

NOTICE AND AGENDA OF MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Maricopa County Workforce Development Board and to the general public that the Maricopa County Workforce Development Board will hold a meeting open to the public on:

Thursday, November 19, 2020 – 9:30 a.m.

GoToMeeting: <https://www.gotomeet.me/MaricopaCountyWDB>

Phone: +1 (872) 240-3212; Access Code/Meeting ID: 167-097-701

The Maricopa County Workforce Development Board may vote to go into executive session, which will not be open to the public, to discuss certain matters including, for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant A.R.S. 38-431.03(A)(3).

The Agenda for the special meeting is as follows:

***Indicates materials attached, please review/read prior to meeting.**

1. Call to order.

2. Roll Call.

3. Welcome and Opening Remarks.

4. Consent Agenda.

Discussion and possible action.

The board will consider and vote on the items on the consent agenda. Consent agenda is established to efficiently dispense the business of the MCWDB. These items will not be discussed unless a Member of the Board asks to remove the item from the consent agenda.

- Meeting Minutes: October 29, 2020*
 - One Stop Operator Monthly Report*
-

5. FY22 MCWDB Budget.*

Discussion and possible action.

The board will consider and vote on the FY22 MCWDB budget.

6. Chairman Report.

Interim Chairman, Matt McGuire will provide the Board a summary of events in and related to the MCWDB since the last meeting.

7. Executive Director Report.

Interim Executive Director, Bill Wiley will provide the Board a summary of events in and related to the MCWDB since the last meeting.

8. Committee Reports.

The Chair of each MCWDB committee will provide the Board a summary of events in and related to the activity of their respective committee since the last meeting.

- Executive Committee
 - Youth Committee
-

9. Call to the Public.

10. Adjourn.

PUBLIC PARTICIPATION AND ACCESS: "The public must be allowed to attend and listen to deliberations and proceedings taking place in all public meetings, A.R.S. § 38-431.01(A); however, Open Meeting Law does not establish a right for the public to participate in the discussion or in the ultimate decision of the public body." Note: Agenda items may be taken out of order

"Equal Opportunity Employer/Program." "Auxiliary aids and services are available upon request to individuals with disabilities." A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available within 72 hours' notice. Additional reasonable accommodations will be made available to the extent possible within the time frame of the request. Arizona@Work: Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA); serving Employers by aiding job seekers, adults, dislocated workers and youth.

MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Thursday, October 29, 2020 – 10:00 a.m.

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871

Members Present: Bonnie Schirato (Ph.), Brent Downs (Ph.), Christine Colon (Ph.), Christopher Tafoya (Ph.), Collin Stewart (Ph.), Elizabeth E. Cole (Ph.), Erik Cole (Ph.), Gregg Ghelfi (Ph.), Loren Granger (Ph.), Mark Wagner (Ph.), Matthew McGuire (Ph.), Neal Dauphin (Ph.), Shawn Hutchinson (Ph.), Tina Drews (Ph.), Vanessa Andersen (Ph.)

Members Absent: Marcia Veidmark, Stan Chavira

Call to Order.

Interim Chairman, Matt McGuire, called the meeting to order at 10:00 a.m., welcomed members of the board and the public to the MCWDB meeting and requested roll call.

Roll Call.

Board Liaison, Nancy Avina took roll. Quorum was present.

Welcome and Opening Remarks.

Chairman McGuire provided brief open meeting reminders, welcomed board member, Erik Cole and provided a brief overview of the agenda. Mr. Erik Cole provided a brief self-introduction. Chairman McGuire further recognized and thanked Maricopa County and WDB staff, the Compliance workgroup and DES staff for their hard work over the last month.

Chairman McGuire asked Interim Executive Director, Bill Wiley to share a few opening thoughts and comments. Mr. Wiley shared a brief timeline overview regarding the compliance schedule, deadlines and compliance documents worked on. He emphasized the documents are living documents and could be updated/revised by the Board at any time. Mr. Wiley further thanked a few individuals for their leadership and work.

Chairman McGuire reviewed the Board’s vision, values and goals.

Consent Agenda.

