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**Maricopa County Workforce Development Board  
Executive Committee Meeting Minutes  
Wednesday, August 24, 2016**

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

**Members Absent:**

**Staff Present:** Nancy Avina, Richie Taylor

**Call to Order**

Steve Troxel, Chair called the meeting to order at 9:36 a.m.

**Roll Call**

Nancy Avina took roll call, quorum was present.

**Discussion, Review, and Possible Action**

**Approval of Minutes – July 20, 2016**

Steve Troxel called for a motion to approve the July 20, 2016 meeting minutes. Robin Schaeffer made a motion to approve. Marie Sullivan seconded motion. Meeting minutes approved.

**Board Retreat**

Review of proposed agendas, speakers and facility location. Extensive discussion held. Modifications of agenda made.

**Bylaws**

Richie Taylor informed process of board certification for Workforce Arizona Council; bylaws requirements have deficiencies need to be addressed. Review of requirements. To make changes to bylaws process to follow. Additional discussion held.

**Board Certification Letter**

Signature from Steve Troxel.

**Call to the Public**

Ice breaker suggestions.

**Adjourn**

Meeting adjourned by Chairman Steve Troxel at 11:13 a.m.