

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

Thursday, July 12, 2018 – 9:00 a.m.

Maricopa County Human Services Department
234 N Central Ave. 3rd Floor, Johnson Conference Room Phoenix, AZ 85004
Phone Conference: 602-506-9695 Passcode: 719959

Members Present: Shawn Hutchinson, Robin Schaeffer, Kelsie McClendon (Ph)

Members Absent: Drew Thorpe

Staff Present: Nancy Avina, Patricia Wallace, Isabel Creasman

Call to Order

Chairman, Kelsie McClendon called the Executive Committee (EC) meeting to order at 9:09 a.m.

Roll Call

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

Discussion, Review and Possible Action

***Approval of Minutes – June 4, 2018**

Chairman, Kelsie McClendon asked for a motion to approve previous meeting minutes. Shawn Hutchinson made motion to approve the minutes. Robin Schaeffer seconded motion. Chairman, Kelsie McClendon abstained; the motion carried.

Review and approve Full Board agenda draft

The committee reviewed and discussed the full board agenda draft. Additional information was provided on agenda item: 114thpartnership.org presentation. Request was made for pre-work to be done on asking entities involved and the service provider if this project is of benefit and interest.

The Chairman informed on direction to dissolve the Governance committee to allow for strategic planning workgroups. Topic will be discussed under the added topic of workforce board structure. Shawn Hutchinson made motion to approve the agenda. Robin Schaeffer seconded motion. All were in favor; motion carried.

Consent Agenda process discussion and possible adoption

Executive Director, Patricia Wallace provided background information on the request to research a consent agenda structure. Information was provided on research findings. The committee discussed the changes a consent agenda will bring to current processes and the structure of meetings, as well as the items that can begin to be placed on a consent agenda (i.e. all meetings' minutes). It was further discussed, that the expectation be that meeting materials will be sent to the board a few weeks in advance to allow staff to respond to board member questions beforehand. Additional discussion was held on possible future board meeting structure. Shawn Hutchinson made a motion to adopt and monitor the consent agenda process. Robin Schaeffer seconded the motion. All were in favor; motion carried.

i. 30 minute prep calls

Executive Director, Patricia Wallace further informed 30 minute prep calls will be utilized by staff to contact individuals with item responsibilities to ensure items are given on time.

Policies discussion

i. EO under WIOA Policy Notice

Executive Director, Patricia Wallace provided a brief update on the continued review of WIOA current policies being conducted by staff. Additional information was presented on the EO policy under WIOA per

potential challenges being identified. Management Analyst, Isabel Creasman provided a complete overview of the Equal Opportunity Officer requirements and duties under WIOA, as well as research conducted by staff. The Executive Director identified the current state and potential issue as well as the possible first step of notifying the Board of Supervisors Liaison of the findings. Brief discussion was held by the committee on the EO officer, the policy and how to proceed. The Executive Committee agreed to notify the Board of Supervisors Liaison through a letter and requesting a meeting with staff and the BOS Liaison.

Approval of annual BOS draft report

Executive Director, Patricia Wallace provided a brief update on the annual BOS draft report due. The report will be sent to the Executive Committee and Full Board once it is finalized. A request was made to send out the last quarterly report to the committee.

Board Member development discussion

Executive Director, Patricia Wallace informed that staff will be drafting a Board Member Development 1-year plan to present to the committee at the next meeting. A request was made for the committee to send any input on topics for board education to staff to incorporate by July.

Board Member tool demonstration and possible adoption

Management Analyst, Isabel Creasman provided a demonstration on Boardable; a board platform tool to help with increasing overall efficiency of the board. Isabel will be sending a link to the committee to register and try out the tool.

Committee and Workgroup charters, roles & duties process discussion

Executive Director, Patricia Wallace informed that the process to develop committee and workgroup charters has begun. The youth committee initiated the process and will be having an additional meeting to draft their charter. Staff anticipate to have all charters done by October. Chairman, Kelsie McClendon requested the Executive Committee review draft charters and in addition, for committees and workgroups to draft an outline of their plans for the next year and any budget needs.

Executive Director Report/Updates

Executive Director, Patricia Wallace delegated her strategic planning update to Strategic Planner, Sheila Murphy.

Strategic Planning

Strategic Planner, Sheila Murphy disseminated strategic planning handouts and provided an high level update on current work done to date on the MCWDB strategic planning, as well as upcoming activities, that include a survey of operational staff and observing various meetings. A draft of the needs assessment report was provided to the committee; emergent themes on pg.14 were briefly reviewed. A draft to date on the MCWDB vision and 5 goals was also briefly reviewed. Brief discussion held.

Workgroups & Committees

Youth Committee

Youth Committee Chair, Shawn Hutchinson provided a brief update on youth committee membership need. Brief discussion on potential members. The committee also briefly touched upon and discussed full board membership and processes. Request was made to request a membership update from the Board of Supervisors Liaison.

IT Solutions Workgroup

IT solutions workgroup lead, Tom Jenkins informed that Management Analyst, Isabel Creasman will be finalizing the IT solutions report rough draft and will then be presented to the Committee and the Full board. Brief discussion held on stakeholders involved and questions that will arise. Chairman, Kelsie McClendon made the request to send a letter to the governor in support.

A brief bylaws update was also provided per committee inquiry.

Announcements/Next Steps

Upcoming Trainings/Conferences

The committee briefly discussed potential speakers for MCWDB development. Staff will look into suggested speakers.

Call to the Public

No public comment.

Adjourn

Chairman, Kelsie McClendon adjourned the meeting at 11:01 a.m.

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