Chairman, McGuire, asked for a motion to approve the consent agenda. Gregg Ghelfi made the motion. Shawn Hutchinson seconded the motion. No discussion held. Roll call vote held:

In favor: Bonnie Schirato, Brent Downs, Christine Colon, Christopher Tafoya, Collin Stewart, Elizabeth E. Cole, Erik Cole, Gregg Ghelfi, Loren Granger, Mark Wagner, Matt McGuire, Neal Dauphin, Shawn Hutchinson, Tina Drews, Vanessa Andersen

Opposed: None

Abstained: None

Motion carried.

Shared Governance Agreement.*

Chairman McGuire briefly touched upon the two potential motions being sought, listed on the agenda and asked Assistant County Manager, Lee Ann Bohn and Executive Director, Bill Wiley to address the materials included in the agenda packet. Ms. Bohn provided a brief summary of the changes to the SGA and recognized Nancy Meeden from DES for her feedback, resourcefulness and assistance. Ms. Bohn further informed that with the changes made DES confirmed all requirements for compliance are met.

Chairman McGuire addressed bullet points on the agenda for action and purpose of creating a provider committee (item 6) to address provider selection, management, collaboration and competitive procurement processes.

Chairman asked for a motion to select the Maricopa County Human Services Department as the Youth Services provider and also recognize that the Maricopa County Workforce Development Board has the authority to (a) choose to have the grant recipient provide youth services or (b) competitively award grants or contracts for youth services. Shawn Hutchinson made a motion to designate Maricopa County HSD as the Youth Services providers. Gregg Ghelfi seconded the motion.

Chairman McGuire opened the floor for discussion. A board member expressed concerns regarding comments previously brought forth regarding youth services and lack of compliance with federal law, as well as lack of a proper process. Additionally, desire to see language regarding how the board selects providers and the involvement of the standing youth committee was expressed. Chairman McGuire acknowledged comments. Another board member confirmed his understanding regarding DES confirmation of compliance. Confirmation was also addressed regarding HSD as youth service provider through 2023. Chairman McGuire confirmed and also clarified the MCWDB can decide at any time to go through a competitive procurement process.

Given the discussion, the motion was amended to be as written on the agenda. Shawn Hutchinson agreed to amend his motion as listed in the agenda. Gregg Ghelfi seconded the amended motion. Roll call vote held:

In favor: Bonnie Schirato, Brent Downs, Christine Colon, Christopher Tafoya, Collin Stewart, Erik Cole, Gregg Ghelfi, Loren Granger, Mark Wagner, Matt McGuire, Neal Dauphin, Shawn Hutchinson, Tina Drews

Opposed: Elizabeth E. Cole, Vanessa Andersen

Abstained: None

Motion carried.

Chairman McGuire asked for a second motion to approve the Shared Governance Agreement for submission to the Board of Supervisors and subsequently to the Arizona Department of Economic Security. Chairman McGuire provided brief context. Bonnie Schirato made a motion. Gregg Ghelfi seconded the motion.

Chairman McGuire opened the floor for discussion and comment. A board member asked for clarification regarding board policies being developed after the approval of the SGA. Chairman McGuire provided clarifying comments. Roll call vote held:

In favor: Bonnie Schirato, Brent Downs, Christine Colon, Christopher Tafoya, Collin Stewart, Erik Cole, Gregg Ghelfi, Loren Granger, Mark Wagner, Matt McGuire, Neal Dauphin, Shawn Hutchinson, Tina Drews

Opposed: Elizabeth E. Cole, Vanessa Andersen

Abstained: None

Motion carried.

Provider Committee.

Chairman McGuire informed on the need and purpose of a provider committee and requested formal action to designate energy to the creation and ongoing management of a provider committee. Chairman McGuire requested a motion to create a provider committee that reviews the performance of all services, service providers, leads competitive procurement processes, providers performance evaluations and recommendations to the MCWDB on these relationships and/or contracts. Elizabeth E. Cole made a motion. Christopher Tafoya seconded the motion.

