

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

**Wednesday, July 18, 2018 – 9:30 a.m.**

**Maricopa County Human Services Department**

**234 N Central Avenue 3rd Floor Phoenix, AZ 85004 Conference**

**Line: 602-506-9695, Passcode: 719959**

**<https://bluejeans.com/546993469>**

**Members Present:** Drew Thorpe, Gregg Ghelfi (Ph.), Mark Wagner, Kelsie McClendon, Marla Lazere, Neal Dauphin, Randy Kimmens, Reid Graser (Ph.), Sally Downey, Shawn Hutchinson, Thomas Jenkins

**Members Absent:** Angie Ferguson, Carlton Brooks, Charisse Sink, Robin Schaeffer

**Call to Order**

Chairman, Kelsie McClendon called the Maricopa County Workforce Development Board (MCWDB) meeting to order at 9:35 a.m.

**Roll Call**

Nancy Avina, Board Liaison took roll call; quorum was not initially present. Roll call was retaken at 10:28 a.m. and quorum was established (11).

**114<sup>th</sup>partnership.org Presentation**

Vice President of Strategic Alliances, Tiffany Godbout and Contact Design Lead, Russ Brown provided the full board with a presentation on the career snapshots project as well as what the full boards participation on the project entails. Background information was given on the 114<sup>th</sup>partnership organization, who focuses on helping young individuals in navigating education and career pathways.

**Introduce New Acting ACM & BOS Liaison**

Assistant County Manager (ACM) and BOS Liaison, MaryEllen Sheppard introduced Valerie Becket, Special Assistant to the County Manager, Joy Rich as the new acting ACM and BOS Liaison per MaryEllen Sheppard's departure from the County.

**MCWDB Strategic Plan Presentation**

Strategic Planner, Sheila Murphy disseminated three (3) strategic planning handouts and provided an overview of the strategic planning project, current status, accomplishments and specifics on the needs assessment. Strategic Planner informed on anticipated next steps and conclusion of project to be in September. Furthermore, suggestions were shared with the board including on system changes, based on work done to date. Brief discussion held on strategic planning.

**Discussion, Review and Possible Action**

**\*Approval of Minutes – May 16, 2018**

Chairman, Kelsie McClendon asked for a motion to approve the previous meeting minutes as written. Sally Downey made motion to approve, Drew Thorpe seconded motion. All were in favor. Motion carried.

**Consent agenda process discussion and possible adoption**

Executive Director, Patricia Wallace provided background information on the request to research a consent agenda structure. A brief discussion was held on the consent agenda and the changes it brings.

Chairman, Kelsie McClendon asked for a motion to adopt the new consent agenda process. Sally Downey made motion to adopt, Drew Thorpe seconded motion. All were in favor. Motion carried.

## **Discussion on Policies**

### **i. EO under WIOA policy notice**

Executive Director, Patricia Wallace provided a brief update on the continued review of WIOA current policies being conducted by staff. Additional information was provided on the EO policy under WIOA, per a possible challenges identified. Staff will be setting up a meeting with the BOS liaison to review the potential issue.

### **Approval of annual BOS Draft report**

Executive Director, Patricia Wallace presented and reviewed the contents of the full board final draft report with the full board. This report is due the Board of Supervisors on August 15<sup>th</sup>. The Executive Director pointed out upcoming items including reauthorization of WIOA and regional planning as items to keep in mind. A request was made for feedback/input from board members to be submitted to staff.

Chairman, Kelsie McClendon asked for a motion to approve the annual report. Shawn Hutchinson made motion to adopt, Drew Thorpe seconded motion. All were in favor. Motion carried.

### **Board Member tool demonstration and possible adoption**

Management Analyst, Isabel Creasman provided a demonstration on Boardable; a board platform tool to help with increasing overall efficiency of the board. An emphasis was made that board members will not be using the discussions section, per open meeting law. The full board shared positive remarks on the platform. Isabel will be sending an invitation to board members to register for the tool.

Neal Dauphin made a motion to try and buy the Boardable platform. Shawn Hutchinson seconded motion. All were in favor. Motion carried.

### **WDD Operational Update**

WDD Assistant Director, Tom Colombo provided an operational update, as well as an overview on the funding status for the next year and performance measures. Information was also provided on the effects of funding loss, and on current performance measures not being met. Various funding clarification questions were asked, Tom addressed questions raised. Brief discussion held throughout on funding and performance.

### **Executive Director Report**

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

#### **2018-2019 Action Plan/Financials**

Strategic Plan will be driving the upcoming action plan. Staff has begun to draft it and will be a more comprehensive plan that will include all items to be accomplished by the BOS and Full Board. The action plan will also include regular meetings with the administrative entity and the financial agent. The fiscal agent will be providing a report via handout.

#### **ii. Career Services, Youth Service Contracts and ETPL**

As an item to keep in mind, career services, youth service contracts and ETPL are items that will need a level of procurement requiring compliance components and review by the full board.

#### **LMI System Procurement**

LMI System procurement brief update provided. Joint venture with career services will not be occurring per WIOA firewalls. The full board will have to look at their own separate LMI tool.

#### **Other Updates**

An update on a county audit of HSD was provided, auditor has spoken to the Executive Director of the Board on general board questions and functions of the board.

Introduction held of new fiscal agent Kristen Ralston.

## **Committee & Workgroup Reports**

### **Executive Committee**

Chairman, Kelsie McClendon provided a brief update on executive committee work including, changes in board structure, a board member development plan and the development of committee and workgroup charters.

Shawn Hutchinson raised concerns on full board membership and candidate's applications being declined even though there are vacancies on the board. Request was made for the Chairman to write a letter to the Board of Supervisors inquiring on membership. Chairman, Kelsie McClendon shared his experience through the process. Concerns were also raised on the application process.

### **Youth Committee**

No update given.

### **IT Solutions Workgroup**

No update given.

## **Announcements/Next Steps**

### **Upcoming Trainings/Conferences**

### **Call to the Public**

No public comment.

### **Adjournment**

Meeting adjourned by Chairman, Kelsie McClendon at 11:35 a.m.

*\*For additional information, contact Nancy Avina, Board Liaison at: [avinan@mail.maricopa.gov](mailto:avinan@mail.maricopa.gov).*