



MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD
Executive Committee

Thursday, September 16, 2021 – 9:30 a.m.

GoToMeeting: <https://www.gotomeet.me/MaricopaCountyWDB>

Phone: +1 (872) 240-3212; Access Code/Meeting ID: 167-097-701

Members Present: Erik Cole, Loren Granger, Shawn Hutchinson, and Matt McGuire
(Note: All members present attended via GoTo meeting)

Members Absent: Bonnie Schirato

MEETING

Call to Order.

Chairman Matt McGuire, called the meeting to order at 9:31 a.m., and requested roll call.

Roll Call.

MCWDB Board Liaison, Deseret Romero took roll.

Welcome and Opening Remarks.

Chairman Matt McGuire welcomed the Executive Committee and guests.

Chairman McGuire then provided a brief reviewed of the board's vision, values, and goals.

Consent Agenda.

Meeting Minutes: August 5, 2021

Chairman McGuire asked for a motion to approve the MCWDB Full Board August 5, 2021 Meeting Minutes. Shawn Hutchinson made a motion; Erik Cole seconded the motion.

Chairman McGuire called for an all-in favor vote:

In Favor: Erik Cole, Loren Granger, Shawn Hutchinson, and Matt McGuire

Opposed: None

Abstained: None

Motion passed.

Chairman Report.

Chairman McGuire notified the Committee of the recent Workforce Development Division Centers Desk Audit by the Department of Economic Security (DES). The report found no findings.

Executive Director Steve Clark noted that the center desk audit is a routine audit provided by DES. Mr. Clark also complemented the work of the Workforce Development Division (WDD) staff.

Chairman McGuire also share his appreciation of the WDD's hard work and importance of ensuring compliance.

Informational/Discussion Only.

Strategic Planning.

Executive Director Steve Clark provided a brief update to the Committee on the strategic planning efforts.

- Possibly procure both Strategic Plan and Local Plan into one project.
- Working with County Procurement to outline the details.
- Ideal start timeframe would be November or December.
- Ideal completion timeframe would be late spring.
- Updates would continue to be provided to the Committee.

Chairman McGuire thanked Executive Director Clark and noted that while we are in mid-cycle it is still an appropriate time to get the strategic planning process started.

2022 MCWDB Recertification Process.

Executive Director Steve Clark provided a brief review of the provided 2022 MCWDB Recertification Process timeline to the Committee.

- Major recertification project deadlines.
- Pre-approval would be sought from the Executive Committee on recertification projects.
- Final approval would be sought from the MCWDB Full Board on recertification projects.
- Presented timeline is a fluid document and any changes would be shared with the Committee.
- Any updates or changes by DES would be shared with the Committee and Full Board.

Chairman McGuire thanked Executive Director Clark for the detailed timeline.

Policy Update Process.

MCWDB Management Analyst Kennedy Riley presented the Committee with the provided policy update process and timeline. Ms. Riley touched upon the following policy update highlights.

- Policy Background
- Current State of Policies
- Timeline for presenting policies to the Committee and the MCWDB Full Board.
- Outline of Policy Goals

Chairman McGuire thanked Ms. Riley for the policy process update and requested that when a policy is presented that a summary cover sheet could be added to the presented redlined policies.

Executive Director Clark noted that a significant amount of the policies will require revisions and that Ms. Riley had been conducting a comprehensive review of the policies to identify those revisions along with where the policies should reside. Mr. Clark also noted that 2 to 3 policies would be brought to the Committee for review and approval per meeting for program year 21.

Mobile Vehicle Project.

Executive Director Clark shared with the Committee, the development of the idea behind the mobile vehicle project. The MCWDB staff conduct weekly discussions on innovation and program improvement, during which a few weeks ago Nancy Avina presented the idea of a mobile vehicle project or mobile career center.

MCWDB Management Analyst Nancy Avina presented the Committee with the provided mobile vehicle project. Ms. Avina touched upon the following project highlights.

- Maricopa County statistics, including increasing population growth and expansive geographic area.
- Maricopa County's largest employers.

- Mobile vehicle concept for use as a mobile career center.
- Mobile unit benefits, including the ability to reduce barriers for clients in various communities, partnership growth, and marketing possibilities.
- Examples of implemented mobile career center programs throughout the country.
- Potential funding options and focused return on investments.

Ms. Avina also presented a video created by Orange County California that provides an overview of their mobile career center, including a tour of the bus, interviews with career advisors and clients.

The Committee members individually shared their thoughts on the mobile career center idea and collectively agreed that the mobile career center would be a great idea.

Chairman McGuire shared his love of the idea but wanted to limit his comments and hear from the rest of the Committee.

Committee member Shawn Hutchinson.

- Great idea.
- Location is always a difficult discussion for centers, and this would break location barriers.
- Approve moving forward as soon as possible.

Committee member Loren Granger.

- Incredible idea
- Great opportunity to assist community.
- Ability to impact more job seekers who cannot get to the current career centers.
- Increases program visibility.

Committee member Erik Cole.

- Fantastic idea.
- Maricopa County is large, but local jurisdictions do not have the resources to help everyone.
- Can help by going into neighborhoods.
- Can help residents with limited mobility.
- Suggests reaching out to mobile health units on how they staff and schedule their units.

Board member Collin Stewart.

- How many units within the proposal?
Ms. Avina noted that Orange County has 1 unit but hope to phase in another unit.
- How many staff would be needed?
Ms. Avina noted 2 to 3 staff members. (1) bus driver and (2) career case managers upon rotation.

