



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

**Thursday, February 1, 2018 at 12:00 p.m.**

**Maricopa County Human Services Department  
Via Phone-Conference**

Conference Line: 602-506-9695, Passcode: 377148

**Members Present:** MaryEllen Sheppard, Kelsie McClendon (Ph), Shawn Hutchinson (Ph), Marie Sullivan, Robin Schaeffer (Ph)

**Members Absent:** Jim Godfrey

**Staff Present:** Nancy Avina, Patricia Wallace, Isabel Creasman

**Call to Order**

Chairman Kelsie McClendon called Executive Committee (EC) meeting to order at 9:03 a.m.

**Roll Call**

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

**Discussion, Review and Possible Action**

***\*Approval of Minutes – January 17, 2018***

Chairman, Kelsie McClendon asked for a motion to approve previous meeting minutes. Marie Sullivan made motion. Shawn Hutchinson seconded motion. All in favor. Motion carried.

**Budget**

Executive Director, Patricia Wallace provided a brief overview on the WDB budget status. Draft budget currently reflects 3800 dollars more than the previous year; need is to discuss and resolve, based on flat budget BOS direction. Changes need to be submitted by end of business day.

Executive Committee members reviewed and discussed email attachments including the budget package submitted to the fiscal agent and BOS Liaison. Highlights provided by the Executive Director on adjustments; variances discussed. Executive Committee reviewed where to possibly adjust budget to make it a flat budget. Discussion held on mandates, negotiating budget and process for negotiation.

Executive Committee discussed enhancing budget by appropriate percentage of increase if allocation of additional funding goes through. Executive Committee discussed reducing planning category. BOS Liaison, MaryEllen Sheppard informed of some of the County's complexities and cost factors hitting grant funds. Discussion held on indirect cost rates and carryover of funds. Look into scheduling a future informational/overview meeting with the fiscal agent. Discussion held on cost savings and staff time split.

Learnings and additional comments around budget discussed. Recommendation was made to convene a finance committee/workgroup and determine BOS position/philosophy as well as exploring possible private

funding options. Another suggestion provided was for the Executive Committee to act as the finance committee. Will explore further.

Marie Sullivan made motion to approve a flat line budget and take out 3846.08 from planning line item and have Patricia Wallace submit revised budget. Shawn Hutchinson seconded motion with discussion on impact of reduction on FY19. May have no impact. All in favor. Motion carried.

Question raised on HSD service delivery and compliance/alignment to BOS priorities. Learnings and process improvements additionally discussed. Next year budget will be due 12/1/2018.

Requests for information made:

- *FY18 line item budget with actual expenses with variances requested. Ask for a deadline from the fiscal agent on an ETA, discussion was to use next board meeting as a possible deadline.*
- *How is the Cost of Business in Maricopa County calculated? Is it formula/percentage based?*
- *How do costs of business impact the WDB? Is there any way of anticipating impact?*
- *Is there an overall indirect County cost rate? If so, what is it?*
- *How does HSD articulate its priorities and priority alignment to BOS?*

**Next Steps/Moving Forward**

- Next board meeting (2/21/18) or the following meeting (3/21/18) have fiscal agent provide presentation.
- Research best structure for board on budget/finance.

**Call to the Public**

No comments.

**Adjourn**

Motion made to adjourn meeting at 1:10 p.m., Marie Sullivan made motion. Shawn Hutchinson seconded motion. Motion carried.

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