



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

**Thursday, March 8, 2018 – 9:00 a.m.**  
**Maricopa County Human Services Department**  
**234 N Central Avenue 3<sup>rd</sup> Floor Phoenix, AZ 85004 Johnson Conference Room**  
**Phone Conference: 602-506-9695, Passcode: 377148**

**Members Present:** Jim Godfrey, Kelsie McClendon, Shawn Hutchinson (Ph), Robin Schaeffer (Ph)  
**Members Absent:** N/A  
**Staff Present:** Nancy Avina, Patricia Wallace

**Call to Order**

Chairman, Kelsie McClendon called Executive Committee (EC) meeting to order at 9:04 a.m.

**Roll Call**

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

**Discussion, Review and Possible Action**

**\*Approval of Minutes – February 16, 2018**

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

**Full Board Agenda Review**

Chairman, Kelsie McClendon reviewed and briefly discussed items on the draft Full Board agenda. Items additionally discussed by EC and staff:

- **Policy review process** – Seventy (70) policies are currently being reviewed by staff to determine which ones fall under the WDB purview. Process also needs to be developed for maintaining and updating those policies; and aligning after Strategic Planning process. Examples were provided of policies under board purview. Suggestion was made to inquire with other board during NAWB to see the kinds of policies they have and compare.
- **Bylaws notice** – Bylaws workgroup to finalize its' revisions of the bylaws. 30 days' + notice needs to be provided to the Board of Supervisors (BOS) that bylaws change recommendations are forthcoming. Chairman requested Executive Director (ED) provide notice after the Full Board meeting.
- **OSO Contract Renewal** – Procedure for renewal/review discussed. Any changes within budget and scope modifications need to be made if necessary. Office of Procurement Services needs renewal by next month to ensure July 1<sup>st</sup> renewal. *Request made for staff to put together timeline and review process recommendation, including scope and budget recommended revisions.*
  - Service provider feedback on Snagajob and other technology discussed.
    - Additional discussion and research is needed as no consensus was reached on technology by all stakeholders and concerns were raised.
  - Discussion held on oversight of OSO work and where to house OSO report outs/evaluations – Workgroup? EC? Currently ED is managing. *Request made for staff to make recommendation, prepare a report based on meeting with OSO and scope/budget changes; and determine*

*structure. Task OSO to also recommend scope changes/adjustments and line item budget changes for year two (2), based on what they know and ask prompting questions for integration of technology. Structure and recommendations to be discussed and decided at next EC meeting. Additional request was made for staff to develop initial set of questions for OSO evaluations. EC members, Shawn Hutchinson and Robin Schaeffer volunteered to assist.*

- Inquiry made on status of request for information process. ED, Patricia Wallace informed staff is working on process to present recommendations to EC and Full Board.
- **MCWDB Quarterly Report** – Report was briefly touched upon and discussed; and will be made available to Full Board. *Request was made to invite Board to provide feedback on next quarterly report.*
- Other full board updates briefly discussed including, regional meeting with City of Phoenix, coordination of compliance items deadlines, performance measures (preliminary details shared); and operations metrics dashboard.
- **Membership/Onboarding report** – Brief clarification discussion held. Staff will be scheduling a nominations committee meeting to review roles and processes.
- **Youth Committee report** – Youth performance survey update will be provided. Discussion on direction of final survey.
- **Workgroups/Committee current and new proposed structure** – Based on his vision, Chairman Kelsie McClendon provided an overview of a new workgroup/committee structure.
  - Review and discussion held on current workgroups and proposed workgroups/committees, including their envisioned roles (handout provided).
  - Chairman, would like to introduce new structure to Full board during next meeting and ask members to send interests to staff and/or assign members.
  - Staff provided additional input on to keeping in mind load of work based on active workgroups/committees. Staff asked members to consider support of public recordings for minute taking purposes and staff time savings. Discussion held on possible options including other technology available to process minutes and/or limiting workgroups. *Request was made for staff to benchmark technology options available.*
  - Additional discussion was held on assignments of compliance items; agreements will go to EC and EC will make assignments to workgroups. EC briefly discussed officer positions and selection process; *staff will follow up on process.*

**For Policy Review Process, Bylaws Notice, OSO Contract Renewal, Executive Director Report/Updates, Workgroup & Committee Discussion agenda items - refer to full board agenda review above**

### **Next Steps/Moving Forward**

Discussion on next steps including: NAWB pre-meeting and inviting Pima County to present to the Full Board.

### **Call to the Public**

No public present.

### **Adjourn**

Chairman, Kelsie McClendon asked for a motion to adjourn meeting at 10:30 a.m. Jim Godfrey made motion, Shawn Hutchinson seconded. Meeting adjourned at 10:30 a.m.

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