

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

**Friday, April 27, 2018 – 2:30 p.m.**

**Phone Conference**

Phone Conference: 602-506-9695, Passcode: 377148

**Members Present:** Kelsie McClendon (Ph), Shawn Hutchinson (Ph), Robin Schaeffer (Ph), Drew Thorpe (Ph)

**Members Absent:** Jim Godfrey

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

**Call to Order**

Chairman, Kelsie McClendon called Executive Committee (EC) meeting to order at 2:33 p.m.

**Roll Call**

Board Liaison, Nancy Avina took roll. Quorum was present (4).

**Discussion, Review and Possible Action**

**\*Approval of Minutes – April 12, 2018**

Chairman, Kelsie McClendon asked for a motion to approve previous meeting minutes. Drew Thorpe made motion. Robin Schaeffer seconded motion. All were in favor; motion carried.

**\*OSO Contract Renewal & Official Notification**

Executive Director, Patricia Wallace provided background information on the OSO contract renewal process. OSO scope of work document was sent to the EC for review. Chairman of the board and the Executive Director have been reviewing document and providing input/feedback. Document was preliminarily submitted to the administrative entity to begin process for BOS approval. EC needs to make final determination and officially approve to renew the contract and send official notification to the BOS. The Executive Director shared key takeaways of the contract and the OSO reports; and gave her recommendations. Chairman, Kelsie McClendon added additional comments on the input/feedback he provided to provide flexibility. Brief clarification discussion held.

Chairman, Kelsie McClendon asked for a motion to approve the OSO contract renewal and scope. Robin Schaeffer made motion. Shawn Hutchinson seconded motion. All were in favor; motion carried.

**Workgroup Updates**

Chairman, Kelsie McClendon informed he will be tabling the performance and transportation workgroups. Performance will be revisited after strategic planning is complete.

A technology workgroup was formulated based on need, workgroup will be by Tom Jenkins. Isabel Creasman, WDB Management Analyst will be assisting with staff support and analysis. Isabel provided a brief update on the first meeting, which included the OSO and Matt Smith, assigned by WDD Assistant Director, Tom Colombo. Preliminary discussion included needs from service providers and data user perspectives; information taken during the meeting will be disseminated to initial meeting participants. Chairman Kelsie McClendon requested information also be shared with EC members.

### **Bylaws Update**

Workgroup Lead, Robin Schaeffer asked for clarification on the current status of the bylaws. Executive Director, Patricia Wallace informed a meeting needs to be set up between the bylaws workgroup lead and WDB staff to review the final bylaws document.

### **Strategic Planning Update**

Chairman, Kelsie McClendon informed Strategic Planner is in the process of interviewing all board members.

### **Membership Updates**

Chairman, Kelsie McClendon informed he changed employment and will be reapplying per change in industry.

Executive Director, Patricia Wallace touched upon current board vacancies. Industry sectors being focused on include hospitality, advanced technology, tourism, and information technology. 2 applications have been received, and are being reviewed and considered. Chairman, Kelsie McClendon requested staff reach out to NAWB attendees including, CompTIA and lodging group for leverage. Executive Director also touched upon the need for diversity on the board.

### **Regional Planning**

Chairman, Kelsie McClendon informed of upcoming meeting with City of Phoenix Chairman, Travis Hardin to discuss getting boards together. Kelsie, also asked the strategic planner to keep in mind possible regional strategic planning at a later time.

Executive Director, Patricia Wallace informed on an automation initiative the City of Phoenix Board would like to work on jointly with Maricopa County Board. A conference call will be set up to further discuss the initiative with both executive committees. Additionally, Executive Director Patricia Wallace and counterpart at the City of Phoenix, Cynthia Spell-Tweh will be having a weekly call to touch base on both boards' activities.

### **Board Member Development**

#### **WAC Seminars & WAC Meetings**

Chairman, Kelsie McClendon touched upon WAC seminars coming up. Chairman, would like a headcount of participating board members. Chairman asked for an update on WAC meeting liaisons, staff asked for volunteers and only one board member volunteered. Staff will reach back out to board members and if members don't volunteer, WDB staff will begin to cover the meetings to keep the full board informed.

#### **NAWB Training**

Chairman, Kelsie McClendon requested staff send NAWB free training on basic foundational, workforce system training to board members.

#### **Upcoming Trainings/Conferences**

Executive Director, Patricia Wallace informed staff is looking at Board Source for training and onboarding as well as, suggestions previously offered by the newer board members.

Upcoming NAWDP Conference touched upon; one board member has volunteered to attend, 2 WDB staff will also be attending. Executive Director, Patricia Wallace informed the OSO has requested the board cover one OSO individual to attend; discussion held. Clarification question asked if County policy will allow the board to pay for a vendor to attend. Executive Director will check with procurement.

Executive Director, also shared brief information on youth related conferences coming up. Conference information will be sent to Shawn Hutchinson and Reid Graser for youth committee consideration.

**Next Steps/Moving Forward**

Quarterly report to the BOS was briefly touched upon. Next report will be drafted and presented to the EC in a future meeting for review and approval.

**Call to the Public**

During call to the public, Management Analyst, Isabel Creasman shared information on new Board Source membership and its resources. Staff will be discussing how to roll out and provide access to board members.

**Adjourn**

Chairman, Kelsie McClendon asked for a motion to adjourn meeting at 3:05 p.m. Shawn Hutchinson made motion to adjourn, Robin Schaeffer seconded motion. Meeting adjourned at 3:05 p.m.

*\*For More Information Contact Nancy Avina, Board Liaison at: [avinan@mail.maricopa.gov](mailto:avinan@mail.maricopa.gov)*