix, Arizona 85004

Dear Arizona Commerce Authority/Workforce Arizona Council:

I respectfully request that Pima County be Certified as the Local Workforce Development Board (LWDB) under the new Workforce Innovation and Opportunity Act (WIOA).

Section 107 (c)(2) of the Workforce Innovation and Opportunity Act (WIOA) requires that LWDBs be certified every two years by the Governor in accordance with criteria outlined in the law and with state policy 02-2015: Workforce Innovation and Opportunity Act Local Governance Policy.

Pima County is qualified to be Certified as the LWDB and I am attaching the following requirements:

- Certification Criteria
- LWDB Composition Requirements
- Certification Process and Timeline

Pima County looks forward to continuing to work with your administration under WIOA.

Sincerely,

A handwritten signature in black ink, reading "Sharon Bronson", is written over a horizontal line.

Sharon Bronson, Chair  
Pima County Board of Supervisors

A handwritten signature in black ink, reading "Paul Roughton", is written over a horizontal line.

Paul Roughton, Chair  
Pima County Workforce Investment Board

Attachments

xc: Kelsey Jahntz, Manager  
Workforce Arizona Council

## Business (per WIOA Section 107 (b) (2) (A))

No.	Name	Organizational Affiliation/Place of Business	Title	Contact Phone and Email	Address	Membership Subcategory or Office	Term Appointment	For Business Sector Representatives who are not chief executive officers or chief operating officers; describe the "optimum policy-making or hiring authority of the appointee(s)."
1	Willette C. Diggs	Raytheon Missile Systems	Director, Human Resources	520-794-0752 WDiggs@raytheon.com	Bldg. M05/6 1151 E. Hermans Road Tucson, AZ 85756		03/31/16 to 09/30/16	Has optimum hiring authority.
2	Kim Murray	Universal Avionics Systems Corporation	Corporate Director, Human Resources	520-295-2396 KMurray@uasc.com	3260 E. Universal Way Tucson, AZ 85756		03/31/16 to 09/30/16	Has optimum hiring authority: Develops policy and directs and coordinates human resources activities such as employment, compensation, benefits, training, and employee services.
3	Molly Gilbert	Campus Research Corporation (University of Arizona, Tech Parks Arizona)	Director, University and Community Engagement	520-382-2486 MGilbert@uaterc.org	Suite 1750 9070 S. Rita Road Tucson, AZ 85747		03/31/16 to 09/30/17	Has optimum policy-making authority.
4	Paul Roughton	S and S Motorsports	Owner	520-829-6003 Paul@SandSMotorsport.com	4915 E. Speedway Boulevard, #150 Tucson, AZ 85712	Chair	03/31/16 to 09/30/16	
5	Judy Clinco	Catalina In-Home Services, Inc.	President and Executive Director	520-327-6351 JudyClinco@gmail.com	1602 E. Ft. Lowell Road Tucson, AZ 85719		03/31/16 to 09/30/16	
6	Bruce W. Grant	CBIZ Benefits and Insurance Services	Benefits Consultant	520-321-7531 BGrant@CBIZ.com	1765 E. Skyline Drive Tucson, AZ 85718	2nd Vice-Chair	03/31/16 to 09/30/17	Has optimum policy-making authority.

## Business (per WIOA Section 107 (b) (2) (A))

No.	Name	Organizational Affiliation/Place of Business	Title	Contact Phone and Email	Address	Membership Subcategory or Office	Term Appointment	For Business Sector Representatives who are not chief executive officers or chief operating officers; describe the "optimum policy-making or hiring authority of the appointee(s)."
7	Julia Strange	TMC HealthCare	Vice President, Community Benefit	520-324-2017 Julia.Strange@tmc mcaz.com	5301 E. Grant Road Tucson, AZ 85712		03/31/16 to 09/30/16	Has optimum hiring authority.
8	Aric L. Meares	Azbil North America, BioVigilant Division	Executive Vice President	520-400-7515 AMeares@biovigilant.com	2005 W. Ruthrauff Road Tucson, AZ 85705	1st Vice-Chair	03/31/16 to 09/30/17	
9	Beverly Price	HealthTrio, LLC	Director, Human Resources	520-748-6049 Beverly.Price@HealthTrio.com	603 N. Wilmot Road Tucson, AZ 85711		03/31/16 to 09/30/16	Has optimum hiring authority.
10	Marji Morris	Tucson Electric Power Company	Program Manager, Human Resources, Workforce Development & Talent Acquisition	520-917-6614 MMorris@tep.com	Mail Stop: HQE 202 88 E. Broadway Boulevard Tucson, AZ 85701-1720		03/31/16 to 09/30/17	Has optimum hiring authority.
11	Deron Johnson	Southwest Gas Corporation	Human Resources Generalist II	520-794-6512 Deron.Johnson@swgas.com	3401 E. Gas Road Tucson, AZ 85714		03/31/16 to 09/30/18	Has optimum hiring authority.
12	Doug Jones	Sabino Electric, Inc.	President	520-623-6061 DJones@SabinoElectric.com	945 W. 29 <sup>th</sup> Street Tucson, AZ 85713		03/31/16 to 09/30/16	
13	James Zarling	Excel Mechanical, Inc.	Chief Executive Officer	520-791-7049 Jim@ExcelMechanicalinc.com	929 S. Tyndall Tucson, AZ 85719		03/31/16 to 09/30/16	



