

**MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD  
COMPLIANCE ADVISORY WORKGROUP**

**Monday, September 28, 2020 – 2:00 p.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:** Elizabeth E. Cole (Ph.), Gregg Ghelfi (Ph.), Loren Granger (Ph.), Mark Wagner (Ph.),  
Matt McGuire (Ph.)

**Members Absent:** Shawn Hutchinson, Vanessa Andersen

**1. Call to Order**

Interim Chairman, Matt McGuire called the meeting to order at 2:01 p.m.

**2. Roll Call and Welcome**

**a. Roll Call** – WDB Liaison, Nancy Avina, took roll. Quorum was present.

**b. Opening Comments and review of Vision, Values and Goals** – Interim Chairman McGuire provided a brief opening remarks and provided several open meeting law reminders.

**c. Action plan recap\*** - Item not discussed.

**3. MCWDB Bylaws Deep Dive\***

**a. Review the revised Bylaws, discuss any additional feedback and make any additional revisions / b. Goal: Have new version ready for review at the next Full Board meeting / c. Align on next steps**

Interim Chairman McGuire asked Assistant County Manager, Lee Ann Bohn to walk the workgroup through the revisions of the bylaws. Ms. Bohn walked the workgroup through highlights of changes to the bylaws.

Questions, clarification and discussion held. Board members inquired regarding:

- Voting, recusals and conflicts of interests, and abstentions for other reasons,
- Counting quorum,
- Idea of including the purpose, mission and vision in the bylaws, as well as revision and approval dates for record purposes,
- Idea of revising WDB staff section to be consistent with the annually approved budget rather than role based,
- Idea of including/revising language to include exceptions under absences,
- Conflict of Interest clarification to know if board members have a conflict,
- Board composition/representation alignment to in-demand industries,
- Appointment/nomination process and Executive Committee recommendations and role.

Clarification was provided by Ms. Bohn and legal counsel, Andrea Cummings throughout the discussion/clarification. Other typo revisions were noted by workgroup members. Board member referenced other local area bylaws (Pima, Pinal and City of Phoenix); Ms. Bohn requested bylaws referenced be sent to staff for review and informed staff would work on draft language based on the discussion held.

Interim Chairman McGuire informed document would be presented to the Full Board at a special meeting on Monday 10/05 for a vote and provided rationale for the special meeting.

**4. Other Compliance Items**

**a. DES Communications Update / b. Local Plan Update / c. IFA/MOU Update / d. Align on next steps** – Interim Executive Director, Bill Wiley informed on summary report document (attached to meeting

materials) to be sent to DES on October 1<sup>st</sup> – the report includes a summary of compliance items such as, the shared governance agreement, local area plan, infrastructure funding agreement. The document provides an overview of what staff is working on. A second document attached provides more detail and a summary on the local plan – different components will be brought forth to the workgroup for review, as early as next week. In addition, Mr. Wiley informed on intern working on training including basic board training, conflict of interest, Roberts rules of order and training on the Workforce Innovation and Opportunity Act. Brief questions were asked on progress, Mr. Wiley provided comment including on, research being conducted regarding the length of the public comment period and coordination with partners; as well as, completing a compliance calendar. Brief discussion was held on timelines/deadlines and public comment period. Title II representative, Elizabeth E. Cole provided a brief update on an invite from Trevor Stoke regarding to the local plan and Title II participation. Interim Chairman, Matt McGuire expressed appreciation comments to members.

#### **6. Call to the Public**

Interim Chairman, McGuire called for public comment. No public comment made.

#### **7. Adjourn Meeting**

Interim Chairman McGuire adjourned the meeting at 2:48 p.m.

*\*For More Information Please Contact, MCWDB Staff: [mcwdb@maricopa.gov](mailto:mcwdb@maricopa.gov)*