**Maricopa County Workforce Development Board – IT Solutions Workgroup**

**Wednesday, May 23, 2018 - 11:00 a.m. – 12:00 p.m.**

**Members Present:**   Tom Jenkins, Gregg Ghelfi, Blair Liddicoat

**Staff Present:**         Isabel Creasman, Patricia Wallace

**Attendees:**            Ali Hernandez, Matt Smith, Chris Manapace, Summer Houston, Kelli Stewart, Lily Beth Brazones, Tom Colombo, Charisse Sink

**Welcome & Introductions**

The meeting began at 11:07 a.m and attendees introduced themselves.

Tom Jenkins, the IT Solutions Workgroup Lead, welcomed everyone and provided introductory comments.

**Role of the MCWDB IT Solution Workgroup**

Tom Jenkins provided background on the role of the Workgroup and the purpose for its convening. He updated everyone on the upcoming vendor presentation schedule and the purpose of these presentations. The workgroup Lead also discussed the need to identify additional workgroup members to ensure representation and feedback of key stakeholders; discussion of possible representatives ensued.

**Action Plan for Compiling Information about technology Solutions**

Staff provided a brief overview of the action plan and questions regarding the document were answered.

**Review of System Requirements**

A brief overview of the system requirements was provided and questions regarding the document were answered.

**Next Steps**

Attendees were asked to submit two points of contact from each agency to join the IT Solutions Workgroup by Friday, May 25th.  Attendees were also asked to provide a list of people who should be invited to the preliminary vendor presentations. (Attendance to vendor presentations is optional.)

**Adjournment**

Meeting adjourned at 11:58 a.m.