Business (per WIOA Section 107. (b) (2) (A))								
No.	Name	Organizational Affiliation/Place of Business	Title	Contact Phone and Email	Address	Membership Subcategory or Office	Term Appointment	For Business Sector Representatives who are not chief executive officers or chief operating officers; describe the "optimum policy-making or hiring authority of the appointee(s)."
14	Jorge Rivero*	ResCare/TANF-Jobs Workforce Services, AZ	Operations Manager	520-881-0570 JorgeRivero@ResCare.com	1037 S. Alvernon Way, Suite 200 Tucson, AZ 85711		03/31/16 to 09/30/18	Has optimum policy-making authority.
15	Liz Gulick	Goodwill Industries of Southern Arizona	Co-President/Chief Executive Officer	520-623-5174, x1112 LGulick@goodwilltucson.org	1940 E. Silverlake Road, Suite 405 Tucson, AZ 85713		03/31/16 to 09/30/17	
16	Mark P. Vitale	University of Phoenix	Director, Academic Affairs	520-239-5263 Mark.Vitale@phoenix.edu	Mail Stop: CU-A101 300 S. Craycroft Road Tucson, AZ 85711		03/31/16 to 09/30/18	Has optimum policy-making authority.
17	Sandra L. Abbey	Leader Discovery	President and Chief Executive Officer	520-505-5670 Sandra@LeaderDiscovery.com	Suite 154 #201 7320 N. La Cholla Boulevard, Tucson, AZ 85741	Small Business	03/31/16 to 09/30/17	
18	Chris Hazen-Molina	Heartfelt Workforce	Owner/Executive Life Coach/Corporate Trainer/Consultant	520-603-7560 Christine@HeartFeltWorkforce.com	7253 E. Placita Ranchola Cholla Tucson, AZ 85715	Small Business	03/31/16 to 09/30/16	
19	Dorothy Kret	DK Advocates, Inc.	President and Chief Executive Officer	520-790-7677 DKret@DKAJobs.com	1502 E. Broadway Boulevard Tucson, AZ 85719	Small Business 3rd Vice-Chair	03/31/16 to 09/30/16	

Business (per WIOA Section 107 (b) (2) (A))						
No.	Name	Organizational Affiliation/Place of Business	Title	Contact Phone and Email	Address	Membership Subcategory or Office
						For Business Sector Representatives who are not chief executive officers or chief operating officers; describe the "optimum policy-making or hiring authority of the appointee(s)."
						Involved in real estate acquisition and development since 1986. Graduated from law school in 1990. In addition to her law practice, she has been involved with a number of efforts to support small businesses and startups, from co-founding a small venture capital fund in 2001 to serving as a board member on the Tucson IDA, and the Pima County WIB. She is a member of the Desert Angels investment group in Tucson (now ranked #11 nationally for investments in startups, funding 19 startups in 2012 alone) and a board member of StartUp Tucson. Pam has also had a detour into politics in AZ, co-founding and running Arizona List.
20	Pamela K. Sutherland	Connecting the Dots	Owner	520-548-1451 P.K.Sutherland@gmail.com	P.O. Box 41796 Tucson, AZ 85717	03/31/16 to 09/30/16 Small Business
21	VACANT as of 09/11/15 (Jill Pearson)					She is a certified Economic Development Finance Professional and served as the Economic Development Director of the Downtown Tucson Partnership from 2010-2013. Currently has her own consulting practice.
						Ends 09/30/18



22	Frank J. Watts, Jr.	Military Contracts	Senior Program Manager	520-390-0702 FrankWatts12@hotmail.com	#1096 6161 E. Pima Street Tucson, AZ 85712	03/31/16 to 09/30/16	Has optimum policy-making authority.
23	Carl A. Rosboroug h*	ResCare/Fred G. Acosta Job Corps Center	Executive Director/Chief Executive Officer	520-792-3015 Rosborough.Carl.d@jobcorps.org	901 S. Campbell Avenue Tucson, AZ 85719	03/31/16 to 09/30/18	
24	Danielle Duarte	Nesco Resource	Area Manager	520-319-1011 DDuarte@Nesco Resource.com	Suite 1103 5671 N. Oracle Road Tucson, AZ 85704	03/31/16 to 09/30/18	Has optimum hiring authority.

## Workforce (not less than 20 percent, per WIOA Section 107 (b) (2) (B)).

No.	Name	Organizational Affiliation/Place of Business	Title	Contact Phone and Email	Address	Membership Subcategory or Office	Term Appointment	Justification of any instances in which an individual will be appointed to represent more than one category. When an individual is appointed to represent more than one category, the individual must have policy-making authority in each category, nominations are required in each category, and documentation is required that the individual/multiple role is acceptable to all nominating authorities.
1	Milke Verbout	International Brotherhood of Electrical Workers (IBEW), Local 570	Business Manager and Financial Secretary	520-622-6745 MilkeV@ibew570.org	750 S. Tucson Boulevard Tucson, AZ 85716	Representative of Labor Organization, nominated by Local Labor Federation and representative of joint-management apprenticeship program.	03/31/16 to 09/30/16	

Local Board Certification - Current List of LWDB Members: Pima County Workforce Investment Board (WIB)

