

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

**Wednesday, April 18, 2018 - 9:30 a.m.**

EVIT

1601 W Main St, Mesa, AZ 85201

Conference Line: 602-506-9695, Passcode: 377148

**Members Present:** Blair Liddicoat, Carlton Brooks, Drew Thorpe, Gregg Ghelfi (Ph), Neal Dauphin, Randy Kimmens, Reid Graser, Robin Schaeffer, Sally Downey, Shawn Hutchinson, Thomas Jenkins  
**Members Absent:** Angie Ferguson, Jim Godfrey, Jon Ellerston, Kelsie McClendon, Marla Lazere, Nick DePorter

**Call to Order**

In the absence of Chairman, Kelsie McClendon, Vice Chair, Robin Schaeffer called the Maricopa County Workforce Development Board meeting to order at 9:36 a.m.

**Roll Call**

Nancy Avina, Board Liaison took roll call. Quorum was present (11).

**Discussion, Review and Possible Action**

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

Vice Chair, Robin Schaeffer asked for a motion to approve the previous meeting minutes as written. Sally Downey made motion to approve, Jon Ellerston seconded motion. All were in favor. Motion carried.

**Board of Supervisors Update**

Assistant County Manager and BOS Liaison, MaryEllen Sheppard provided a brief updates on the following:

- **Opportunities for youth P-3 grant performance partnership pilot** – Brief background information provided. HSD is participating in providing funding for apprenticeship programs for 96 participants.
- **Board Vacancies** – There are currently 2 business vacancies on the board. Ask to the board was, to help seek qualified candidates in the focus in-demand industries of hospitality, business services, retail and high-tech.  
BOS Liaison asked board members to reach out directly with any questions or items of interest to ensure best service and response.
- **BOS strategic planning** – Session is being held on May 7<sup>th</sup>; more information forthcoming.

Board members added comments on opportunities for youth and asked clarification questions on funding of apprenticeship program and if a formal apprenticeship program is being looked at?

Funding for the Opportunities for youth apprenticeship program is being funded through WIOA however, funding is not being given to ASU for this initiative. Further clarification provided by Operations Staff.

Introductions held around the room.

**Executive Director Report**

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

**MCWDB Quarterly Report to BOS**

Quarterly report was officially submitted to the board of supervisors; waiting to receive feedback. Next report is due in May; a similar format will be used. A condensed report format will be looked at, beginning the new (fiscal) year.

**Other Updates**

WDB Staff has been looking at data requests, and working on a plan for Strategic Planning; as well as, wrapping up previous workgroup activities. Reference made on ARIZONA@WORK website and board materials available.

Board members shared brief positives comments on the BOS quarterly report.

### **Executive Committee Report**

Robin Schaeffer, Vice Chair provided various executive committee updates including on the OSO renewal, strategic planning and BOS quarterly report as well as, on current workgroups.

### **Governance Committee Report**

A brief update was provided by Executive Director, Patricia Wallace on the application/nomination for board membership and its importance.

### **Youth Committee Report**

Chairman, Shawn Hutchinson informed of youth performance survey completion. 32 responses were received out of 113 and all respondents were very active within system. The youth committee is looking forward to assembling a focus group to discuss dependable data and sharing amongst participant providers as well as finding better ways of serving participants. The youth Committee met at job corps and shared comments on positive tour experience.

### **Workgroups Updates**

Vice-Chair, Robin Schaeffer provided an update on remaining workgroups and referred to the workgroup handout in the Agenda packet. Executive Director informed that staff will be reaching out to confirm interests; some assignments were made based on board member strengths and interests.

Vice-Chair provided a brief strategic planning and bylaws update and their completion.

### **OSO Report**

OSO gave a PowerPoint presentation on the OSO progress, results on WIOA core partner SWOT analysis, key findings (based on evaluations and interviews) and OSO recommendations. Handout were disseminated.

Discussion, questions and comments:

- Comment was provided on OSO interaction with apprenticeship programs.
- Question asked on what the 25% left for completion includes. OSO would like to complete OSO interview of partner staff and corroborate information already provided.
- Inquiry made on performance accountability measures. Sharing of data discussed.
- Question asked on when a final report can be expected. A final report can be expected in May/June.
- Inquiry made on performance dashboard on outcomes measures. Goal is to have a dashboard.

Extensive discussion was held on performance outcomes, clarification questions asked. OSO is looking at the programmatic, day-to-day. Focus is currently on data collection and observation and will be cross walked with the budget component. Accountability of outcomes discussed, eligible training provider list (ETPL) also touched upon.

City of Phoenix and Maricopa County interaction discussed. Cynthia Spell-Tweh provided comment on collaboration, per the request of the board. Opportunity lies on boards to come together. Board Executive staff in process of meeting and increasing communication and partnership. Elevate communication and visibility.

### **Strategic Planner Introduction**

Sheila Murphy, strategic planner disseminated a strategic plan handout and introduced Sheila Murphy and Associates Llc.; brief background provided. Pleased to bring clarify and governance potential for the board. 5 pieces to Strategic Plan reviewed, including one on one meetings with board members.

### **EVIT Overview**

Dr. Sally Downey provided an overview of EVIT and shared its history. EVIT serves adults in the evenings providing skill set training and certificates.

EVIT has 99% high school graduation rate and out of 5,000 students, 2/3 go to College. EVIT is a public school and funding comes from property taxes, reallocation comes from students in the program. Cost to attend is free for high school students; cost for adults is between college and private education. Questions and discussion held.

### **WDD Operational Updates**

#### **Performance/Business Services**

Terry Farrell provided a brief WDD Operations report on behalf of Tom Colombo, WDD Assistant Director. Report included Metrics, performance and current projects. Handout disseminated. Clarification questions and extensive discussion held on data shared. Management Analyst, Isabel Creasman provided comment at the request of the board. Communicate needs through Management Analyst, Isabel Creasman.

#### **Upcoming Workforce Related events**

Management Analyst, Isabel Creasman provided a brief overview on NAWB conference attended by board members. A report will be emailed to board members for review. Any questions forward to Isabel.

NAWDP conference is happening in the valley this year. Staff will send out a link and more information.

#### **Next Steps**

None discussed.

#### **Call to the Public**

No public comment.

#### **Adjournment**

Vice Chair, Robin Schaeffer 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).*