



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

Monday, August 12, 2019 at 2:00 p.m.  
Maricopa County WDB Staff Office  
701 W. Jefferson St. Ste 104 Phoenix, AZ 85007  
<https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>  
Phone: 510-338-9438 Access Code/Meeting ID: 625 125 871

**Members Present:** Marla Lazere, Tom Jenkins, Gregg Ghelfi (Ph.)

**Members Absent:** n/a

**MCWDB Staff Present:** Patricia Wallace, Nancy Avina, Isabel Creasman

### **Call to Order/Welcome/Introductions**

Meeting was called to order by Tom Jenkins at 2:11p.m.

### **Roll Call**

WDB Liaison, Nancy Avina, took roll. Quorum was present.

### **Approval of Minutes from Previous Meeting**

Tom Jenkins asked for a motion to approve the previous meeting minutes. Marla Lazere made a motion to approve, Gregg Ghelfi seconded the motion. All were in favor; motion carried.

### **Follow Up: Action Item Review**

Title IV: Ms. Lazere discussed workgroup representation with Title IV. It was decided that Ms. Lazere will represent Title IV's interests in this workgroup.

Title II: Patricia Wallace reported that she will contact Sheryl Hart when feedback is required from Title II.

### **Discuss OSO Contract Next Steps and Options**

Mr. Jenkins informed the workgroup that the current OSO contract expires in December 2019 and discussed options for moving forward: (a) develop a new OSO RFP now, (b) renew the current contract for a year, (c) renew the current contract for 6 months, or (d) develop a new RFP for a contract to begin next program year. He informed workgroup members that they must determine the direction and present this information to the MCWDB for approval during the September 2019 meeting.

Mr. Jenkins asked group members for feedback regarding the current OSO contract. The group discussed that board members needed to obtain a better understanding the OSO's duties and progress under their current contract; they identified that more frequent reporting to the MCWDB would should take place going forward. The workgroup also discussed ways to clarify the current contract's requirements, as well as requirements for future contracts.

The group agreed to extend the current contract for an additional 6 months (through end of June 2020). A new RFP will be developed for a contract start date of July 1, 2020. During the next few months, the group will clarify the MCWDB's expectations of the current contract's requirements, determine indicators of progress for the contract requirements, and determine a means for reporting to the MCWDB on their progress. The group will also determine the SOW for the new contract by researching best practices across country, reviewing the San Bernardino OSO contract, the City of Phoenix OSO contract, Pinal OSO contract, and the Spokane OSO RFP.

### **Review Timeline**

The current contract expires in December 2019. During the next four months, the group will deconstruct the current OSO contract, make minor adjustments and clarifications to the current contract, and ensure the OSO has

the authority to implement the contract requirements. In addition, the group will review: best practices for the OSO role and responsibilities, the San Bernardino OSO contract, Spokane OSO RFP, City of Phoenix OSO contract, and Pinal OSO contract. The group will reconvene during the first week of September.

**Call to the Public**

Workgroup Lead, Tom Jenkins, called for public comment. No public comment.

**Next Steps/Action Items**

<b>Task</b>	<b>Person Responsible</b>	<b>Due Date</b>
Contact Marlana Sessions (Grant Associates) to see if there are other good OSO models	Tom Jenkins	By next meeting
Create information matrix template and send to group members	WDB staff	By end of August
Send copy of OSO’s monthly report and report to Executive Committee for review	WDB staff	By end of August
Obtain copy of City of Phoenix contract and send to Marla Lazere	WDB Staff	By next meeting
Obtain copy of San Bernardino contract and send to Tom Jenkins	WDB Staff	By next meeting
Obtain copy of Pinal County contract and summarize key elements	WDB Staff	By next meeting
Review the current Maricopa County Contract and summarize key elements	WDB staff	By next meeting
Review the San Bernardino Contract and send summary of key elements to staff	Tom Jenkins	By next meeting
Review the City of Phoenix Contract and send summary of key elements to staff	Marla Lazere	By next meeting
Review the Spokane RFP and send summary of key elements to staff	Gregg Ghelfi	By next meeting
Review the OSO’s monthly report	Work Group	By next meeting
Review the OSO’s report to the Executive Committee	Work Group	By next meeting

**Adjournment**

Mr. Jenkins adjourned the meeting at 3:05 p.m.

*\*For additional information, contact Nancy Avina, Board Liaison at [nancy.avina@maricopa.gov](mailto:nancy.avina@maricopa.gov).*