

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

Thursday, December 13, 2018 – 9:00 a.m.

Maricopa County WDB Office

701 W. Jefferson Street Phoenix, AZ 85007

<https://bluejeans.com/546993469>

Phone: +1.888.240.2560 Conference ID: 546993469

Members Present: Kelsie McClendon (Ph.), Drew Thorpe (Ph), Tom Jenkins (Ph.)

Members Absent: Shawn Hutchinson

Call to Order

Chairman, Kelsie McClendon called the Executive Committee (EC) meeting to order at 9:07 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. Drew Thorpe made a motion. Tom Jenkins seconded the motion. All present were in favor; motion carried.

EC Charter, Goals & Strategies Discussion/Strategic Planning Oversight Discussion

Management Analyst, Isabel Creasman reviewed a draft EC Charter document with the Committee. Feedback and minor revisions made throughout the review.

- Discussion was held on authority guidelines and management of staff. The Executive Director, will be discussing staff guidelines with Assistant County Manager, LeeAnn Bohn.
- Executive Committee, Youth Committee and workgroup structure and roles discussed.
- Clarification of language under contract and budget oversight.
- Brief discussion on Executive Committee evaluation.

WDB Staff will send a revised copy for additional committee comments and feedback via Boardable, with a due date of Friday, December 21, 2018.

Board Member Recruitment and Engagement Discussion

- 1) **Board Member Application Feedback** – Executive Director, Patricia Wallace provided background information on the revised board member application, per Assistant County Manager (ACM), LeeAnn Bohn’s feedback. The Executive Director briefly reviewed revisions made. The committee discussed board time commitment.
- 2) **Possible Board Member Engagement Survey** – The Executive Director informed of a possible board member engagement survey, at the interest of the ACM. A new survey will be contingent upon a previous survey conducted by the strategic planner.
- 3) **In demand Sector Recruitment** – The Executive Director informed on current recruitment efforts to fill vacancies on the board. Additionally, a brief update was given on upcoming terms ending.

Compliance Oversight Discussion

The Executive Director, Patricia Wallace provided brief updates on the following:

- 1) **2020 Budget** – The 2020 budget has been submitted and approved.
- 2) **IFA and MOU Formal Amendment** – A formal amendment will be made. WDD Assistant Director, Tom Colombo requested to inform the Executive Committee of current discussions with DES on a licensing agreement to pay for shared space at the Career Centers (nothing as paid as of July 1), per IFA challenges. Brief discussion was held; Board staff will work with Operations to develop a timeline and identify next steps.

- 3) **Board Recertification** – The Workforce Arizona Council, Performance Excellence committee recommended no approval at this time. A notice was received to provide additional information; staff will be requesting guidance from DES.
- 4) **Career Service Contract RFP Process** – Initial research has been conducted; further discussions are necessary. Goal is to have a contract in place by the end of the Shared Governance Agreement (June 2020).
- 5) **One Stop Center Certification Revisions** – Workgroup working on the One Stop Center Certification has met and are currently working on revisions.

Next Steps/Action Items

- Updates and action items briefly discussed including strategic planner status, NAWB attendees; and additional committee and workgroup charter development.

Call to the Public

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

Adjourn

Chairman, McClendon adjourned the meeting at 10:29 a.m.

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