



**Maricopa County Workforce Development Board - Governance Committee Meeting Minutes  
Monday, June 04, 2018 – 2:30 p.m.**

**Phone Conference**

Conference Line: 602-506-9695, Passcode: 719959

**Members Present:** Jim Godfrey (Ph), MaryEllen Sheppard, Shawn Hutchinson (Ph), Carlton Brooks (Ph), Angie Ferguson (Ph), Bruce Walls (Ph)

**Members Absent:** Chevera Trillo

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

**Call to Order**

Governance Committee Chair, Jim Godfrey called meeting to order at 2:32 p.m.

**Roll Call**

Board Liaison, Nancy took roll call. Quorum of committee was present.

**Discussion, Review and Possible Action**

**\*Approval of Minutes – March 26, 2018**

Governance Committee Chair, asked for a motion to approve previous meeting minutes. MaryEllen Sheppard made motion, MaryEllen Sheppard seconded motion. All in favor. Motion carried.

**Review of membership**

**Current and Projected Vacancies**

The Governance committee reviewed the board membership document. Terms coming to end were discussed including intents to reapply and resignations. Executive Director, Patricia Wallace updated committee on current nominations received from core title partners. BOS Liaison, MaryEllen Sheppard requested input from the committee for below the line categories (core title partners) on preferences/priorities to determine which nominees are most ideally suited e.g. the previously expressed diversity priority. Committee offered comment, including looking into dual roles if possible, veteran advocacy and geographical representation.

The committee reviewed membership on the business services category. The BOS Liaison provided an update on candidates moving forward to the BOS for appointment. Discussion was held on the current (3 potentially 4) vacancies to fill and the focus, including small business and labor organization needs. Items for follow up include, determining if 1 or 2 small businesses are needed.

The committee reviewed the in-demand/growth sectors identified by the WDB (hospitality, business services, retail and high tech) as well as the plan identified (advanced manufacturing, aerospace defense, construction, trades and information technology). Discussion was held on prioritizing sectors that are not currently represented on the WDB and WIOA law requirements. Preferences in reviewing applicants were additionally discussed; Chairman, Jim Godfrey expressed his preference in individuals who are owners of small businesses and who belong to an association and have interest in apprenticeships. Additional comments added by committee members include individuals who hire and have/are open to training opportunities.

**BOS Liaison Updates**

**Recruitment/Application Status and Process**

BOS Liaison, MaryEllen Sheppard shared information on the recruitment process and encouraged committee members to reach out to their networks to get qualified applicants. The BOS Liaison expressed the importance of obtaining the committees priorities, as well as her interest in having at least one committee member participate in candidate interviews. Request was made for the WDB board liaison to send the most recent WDB application

and recruitment flyer to the committee and the full board. A general letter/list was also requested that includes the membership process, current focus, and particular sectors being sought. A framework document will be sent to the Chairman for input and feedback.

**Next Steps/Other Business**

Governance Committee Chairman, touched upon discussing the governance committee role, mission and who will become Chairman of the committee. Request was made to include topic on the next agenda. Brief discussion was held on the potential role including retention, education and networking.

WDB board liaison will be reaching out to set the next meeting and getting into a recurring meeting schedule.

**Call to the Public**

No public comment.

**Adjournment**

Meeting adjourned at 3:28 p.m.