



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

**Wednesday, September 20, 2017 at 8:30 a.m.**

**Maricopa County Human Services Department**  
234 N Central Avenue 3rd Floor, Phoenix, AZ 85004  
Conference Line: 602-506-9695, Passcode: 377148

**Members Present:** Marie Sullivan, Robin Schaeffer, Jim Godfrey, Kelsie McClendon

**Members Absent:** n/a

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

**Call to Order**

Marie Sullivan, Acting Chair and 1<sup>st</sup> Vice-Chair, called Executive Committee (EC) meeting to order at 8:43 a.m.

**Roll Call**

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

**Discussion, Review and Possible Action**

**\*Approval of Minutes – August 16, 2017**

Acting Chair, Marie Sullivan asked for a motion to approve previous meeting minutes. Jim Godfrey made motion. Robin Schaeffer seconded motion. All in favor. Motion carried.

**Executive Committee Meeting Schedule**

Item discussion postponed until new Executive Committee members are established.

**New MCWDB Agenda Timeline**

Review of the MCWDB agenda timeline. Suggestion provided to send all supporting documents by Friday prior to meeting. Chair, Marie Sullivan asked for a motion and acknowledgement of the new MCWDB agenda timeline, Robin Schaeffer made motion, Jim Godfrey made second motion. Approval/Consensus acknowledged.

**Infrastructure Funding Agreement**

Review of Infrastructure Funding Agreement (IFA). Executive Director, Patricia Wallace provided background information on IFA; an added funding component to MOU. Consensus to move forward given by Executive Committee.

**MCWDB Re-Certification**

Executive Director, Patricia Wallace provided background information on conditional approval of MCWDB Recertification. 3 issues previously raised include: Patricia Wallace as voting member on board in previous role, allowing proxies, and board certification checklist. Need to acknowledge resolution of issues. This year conditional approval, next fall new recertification process and from then on, every 2 year process. Executive Committee agreed and provided consensus/approval to move this task to a workgroup.

### **MCWDB 2017 – 2018 Action Plan**

Executive Director, Patricia Wallace discussed updates to Action Plan and items added per the request of the BOS Liaison to align with BOS meeting schedule. Discussion on items on action plan and RFP thresholds for strategic planning. Patricia Wallace to begin scope of work for strategic planning. Executive Committee provided consensus/approval of action plan, subject to change based on workgroup activity and state and WIOA guidelines/shifts. Review of current workgroups.

### **Agenda Template**

Review of agenda template. Suggestions provided, including bolding action items requiring motion. Review of item description language and additional suggestions provided on formal motions vs consensus. Additional review of timeframes on agenda.

### **Membership/Onboarding Committee Report**

Lead, Jim Godfrey gave brief update on membership and chair elections. Committee would like to move forward with Kelsie McClendon, as Chairman of the MCWDB and Marie Sullivan, as First Vice-Chair of the MCWDB. New deadline will be given for Second Vice-Chair. Robin Schaeffer asked for a motion to approve the slate provided by the nomination/onboarding committee to move slate forward to the Full Board, including reopening the Second Vice-Chair. Additional discussion held on current process for officer elections. All in consensus.

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

No additional items.

### **Call to the Public**

No Public present to call upon.

### **Adjourn**

Marie Sullivan adjourned meeting at 9:25 a.m.