2	Fred Yamashita	United Food and Commercial Workers (UFCW), Local 99	Member and Southern Arizona Director	520-884-9716 FredY@ufcw99.com	877 S. Alvernon Way Tucson, AZ 85711	Labor Organization Member	03/31/16 to 09/30/16	
3	Jacob Bernal	Tucson Indian Center	Executive Director	520-884-7131, x212 JBernal@ticer.org	P. O. Box 2307 Tucson, AZ 85701	Community-Based Organization (CBO)	03/31/16 to 09/30/16	
4	Deborah Embry	Tucson Urban League, Inc.	President and Chief Executive Officer	520-791-9522, x2234 DEmbry@tucsonurbanleague.org	2305 S. Park Avenue Tucson, AZ 85713	CBO	03/31/16 to 09/30/17	
5	Peg Harmon	Catholic Community Services of Southern Arizona	Chief Executive Officer	520-670-0802 PegHcs@ccs-soaz.org	140 W. Speedway Blvd., Suite 230 Tucson, AZ 85705	CBO	03/31/16 to 09/30/17	
6	Kari Hogan	Portable, Practical Educational Preparation, Inc. (PPEP)	Chief Administrative Officer	520-770-2500 KHogan@ppep.org	802 E. 46 <sup>th</sup> Street Tucson, AZ 85713	CBO	03/31/16 to 09/30/17	
7	Ramon Serrato	Serrato Corporation	President and Chief Executive Officer	520-326-1682 RSerrato@serrato.com	135 W. Council Street Tucson, AZ 85701	CBO	03/31/16 to 09/30/18	
8	Jay M. Slauter	Tucson Youth Development, Inc.	Executive Director	520-623-5843 Jay.Slauter@acehs.org	1901 N. Stone Avenue Tucson, AZ 85705	Org. Serving Out-of-School Youth	03/31/16 to 09/30/18	
9	Carl A. Rosborough	ResCare/Fred G. Acosta Job Corps	Executive Director/Chief Executive Officer	520-792-3015 Rosborough.Carld@jobcorps.org	901 S. Campbell Avenue Tucson, AZ 85719	Org. Serving Out-of-School Youth	03/31/16 to 09/30/18	Has optimum policy-making and hiring authority.

Education & Training (per WIOA Section 107 (b) (2) (C))							
No.	Name	Organizational Affiliation/Place of Business	Title	Contact Phone and Email	Address	Membership Subcategory or Office	Term Appointment
1	Regina Suitt	Pima Community College - Community Campus	Dean of Adult Basic Education for College and Career	520-206-6500 RSuitt@pima.edu	401 N. Bonita Avenue Tucson, AZ 85709	WIOA Title II - Adult Education and Literacy Activities	03/31/16 to 09/30/16
2	Lee D. Lambert, J.D.	Pima Community College	Chancellor	520-206-4747 LLambert@pima.edu	4905C E. Broadway Boulevard Tucson, AZ 85709-1005	Higher Education	03/31/16 to 09/30/16
3	Dr. Linda Arzoumani	Office of the Pima County School Superintendent	School Superintendent	520-724-8451 Linda.Arzoumani@schools.pima.gov	200 N. Stone Avenue	Educational Agency	03/31/16 to 09/30/17
4	Dr. Vaughn E. Croft, Ed.D	Office of the Pima County School Superintendent	Senior Program Coordinator	520-724-3018 Vaughn.Croft@schools.pima.gov	200 N. Stone Avenue Tucson, AZ 85701	Educational Agency	03/31/16 to 09/30/17
5	Alan L. Storm, Ph.D	Pima County Joint Technical Education District (JTED)	Superintendent/Chief Executive Officer	520-352-5833 ASTorm@pimaajted.org	2855 W. Master Pieces Drive Tucson, AZ 85741	Educational Agency	03/31/16 to 09/30/18

Governmental, Economic, and Community Development (per WIOA Section 107 (b) (2) (D))						
No.	Name	Organizational Affiliation/Place of Business	Title	Contact Phone and Email	Address	Membership Subcategory or Office
						Justification of any instances in which an individual will be appointed to represent more than one category. When an individual is appointed to represent more than one category, the individual must have policy-making authority in each category, nominations are required in each category, and documentation is required that the dual/multiple role is acceptable to all nominating authorities.
1	Jan Leshner	Pima County Administration	Deputy County Administrator	520-724-3992 Jan.Leshner@pima.gov	10th Floor 130 W. Congress Street Tucson, AZ 85701	WIOA Title I - Adults, Dislocated Workers, and Youth 03/31/16 to 09/30/18
2	Camila Martins-Bekat	City of Tucson, Economic Development	Economic Development Specialist	520-837-4078 Camila.Bekat@tucsonaz.gov	City Hall, 4th Floor-East 255 W. Alameda Tucson, AZ 85701	08/02/16 to 09/30/17
3	Clarence Boykins	Tucson-So Az Black Chamber of Commerce	Executive Director	520-401-3959 Clarence540@aol.com	1443 E. Broadway Boulevard Tucson, AZ 85719	03/31/16 to 09/30/16
4	Michael Guymon	Sun Corridor Inc.	Vice President, Regional Development	520-243-1909 Michael.Guymon@SunCorridorInc.com	1985 E. River Road Tucson, AZ 85718	03/31/16 to 09/30/16

Local Board Certification - Current List of LWDB Members: Pima County Workforce Investment Board (WIB)

5	Lea Márquez Peterson	Tucson Hispanic Chamber of Commerce	President/Chief Executive Officer	520-620-0005 President@tucsonhispanicchamber.org	823 E. Speedway Boulevard Tucson, AZ 85719	03/31/16 to 09/30/16	
6	Lori J. Banzhaf	Tucson Metro Chamber of Commerce	Executive Vice President	520-792-2250, x152 LBanzhaf@tucsonchamber.org	465 W. St. Mary's Road Tucson, AZ 85701	03/31/16 to 09/30/17	
7	Susan "Susy" Moncada	Arizona Department of Economic Security, Employment/Workforce Administration	Workforce Manager	520-209-1042 Smoncada@azdes.gov	Suite 420 400 W. Congress Street Tucson, AZ 85701	08/02/16 to 09/30/18	
8	Mary K. Boegeman	Az Dept of Economic Security, Rehabilitation Services Administration	Region II Assistant Program Manager	520-209-1049 MBoegemann@azdes.gov	Suite 420 400 W. Congress Street Tucson, AZ 85701	03/31/16 to 09/30/17	
9	Jorge Rivero*	ResCare-Jobs Workforce Services, AZ/TANF	Operations Manager	520-881-0570 JorgeRivero@ResCare.com	Suite 200 1037 S. Alvernon Way Tucson, AZ 85711	03/31/16 to 09/30/18	Has optimum policy-making authority.

