

**MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE**

Wednesday, June 3, 2020 – 9:00 a.m.

REMOTE MEETING

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871

Members Present: Mark Lashinske (Ph.) Tom Jenkins (Ph.), Shawn Hutchinson (Ph.), Elizabeth (E) Cole (Ph.), Vanessa Andersen (Ph.)

Members Absent: N/A

1. Call to Order

Chairman, Mark Lashinske called the Executive Committee (EC) meeting to order at 9:00 a.m.

2. Roll Call

WDB Liaison, Nancy Avina, took roll. Quorum was present (5).

3. Welcome and Introductions

Chairman Lashinske, provided brief welcoming remarks.

4. Chairman Remarks

Chairman Lashinske thanked board staff for their hard work and heavy lifting. He further commented on the purpose of the meeting and the EC focus of governance and policies and procedures and moving forward actions including directing staff to do work and moving items forward for Full Board action.

5. Action: Consent Agenda

Chairman, Lashinske asked for a motion to approve the consent agenda. Tom Jenkins made a motion to accept the consent agenda; Vanessa Andersen seconded the motion. In favor: Mark Lashinske (Ph.) Tom Jenkins (Ph.), Shawn Hutchinson (Ph.), Elizabeth (E) Cole (Ph.), Vanessa Andersen (Ph.). The committee voted unanimously to approve the consent agenda; motion carried.

6. Executive Director Report

Executive Director, Patricia Wallace informed no major updates to report, due to many pieces are still in progress.

7. Review, Discussion and Possible Action: Shared Governance Agreement (SGA) and Attachments

Chairman Lashinske spoke to items 7 – 13 that are in progress and expressed his sentiment in ensuring documents are done properly. He provided an update on the SGA and informed the document is in its final phase and that the final SGA document will be sent to the EC members for review. He further inquired if committee would be comfortable voting to move the document forward directly to the Full Board after individual review. Discussion was held - the committee discussed the possibility of holding a special Executive Committee meeting to discuss the review and approve to move documents forward. Additionally, they discussed the draft version of the SGA and if there was agreement by all parties, including the process for review and agreement. Communication of parties was also touched upon; Chairman Lashinske informed communication has turned into a more collaborative effort. The committee agreed to hold a special EC meeting prior to the next Full Board meeting. Staff confirmed they would work on scheduling for the 12th of June.

8. Review, Discussion and Possible Action: Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA)

Chairman Lashinske informed staff would be doing the heavy lifting in working with partners to get changes/amendments on the MOU/IFA - mainly location and people, and getting approval. Chairman Lashinske further informed he asked staff to have a phone conversation with all parties in hopes to have an agreement for review at the upcoming EC meeting and/or Full Board.

9. Review, Discussion and Possible Action: Bylaws

Chairman Lashinske informed review of the bylaws will need to take place and see if there are any critical pieces that need to be looked at. He further informed he and WDB staff would be tackling the task with hopes of also presenting those at the upcoming EC meeting and/or Full Board.

10. Review, Discussion and Possible Action: WIOA Revised Budget 2020-2021

Chairman Lashinske informed HSD Deputy Director, Jacqueline Edwards is still working on compiling data requested; document attached is still the same first draft. The budget will also be a request that will go to the Board of Supervisors for a revised budget, as current flat rate budget will not meet the need, based on board expectations and the current the work of the board. A justification is being put together with collaboration and documentation. Brief comments were made regarding the training provider section of the budget and its appearance of being very light - research was advised on historical expenditures on the training provider side and adding a 5% increase for added expenses, etc.; brief discussion held on the training provider budget topic.

11. Review, Discussion and Possible Action: Career Service Provider Agreement

Chairman Lashinske, informed Career Service Provider agreement is the top priority and informed of two documents currently being reviewed. He expressed importance of ensuring the agreement clearly defines roles and responsibilities of all parties. Revisions are currently being made in cooperation with Attorney, Andrea Cummings and Maricopa County. Chairman Lashinske indicated and clarified the agreement would be on a 6-month basis with renewals.

12. Review, Discussion and Possible Action: Staff Positions and Organizational Chart

Chairman Lashinske, reviewed the org. chart attachment with the Executive Committee and provided his through behind it. The document was referred as potentially final.

13. Review, Discussion and Possible Action: East Valley Career Center Relocation

Chairman Lashinske, informed he will be reaching out the Real Estate Department, Michelle Colby to see what the requirements are for relocation. The Chairman reiterated WDB staff was asked to take care of the actions of relocation; and has requested Executive Director, Patricia Wallace to be involved. Ms. Wallace provided brief comments and informed steps are being taken to address the need of the provider and will be working with key stakeholders to look at suitable options to ensure community needs are met. Ms. Wallace further informed staff have already begun to look at options; final recommendations will be pushed forward to the Board. Chairman Lashinske, reiterated he would reach out to Ms. Colby to ensure Maricopa County processes were followed.

14. Review and Possible Discussion: One Stop Operator Monthly Written Report*

One Stop Operator (OSO) Representative, Gretchen Carraway shared highlights of the OSO monthly written report. A statement was made on engaging with City of Phoenix on having a same/similar referral platforms; appreciation was expressed in regard to OSO engaging in conversations with the City of Phoenix. Chairman Lashinske, shared comments regarding partnerships and looking into incorporating an MOU with the City of Phoenix and potentially sharing responsibilities as partners.

15. Presentation: Reveli Foundation

Executive Director, Patricia Wallace informed Mr. Steve Yamamori was unable to give his presentation and would be rescheduled to present at a later date. The presentation was tabled.

16. Call to the Public

Chairman, Lashinske called for public comment. No public comment made.

17. Adjourn Executive Committee Meeting

Chairman Lashinske adjourned the meeting at 9:47a.m.

**For More Information Please Contact, MCWDB Staff: mcwdb@maricopa.gov*