

1. **Call to Order** – Tina Huff called the meeting to order at 9:12 a.m.
2. **Roll Call: Quorum**  
**Present:** Tina Huff, Chair (P); Shellie Frey, Vice Chair (P); Belinda Hanson (P); Patricia Wallace (P)  
**Staff:** Dawn Zimmer
3. **Approval of Minutes—Action**  
Belinda made a motion to approve the minutes from Nov. 6, 2012, Tina seconded. The motion carried.
4. **Focus on legislation/appropriations – Discussion taken out of order**
  - Arizona Integrated Workforce Plan will roll out in early 2013 and features a new focus on sector strategies including: manufacturing, retail, logistics and warehousing.
  - State plan includes program promotion by local areas, emphasizes employer employee retention and professional development.
  - MWC will need to submit a new Two-Year plan supporting the state’s plan by July 2013.
  - No budget cuts are anticipated.
  - MWC staff is determining effective, long-lasting use of Incentive Funds. Funds to be expended by June 30, 2012.
5. **January 2013 Meeting – Discussion** The group agreed to move the Jan. 8 meeting to the 15<sup>th</sup>.
6. **Employer Event -- Discussion**
  - Group agreed to keep April as target date for a “kick off” date, hold similar events at both MWC Centers.
  - Broad base employer invites; small and large companies, not selected by sector
  - Determine legislative-focus key note presenter.
  - Establish informational booths for partners to explain employer services to attendees. *Booths to be outside main event area.*
  - Goal to explain what services are available and encourage use of One-Stops first.
  - Video tape presentations to use later perhaps to develop an online library of employer resources on select topics. *Member mentioned employers are ‘hungry’ for this type of information.*
  - Suggestion made to use April event as a launching pad to assist in program promotion required in state plan.
  - Employers in MWC Business Services database to be surveyed in January 2013 to determine relevant topics to offer at April event. *Suggestions from task force members included: Obama Care, What is anticipated in the next 4-yrs (NLRB, EEOC, DOL and other initiatives)? Is applicant tracking/confidentiality an issue? How to right size right, and what certifications/career ladder assistance is needed to keep current employees?* The group agreed to the following Survey Monkey questions:
    1. Topics of interest – What would you like to know about? Include a list of all One-Stop employer services with check boxes and one open-ended area.
    2. Location -- WV or EV?
    3. Morning or afternoon?
    4. Sector – to be self-identified by responder, provide several with check boxes
    5. Employer size – provide ranges to select from
    6. Would you like additional information about MWC and its Advisory Board?
7. **Task Force Membership**
  - Tina will contact Christine MacKay to determine if she is interested Advocacy Task Force membership.
  - Discussion included the need for public sector nominations for the Board. Shellie will connect with a member of her network from LifeLock; Belinda will review her network contacts as well.
8. **Call to the Public** – No members of the public were present
9. **Adjournment** – Tina Huff adjourned the meeting at 9:58 a.m.