**Others as Chief-Elected Officials Determine Appropriate (per WIOA Section 107 (b) (2) (E))**

No.	Name	Affiliation and Title	Contact Phone and Email	Address
1				
2				
3				

*Note : Please denote any members who have multiple representation with an asterisk (\*).*



## **BY-LAWS OF THE WORKFORCE INVESTMENT BOARD OF PIMA COUNTY**

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### **ARTICLE I – NAME AND AUTHORITY**

- A. The organization will be called “The Workforce Investment Board of Pima County.” From time to time it may also be referred to as the “WIB”, “Pima County WIB” or “Local Board.”
- B. The WIB is authorized, established and guided pursuant to the Workforce Innovation and Opportunity Act (“WIOA”), Public Law 133-128. WIOA was signed into law on July 22, 2014. WIOA replaces and supersedes the Workforce Investment Act of 1998 (“WIA”).
- C. As the chief elected officials, the Pima County Board of Supervisors (“BOS”) has the final authority over the contents of these by-laws and the formal implementation of policy that may be recommended by the WIB.

### **ARTICLE II – AREA SERVED**

- A. Pursuant to the State of Arizona designation and in compliance with WIOA, the local workforce development area served by the WIB will be all of Pima County, excluding areas under tribal jurisdiction.
- B. The WIB, in cooperation with the BOS, may also provide services and cooperation with other local workforce development areas in Southern Arizona and, to a lesser extent, throughout the State of Arizona.

### **ARTICLE III – PURPOSE**

- A. The WIB is established to assist the BOS in strategic planning, oversight and evaluation of the local workforce development area to reduce unemployment in Pima County and provide a forum for creatively solving local workforce problems.
- B. The WIB will help develop and promote policies and recommend investments that will support the development of an effective and cohesive workforce investment system to maximize return on investment for all stakeholders.
- C. The WIB will develop and maintain strategic and strong relationships with business organizations, chambers of commerce, labor and trade associations, education providers, and others to build a cohesive regional workforce development system meeting the needs of both employers and job seekers.

## ARTICLE IV – DUTIES AND RESPONSIBILITIES

- A. In carrying out the duties set forth in 20 CFR §379.370, the WIB will comply with all applicable Federal, State and local laws and regulations including WIOA and associated regulations and any future amendments to and guidance issued regarding the laws and regulations.
- B. In cooperation with the Pima County Community Services, Employment and Training Department (“CSET”) and subject to the approval of the BOS, the WIB will undertake the following duties and responsibilities:
1. Local Plan: Develop the multi-year local workforce development area plan required by regulation to be submitted by Pima County to the Governor of Arizona.
  2. Regional Plan: If Pima County becomes a part of a planning region, collaborate with other local boards and local government leaders, or their designees, to prepare and submit a regional plan.
  3. Workforce Research and Regional Labor Market Analysis: Conduct various research projects to analyze the status of the regional and local economies, labor markets and workforce to assist the BOS in the implementation and funding of programs and the Governor in the development of the statewide workforce and labor market information system.
  4. Stakeholder Engagement: Convene and collaborate with local workforce development system stakeholders to ensure the development of an effective local area plan and identify non-federal expertise and resources to leverage support for local workforce development area activities.
  5. Employer Engagement: Bring together a diverse range of private and public sector employers, educators and economic development authorities to: promote cooperation with the BOS economic development strategies; develop effective linkages with employers; encourage employer utilization of the Arizona@Work Pima County system, a proud partner of the American Job Center network, (formally the Pima County One-Stop) and programs; and ensure WIB activities meet the needs of current employers and support future growth.
  6. Career Pathways: Collaborate with secondary and post-secondary education institutions to develop and implement programs that lead to careers paying livable wages and opportunities for advancement.
  7. Proven and Promising Practices: Identify and promote the use of proven and promising strategies, initiatives, and practices from across the nation for the development of quality jobs and a workforce to fill the jobs.
  8. Technology: Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, job seekers, and those with barriers to employment. Consult with CSET on intake and case management information systems, remote access to systems, and improving digital literacy skills. Leverage resources and capacity within the system.
  9. Program Oversight: Oversee operations and activities at the Arizona@Work Pima County, workforce development programs for local youth, adults and dislocated workers. Monitor the use, management and investment of workforce development funds. Based on evidence, suggest changes to improve performance where needed.
  10. Local Performance and Accountability: With the BOS and, when appropriate, the Governor, develop local performance and accountability measures.

11. **Training**: Identify qualified adult and youth training providers in numbers and career areas sufficient to maximize consumer choice. Ensure that individuals with disabilities have training opportunities that will lead to competency for employment with livable wages and opportunities for advancement.

## **ARTICLE IV – MEMBERSHIP**

### **A. Size**: The number of members will:

1. Not be less than the number required to comply with WIOA requirements and fulfill the WIB's duties and responsibilities;
2. Not be more than forty-five (45); and
3. Always be an odd number.

