

Maricopa County Workforce Development Board - Nominations Committee Meeting Minutes

Friday, November 3, 2017 - 11:00 a.m. – 12:30 p.m.

Human Services Department

234 N Central Avenue 3rd Floor, Roosevelt Conference Room

Phoenix, AZ 85004

Conference Line: 602-506-9695, Passcode: 804604

Members Present: Jim Godfrey, MaryEllen Sheppard, Shawn Hutchinson (Ph), Patricia Wallace

Members Absent: Chevera Trillo

Staff Present: Nancy Avina

Call to Order

Jim Godfrey, Nominations Committee Chair called meeting to order at 11:09 a.m.

Roll Call

Nancy Avina, Board Liaison took roll call. Quorum was present.

Discussion, Review and Possible Action

Approval of Minutes

Nominations Committee Chair, Jim Godfrey asked for a motion to approve October 16, 2017 meeting minutes. Shawn Hutchinson made motion, Jim Godfrey seconded motion. MaryEllen Sheppard abstained. Motion carried.

Review of Membership/Nominations Process

Review of the MCWDB membership roster and vacancies on the board. Aware of missing mandated positions not listed on current membership roster. Board is not complete, need higher education category and economic development category, there is a current economic development candidate; once filled will trigger additional vacancies. Discussion on higher education seat, reached out to ASU.

Shared Governance Agreement/Bylaws speaks to doing a solicitation to all higher education in workforce. Create a listing (distribution list) of all Higher Ed that fit category. Update solicitation on who specifically we are looking for. Discussion on solicitation strategy. Seeking nominations committee input to update solicitation document and update distribution list to go out to organizations; applications to go through clerk of the board. Want to align with regular clerk of the board process. Clarification questions on difference in applications. Application needs to be reflective of need and requirement of MCWDB, ensure it exists. Nominations Committee to relook at MCWDB application and revisit best practices, make updates to application. Once that application is completed, process would be to submit to Clerk of the Board's office.

Extensive discussion on candidate application process and committees involvement. Nominations Committee to assist in vetting applications and individual contact answering questions. Recommendation, part of role of Nominations committee to help solicit quality candidates by engaging directly with entities, associations, individuals themselves and assist in validation in application received to ensure meet requirements and stated needs board has. How do we align with the Board of Supervisors who has a role in engaging their partners and associations? Requirements that must be met, ensure done in consistency, avoid duplication, and work in a way to have alignment. Interest of workforce board and BOS are met.

Update recruitment flyer for education and tailor for business and economic development. Focused for each group. Economic Development board member has been identified.

Labor Federation seats discrepancy extensively discussed. What needs to be done to solicit a Labor Federation individual? Concern raised on board member membership roster being inaccurate. Shawn Hutchinson to talk to Chairman of labor federation to meet and discuss.

Audit of list/membership, get a handle of where the vacancies are, and develop a strategy of who is going to do what.

Discuss Board Appointment Priorities

Labor Market Information

Review and discussion of labor market information and gaps in memberships based on industries: Leisure, Hospitality and tourism, Prof. Business – admin office, call centers, financial, Healthcare, - okay in this sector, Retail, manufacturing/high tech. Discussion on diversity of the MCWDB including Ethnic diversity to keep in mind. Suggestion to reach out to State Farm in Tempe that has a registered apprenticeship program.

Focus on top 3 hospitality, Professional Business and retail to start. Advertising strategy discussed, reach out to associations? Solicit Board of Supervisors input, for recommendations in top 3 industries. Committee to identify who do they know and recommend; and overlay with who BOS knows, determine who makes the most sense. Not everyone can be board members but can participate in committees (workgroups) and grow new board members. Send something out to the Full Board on open positions and see who they know for open positions. Committee to help flush out a further definition of what we need, who are we looking for? More definitive in terms of priorities. Committee to help prioritize and refine the ideal board candidate, to help guide board in making the best appointments. Additional discussion held on ideal candidate vs industry focused. Committee to look at application and look at what should be asked that we are not asking?

Action items discussed:

- Update Membership document to be accurate and determine gaps; given gaps what specifically are we targeting in terms of sectors, influence and network, employee ability and influence of employment of target populations
- Update flyer to reflect specific needs
- Update application to capture that information
- Once framework in place, then go to BOS and WDB for targeted solicitation and lay out who will do what.

Adjournment

Meeting adjourned at 12:35 p.m.

Next meeting discussed. Administration to share research already done. Meeting to be held on, Wednesday 11/15/2017 at 8:30 a.m.