Chairman McGuire inquired as to the next steps for the project.

Executive Director Clark noted the following.

- Initial project research shows no real cons to the project.
- Next steps will include:
 - Identify the purchasing process.
 - Outline the staffing needs.
 - Continue to research project pros and cons.
 - Explore specific funding options.
 - Develop cost proposal.
 - Create implementation plan.

Chairman McGuire requested that the proposal be presented to the MCWDB Full Board at their October 21, 2021 meeting and include any additional information available.

Potential Discussion Questions.

Chairman McGuire requested that the Committee start to think about the following questions noted in the meeting agenda.

- i. *“If funding was not an option, what are some ideas for this board to consider as areas of focus for this year or next?”*
- ii. *“Given the labor market projections for the in-demand occupations for the next five years, what are your thoughts regarding addressing the employer needs for the Maricopa County metropolitan area?”*
- iii. *“What do you see as some of the most significant gaps between job seekers and employers, and what ideas do you have to bridge these gaps?”*

Chairman McGuire asked for the Committee’s initial thoughts. No one spoke.

Information/Discussion/Possible Action.

FY22 Budget Amendment Recommendation.

Executive Director Steve Clark provided the Committee with a review of the submitted FY22 Budget Amendment Recommendation, including summary and line-item adjustments.

Committee member Shawn Hutchinson noted that the recommendation showed foresight and did not see anything unreasonable.

Chairman McGuire concurred and noted that the recommendation appeared to be a strong recommendation.

Chairman McGuire asked for a motion to approve the FY22 Budget Amendment Recommendation as presented. Committee Member Shawn Hutchinson called for the motion to approve, seconded by Erik Cole.

Chairman McGuire called for an all-in favor vote:

In Favor: Erik Cole, Loren Granger, Shawn Hutchinson, and Matt McGuire

Opposed: None

Abstained: None

Motion passed.

Fiscal Reports.

Nicole Forbes, MCWDB Fiscal Agent provided the Committee with a report on the Maricopa County Final FY21 WIOA (BTA) Budget to Actual and FY22 WIOA (BTA) Budget to Actual.

In addition, Ms. Forbes notified the Committee that DES would be conducting a fiscal monitoring audit on November 8th. The audit would cover the timeframe of October 20 – December 20. Ms. Forbes also noted that she would be reaching out to the One Stop Operator to discuss further with them as well. Ms. Forbes noted that the audit the previous year did not provide any findings and she anticipated the same for this review.

Chairman McGuire asked for a motion to approve the Fiscal Reports as presented. Committee Member Erik Cole called for the motion to approve, seconded by Shawn Hutchinson.

Chairman McGuire called for an all-in favor vote:

In Favor: Erik Cole, Loren Granger, Shawn Hutchinson, and Matt McGuire

Opposed: None

Abstained: None

Motion passed.

Title 1B: PY20 4th Quarter Report.

Workforce Development Division Assistant Director CJ Williams provided a presentation on the submitted Title 1B: PY20 4th Quarter Report. Mr. Williams noted the following highlights.

- Provider Services, including Adult, Youth and Business Services.
- Access and Delivery, including Job Centers, WDC Sites, Youth Hubs, Community Access Points and Virtual options.
- Participants Served (4,953)
- Employers Served (803)
- WIOA Performance
 - o 2nd Quarter Placement Rate
 - o 4th Quarter Placement Rate
 - o Median Earnings
 - o Credential Attainment Rate
 - o Measurable Skill Gains
- Sustainability
 - o Average Cost Per Participant
- Program Highlights
- Innovation and Responsiveness

Committee member Shawn Hutchinson complimented the Workforce Development Division (WDD) staff for their hard work.

Board member Leah Hill also complimented on the work of WDD.

Chairman McGuire concurred with the member comments and inquired on how to continue to improve upon the program.

Mr. Williams noted that WDD leadership is working on developing a plan on how best to improve the program.

Committee member Cole also commented on the great work provided by WDD and inquired as to any challenges that the Executive Committee could assist WDD with.

Chairman McGuire asked for a motion to approve the Title 1B: PY20 4th Quarter Report as presented. Committee Member Erik Cole called for the motion to approve, seconded by Loren Granger.

Chairman McGuire called for an all-in favor vote:

In Favor: Erik Cole, Loren Granger, Shawn Hutchinson, and Matt McGuire

Opposed: None

Abstained: None

Motion passed.

MCWDB Committee Updates.

MCWDB Youth Committee.

Youth Committee Chair Erik Cole reported to the Executive Committee on the first meeting of the Youth Committee for the fiscal year. Chair Cole made the following notes from the meeting:

- Introductory meeting
- Discussion Questions Responses
 - o Focus on building relationships
 - o Request for Service Provider Report
 - o Focus on gaps and opportunities
- Assistant Director CJ Williams attended

MCWDB Marketing and Outreach Committee.

Executive Director Steve Clark provided the Committee with an update on the first meeting of the Marketing and Outreach Committee. Executive Director Clark noted the following highlights from the meeting.

- Focus on Career Center awareness
- Connecting workers with job opportunities
- Exploring insight from marketing experts, including the Valley of the Sun – United Way marketing representative

Call to the Public.

Chairman McGuire made a call for public comment. No one spoke.

Adjourn.

Chairman McGuire adjourned the MCWDB meeting at 10:52 a.m.

**For additional information, contact MCWDB staff at: MCWDB@maricopa.gov*