Chairman McGuire opened the floor for discussion and comment. Chairman McGuire provided comment regarding the need for key discussion on how the committee interacts with other committees and developing a charter, etc. Brief discussion held on the importance of having a cross-section of the MCWDB involved and previous research conducted by board members. Roll call vote held:

In favor: Bonnie Schirato, Brent Downs, Christine Colon, Christopher Tafoya, Collin Stewart, Elizabeth E. Cole, Erik Cole, Gregg Ghelfi, Loren Granger, Mark Wagner, Matt McGuire, Neal Dauphin, Shawn Hutchinson, Tina Drews, Vanessa Andersen

Opposed: None

Abstained: None

Motion carried.

Bylaws.*

Chairman McGuire turned the floor to Assistant County Manager, Lee Ann Bohn to address the Bylaws agenda item. Ms. Bohn provided a brief summary of changes to the Bylaws as noted in the 2-page summary in the agenda packet. Chairman McGuire opened the floor for questions; no questions asked.

Chairman McGuire asked for motion to approve the Bylaws. Christopher Tafoya made a motion. Bonnie Schirato seconded the motion. Roll call vote held:

In favor: Bonnie Schirato, Brent Downs, Christine Colon, Christopher Tafoya, Collin Stewart, Erik Cole, Gregg Ghelfi, Loren Granger, Mark Wagner, Matt McGuire, Neal Dauphin, Shawn Hutchinson, Tina Drews

Opposed: Elizabeth E. Cole, Vanessa Andersen

Abstained: None

Motion carried.

Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA).*

Chairman, Matt McGuire turned the floor to Fiscal Agent representative, Jacqueline Edwards to address the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA). Ms. Edwards provided a summary of the timeline and changes to the MOU and IFA.

Chairman McGuire asked a clarifying question regarding an additional review per the semi-annual review at the end of the year. Ms. Edwards confirmed a review would need to occur by the end of the year. Chairman McGuire opened the floor for further questions. A board member thanked Maricopa County staff regarding the IFA and provided further comment regarding coming together and the semi-annual review process. Additionally, a board member commented on looking forward to the bi-annual review of the documents, as well as on shared system costs concerns for Title II and the need to address.

Chairman McGuire asked for motion to approve the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) for submission to the Board of Supervisors and DES. Christopher Tafoya made a motion. Loren Granger seconded the motion. Roll call vote held:

In favor: Bonnie Schirato, Brent Downs, Christine Colon, Christopher Tafoya, Collin Stewart, Erik Cole, Gregg Ghelfi, Loren Granger, Matt McGuire, Neal Dauphin, Shawn Hutchinson, Tina Drews

Opposed: Elizabeth E. Cole – due to the process, Vanessa Andersen

Abstained: None

Motion carried.

Local Plan.*

Chairman McGuire turned the floor to Consultant, Trevor Stokes and Executive Director, Bill Wiley to address the Local Plan. Mr. Stokes provided a brief overview of the local plan process, a summary of the content in each of the 5 local plan sections, as well as the public comment process. He informed that out of 28 unique public comments, 21 ½ were integrated into the plan and informed why the additional comments were stored for future reference.

Chairman McGuire provided summary comments and opened the floor for comment or questions; no comments or questions made. Chairman McGuire asked for motion to approve the Local Plan for submission to Board of Supervisors and the Department of Economic Security. Bonnie Schirato made a motion. Gregg Ghelfi seconded the motion. Roll call vote held:

In favor: Bonnie Schirato, Brent Downs, Christine Colon, Christopher Tafoya, Collin Stewart, Elizabeth E. Cole, Erik Cole, Gregg Ghelfi, Loren Granger, Matt McGuire, Neal Dauphin, Shawn Hutchinson, Tina Drews, Vanessa Andersen

Opposed: None

Abstained: None

Motion carried.

Chairman McGuire provided comments of appreciation and briefly touched on next steps.

Call to the Public.

Chairman McGuire made a call for public comment.

Assistant County Manager, Lee Ann Bohn informed on 2 Business Member vacancies on the MCWDB and asked Board Members to recommend potential board members and/or reach out to staff for further information.

Adjourn Full Board Meeting.

