



**Maricopa County Workforce Development Board
Executive Committee Meeting Minutes
Friday, October 07, 2016**

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

Members Absent: Kelsie McClendon

Staff Present: Nancy Avina

Call to Order

Steve Troxel, Chair called meeting to order at 3:08 p.m.

Roll Call

Nancy Avina took roll call, quorum was present.

Discussion, Review, and Possible Action

Approval of Minutes – September 09, 2014

Steve Troxel called for a motion to approve the September 09, 2016 meeting minutes. Nancy Avina had two corrections, minutes were closed by Marie Sullivan as Chair was not present and next meeting date has changed to November 17th at the West Valley Career Center. Marie Sullivan made a motion to approve as amended. Robin Schaeffer seconded motion. Meeting minutes approved.

Local Plan

Nancy Avina gave brief introduction on the local Plan. Local Plan discussion held; thoughts shared. Marie had comments on goals & strategies section (2), questions on score card measure to evaluate progress to accomplish strategic outcomes and what would be an overarching measurement to refine and improve methodology (pg. 25 – 27). Patricia explained demonstrating that via data, intervals throughout the year; dashboard work in progress, to demonstrate and show what that looks like. Additional comments added. Patricia Wallace can share draft of dashboard (work in progress), any input feedback would be great. Steve inquired about local plan review, who reviews. Plan submitted to state, Workforce Arizona Council and staff will review them, working with their own consultant Karen Kurtz. She provides technical assistance, looking to determine if we met the requirement to what extent provide element/service. They have not put up specific rubric but will have evaluation criterion similar to the board certification process. Answering to the best of our ability, refine as we get feedback. Additional discussion held. Include metrics, Marie Sullivan will send document to Patricia simple, added feature to give edge. Steve commented on IT as an occupation not a sector; preemptively reflect what Paul's team is stating (OEO's perspective). Additional discussion held. Adding local plan to full board agenda in November. Nancy Avina will send link to view City of Phoenix local plan. The executive committee to give approval to keep forward on the track to make sure it gets turned in on time, discuss it here and discuss in November meeting. Steve Troxel made motion to accept the draft plan as a working foundation for the plan we will submit Jim Godfrey made motion to accept draft, Marie Sullivan seconded motion.



Call to the Public

Patricia Wallace informed of WK Kellogg grant, Maricopa County was awarded. One of three areas in nation selected us, El Paso, and Baltimore. We will have a site visit in beginning of November. Press release will come out from County. NAWB and Innocate+Educate already put out a press release. Purpose to link workforce with childcare options for individuals; Initial project design, Kellogg does intent to release additional rounds of funding.

Patricia Wallace also informed of discussions with Virginia Hamilton, US DOL regional administration region 6 would like to come do Human Centered Design training on November 21st or 22nd, 22nd looks best. We will be hosting. Specifics board wants to see happen, want board members to participate. Chance to highlight what we've been doing and working on not only from Maricopa County's perspective but as a region and state. One of 6 states. Start planning for November 22nd. Will get out a save the date.

Marie Sullivan informed of early registration for NAWB; thoughts on attendees. Something we can discuss during board meeting. Put on agenda as a discussion point. Preliminary reservations to hold rooms.

Jim Godfrey asked about Rapid Response for Henkel, haven't received WARN. Patricia will follow up. Jim Godfrey asked for Business Services list of who is doing what. Posting online for a Business Account Coordinator, send to Maricopa County website. Job description.

Steve Troxel invited a potential board member candidate to next board meeting.

Adjourn

Meeting adjourned by Chairman Steve Troxel at 3:50 p.m.