

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

**Wednesday, February 21, 2018 - 9:30 a.m. – 11:30 a.m.**

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

**Members Present:** Blair Liddicoat, Carlton Brooks, Drew Thorpe, Gregg Ghelfi, Kelsie McClendon, Jim Godfrey, Jon Ellerston (Ph), Marie Sullivan, Marla Lazere, MaryEllen Sheppard, Neal Dauphin, Sally Downey, Shawn Hutchinson, Thomas Jenkins

**Members Absent:** Angie Ferguson, Dennis Troggio, Nick DePorter, Reid Graser, Robin Schaeffer, Ron Hardin

**Call to Order**

Chairman, Kelsie McClendon called Full Board meeting to order at 9:36 a.m.

**Roll Call**

Nancy Avina, Board Liaison took roll call. Quorum was present (14).

**Discussion, Review and Possible Action**

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

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

**\*Budget Amendments**

Executive Director, Patricia Wallace provided a brief update on the MCWDB budget.

- Budget was adjusted to a flat budget to follow BOS direction and guidance.

Brief discussion held on budget. Questions raised regarding budget:

- What is the indirect rate change process? Costs are tied to grants to what is allowable. A presentation will be provided in March to address these questions and processes.
- What is the overarching indirect rate for the county? County does not have one overarching indirect rate, they are grant specific based on what the grantor allows.
- When does the budget go into effect? Fiscally beginning in July 1<sup>st</sup>.

Request was made to have a representative from the Maricopa County Budget Office present at the next board meeting, in addition to administrative entity finance staff to answer any overarching questions.

Chairman, Kelsie McClendon asked for a motion to approve the MCWDB Budget. Neal Dauphin made a motion to approve. Sally Downey seconded motion. All in favor. Motion Carried.

**One Stop Operator Presentation**

Project Manager, Chris Menapace & Administrative Outreach, Summer Houston provided a brief introduction on SnagPad and its creator/owner, JP. JP, remotely presented an overview on SnagPad learning and job search management system via a PowerPoint presentation.

Questions raised regarding presentation

- How are jobs generated? Clients generate them, as well as job developers and system is also tied to indeed, jobbing, etc.

- Statistical data on interviewing i.e. why an individual was not chosen? Not captured within system itself yet. Done qualitatively between client and staff at agency.
- Is this a phone application or on computer? Both, it is web based and an app.
- What is the cost? Cost written into the RFP, Maximus would pick up costs.
- Question on stats, high and lows. Number shown are a snap shot and change month to month.
- How many employers are representative of the data? Employers may be duplicate, data can be pulled via customized reports. Request to see employers and sectors represented.
- What are the findings on clients falling through, how to ensure clients update the system? Strategies are provided to improve likelihood. Job coaches get a daily client update email, system suggests contact with client. Internal messaging system allows for contact.
- Are other local areas using this source in Arizona? Maximus in City of Phoenix, DES – TANF and SNAP.
- Brief questions on flexibility and customizing system. System allows for flexibility.
- What are the next steps? The OSO informed next steps include presenting to board and looking at a few other County processes. Rollout questions and discussed.

Additional details on benefits of system shared by OSO as a step toward integration. Brief comments/highlights shared on findings on preliminary report from the OSO.

### **Board of Supervisors Update**

Board Liaison/Assistant County Manager, MaryEllen Sheppard provided the following BOS updates:

- New board appointee approved by the Board of Supervisors for Higher Education. Dr. Randy Kimmens was selected from the Maricopa County Community College District.
- Board of supervisors made a decision to realign the Workforce Board. Non-mandatory category presented various challenges, decision of board was to eliminate non-mandatory category and remain focused on appointments within mandatory areas. Non-mandatory category board member positions eliminated.

Comments added by Chairman, Kelsie McClendon thanking non-mandatory category board members for their service to the MCWDB and encouraged workgroup continued participation as well as, acknowledged new board member appointee Randy Kimmens.

Board members expressed concerns and disagreement regarding Board of Supervisor decision to eliminate board member, Marie Sullivan. Brief discussion on matter held.

### **Executive Director Report**

MCWDB Executive Director, Patricia Wallace provided the brief updates on following:

- Performance negotiations
- Execution of the IFA
- One Stop Center Certification – conditional approval received by the State.
- Strategic Planning
- One Stop Operator progress

### **WDD Operational Report**

WDD Assistant Director, Tom Colombo gave an Operational Report via PowerPoint.

- WDD Operations multiple project updates provided including 2-gen. project

- WDD YTD performance data shared. Discussion and questions held, including on types of reports and data staff is able to pull.
- BOS Strategic Initiatives shared as they relates to workforce
- WIOA performance updates given, difference between program year and fiscal year.
- Budget updates given. Clarification questions held throughout.
  - Request made to split personnel costs by direct and indirect.

### **Executive Committee Report**

Chairman, Kelsie McClendon provided a brief report on Executive Committee work:

#### **WAC Liaison Volunteers**

Chairman, met with WAC Manager, Ashley Wilhelm and want to make sure board members are appraised of what is going on at state level. Looking for volunteers to be informal liaisons between WAC and Board. Descriptions to be sent to board members on different WAC task forces.

#### **Board of Supervisor Districts**

Chairman, wants to ensure all board members know what districts they work and live in. Make sure there is a liaison to each of BOS and attend their district meetings.

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

Committee Chairman, Jim Godfrey provided a brief report on MCWDB membership vacancies and recruitment.

Eliminations of non-mandatory categories, reduces vacancies and leaves only replacing current two resignations. Request is for board members to refer/recruit for business vacancies in IT, Advanced Manufacturing and/or Hospitality and retail. Renewal of expiring terms also touched upon.

Committee, Chairman thanked Marie for her service on board.

### **Youth Committee Report**

Committee Chairman, Shawn Hutchinson provided brief update on youth performance survey. Youth Performance survey relooked by Management Analyst, reorganization of the youth performance survey. Finalize at the next youth committee meeting.

Opportunities for youth, P-3 grant update provided. Update on youth meeting at ResCare, youth committee will continue to tour partner/vendor locations.

### **Workgroup Updates**

No updates given.

### **Upcoming Workforce Related events**

#### **NAWB**

Brief update on members attending NAWB to have clear objectives; will meet prior to attending conference.

### **Next Steps**

Next steps include strategic planning, NAWB conference and continued review of the bylaws.

**Call to the Public**

No comment.

**Adjournment**

Chairman, Kelsie McClendon adjourned meeting at 11:38 a.m.

*\*For additional information, contact Nancy Avina, Board Liaison at: [avinan@mail.maricopa.gov](mailto:avinan@mail.maricopa.gov).*