

**Maricopa County Workforce Development Board - Nominations Committee Meeting Minutes**

**Wednesday, November 15, 2017 - 8:30 a.m. – 9:30 a.m.**

**Human Services Department**

234 N Central Avenue 3rd Floor, Roosevelt Conference Room

Phoenix, AZ 85004

Conference Line: 602-506-9695, Passcode: 804604

**Members Present:** Chevera Trillo (Ph), Jim Godfrey, MaryEllen Sheppard, Shawn Hutchinson, Patricia Wallace

**Members Absent:** N/a

**Staff Present:** Nancy Avina

**Call to Order**

Jim Godfrey, Nominations Committee Chair called meeting to order at 8:41 a.m.

**Roll Call**

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

**Discussion, Review and Possible Action**

**Approval of Minutes**

Nominations Committee Chair, Jim Godfrey asked for a motion to approve previous meeting minutes. Shawn Hutchinson made motion, Jim Godfrey seconded motion. All in favor. Motion carried.

**Review of Membership Roster Document**

Review of the 2 MCWDB membership roster scenarios and vacancies on the board. Executive Director, Patricia Wallace reached out to labor federation and state apprenticeship coordinator to make connection to help fill Labor seats. Discussion held on potential board outlook.

**Review of Membership Application and Nomination and process**

Review of Denver, Texas and Monterrey, CA workforce development board applications and compared to current Maricopa County workforce development board application; observation of including size of employees and scope. Discussion held on what the Maricopa County updated application should look like and items to include. Review and discussion of the current nomination form. Having a letter of recommendation is value added; discussion on making letter a requirement vs optional and having a letter of recommendation vs a nomination form.

Workgroup recommendation is to use Monterrey application as framework/guiding structure and modify to meet Maricopa County needs and modify letter of recommendation to state nomination form. Combine both the application and nomination form into one; make universal. Include sector, business size and ethnicity/race.

Review and discussion of current nomination and candidate review process; Chairman disseminated handout. Clerk of the Board to receive applications via Maricopa County website; BOS Liaison to be provided applications to provide to nominations committee for review, candidates then get placed in BOS agenda for approval. Add to the bottom of the applications that applications are submitted to the Clerk of the Board. Assistant County Manager/BOS Liaison, MaryEllen Sheppard will follow up on MCWDB having a separate application to be added to the Maricopa County website. Application to be open and continuous.

### **Review of Recruitment Flyer**

Review of current recruitment flyer and distribution. Recruitment flyer would be for specific vacancies/anticipated vacancies in specific areas and target sector/group to highlight vacancies and need for applications. Chairman, Jim Godfrey discussed the process he followed in previous recruitments. Discussion on crafting a letter of recruitment from the Chairman of the Board. Discussion on strategic recruitment of current vacancies including higher education vacancy. Assistant County Manager/BOS Liaison, MaryEllen Sheppard will confirm with administration previous process. Feedback provided on current flyer, look into putting a board member testimonial, value of being a board member. Consensus of workgroup is for Assistant County Manager/BOS Liaison, MaryEllen Sheppard to take flyer to communications office, ask for input to energize and capture attention. Discussion on deadlines; have forms ready by December 1, 2017. Nominations committee to have a phone in conference to review; wait on feedback from Communications Office.

### **Next Steps/Other Business**

Update Application and Nominations form.

### **Call to the Public**

Ashley Wilhelm, Workforce Arizona Council Manager encouraged workgroup to look at what the qualifications of a business is on membership. WAC policy has, have to meet 3 different steps; see if positions within associations meet criteria. Discussion amongst workgroup on associations meeting business criteria.

Shawn Hutchinson informed of two individuals for business representation including Hartford Insurance, if there is need in business category.

### **Adjournment**

Meeting adjourned at 10:00 a.m.