



MARICOPA COUNTY

**NOTICE AND AGENDA OF MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **Executive Committee** of the Maricopa County Workforce Development Board and to the general public, that the **Executive Committee** of the Maricopa County Workforce Development Board will hold a meeting open to the public on **Wednesday, November 08, 2017 3:30 p.m. to 5:00 p.m.**

At the Human Services Department Security Building at
234 N Central Avenue 3rd Floor, Johnson Conference Room, Phoenix, AZ 85004
Conference Line: 602-506-9695, Passcode: 377148.

The Agenda for the meeting is as follows:

**Indicates materials attached, please review/read prior to meeting.*

1. Call to Order (1 minute) Chairman, Kelsie McClendon
2. Roll Call (2 minutes) Board Liaison, Nancy Avina
3. Discussion, Review and Possible Action (15 minutes) Group
 - a. ***Approval of Minutes – September 20, 2017**
 - b. MCWDB FY 2019 Budget
 - c. Full Board End of Year meetings, Board Meeting Schedule and Programs discussion
 - d. Management Analyst Position
4. Executive Committee Membership (10 minutes) Chairman, Kelsie McClendon
 - a. Welcome Shawn Hutchinson, Youth Committee Chair
 - b. Appointment of MaryEllen Sheppard to EC
 - c. Executive Committee Vacancy
5. Executive Committee Strategic Planning (20 minutes) Chairman, Kelsie McClendon
 - a. Executive Committee Meeting Schedule going forward
 - b. Planning and Workgroup Discussion
 - c. Full Board, Executive Committee and Workgroup Structure
 - d. Executive Committee Role and Charter Discussion
 - e. Full Board and Workgroup Standard Charter
 - f. Executive Committee, Board Member and Staff Development
6. Addressing Business Services as Board Focus (10 minutes) Board Member, Jim Godfrey
7. OSO Purchase Order (5 minutes) Executive Director, Patricia Wallace
8. WDB Quarterly Reports to BOS (5 minutes) Executive Director, Patricia Wallace

PUBLIC PARTICIPATION AND ACCESS: "The public must be allowed to attend and listen to deliberations and proceedings taking place in all public meetings, A.R.S. § 38-431.01(A); however, Open Meeting Law does not establish a right for the public to participate in the discussion or in the ultimate decision of the public body." Note: Agenda items may be taken out of order

"Equal Opportunity Employer/Program." "Auxiliary aids and services are available upon request to individuals with disabilities." A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available within 72 hours' notice. Additional reasonable accommodations will be made available to the extent possible within the time frame of the request. Arizona@Work: Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA); serving Employers by aiding job seekers, adults, dislocated workers and youth.

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| 9. Workgroup Updates (10 minutes) | Group |
| 10. Next Steps/Moving Forward (5 minutes) | Chairman, Kelsie McClendon |
| 11. Call to the Public (2 minutes) | Chairman, Kelsie McClendon |
| 12. Adjourn (1 minute) | Chairman, Kelsie McClendon |
| a. Next Meeting: <i>To be determined</i> | |

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