

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

**Wednesday, March 21, 2018 - 9:30 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:** Angie Ferguson, Blair Liddicoat (Ph), Drew Thorpe, Gregg Ghelfi, Jim Godfrey, Jon Ellerston, Kelsie McClendon, Marla Lazere, Neal Dauphin, Nick DePorter (Ph), Randy Kimmens, Robin Schaeffer, Sally Downey (Ph), Thomas Jenkins

**Members Absent:** Carlton Brooks, Dennis Troggio, Reid Graser, Ron Hardin, Shawn Hutchinson

**Call to Order**

Chairman, Kelsie McClendon called the Maricopa County Workforce Development Board meeting to order at 9:37 a.m.

**Roll Call**

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

**Discussion, Review and Possible Action**

**\*Approval of Minutes – February, 21 2018**

Chairman, Kelsie McClendon asked for a motion to approve the previous meeting minutes. Sally Downey made motion to approve previous meeting minutes. Jon Ellerston seconded motion. All in favor. Motion carried.

**Policy Review Process**

Chairman, Kelsie McClendon provided a high level overview on policies mandated for the board to formulate and develop. Staff is currently reviewing all policies to determine which ones fall under the board's purview. The board will then, in conjunction with the strategic planning process, determine which policies need revisions.

**Bylaws Notice**

Execute Director, Patricia Wallace provided a brief bylaws workgroup update. The action item is to notice the board and Board of Supervisors of proposed amendments.

Workgroup Lead, Robin Schaeffer added additional comments: A redline version will be sent to the board for review, as the first step is for the WDB to review and approve prior to sending them to the BOS. Redline version will be in a three column format to include original bylaws, redline version and reasoning/justification.

Chairman, Kelsie McClendon expressed his gratitude for the work done by the workgroup and informed bylaws is the last foundational compliance piece and will now be moving into a performance phase to optimize the system.

**OSO Contract Renewal**

Chairman, Kelsie McClendon informed on the upcoming OSO Year 2 contract renewal and provided an overview of the OSO mandate and year 1 (assessment phase) progress. OSO has been asked to provide a year 2 plan based on year 1 findings to the executive committee.

**Board of Supervisors Update**

No update.

**Executive Director Report**

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

**MCWDB Quarterly Report to BOS**

First quarterly report due to BOS will include two quarters. Once finalized, the report will be shared with the full board; moving forward reports will be provided to the board before submitting to BOS.

## **Requests for Information Process**

Staff have created a universal email address for board member requests; the email address will be sent to board members. Staff and the Chairman have been working on finalizing the process to ensure follow up. All board staff have access to mailbox, requests will be tracked, assigned and will be reported out during the next board meeting. An FAQ will be created for all board members. Examples of previous requests shared. Brief discussion held on process.

## **Other Updates**

Other updates provided include:

- Strategic Planning update – Strategic Planning vendor selection meeting to occur in the afternoon. Action plan and timeline will be put together once vendor is selected. Goal is to get strategic planning completed by end of May.
- NAWB Conference – 6 members will be attending next week. A pre-meeting has been held to discuss a plan/

## **Executive Committee Report**

Chairman, Kelsie McClendon provided brief updates on the following:

### **Regional Planning Meeting**

Regional Planning meeting with City of Phoenix was held last week; agreement was to conduct another meeting. Points of discussion included:

- Coordination.
- Revisiting a previous regional plan.
- Common number for Business Services.
- Various scenarios on organization to assist employers.

## **Other Updates**

Chairman, Kelsie McClendon appointed board member, Drew Thorpe as 2<sup>nd</sup> Vice-Chair.

## **Membership/Onboarding Committee Report**

Committee Chairman, Jim Godfrey informed committee will be meeting on Monday and shared information on current vacancies. 2 current business openings – interest is in hospitality, transportation, advanced manufacturing, retail and IT.

New board members Randy Kimmens and Gregg Ghelfi were welcomed to the full board, and asked to share a few introductory comments. Introductions around the room held.

## **Youth Committee Report**

In Committee Chairman, Shawn Hutchinson's absence, Management Analyst, Isabel Creasman informed youth performance survey was deployed and will be open for 3 weeks.

## **Workgroups**

### **Current Workgroup Updates & Workgroup/Committee new proposed structure**

Chairman, Kelsie McClendon provided a brief update on the bylaws and strategic planning workgroup.

- Bylaws redline version will be sent to board members for review and notice to board of supervisors will be provided.
- Strategic Planning workgroup will be selecting a strategic planning partner to begin strategic planning as a full board.

Chairman, informed on his vision to move towards performance and optimize performance for all stakeholders; and reviewed new proposed workgroup structure. New proposed workgroups discussed include: Advocacy, Governance, Performance and Transportation.

Board Liaison, Nancy Avina will be sending the WAC taskforce descriptions, BOS districts and workgroup structures via email requesting board member volunteers for each. Send any interests to Board Liaison.

### **Fiscal Agent Budget Presentation**

HSD Deputy Director, Jacqueline Edward held a Q/A session based on questions previously asked by board members including cost of business calculation, impacts on WDB and anticipation. Brief discussion held. Follow up questions, send to WDB staff for further follow up. Fiscal agent staff disseminated board and operations budget handouts.

### **2-Gen Update**

HSD Deputy Director, Jacqueline Edwards provide a brief overview and update on 2-gen (known as family centered employment for NAWB conference). Goal of program was to enroll 50 families within 3 years; Maricopa County currently has 48 families enrolled. Success stories shared.

### **\*Pima Career Pathways Presentation**

Project Manager, Dorothee Harmon, Workforce Development Specialist, Curtis Stokelin and Program Coordinator, Michael Gates provided a Power Point presentation on Pima County's career pathways. Send any questions to WDB staff for follow-up.

### **WDD Operational/Performance Updates**

Brief updates were provided by WDD Assistant Director, Tom Colombo on budget handout previously provided, working with WDB staff on policy updates.

### **Upcoming Workforce Related events**

#### **NAWB**

Board members will be attending and bringing back learnings.

#### **Next Steps**

Strategic Planning briefly touched upon.

### **Call to the Public**

Chairman, Kelsie McClendon invited OEO Economist, Rachael Tashbook to share a few words on a PowerPoint presentation on occupation projections in Maricopa County. Power Point presentation to be emailed to Full Board. Key highlights shared. Send any follow up questions to OEO Economist, Rachael Tashbook and include WDB Management Analyst, Isabel Creasman.

### **Adjournment**

Chairman, Kelsie McClendon adjourned meeting at 11:31 a.m.

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