### **B. Composition**: The BOS must ensure that the membership conforms to all requirements of the WIOA and the following:

1. **Business Representatives**: The majority (at least 51%) of the members must be representatives of both large and small employers in the local area. Each of these members must meet the following criteria:
  - a. Be an owner, chief executive or operating officer of businesses, or other individual with optimum policymaking or hiring authority; and
  - b. Be from a business which provides employment opportunities in in-demand industry sectors or occupations in Pima County.
2. **Workforce Representatives**: Workforce representatives must comprise at least 20% of the members:
  - a. **Labor Representatives**. Members must be selected from the following sectors:
    - i. Two (2) or more must be from labor organizations; and
    - ii. One (1) or more must represent a joint labor-management, or union-affiliated, registered apprenticeship program. The member(s) must be a training director or member of the labor organization.
  - b. **Specialized Community Based Service Representatives**. Workforce Representatives may also be selected from one or more of the following categories:
    - i. From an agency which addresses the education or training needs for individuals with barriers to employment from disabilities;
    - ii. From an agency successful in providing employment or training services to veterans; and
    - iii. From an agency successful in addressing the employment, education or training needs of WIOA eligible youth.
3. **Education Representatives**: Members must be selected from the following categories:
  - a. One (1) or more shall be from an eligible provider administering adult education and literacy activities under title II; and
  - b. One (1) or more shall be a representative of an institution of higher education providing workforce development activities.

4. Economic Development Representatives: At least one (1) member must be from an entity that undertakes economic and community development activities from the private sector and/or small business development centers.
5. Core Partner Representatives: Members must be selected from the following categories:
  - a. One (1) or more must be from the Arizona employment office which provides services under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*);
  - b. One (1) or more must be from the Arizona office which provides services under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C.; and
  - c. One (1) or more must be from an eligible provider administering adult education and literacy activities under Title II.
6. BOS Representatives. The BOS may select additional members from sectors that the BOS believes will improve and enhance the functioning of the WIB.

C. Qualifications: Members of the WIB must meet the following qualifications:

1. All members must have:
  - a. Optimum policy-making authority – the individual must be able to commit the entity he or she represents to a course of action; and
  - b. Demonstrated experience and expertise in the area he or she represents – the individual is either a workplace learning advisor as defined in WIOA sec. 3(70) or has documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function.
2. Multi-Category Representation by One Member: An individual may be appointed as a representative of more than one of the categories described in Subparagraphs IV(B)(1) thru (5), so long as all qualifications are met for each category.
3. Nomination and Appointment:
  - a. Business representatives must be nominated by local business organizations and trade representatives.
  - b. Labor representatives must be nominated by local labor federations.
  - c. Education representatives must be nominated by the institution, or in the case of WIOA title II the lead administrator.
  - d. All other representatives will be nominated through solicitation of entities in the areas to be represented.
  - e. CSET will review nominations with the WIB Chair to:
    - i. Confirm eligibility of each nominee;
    - ii. Receive input regarding the nominees from interested parties; and
    - iii. Present the nominee to the BOS for review and, if satisfactory, appointment.
  - f. All members will be appointed by a majority vote of the BOS.

D. Term of Office:

1. All members serving on the WIB as of October 1, 2015, will retain their appointments, providing the criteria set forth in Paragraph IV(C) are met, through March 31, 2016.

2. On March 31, 2016:
  - a. One-third of the members will be selected to serve until September 30, 2016;
  - b. One-third of the members will be selected to serve until September 30, 2017; and
  - c. One-third of the members will be selected to serve until September 30, 2018.
3. The members who will serve the terms set forth in Paragraph D(2) above, will be determined by lot and proportionately distributed to ensure that the categories of membership remain compliant with WIOA requirements and these by-laws.
4. All members appointed after March 31, 2016, will serve three (3) years terms, unless appointed to fill a vacancy. Members appointed to fill vacancies will serve the remaining term of the member's predecessor.
5. Members may be reappointed by the BOS for successive terms pursuant to the nomination process outlined in these by-laws.

**E. Resignations:**

1. Resignations must be submitted in writing to the WIB Chair, with a copy to the Director of CSET.
2. The Director of CSET will immediately notify the Clerk of the BOS of the resignation.
3. The resignation will be placed on the agenda for the next regularly scheduled WIB meeting and will be effective:
  - a. When acknowledged by the WIB at the meeting, if the resignation will not affect the required composition of the WIB; or
  - b. When a replacement is appointed by the BOS, if the resignation will affect the required composition of the WIB.

**F. Vacancies:**

1. A member's position is deemed vacant when:
  - a. Resignation is accepted;
  - b. A vacancy defined in A.R.S. § 38-291 occurs;
  - c. As required by these by-laws;
  - d. By operation of law; or
  - e. Upon removal from office.
2. The WIB Chair will notify the Director of CSET when a vacancy occurs.
3. The Director of CSET will notify the Clerk of the BOS of the vacancy.
4. Positions will be filled in compliance with these by-laws. In addition:
  - a. If needed to maintain the required composition of the WIB, the BOS will fill the vacancy within 120 days with an individual that meets the same membership requirement as the outgoing member.
  - b. If the required composition of the WIB is not affected by the vacancy, the BOS may fill the position at its discretion.

5. Appointment to fill a vacancy, other than by the expiration of a member's term, will be for the unexpired portion of outgoing member's term.

**G. Removal:**

1. All members serve at the pleasure of the BOS and may be removed for any reason.
2. A member will be removed if the member:
  - a. Fails to attend meetings as required by these by-laws; or
  - b. Fails to comply with the laws and policies set forth in Article VIII of these by-laws.
3. The Director of CSET, in consultation with the WIB Chair, may recommend that the BOS remove a member if the member:
  - a. No longer possesses the qualifications of membership which were the basis for the member's initial appointment and the member is not qualified to fill a different slot;
  - b. Fails to represent the WIB in a manner deemed appropriate;
  - c. Is absent for three (3) consecutive meetings without submitting a written leave of absence to the WIB Board Development Committee; or
  - d. Fails to actively participate in meetings.

