

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

Thursday, February 14, 2019 – 9:00 a.m.

OpenWorks

4742 N 24th St Ste 450, Phoenix, AZ 85016

Phone: +1.888.240.2560 Conference ID: 546993469

<https://bluejeans.com/546993469>

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

Members Absent: N/a

Call to Order

Chairman, Kelsie McClendon called the Executive Committee (EC) meeting to order at 9:08 a.m.

Roll Call

Board Liaison, Nancy Avina took roll. Quorum was present (3).

Approval of Meeting Minutes from January 10, 2019

Chairman McClendon, asked for a motion to approve the previous meeting minutes. Drew Thorpe made a motion. Shawn Hutchinson seconded the motion. All present were in favor; motion carried.

Compliance Oversight Discussion and Possible Action

1. Approvals

Approval of the One Stop Center Certification Revisions – Executive Director, Patricia Wallace, provided a brief update on one stop center certification revisions (OSCC) work. Final OSCC documents are not yet ready, workgroup lead is working with Operations staff to complete. Approval of the OSCC revisions will be pushed to the Full MCWDB. No action taken by the Executive Committee.

Approval of the MCWDB Quarterly Report – Executive Director, Ms. Wallace, provided a brief overview on the MCWDB quarterly report. Clarification questions were addressed on Title IB data found on the report by WDD Assistant Director, Tom Colombo. Chairman McClendon, asked for a motion to approve the MCWDB Quarterly report as presented. Shawn Hutchinson made motion. Tom Jenkins seconded the motion. All present were in favor; motion carried.

2. New Business

BOS request to update the Shared Governance Agreement – Chairman McClendon, informed of Board of Supervisors (BOS) request to update the Shared Governance Agreement (SGA). Executive Director, Ms. Wallace, provided additional comments. A meeting will be held with Jacqueline Edwards, Bruce Liggett, MCWDB staff and LeeAnn Bohn to discuss revisions and edits to the SGA. The EC will be sent a draft SGA, to review and provide input and feedback directly to WDB staff to incorporate into final draft.

DOL Monitoring – Executive Director, Ms. Wallace reported DES was informed DOL will be auditing six (6) local areas in Arizona in early March. Request for documentation was provided to the State by Mr. Colombo, his staff and MCWDB staff. State will communicate information on logistics once State is provided those details. Additional known details were provided to the committee on DOL monitoring of Title's IB and III.

Committee members requested clarification on various audits occurring. Ms. Wallace provided clarification on HSD internal audit. A request was made to see the findings on internal audits; Ms. Wallace and Mr. Colombo explained internal audit looked at processes and connectivity; DOL audit will look at compliance of WIOA regulations and policies; additional details provided.

Other documents, agreement, and contact update for strategic alignment – Chairman, McClendon informed he would like to look at hierarchy of documents controlling activities of the MCWDB such as, the shared governance agreement, bylaws, contracts and other documents under governance of the workforce system to ensure alignment to Strategic pillars and vision. Brief discussion held.

Compliance Roadmap – Draft document was shared on a compliance of documents roadmap that include board documents and citing their specific references to WIOA and other policies. An update was provided on the status of the bylaws.

3. Old Business

IFA and MOU Formal Amendment Status Update – An update was provided by Executive Director, Ms. Wallace on the need to update the MOU/IFA, based on requests and other factors. Mr. Colombo provided additional insight on co-location agreement cost issues.

Discussion was held on systemic cost of the OSO moving forward and need to determine proportionate fair share. Ms. Wallace also informed on Title II set aside monies for the system. The Committee requested researching other states' best practices on strategy and shared costs.

Board Re-certification status Update – Executive Director, Ms. Wallace provided an update on WDB re-certification. Documents were submitted in the fall and are pending. Policies and reviews happening at state which will give boards' conditional approval if they move forward as they impact recertification.

Career Service Research Status Update – Executive Director, Ms. Wallace informed research is still in progress.

Fiscal Review of WIOA Title I program and procurement review of Maricopa County's procurement of an OSO – Executive Director, Ms. Wallace informed audit was completed and provided additional details on audit process. During audit process OSO had 1 finding, a response was provided to the state; no additional communications have been received officially.

Board Member recruitment and engagement oversight discussion

Executive Director, Patricia Wallace provided an update on recruitment and engagement. Chairman and ED met with ACM, board membership recruitment and engagement was delegated back from Administrative Entity to MCWDB staff. MCWDB staff has met with the clerk of the board once and will be reconciling membership. A waiver was submitted to the state due to two (2) positions not filled by the 120 day requirement. Staff will be putting guidelines in place to ensure positions are filled prior 120 days. Process is being put together to ensure an efficient flow.

The committee requested an update on the engagement survey. ED informed survey has gone out and is being handled by Maricopa County HR. ACM previously informed ED results will be made available once feedback is captured.

Board member development and engagement to be components of recruitment. Ombudsman will also be reaching out to a few board members to gain feedback.

Charter Next Steps

Management Analyst, Isabel Creasman, provided information on the next steps of the Executive Committee Charter. Specific responsibilities need to develop actions and metrics.

Request from EC members is to refer back individually through EC responsibilities and look at what needs to be initiated in the next 6 months to figure out actions, timelines and metrics.

Next Steps/Action Items

Brief discussion on status of NAWB conference attendance.

Call to the Public

No public comment.

Adjourn

Chairman, McClendon adjourned the meeting at 10:26 a.m.

**For More Information Contact MCWDB staff at: mcwdb@maricopa.gov*