
**Maricopa County Workforce Development Board
Executive Committee Meeting Minutes
Wednesday, May 18, 2016**

Members Present: Steve Troxel, Patricia Wallace, Marie Sullivan, Robin Schaeffer, Kelsie McClendon

Members Absent: Jim Godfrey

Staff Present: Nancy Avina

Call to Order

Steve Troxel, Chair called the meeting to order at 8:42 a.m.

Roll Call

Nancy Avina took roll call, quorum was present.

Discussion, Review, and Possible Action

Approval of Minutes – May 18, 2016

Steve Troxel called for a motion to approve the May 18, 2016 meeting minutes. Marie Sullivan made a motion to approve. Patricia Wallace seconded motion. May 18, 2016 meeting minutes approved.

Retreat

Nancy Avina board liaison disseminated handouts with venue proposals, discussion held on venue options and date. Steve Troxel informed morning session would be about broader ideas, few guest speakers talk about their areas/sector based, afternoon session how we structure ourselves. Kelsie McClendon added talking about how do we organize ourselves to accomplish what we need to accomplish, how do we take our mission and vision and overall strategies and cascade them into committees and staff and how do we execute them. Marie Sullivan added that when dealing with retreats people want to be as cohesive as possible and if put in the same place where always meeting not perceived as a retreat. Robin Schaeffer agreed that another venue stimulates brain power. Additional discussion held.

Date of Retreat discussion. Deal breaker would be not falling on the scheduled date (September 21, 2016). Something communicated for months. Additional discussion held on possible venue options. Nancy Avina will look at additional venues with September 21, 2016 availability. Kelsie McClendon appointed representative of the board for venue selection.

Steve Troxel informed he has a lot of expectations of the retreat and what we are going to accomplish as a board; for everybody coming out of the retreat to know that they spent that date in the best way they possibly could. Marie Sullivan asked Steve Troxel as far as expectations it would be helpful if those were articulated such as 3 main bullet points and what is the outcome. Would be healthy communication to articulate vision, expectations, coupled with outcomes.

Discussion of Full Board agenda

WDD Directors Report

Workforce System

Patricia Wallace gave update and will give board review on what we've been up to since the last meeting, recap of what have we been pushing forward and moving as staff of what the board is directing us to do to show momentum and talk about impact and success where people can see themselves plugging in. Key issues to address, be able to articulate, additional details shared. Engagement of board members. Discussion held.

Kelsie McClendon asked about date decide designated areas. Patricia Wallace informed state decided that for one more year all 12 local areas have been deemed their own, following year they expect a regional plan, governor has the ultimate authority to reconfigure. Important to have a close relationship to EOO office Paul Shannon Director. Discussion held. Additional updates given.

Committees Report

Committee Structure and Governance

Extensive discussion on committees and a system committee missing. Marie Sullivan commented seeing it as how does system work in alignment with the statewide strategic plan, are we on target with our deliverables, do we understand and appreciate all of the elements of community partnership as they are aligned, and are we achieving our expectations are; systems committee working at overview subset of the bigger board. Community partnerships alignment in a more general way and alignment with strategic plan very critical. Additional discussion held.

Steve Troxel mentioned real action is in committees, big board how we all are working together. Intent is that the agenda of the main board will start shrinking, less stuff that need to manage. Under the committees have taskforces. Orientation of board is about research, evaluation, and recommendation. Open meeting law discussion. Additional discussion held.

Nominations Committee

Review of terms and board membership handouts. Steve Troxel discussed having an election for chairs of committees in November. During retreat talk about Structure, Governance and the Committees. Ask for interest, vote in November. In interim Steve Troxel is asking vice-chair and 2nd vice-chair to chair committees. Discussion held. Robin Schaeffer to chair sector committee, Marie Sullivan to chair youth committee. Kelsie McClendon will no longer be the Chair of the sector committee, Kelsie McClendon volunteers for sector committee.

Patricia Wallace informed Chevera Trillo status has changed. She will have to technically resign and reapply with her new role. Same process will apply to Steve Troxel who changed employers.

Marie Sullivan recommended meeting again as the executive committee before the board retreat to understand expectations, and different things from Chair. Additional executive committee meeting scheduled for August 24, 2016, meeting for Chair's orientation prior to meeting set.

Call to the Public

Adjourn

Meeting adjourned by Chairman Steve Troxel at 9:37 a.m.