Chairman McGuire adjourned the MCWDB meeting at 11:21 a.m.

**For additional information, contact MCWDB staff at: MCWDB@maricopa.gov*



MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Consent Agenda Committee and Workgroup Report

Chairs and Leads, Email your report to: mcwdb@maricopa.gov at least 2 weeks prior to the next committee/board meeting.

Report Type: Other

Reporting Period: 10-01-2020 – 10-31-2020

Provide a brief summary, including highlights:

Since the last One-Stop Operator's report out to the MCWDB Executive Committee for **October 2020**, the following actions were achieved (see "Describe Actions Taken" section for more detail).

Describe actions taken:

**OSO PERFORMANCE AREA "FACILITATE INTEGRATED SERVICE DELIVERY (ISD)" UPDATE
*10-30-2020 Collaboration Group Session:***

The OSO team informed the Program Partners attending the Bi-monthly Collaboration Group Session that Summer Houston has resigned from her role on the One-Stop Operator team and will be moving to a new position under Title II.

OSO shared with the Programs Partners the new updates and changes made to the virtual site PartnerLink per the Partners feedback:

- Homepage accessibility and layout
- New way to access programs in Maricopa County and their information pages
- New Referral Form layout for submitting customer and partner information

OSO shared changes made to the Customer Referral System's Data Sheets:

- New easy maneuverability between data entered in each Title Program sheet
- Added notes for the Partners to understand each section's data requirements either for the Partner referring a customer or for the Partner receiving the referral

- Integrated time stamps for the referral process for more data analysis needs for the OSO and the Program Partners

OSO shared the current focus on finding ways to create sustainability amongst the current integrated systems developed. For example, the virtual collaboration site, customer referral system, and co-enrollment approaches.

OSO PERFORMANCE AREA “WORKING COLLABORATIVELY” UPDATE

OSO met with Title II Program Partners for their Virtual Sites Overview and Customer Referral Training & Technical Assistance Sessions.

Title II:

- Adult Education, International Rescue Committee – Melissa Maness
- Adult Education, Friendly House Inc. – Cathy Turley, Jose Vaquera, Minja Maksimovic
- Adult Education, ACYR – David Howden, Mary Peterson

OSO was invited by Maricopa County Human Services to a virtual meeting to learn about their work in developing a new data management system for HSD called HSD Dynamics: Integration with Partner Referral System for potential collaboration.

- OSO demonstrated and shared their virtual site PartnerLink and Customer Referral System with the Dynamics team.

OSO PERFORMANCE AREA “DELIVERY OF ONGOING TRAINING & TECHNICAL ASSISTANCES” UPDATE

The OSO team successfully met with Program Partners from **TITLE II** to conduct the official overview and training for the new virtual collaboration site and customer referral system.

The demo of the virtual collaboration site and customer referral system included:

- Virtual collaboration site PartnerLink
- Additional features available on the virtual collaboration site PartnerLink
- Programs and Partners Service Dash and Page
- Customer Referral Dash and Customer Referral Page
- Demo how to submit, receive and process a customer referral

Assigned each program and partner that completed a training and technical session an action to complete their program's virtual site data worksheet:

- Summary of Program
- Contact Info & Locations
- Summary of Services/ Fees if applicable
- Prepare Customer for Referrals
- Eligibility Documentation and Requirements

- Additional Contact/Information for Customer

Scheduled a training session on the Program Partner's Virtual Information Data Worksheet with Title II's Queen Creek Adult Education Partner, Miguel Garcia.

- Sent a request to all WIOA Title IV Vocational Rehabilitation Program Leaders, still pending a response.

OSO PERFORMANCE AREA "INNOVATIVE TECHNOLOGIES" UPDATE

Completed the transfer to the new Google platform that will host the virtual site and referral system moving forward. This new platform enhances data security, improves virtual collaboration, provides unlimited storage space, expands our access to interactive virtual tools, and much more.

