



Maricopa County Workforce Development Board – Local Board Certification and Self-Assessment Workgroup

Tuesday, October 24, 2017 - 9:00 a.m. – 11:00 a.m.

Human Services Department

234 N Central Avenue Phoenix, AZ 85004

Phone Conference Line: 602-506-9695, Passcode: 804604

Members Present: Blair Liddicoat, Kelsie McClendon, Nick DePorter

Members Absent: Marie Sullivan, Carlton Brooks, Shawn Hutchison

Staff Present: Nancy Avina, Patricia Wallace

Call to Order/Welcome

On behalf of workgroup lead, Executive Director, Patricia Wallace informed workgroup lead was not available. Patricia Wallace informed she could lead meeting or delegate to Chairman of MCWDB. Patricia Wallace called meeting to order at 9:09 a.m.

Roll Call

Nancy Avina, Board Liaison took roll.

Introductions

Introductions opened for those not part of the MCWDB.

Tasks & Goals of Workgroup/ Review of Action Plan/ Workgroup Next Steps

Patricia Wallace provided background information on the local board certification, a requirement to exist as board. Information was provided on previous years' process and self-assessment responses. Response from the State was 3 outstanding items, but granted conditional re-certification. This year will also be 1-year renewal; fall 2018 2-year full re-certification. 3 items brought to attention include: Patricia Wallace, in old role was a voting member; item has been remedied, bylaws indicate proxies are not allowed; provide additional information to WAC on item, and updating bylaws; ensure bylaws reflect current operations and actions; workgroup is currently working on item. If workgroup amenable, staff can prepare response to state. Blair Liddicoat inquired on the update of bylaws; Patricia Wallace informed bylaws are being reviewed by bylaws workgroup and are determining what needs to be updated. Kelsie McClendon asked regarding timelines; Patricia Wallace informed self-assessment has no real deadline, re-certification letter must be submitted by November 30th. Kelsie McClendon suggested bylaws workgroup convene and have a draft of the updated bylaws by November full board meeting; additional discussion on bylaws process for amending.

Patricia Wallace asked workgroup if there are any other individuals who should be a part of workgroups so staff can reach out. Continued discussion on task at hand; Kelsie McClendon asked for a mapping of workgroup work to self-assessment. Review and brief discussion of MCWDB self-assessment and ties to current work; important to note according to the shared governance agreement, budget needs to be done by December 1st.

Come together remotely next week to determine self-assessment ratings. Staff to update self-assessment with achievements of board to help with rating. Staff to prepare initial draft of self-assessment for workgroup by end of week; workgroup to provide input and make revisions. Workgroup to meet remotely on Wednesday, November 1, 2017 at 9:00 a.m., review of submissions timeline.

Kelsie McClendon asked for a preliminary draft of next years' budget due December 1st. Additional discussion held on additional data to support self-assessment sections.

Call to the Public

Kelsie McClendon requested staff send a poll to full board and youth committee on attendance of WAC conference.

Adjournment

Meeting adjourned at 9:41 a.m.