

**MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE**

Thursday, October 30, 2018 – 10:30 a.m.

<https://bluejeans.com/546993469>

Phone: +1.888.240.2560 Conference ID: 546993469

701 W Jefferson St. Ste 104 Phoenix, AZ 85007

Members Present: Kelsie McClendon (Ph.), Shawn Hutchinson (Ph.), Tom Jenkins (Ph.)

Members Absent: Drew Thorpe

Call to Order

Chairman, Kelsie McClendon called the Executive Committee (EC) meeting to order at 10:34 a.m.

Roll Call

Board Liaison, Nancy Avina took roll. Quorum was present (3).

Consent Agenda Approval

Chairman, Kelsie McClendon asked for a motion to approve consent agenda items on the EC agenda. Shawn Hutchinson made a motion. Tom Jenkins seconded the motion. All present were in favor; motion carried.

Overview of strategic workgroup functions and interactions

Chairman, Kelsie McClendon provided an overview of the envisioned roles and interactions of each strategic workgroup as well as, the role of WDB staff, the One Stop Operator and the Strategic Planner. The committee discussed meeting cadence and compliance with Open Meeting Law as well as, workgroup meeting sequence as workgroups will be dependent upon each other's information (i.e. LMI).

Strategic Planning Proposal: Implementation Phase Discussion and Approval

The committee discussed the strategic planning proposal status. Chairman McClendon informed on meeting with the Strategic Planner to land on an agreed proposal. Executive Director, Patricia Wallace provided details on proposal updates; and 8-hour all day session was added to the proposal, increasing Strategic Planning cost by \$4,000.

Chairman, McClendon asked for a motion to approve the request for proposal for the Strategic Planning partner. Tom Jenkins made a motion. Shawn Hutchinson seconded motion. All present were in favor; motion carried.

Compliance Items for Discussion

Executive Director, Patricia Wallace requested direction from the committee on several compliance items coming due:

Career Service Contract RFP Process

The Executive Director provided background information; regulation requires a procurement to secure a service provider. Currently the joint governance agreement with the CEO is good through 2020, and lists the Human Services Department as the provider. Discussion was briefly held. Executive Committee determined starting the process and requested WDB staff conduct research on all options and develop a timeline. Executive Director shared concerns on behalf of WDD and requested sensitivity, as well as a communication to share with staff based on concerns.

One Stop Center Certification Revisions

The Executive Director provided information on state guidance to re-review the one stop center certification to submit to the Workforce Arizona Council for final approval. Workgroup will need to reconvene to complete.

MOU & IFA Formal Amendment

The Executive Director provided background information; amendments need to be made. The committee requested staff create a timeline and provide recommendation on amendments at the next meeting.

Next Steps/Announcements

Next Executive Committee meeting briefly discussed.

Tom Jenkins provide a brief update on meeting with Rio Salado and WDD on Veterans initiative touched upon during previous meeting. Outcome was two plans and one will be chosen.

Call to the Public

Chairman, McClendon called for public comment. No public comment.

Adjourn

Chairman, McClendon asked for a motion to adjourn the meeting. Shawn Hutchinson made a motion. Tom Jenkins seconded motion. Meeting adjourned at 11:22 a.m.

**For More Information Contact Nancy Avina, Board Liaison at: nancy.avina@maricopa.gov*