

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

Monday, June 04, 2018 – 9:00 a.m.

Phone Conference

Phone Conference: 602-506-9695, Passcode: 719959

Members Present: Shawn Hutchinson (Ph), Robin Schaeffer (Ph), Drew Thorpe (Ph), Jim Godfrey (Ph)

Members Absent: Kelsie McClendon

Staff Present: Nancy Avina, Patricia Wallace, Isabel Creasman

Call to Order

In Chairman, Kelsie McClendon's absence, Vice-chair, Robin Schaeffer called the Executive Committee (EC) meeting to order at 9:05 a.m.

Roll Call

Board Liaison, Nancy Avina took roll. Quorum was present (4).

Discussion, Review and Possible Action

***Approval of Minutes – April 27, 2018**

Vice-Chair Robin asked for a motion to approve previous meeting minutes. Drew Thorpe made motion. Jim Godfrey seconded motion. All were in favor; motion carried.

Executive Director Report/Updates

Executive Director, Patricia Wallace provided updates on the following items:

OSO Year 2 update – OSO year 2 scope of work was submitted to the administrative entity for processing. Minor language changes were indicated by the BOS liaison to strengthen partner relationships. Document is now being moved forward through the procurement office and will be on the BOS agenda on June 27th.

Strategic Planning – Strategic Planner, Sheila Murphy is on target to fulfill timeline given to board and hopes to provide a draft report by next Executive Committee meeting (July 12). Strategic Planning session is scheduled and additional details will be going out once WDB Liaison confirms details.

Financials Timeline – Year end close of business timeline was received. Staff has requested a meeting with the fiscal agent to determine an annual calendar for financials information delivery. Board member shared interest in determining what the report looks like and frequency of reports; EC members were invited to participate in meeting with the fiscal agent.

Policies Review – 20 policies out of 70 have been reviewed, close to half of them will fall under the board's governance and will need to be brought to the board for guidance. Management Analyst, Isabel Creasman shared information on a policy for the Equal Opportunity Officer role; staff discussion led to conflict of interest questions; staff will be conducting research on where this role is housed in other local areas and will bring findings back to the committee and determine potential changes.

Career Services and Youth Services Contracts – Compliance item needs to be addressed; board has some governance and oversight, therefore item was brought forth to the EC to put on the committees radar. Information was shared on how the City of Phoenix Board is handling this item and process. Brief discussion held on addressing to ensure compliance. 2nd Vice-Chair, Drew Thorpe requested a list of all contracts and partnerships that need to be addressed, to plan and develop an annual process. Vice Chair, Robin Schaeffer requested a copy of City of Phoenix reports provided to the City of Phoenix board.

Regional Discussion – Shift labs has requested a regional briefing with both boards to address artificial intelligence and its effects in the Phoenix market. Once more information is available, WDB staff will send it out.

114thpartnership.org and WDB partnership – A non-financial MOU will need to be completed to proceed with video project, no concerns were expressed by the committee and gave consensus to proceed. Tiffany Godbout will provide a formal presentation in July. Brief discussion held on placement of presentations on the full board agenda; productivity of meetings need to be addressed overall, look at structure of meeting and agenda, consider a consent agenda structure and add times.

Other Updates – Other updates provided include upcoming conferences in the fall, speakers/presentations to board meetings. Brief discussion was held on how many presentations to allow per board meeting, committee recommended 1 possibly 2. Begin sending requests to present to EC to evaluate. Updates were also provided on upcoming staff PTO.

Workgroups & Committees

Governance Committee

Governance Committee Chair, Jim Godfrey informed of the governance committee meeting happening in the afternoon, discussion will include recruitment and membership and finding a new chair for the committee, per the resignation of Jim.

Youth Committee

Youth Committee Chair, Shawn Hutchinson informed committee is still working on its performance survey and shared concern of attendance and need to recruit youth committee members. Discussion held on recruitment/membership.

IT Solutions Workgroup

IT solutions workgroup lead, Tom Jenkins reviewed report provided and gave an update on the IT solutions workgroup, its core group, common themes and remarks. A debrief meeting will be held on June 12, a summary document will then be created to share with the board. Discussion held.

Advocacy Workgroup

2nd Vice Chair, Drew Thorpe to lead; scope to be discussed with Chairman.

Executive Committee Charter, Roles and Duties

Executive Director, Patricia Wallace provided information based on Chairman vision. Intent is for every workgroup and committee to do for their committee/workgroup.

Board Member Development

WAC Seminars & WAC Meetings

Vice Chair, Robin Schaeffer briefly touched upon WAC seminars/meetings coming up. The Executive Director, shared additional details on upcoming meetings including the Tucson convening. Email reminder to members for convening in Tucson.

NAWB Training

Management Analyst, Isabel Creasman gave brief information on Chairman's request in sending free NAWB trainings. Brief comments on who has accessed the trainings.

Upcoming Trainings/Conferences

Convening in Tucson, AZ

Next Steps/Moving Forward

EC Meeting Schedule Review

Vice Chair, Robin Schaeffer led discussion on EC meeting schedule and the current challenges, including resolutions. Executive Director, Patricia Wallace touched upon creating an annual action plan to align scheduled meetings to items and plan further ahead. Recommendation is to have meetings regardless of quorum and stick to a schedule.

Call to the Public

No public comment.

Adjourn

Vice Chair, Robin Schaeffer adjourned the meeting at 10:34 a.m.

**For More Information Contact Nancy Avina, Board Liaison at: avinan@mail.maricopa.gov*