- H. **Compensation:** Members are not entitled to compensation or to reimbursement for travel expenses for duties performed for the WIB.

**ARTICLE V – OFFICERS**

A. **Officers:** The officers will be:

1. Chair;
2. First Vice-Chair (Performance and Accountability);
3. Second Vice-Chair (Planning);
4. Third Vice-Chair (Board Development); and
5. Fourth Vice-Chair (Youth Council).

B. **Election and Terms of Office:**

1. One individual will be elected by the membership for each designated office.
2. Each officer will serve a two (2) year term.
3. Elections will be held at the last regularly scheduled meeting before July 1 of each year.
4. Terms of office will begin on July 1 of the year in which the officer is elected.
5. The Chair:
  - a. Must be from the Business Representative group;
  - b. Will be elected by majority vote of the Business Representatives of the WIB;
  - c. May serve no more than two (2) consecutive terms.
  - d. Will be elected in years ending in even numbers.



6. The First Vice-Chair:

- a. Must be a member of the private sector groups;
- b. Will be elected by majority vote of the WIB Executive Committee; and
- c. Will be elected in years ending in even numbers.

7. The Second Vice-Chair:

- a. Must be a member of the private sector groups;
- b. Will be elected by majority vote of the WIB membership in attendance on the date of the election; and
- c. Will be elected in years ending in odd numbers.

8. The Third and Fourth Vice-Chairs:

- a. May be from any of the representative groups;
- b. Will be elected by a majority vote of the WIB membership in attendance on the date of the election; and
- c. Will be elected in years ending in odd numbers.

C. **Duties of the Chair:** The Chair will:

1. Preside over all regular, special, and Executive Committee meetings of the WIB;
2. Serve as Chair of the Executive Committee;
3. Encourage the best and broadest participation possible from all WIB members;
4. Provide guidance to CSET staff for the preparation of WIB meeting agendas;
5. In consultation with the Director of CSET, appoint chairs of committees, except as defined in these by-laws, and all committee members;
6. Represent the WIB as appropriate;
7. Assign and delegate duties to Vice-Chairs, within their discipline, as needed; and
8. After the conclusion of the term in office, mentor the incoming Chair regarding WIB operations and activities.

D. **Duties of the First Vice-Chair (Performance and Accountability):** The First Vice-Chair will:

1. In the absence of the Chair, perform all duties of the Chair;
2. Fulfill the assignments of the Chair, delegating to the membership as appropriate; and
3. Serve as the Chair of the WIB Performance and Accountability Committee.

E. **Duties of the Second Vice-Chair (Planning):** The Second Vice-Chair will:

1. In the absence of the Chair and First Vice-Chair, perform all duties of the Chair;
2. Fulfill the assignments of the Chair, delegating to the membership as appropriate; and
3. Serve as the Chair of the WIB Planning Committee.

F. **Duties of the Third Vice-Chair (Board Development):** The Third Vice-Chair will:

1. In the absence of the Chair, First Vice-Chair and Second Vice-Chair, perform all duties of the Chair;

2. Fulfill the assignments of the Chair, delegating to the membership as appropriate; and
3. Serve as the Chair of the WIB Board Development Committee.

**G. Duties of the Fourth Vice-Chair (Youth Council):** The Fourth Vice-Chair will:

1. In the absence of the Chair, First Vice-Chair, Second Vice-Chair, and Third Vice-Chair, perform all duties of the Chair;
2. Fulfill the assignments of the Chair, delegating to the membership as appropriate; and
3. Serve as the Chair of the WIB Youth Council Committee.

**H. Removal of Officer:** An officer may be removed from office for cause with a vote of at least two-thirds (2/3) of the appointed members.

## **ARTICLE VI – MEETINGS**

**A. Public Meetings:**

1. All regular and special meetings of the WIB, its standing committees, special committees, and workgroups, will be conducted in compliance with Arizona Open Meeting Law, A.R.S. § 38-431 *et seq.*
2. Where these by-laws and other applicable law do not provide adequate procedure for the conduct of a meeting, Robert's Rules of Order will be used as a guide.
3. Meeting Schedule:
  - a. Regular meetings.
    - i. The WIB will meet a minimum of six (6) times each federal fiscal year (July 1 – June 30).
    - ii. Standing committees will meet a minimum of four (4) times each federal fiscal year (July 1 – June 30).
    - iii. The Executive Committee will establish the annual calendar for regular meetings each June. The calendar of these meetings will be posted on the WIB's web page no later than July 1 of each year.
  - b. Special Meetings.
    - i. The Chair, or the Executive Committee by majority vote, may call special meetings of the WIB or of committees as deemed necessary;
    - ii. The WIB may, by majority vote of those in attendance at a regular meeting, vote to hold a special meeting.

**B. Quorum:**

1. A simple majority of the appointed members will constitute a quorum for the transaction of WIB and committee business.
2. Failure to establish a quorum within twenty (20) minutes of the scheduled time for a meeting will result in cancellation of the meeting.
3. If quorum, once established, is lost, no further business may be conducted and the meeting must be adjourned.

**C. Voting:**

1. Each member, including the Chair, is entitled to one (1) vote on all matters before the WIB and any committees upon which the member serves.
2. Members must be present at a meeting in order to cast a vote. No voting by proxy is allowed.
3. No member may cast a vote for any item which has a direct bearing on the organization with which the member is associated or employed or when the member has a conflict of interest under WIOA or A.R.S. § 38-503. Such conflicts must be declared on the record.
4. Except for the reasons set forth in paragraph 3 above, abstention from voting is not encouraged. If a member does abstain, the abstention is not counted as either a vote for or against the measure.
5. Unless required otherwise in these by-laws or by law, a simple majority of the members present will carry the action.
6. At the request of any member, or at the discretion of the Chair, a roll-call or ballot vote may be taken for any action of the WIB.