- The new Google platform will require new links that OSO will provide to all workforce system participants for the following:
 - PartnerLink (virtual collaboration site)
 - Program & Partners Customer Referral, Programs, and Services Virtual Sites & Pages Detail (submit a customer referral, how to prepare a customer for a program's services, Program Partner facing details about the local area WIOA programs, services, and partners)
 - Customer Referral Form Response Database Sheet (track progress or process customer referrals submitted & received)
 - Updated customer referral forms per program partner feedback
 - Reformatted customer referral form response database per program partner feedback
 - Setting up the referral form to send a completed copy to the customer via email
 - Setting up the system to create an automated user-friendly pdf version of the completed referral form

Requested program partners to complete their program's virtual site data worksheet

- Efforts to create a seamless user experience inspired the programs virtual data workbook PY 2020-2021. The virtual data workbook contains all the data available on the virtual collaboration site and referral system for participating programs and provides:
 - A single approach, for Program Partners to review their program's data available virtually.
 - Allows Program Partners to perform revisions to their program's virtual data worksheet whenever needed because any activity that occurs on the Programs Virtual Data Workbooks will be received daily by OSO through an auto-generated email notifications.

DESCRIBE UPCOMING ACTIONS AND/OR ACTIVITIES:

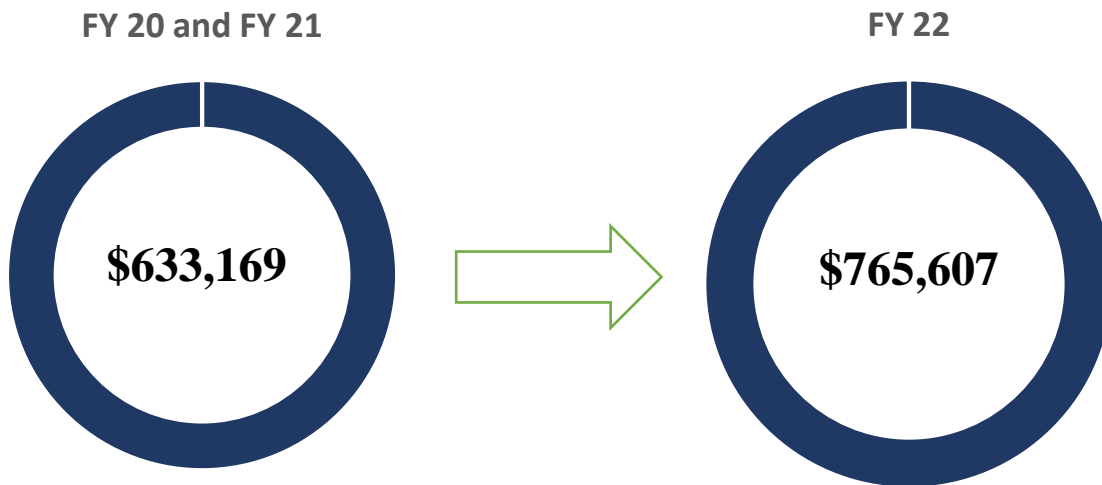
Upcoming goals and deliverables focus on managing and facilitating the Collaboration Site, the Customer Referral System, and its Referral Data Sheets. New links will be sent out to all workforce system partners for the new platform that was launched on October 29th. Any additional training and technical sessions on the Collaboration Site, Customer Referral System, the Referral Data Sheets, and the Program Partner Information Sheets, will be scheduled and discussed if needed. OSO will send out approved communication inviting WIOA Program Leaders and MCWDB members to

convene and discuss the WIOA programs performance accountability requirements and primary indicators of performance upon approval of the drafted content from MCWDB staff. Continue our efforts towards facilitating integrating service delivery (ISD) with a strong focus on Program Partner engagement and integrated approach to co-enrollment and continuous quality improvements to the customer referral system.

