



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

Friday, February 16, 2018 – 1:30 p.m.
Arizona Nurses Association - 1850 E Southern Ave, Suite 1 Tempe, AZ 85282
Phone Conference: 602-506-9695, Passcode: 377148

Members Present: Jim Godfrey, Kelsie McClendon, Shawn Hutchinson (Ph), Marie Sullivan, Robin Schaeffer
Members Absent: MaryEllen Sheppard
Staff Present: Nancy Avina, Patricia Wallace, Isabel Creasman

Call to Order

Chairman, Kelsie McClendon called Executive Committee (EC) meeting to order at 1:41 p.m.

Roll Call

Nancy Avina, Board Liaison took roll. Quorum was present (5).

Discussion, Review and Possible Action

***Approval of Minutes – February 1, 2018**

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

Policy Review/Revisions Process Discussion

Executive Director, Patricia Wallace informed of Operations request to revise/update a few policies including, a supportive services policy to allow food handlers cards to be provided to non-enrolled individuals. The need is, to discuss a process for review/revise policies needing MCWDB approval. Extensive discussion and clarification held; policy vs. procedure, policies under board purview and caps of funding also touched upon.

The EC requested to see policies needing revisions, obtaining a list of policies under MCWDB oversight. Discussion on possible process held. Suggestion was made on conducting an annual review of all policies under MCWDB purview and obtaining an evaluation from operations. EC requested review of shared governance agreement and possibly revising if necessary to include policy review.

Consensus of EC is to guide out of EC, review policy and establish a process going forward including yearly review and table further discussion until a policy can be reviewed. Additional actions include, Operations to present what is available, list of policies under the MCWDB purview and their scope. Timeline to be determined at a later time. EC member Robin Schaeffer offered to draft procedure. Additional request made for Operations to provide policy and justification as to why and impact on generic practice, programmatic and financial impact.

Requests for information/Data Policy (Procedure/Guideline)

Executive Director, Patricia Wallace provided an update on process previously asked for regarding requests for information. Process has been crafted by staff and is being finalized. Procedure/log will be emailed by staff. Discussion held. Action during full board is to acknowledge and explain of the recommended process and provide a few examples.

***Full Board Agenda Review**

The Executive Committee reviewed and discussed items on the upcoming full board agenda. Questions raised on budget amendments agenda item; Executive Director, Patricia Wallace to follow up on requested information during last EC meeting; fiscal agent to present a training in the March full board meeting. Suggested revisions noted by board liaison, Nancy Avina including, addition and relocation of agenda items.

Chairman, Kelsie McClendon discussed:

- Adding request for volunteers to attend Workforce Arizona Council and committee meetings as liaisons,
- NAWB and scheduling pre-meeting for those attending,
- Identifying Board of Supervisor districts for each board member to be aware and create a liaison role to attend district community meetings.
- Additional updates from EC to Full Board discussed.

Executive Director Report/Updates

Executive Director, Patricia Wallace provided a brief status update of the following:

- WDB Quarterly Report to BOS – still in progress and working on.
- WDB Action Plan – Updates provided on action plan items; discussion held on board, committee and workgroup structure. Bylaws review process touched upon in relation to action plan. Discussion on how to route questions to the MC Attorney for document review. Additional review and discussion of the WDB action plan items.

Workgroup/Committee Updates

Youth Committee Chair, Shawn Hutchinson provided a brief update on revisiting the youth performance survey, youth committee will approve revisions at next youth committee meeting. Brief discussion held.

Chair, Shawn Hutchinson also shared idea of adding a youth to the full board. Executive Committee discussion was to begin by adding a youth to the youth committee and possibly creating a taskforce of frontline clients. Additional discussion held.

Next Steps/Moving Forward

Discussion on next steps including inviting Pima County to present to the full board.

Call to the Public

No public present.

Adjourn

Motion made to adjourn meeting at 3:24 p.m.

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