**D. Attendance:**

1. Every member is expected to attend all regularly scheduled meetings of the WIB and any committees upon which the member serves.
2. Unexcused absences for three (3) consecutive meetings may result in a recommendation to the BOS that the member be removed from the WIB.

**ARTICLE VII – COMMITTEES**

**A. General:**

1. All committees established by the WIB will comply with and be conducted pursuant to the Arizona Open Meeting Law, including the taking and preparation of minutes, and these by-laws.
2. All members of the WIB are expected to actively participate on a committee or through a designee on one of the Board's committees.
3. The WIB Chair, in consultation with the CSET Director, will determine the appropriate membership number for a committee.
4. Members of each committee will, to the greatest extent possible, possess expertise in the topic areas or tasks of the committee.
5. Except as set forth in these by-laws, the WIB Chair will appoint the Chair of any committee. The committee chair's term will coincide with the term of the WIB Chair.
6. All actions of a committee are advisory to, and not binding upon, the WIB.
7. The Chair of each committee will, in consultation with the WIB Chair and CSET Director, set the agenda for committee meetings.
8. Any member who works or contracts with or represents the ARIZONA@WORK Pima County One-Stop may not serve on any committee that oversees the ARIZONA@WORK Pima County One-Stop system.
9. No member will serve on any committee whose activities and oversight may present a conflict of interest for the member.

10. A member may resign from a committee by giving written notice to the committee Chair and WIB Chair. The resignation will be effective upon acceptance by the WIB Chair.

**B. Executive Committee:** The Executive Committee will:

1. Be made up of the officers of the WIB;
2. Provide strategic leadership and direction for the WIB;
3. Report to the full membership, all action taken by the committee;
4. Elect the First Vice-Chair;
5. In consultation with the CSET Director, make recommendations for membership on standing and other committees, ensuring compliance with the requirements of the WIOA; and
6. Perform other duties as the WIB deems necessary.

**C. Standing Committees:**

1. General:

- a. There will be four (4) standing committees: The Performance and Accountability Committee; the Planning Committee; the Board Development Committee; and the Youth Council.
- b. Non-WIB member standing committee members, will be voting members of the standing committee.

2. Performance and Accountability Committee: The Performance and Accountability Committee will:

- a. Be chaired by the First Vice-Chair;
- b. Review the performance of all agencies receiving funding under the WIOA;
- c. Oversee the development of Requests for Proposals (“RFP”) for WIOA services;
- d. Review and evaluate requests for the Eligible Training Provider List (“ETPL”);
- e. Perform other activities assigned by the WIB Chair; and
- f. Report to the WIB Chair and full membership, all actions taken by the committee.

3. Planning Committee: The Planning Committee will:

- a. Be chaired by the Second Vice-Chair;
- b. Review local economic factors to provide guidance for WIB activities;
- c. Develop strategic plans to meet the workforce needs of local employers;
- d. Develop strategic plans to further training opportunities for workers that coincide with the workforce needs of local employers;
- e. Perform other activities assigned by the WIB Chair; and
- f. Report to the WIB Chair and full membership, all actions taken by the committee.

4. Board Development Committee: The Board Development Committee will:

- a. Be chaired by the Third Vice-Chair;
- b. Recruit potential WIB members focusing on:
  - i. Composition requirements for the WIB;

- ii. Education and expertise; and
  - iii. Connections to the community.
  - c. Perform other activities assigned by the WIB Chair; and
  - d. Report to the WIB Chair and full membership, all actions taken by the committee.
5. **Youth Council:** The Youth Council will:
- a. Be chaired by the Fourth Vice-Chair;
  - b. Have a least two (2) members from community-based organization with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise and experience who are not members of the WIB;
  - c. Reflect the needs of the local area;
  - d. Have committee members who are appointed for their experience and expertise and who will bring their expertise to help the committee address the employment, training, education, human and supportive service needs of eligible youth including out-of-school youth;
  - e. Have members who may represent agencies such as education, training, health, mental health, housing, public assistance, and justice, or be representatives of philanthropic or economic and community development organizations, and employers;
  - f. Have members who include parents, participants, and youth;
  - g. Establish and maintain partnerships with local employers and organizations that provide services to youth in order to develop youth into successful members of the community;
  - h. Perform other activities assigned by the WIB Chair; and
  - i. Report to the WIB Chair and full membership, all actions taken by the committee.

**D. Other Committees:**

- 1. The WIB Chair, the Executive Committee by majority vote or the WIB by majority vote may establish other committees as deemed necessary to assist the WIB in carrying out its duties.
- 2. Each committee will be active for as long as necessary to accomplish the specific purpose of the committee.
- 3. Members will serve on the committee until the committee is dissolved or for the term of the WIB Chair, whichever is shorter.

**ARTICLE VIII – CONFLICT OF INTEREST AND ETHICS**

**A. Members must be familiar with and comply with:**

- 1. The Conflict of Interest and Ethics provisions of the WIOA;
- 2. Arizona Conflict of Interest Laws, A.R.S. § 38-502 *et seq.*;
- 3. Pima County Board of Supervisors Policy C 2.1 -- Workplace Ethics, Conduct and Compliance;
- 4. Pima County Board of Supervisors Policy D 21.2 – Prevention of Sexual Harassment;
- 5. Pima County Board of Supervisors Policy D 21.3 – Prevention of Workplace Harassment; or
- 6. Pima County Board of Supervisors Policy D 23.1 – Preventing, Identifying and Addressing Workplace Bullying.