*Remember to attach this document to your email. Submit questions to staff via email at: mcwdb@maricopa.gov



Proposed FY22 MCWDB Administrative Budget



Major changes

- Addition of **another Management Analyst position** for QA/audit function
- Reduction of **Training budget** by 50% (\$24,000 to \$12,000) - more virtual training
- Slight reduction in **Supplies** – due to electronic documents vs paper (\$2500 vs \$3300 inFY21)
- Added **Contractual \$** – provide \$50, 000 for contractual help for strategic planning, compliance assistance and other needs (FY21 \$42,000, FY20 \$0) This is besides the OSO contract of \$200k
- \$18,300 for **Operating budget** – includes normal expenses and \$2500 for computer for new staff (operating budget in FY21 was \$1700, FY20 was \$40,936)

WDB Budget Summary

BUDGET CATEGORY	FY20 Budget	FY21 Budget	FY22 Proposed Budget	Comments/ Rationale section
A. PERSONNEL	218,698	213,075	284,114	additional management analyst
B. FRINGE BENEFITS	79,677	83,968	110,981	formula
C. INDIRECT COSTS	66,239	64,789	87,711	formula
D. TRAVEL	24,000	24,000	12,000	reduced due to virtual training
E. EQUIPMENT	-	-	-	
F. SUPPLIES	5,000	3,300	2,500	less supplies needed - use of e-documents
G. CONTRACTUAL	198,619	242,337	250,000	OSO +50k contract - compliance, strategic planning, audits, etc
H. OPERATING SERVICES	40,936	1,700	18,300	Standard expenses +\$2500 for computer set for new staff
	633,169	633,169	765,607	

FY22 WDB Budget Detail

Budget Category	Description/Activity	Total Dollar Amount
A. PERSONNEL	4 FTE Count: Executive Director Management Assistant (New)Management Analyst Management Analyst	284,114
B. FRINGE BENEFITS	4 FTE Count: ERE benefits are calculated at \$13,632 per FTE for fixed health/dental benefits plus 19.76% of Salaries for variable costs	110,981
C. INDIRECT COSTS	Indirect Costs are calculated at the approved IDC Rate of 22.2% of all direct salaries and wages and fringe benefits	87,711
D. TRAVEL	Conference/Forums	12,000
E. EQUIPMENT	N/A	-
F. SUPPLIES	Office Supplies(paper,pens,ect)	2,500
G. CONTRACTUAL	One Stop Operator-Maximus \$200,000 Consultant \$50,000	250,000
H. OPERATING SERVICES	Cell Phones \$3,000 Boardable \$2000 Annual NAWB Membership \$2,500 Professional Journal \$250 Copier Servies \$6,000 Postage \$50 New FTE computer \$2,500 AWA \$1,000 Labor market \$1,000 GO TO Meeting \$1,000	18,300
Total Expenses		765,607

Market Range Title	Working Title	BUDGET RATE	HOURS 2088	CALCULATED SALARIES	Taxes 7.65%	Retirement (12.22%)	Medical \$13,632	TOTAL FRINGES	SALARIES AND FRINGES
Management Analyst	Management Analyst	32.75	2,088	68,382	5,231	8,356	13,632	27,220	95,602
Management Assistant	Workforce Development Brd Liaiso	25.57	2,088	53,390	4,084	6,524	13,632	24,241	77,631
Human Services Program Admin	Wrkfrce Dev Brd Exec Director	45.00	2,088	93,960	7,188	11,482	13,632	32,302	126,262
Management Analyst	Management Analyst	32.75	2,088	68,382	5,231	8,356	13,632	27,220	95,602
				284,114	21,735	34,719	54,528	110,981	395,096
								IDC	22.20%
									87,711.23
Total								482,806.88	

Market Range Title	Working Title	BUDGET RATE	HOURS 2088	CALCULATED SALARIES	Taxes 19.76%	Retirement (12.22%)	Medical \$12,768	TOTAL FRINGES	SALARIES AND FRINGES
Management Assistant	Workforce Development Brd Liaiso	25.57	2,088	53,390	4,084	6,524	12,768	23,377	76,767
Human Services Program Admin	Wrkfrce Dev Brd Exec Director	45.00	2,088	93,960	7,188	11,482	12,768	31,438	125,398
Management Analyst	Management Analyst	32.75	2,088	68,382	5,231	8,356	12,768	26,356	94,738
				215,732	16,504	26,362	38,304	81,170	296,902
								IDC	22.20%
									65,912.28
Total								362,814.42	