

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

**Thursday, October 11, 2018 – 9:00 a.m.**

Maricopa County Forensic Science Center

701 W. Jefferson Street Phoenix, AZ 85007

<https://bluejeans.com/546993469>

Phone: +1.888.240.2560 Conference ID: 546993469

**Members Present:** Drew Thorpe, Kelsie McClendon (Ph.), Shawn Hutchinson (Ph.), Tom Jenkins

**Members Absent:**

**Call to Order**

Chairman, Kelsie McClendon called the Executive Committee (EC) meeting to order at 9:02 a.m.

**Roll Call**

Board Liaison, Nancy Avina took roll. Quorum was present (4). Brief Chairman remarks provided.

**Consent Agenda Approval**

Chairman, Kelsie McClendon asked for a motion to approve consent agenda items on the EC agenda. Drew Thorpe made a motion. Tom Jenkins seconded the motion. All were in favor; motion carried.

**2020 Draft Budget Discussion**

Executive Director, Patricia Wallace provided information and reviewed the draft narrative budget summary and detailed budget for 2020. Brief discussion on budget documents and budget reduction held. Detailed budget will be emailed to committee members. Anticipated timeline of draft budget finalization reviewed, with new Assistant County Manager (ACM) starting. The new ACM will be determining a timeline based on County guidance.

Chairman, McClendon requested adding a column tying funds to strategic goals. Discussion was held on workgroup fund needs, it was determined that it is too early in the work groups' efforts to have this information. Patricia noted that funds are flexible across categories and line items. Patricia requested additional input on budget be provided to her.

In addition, there was a discussion of a possible move of the West Valley career center and the expense of moving. Workforce Development Assistant Director, Tom Colombo, provided details on this potential move and its possible impacts on the budget.

**Strategic Planning: Implementation Deliverable**

The strategic planner provided a proposal for possible additional strategic planning work. Patricia Wallace shared this proposal with the Committee.

The committee extensively discussed the proposal. Chairman, Kelsie McClendon showed interest in seeing more involvement from stakeholders and partners in the system and was not seeing it reflected in the proposal, Patricia informed stakeholders and partners are embedded through the workgroups. Clarification was given on what systems thinking is, from a board member perspective based on questions raised. Concerns were raised on the proposal's cost and facilitation activities. Discussion held on proposal's intention.

Based on this discussion, the Executive Director requested guidance from the committee on direction for possible additional strategic planning work. Chairman, McClendon expressed he would like to see what the workgroup activities and needs are and the support needed; once gaps are identified, the strategic planner can help strengthen their work. Committee member, Shawn Hutchinson, expressed his concerns of not having Strategic Planner involvement and creating unintended inefficiencies. Additional concerns were raised on workgroup progress and need to launch more quickly. In addition, the need for greater workgroup

accountability on the part of the Executive Committee was discussed. During the discussion, Workforce Development Assistant Director, Tom Colombo, shared his concerns on accelerated launch impacts on staff time.

The committee determined the workgroups should meet a second time to complete their worksheets and understand their needs; and a briefing session with the strategic planner would also be beneficial during the full board meeting. Brief discussion on logistics of next full board meeting, open meeting law, and concerns of all workgroups continuing to meet at the same time.

### **Career Services Contract Discussion**

Not discussed.

### **Local Plan Amendment**

Executive Director, Patricia Wallace, informed on state guidance on revisions of the local plan. The local plan needs to be updated every two years. WDB staff looked at plan and strategic planning activities and determined revisions can only be made to Section 1, Labor Market Information. A full update to the local plan will be completed next year. The local plan will be on November 27th BOS agenda for approval. Full local plan will be due in 2021.

Management Analyst, Isabel Creasman, provided additional information on LMI provided by the Office of Economic Opportunity (OEO). WDB staff recommendation is that full board discuss industry sectors to determine possible changes to priority sectors. Staff will take LMI to the committee, once data is ready. Brief discussion held.

### **Membership Audit Summary**

Not discussed.

### **Quarterly Report Draft**

First Vice Chair, Drew Thorpe, provided positive remarks on the quarterly report and requested insight in participating in employer services activities. Workforce Development Assistant Director, Tom Colombo, informed Committee of a Business Services monthly report. He noted that this report can be sent to board staff for dissemination. Brief discussion held on how board members can have visibility to employer activities and participate in these activities.

### **WIOA Veteran Initiative Discussion**

Second Vice Chair, Tom Jenkins, informed of a discussion with Steve Yamamori regarding access to WIOA funds for veterans at facility near Luke Air Force Base. Mr. Yamamori would like to see his staff trained or have WDD staff be located at his facility for ease of access. Chairman, Kelsie McClendon, questioned veterans' access to GI bill, which Tom Jenkins informed is for long-term and degree programs. Discussion held. Workforce Development Assistant Director, Tom Colombo, shared additional background on participation and previous discussions with Mr. Yamamori. Mr. Colombo expressed interest in collaborating with Mr. Yamamori and requested a meeting to discuss this topic.

### **Next Steps/Announcements**

None discussed.

### **Call to the Public**

Chairman called for public comment. No public comment.

### **Adjourn**

First Vice-Chair, Drew Thorpe adjourned the meeting at 10:42 a.m. on behalf of Chairman, McClendon.

*\*For More Information Contact Nancy Avina, Board Liaison at: [nancy.avina@maricopa.gov](mailto:nancy.avina@maricopa.gov)*