**B. Conflict of Interest:**

1. Each member is responsible for determining whether any potential or actual conflict of interest exists or arises in fulfilling the duties on the WIB or any committee.
2. Any member with a potential or actual conflict of interest must comply with applicable law including requirements for public disclosure and recusal.

**ARTICLE IX – STAFF SUPPORT**

Pima County, through CSET, will provide the following services for the WIB:

- A. Prepare and disseminate all notices, as required by law or these by-laws.
- B. At the direction of the Chair and the CSET Director, prepare and disseminate the WIB agenda, associated materials and other necessary communications.
- C. Take minutes at WIB meetings. In compliance with Arizona Open Meeting Law, a draft of the minutes will be available and posted no later than three (3) business days after each meeting.
- D. Maintain the records of the WIB for the time periods required under applicable federal or state law.
- E. Prepare reports and provide other information to the WIB, as requested.
- F. Prepare a monthly program report summarizing County activities under WIOA for the Executive Committee.

**ARTICLE X – AMENDMENT OF BY-LAWS**

- A. These by-laws may be amended only by the BOS on its own motion or upon request of the WIB.
- B. The WIB may, by vote of a majority in attendance at a WIB meeting, request that the BOS amend the by-laws. Provided, however, that before the WIB considers an amendment, the proposed amendment is provided to the WIB members at least 14 calendar days prior to the meeting at which the amendment will be considered.
- C. The CSET Director and the Pima County Attorney's Office must review and be allowed to comment on the proposed amendment prior to it being circulated to the membership.
- D. Any amendment will become effective when approved by the BOS.

**ARTICLE XI – SEVERABILITY**

If any part of these by-laws is declared unconstitutional or null and void for any reason, the validity of the remaining portions will not be affected by such declaration.

**ARTICLE XII – ENACTMENT**

These by-laws will become effective upon adoption by a majority vote of the WIB and approval of the BOS and will remain in effect, as amended pursuant to Article X, until dissolution of the WIB.



## GLOSSARY

**Arizona Conflict of Interest Law** A.R.S. § 38-503

**Arizona Open Meeting Law** A.R.S. § 38-431 *et seq.*

**BOS** Pima County Board of Supervisors

**CSET** Pima County Department of Community Services, Employment and Training

**WIA** Workforce Investment Act of 1998

**WIB** Pima County Workforce Investment Board

**WIOA** Workforce Innovation and Opportunity Act, Public Law 133-128 and applicable regulations in Title 20, Code of Federal Regulations. 20 CFR Part 679 Subpart C applies specifically to WIB.

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**PIMA COUNTY RESOLUTION AUTHORIZING PIMA COUNTY, ARIZONA TO SEEK DESIGNATION AS A LOCAL WORKFORCE DEVELOPMENT AREA FROM THE GOVERNOR OF ARIZONA AND THE CONTINUATION OF WORKFORCE INVESTMENT BOARD ACTIVITIES DURING THE TRANSITION FROM THE WORKFORCE INVESTMENT ACT TO THE WORKFORCE INNOVATION AND OPPORTUNITY ACT.**

**The Board of Supervisors of Pima County, Arizona finds:**

1. Pima County was designated as a local workforce area and received funds under the federal Workforce Investment Act of 1998, Pub.L. 105-220 ("WIA").
2. Pima County's Community Services, Employment and Training Department ("CSET") is the One-Stop Operator under the WIA.
3. On July 22, 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act, Pub.L. 113-128 ("WIOA") to help job seekers and workers access employment, education, training, and support services to succeed in the labor market and to match employers with skilled workers needed to compete in the global economy.
4. WIOA replaces WIA and becomes generally effective July 1, 2015.
5. Under the terms of WIOA, Pima County will continue to: receive federal workforce funds; prepare and implement a local workforce plan; authorize and seek the advice of a Workforce Investment Board ("WIB"); and coordinate the One-Stop Career Center system.
6. The transition from WIA activities to WIOA activities should not disrupt services, currently being provided under WIA, to employers and job seekers.
7. Section 106(b)(2) of WIOA states: "During the first 2 full program years following the date of enactment of this Act, the Governor shall approve a request for initial designation as a local area from any area that was designated as a local area for purposes of the Workforce Investment Act of 1998 that, for the 2-year period preceding the date of enactment of this Act, performed successfully, and sustained fiscal integrity."
8. Pima County's local area workforce system has performed successfully and sustained fiscal integrity and should be designated as a local area under WIOA.
9. Pima County's WIB, at a public meeting on March 13, 2015, reviewed the WIOA and recommended that the Pima County Board of Supervisors request that Governor Doug Ducey designate Pima County as a local workforce area pursuant to Section 106(b)(2) of WIOA.

**NOW, THEREFORE, BE IT RESOLVED:**

- Section 1. That the Chair of the Pima County Board of Supervisors is authorized to petition the Governor of Arizona to designate Pima County as a local workforce development area pursuant to Section 106(b)(2) of WIOA.
- Section 2. That WIB is authorized to continue operating and to adjust WIB membership as appropriate pursuant to WIOA.
- Section 3. That CSET is authorized to continue One-Stop Operations under WIOA.
- Section 4. That WIB is authorized, after consultation with CSET and One-Stop staff, to make technical amendments to the Pima County One-Stop System Plan dated January 21, 2014 to conform to WIOA. These technical amendments will be effective until a WIOA Plan is developed and approved by the State of Arizona.

Passed and adopted, this 2nd day of June, 2015.

  
Chair, Pima County Board of Supervisors

ATTEST:

  
Clerk of the Board

APPROVED AS TO FORM

  
Deputy County Attorney