



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

**Tuesday, November 28, 2017 at 11:00 a.m. – 1:00 p.m.**

**Maricopa County Human Services Department**  
234 N Central Avenue 3rd Floor, Roosevelt Conference Room, Phoenix, AZ 85004  
Conference Line: 602-506-9695, Passcode: 377148

**Members Present:** Jim Godfrey, Shawn Hutchinson, Marie Sullivan, Kelsie McClendon,  
**Members Absent:** MaryEllen Sheppard, Robin Schaeffer  
**Staff Present:** Nancy Avina, Patricia Wallace, Stacey Faulkner, Tom Colombo

**Call to Order**

Chairman, Kelsie McClendon called Executive Committee (EC) meeting to order at 11:19 a.m.

**Roll Call**

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

**Discussion, Review and Possible Action**

**\*Approval of Minutes – October 8, 2017**

Chairman, Kelsie McClendon asked for a motion to approve previous meeting minutes. Marie Sullivan made motion. Jim Godfrey seconded motion. All in favor. Motion carried.

**MCWDB Draft FY 2019 Budget**

Executive Director, Patricia Wallace provided background information on FY 2018 Budget and Draft FY 2019 Budget (handouts provided). EC reviewed FY2018 and proposed FY2019 Budget line items:

- Discussion on personnel time shifts and current splits; concerns raised on time split reflection on WDB budget for the Board Liaison position and to timecard. Absolute accountability to percentage of money. Preference and EC consensus is for Board Liaison position to be 100% dedicated. Concerns were discussed.
- Indirect rate has risen from previous year, from 20.2% to 22.9%.
- Mandated regional plan upcoming and due by end of 2018; need to add additional funds to sustain. Can be component of Strategic Plan. Additional discussion around regionalism and OSO roles and responsibilities.
- Payroll discussed - request to include 3% merit increase and management analyst hire rate, if approved.
- Brief review of County guidelines and priorities as well as the policy regarding budgets.
- Discussion on adding/shifting Business Services to MCWDB.
- Discussion on MCWDB conference participation and costs per person. Additional detail on travel and training requested. Request to increase budget back to \$33,000, add more detail.
- Review of supplies. Request to add variance column on budget.
- Discussion on OSO responsibilities and budget.
- Carryover will probably be shifted back to HSD this year. Could advocate to carry forward.

Marie Sullivan made motion to support budget to move forward with changes discussed. Shawn Hutchinson seconded motion. Motion carried.

### **MCWDB Vacancy Waiver**

EC reviewed MCWDB Vacancy Waiver.

- Board of supervisors will respond, MCWDB will be copied.

### **LWDA Board Certification**

Chairman Kelsie McClendon, provided brief background information on LWDA Board Certification.

- BOS Liaison, MaryEllen Sheppard will propose to Board of Supervisors stepping down from board and being non-board member liaison as Board of Supervisors appointee.

### **Executive Committee Membership**

#### **Executive Committee Vacancy**

Chairman Kelsie McClendon, informed that if BOS Liaison, MaryEllen Sheppard steps down EC vacancy will be void.

### **Executive Committee Strategic Planning**

Clarification on subsections below EC Strategic Planning. Table until overall strategic planning.

- EC work pending/goals to achieve:
  - Full Board, Executive Committee and Workgroup Structure
  - Executive Committee Role and Charter Discussion
  - Full Board and Workgroup Standard Charter
  - Executive Committee, Board Member and Staff Development
- Staff to develop one or two charter templates.

### **Executive Director Report/Updates**

Executive Director, Patricia Wallace provided updates on the following:

#### **WDB Quarterly Reports to BOS**

- ACM/BOS Liaison, MaryEllen Sheppard to provide further guidance, Executive Director to follow up. Extension requested on WDB quarterly report to BOS per first time doing report.

#### **One Stop Operator Project Plan Overview and Progress**

- Executive Director will email OSO implementation plan to EC.
- OSO will present at next Full Board meeting. Questions/topics let Executive Director know.
- Request to send OSO agreement to EC and develop a performance plan for OSO for accountability.
- Discussion on EC and Executive Director roles and concerns of overstepping.

#### **WIOA Measures Status**

- State has not provided guidance on negotiations; carried over from last year. Currently State is consolidating partner metrics.
- Request current performance measures from Operations/OSO.

#### **Management Analyst Recruitment Compensation Appeal Status**

- Write up has been submitted to ACM, Executive Director will follow up.

### **WDB Board Member question Inquiry and resource requests to Service Provider Procedure and Log**

Chairman, Kelsie McClendon informed of streamlining board member requests to service provider.

- Executive Director was asked to create a procedure/process for requests.
- All questions should be shared with the Full Board during public meeting, not just with requestor.
- Discussion held and clarification/examples on questions that are appropriate to ask Operations staff and questions that need to be routed through WDB staff.

### **Workgroup/Committee Updates**

Brief workgroup updates shared.

### **Next Steps/Moving Forward**

None discussed.

### **Call to the Public**

No comments.

### **Adjourn**

Meeting adjourned at 1:01 p.m.