



## Maricopa County Workforce Development Board – Quality Workforce Workgroup Meeting Minutes

Monday, May 6, 2019 at 1:00pm  
Rummel Construction - 22655 N. Miller Road F100, Scottsdale 85255  
Phone: 602-506-9695 Participant Access Code: 719959

**Members Present:** Vanessa Andersen, Mark Wagner (Ph), Ashley Wilhelm, Tina Luke

**Members Absent:** Sally Downey, Steve Yamamori

### **Call to Order**

**Welcome, Introductions and Lead Remarks** – Quality Workforce Workgroup Lead, Vanessa Andersen called the meeting to order at 1:10pm.

**Roll Call** – Board Liaison, Nancy Avina, took roll; a quorum of the workgroup was present.

### **Approval of Meeting Minutes**

Workgroup lead, Ms. Andersen, asked for a motion to approve the previous meeting minutes. Tina Luke made a motion to approve, Ashley Wilhelm seconded the motion. All present were in favor; motion carried.

### **Discussion and Approval of Quality Workforce Workgroup Membership Updates**

Workgroup lead, Ms. Andersen, provided a brief update on the Quality Workforce workgroup membership status. Cassie Cooper was removed, per loss of employment; Shawn Hutchinson will be added as youth committee representative. Brief discussion was held on adding additional members to the workgroup and potential candidates. Suggestion was made in looking at the purpose of the workgroup and if there are any gaps in the current membership.

### **In-Demand Targeted Occupations Update, Discussion and Next Steps**

Management Analyst, Isabel Creasman, referenced two (2) PDF's, decision points for the quality workforce workgroup and target occupations and research topics for review. Isabel provided an overview of the documents and background information on the work and research currently being done outside of the workgroup, in relation to the selection of target occupations. Key research topics for decision points were reviewed in detail. 2 members from each of the core partners, WDB staff and the OSO are helping with the research. Processes to date, envisioned continued process, next steps and timelines were shared. Quality Workforce workgroup members provided comments; discussion held.

### **State Apprenticeship Director Presentation**

State Apprenticeship Director, Willie Higgins, shared information on the key element of successful apprenticeships, pre-apprenticeships. Brief discussion was held on pre-apprenticeships, Mr. Higgins noted that a pre-apprenticeship must lead directly to an apprenticeship program to be considered a pre-apprenticeship. Mr. Higgins also noted curriculum alignment is crucial to a successful apprenticeship program. Additional discussion held on career pathways and its relation to pre-apprenticeships/apprenticeships and employer involvement, as employers are already doing something similar.

### **Complete Strategic Planner Provided Worksheets to set strategy, actions and metrics**

Strategic Planner, Sheila Murphy reviewed and guided the workgroup through the five (5) developed strategies to refine them. The purpose of the strategies worksheet and implementation plan was shared. Revisions were made to the strategies and actions, based on the workgroup's discussion (refer to draft worksheet for updates). Discussion was held on the various strategies throughout.

### **Action Items/Next Steps**

- Next meeting scheduled for Tuesday, July 9, 2019 at 1:00 p.m.

**Call to the Public**

Workgroup Lead, Vanessa Andersen, called for public comment. No public comment.

**Adjourn**

Workgroup Lead, Vanessa Anderson, adjourned meeting at 3:01pm.