**Maricopa County Workforce Development Board – Performance Excellence Workgroup Meeting Minutes**

**Tuesday, June 4, 2019 at 1:30 p.m.**

**Open Works**

**4742 N. 24th St., Suite 450, Phoenix, AZ 85016**

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

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

**Members Present:** Drew Thorpe, Kelsie McClendon, Marie Sullivan, Marla Lazere, Terry Farrell, Elaine Farinas, Moriah Blomfield (Phone), Alex Jovanovic (Phone)

**Members Absent:** Shayne Abrahams, Mark Lashinske

**Call to Order**

Performance Excellence Workgroup meeting called to order by Workgroup Lead, Drew Thorpe, at 1:39 p.m. Management Analyst, Isabel Creasman, took roll; a quorum of the workgroup was present.

**Approval of Previous Meeting Minutes**

Drew Thorpe called for a motion to approve the February 27th meeting minutes. Marie Sullivan made motion. Kelsie McClendon seconded motion. All were in favor; the motion carried.

**Membership Updates**
Drew Thorpe provided a brief summary of the Performance Excellence Workgroup membership changes.

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

The strategic planner, Dr. Sheila Murphy, provided a brief overview of the strategies and actions developed during the previous meeting and reviewed suggested updates to the timelines and metrics. Dr. Murphy then facilitated a workgroup discussion of these elements to refine and prepare them for an August presentation (refer to draft worksheet for updates). Dr. Murphy will update to the worksheet and send it to MCWDB staff for distribution.

**Upcoming Items**

Drew Thorpe provided an overview of the Future Work Systems’ application and informed the workgroup of the vendor demonstration scheduled for July 1. He requested that workgroup members review the vendor’s proposal prior to the next meeting.

**Call to the Public**

Workgroup Lead, Drew Thorpe, called for public comment. No public comment.

**Adjourn**

Meeting adjourned at 2:54 p.m.

*\*For additional information, contact Isabel Creasman, Management Analyst, at Isabel.creasman@maricopa.gov.*