

Maricopa County Workforce Development Board – One Stop Certification Meeting Minutes

Monday, January 14, 2019 at 9:00 a.m.

Advanced Business Learning (ABL)

125 S. 52nd St. Tempe, AZ 85281

<https://bluejeans.com/546993469>

Phone: +1.888.240.2560 Conference ID: 546993469

Members Present: Tom Jenkins, Drew Thorpe

Members Absent: Sally Downey

Call to Order

One Stop Certification workgroup meeting was called to order by Workgroup Lead, Tom Jenkins at 9:01 a.m. Board Liaison, Nancy Avina took roll; a quorum of the workgroup was present.

Approval of Previous Meeting Minutes

Workgroup Lead, Tom Jenkins asked for a motion to approve the previous meeting minutes. Drew Thorpe made a motion. Tom Jenkins seconded the motion. All present were in favor; motion carried.

Review of Materials Requested from OSO and Operations

Workgroup Lead, Tom Jenkins informed on the purpose of the meeting, which is to determine the next steps to satisfy requirements of the One Stop Center Certification. Mr. Jenkins thanked the One Stop Operator, Operations staff and MCWDB staff for providing the information requested via reports, including TEG 16-16. Request for clarification was made between the reports provided and TEG 16-16. TEG points out being specific and detailed, as well as data and metric oriented; reports provided appear more general and narrative in description. The question is, if the information provided is enough to develop a response that is defensible? The committee discussed re-visiting the centers to try to obtain numbers, data points and metrics. Executive Director, Patricia Wallace provided guidance and informed the recommendation for certification should be defensible in front of the MCWDB and the Workforce Arizona Council; and the workgroup should feel comfortable to be able to make a recommendation. Discussion was held. The workgroup inquired on continuous improvement measuring from an OSO perspective; the OSO will be building in continuous improvement on its initiatives, as they are all new. The workgroup continued discussion.

Discussion and Possible approval of strategy and response to the One Stop Center Certification

The workgroup discussed the process for completing the One Stop Center Certification recommendation and re-visiting all locations; or if going to a cross section would suffice. The workgroup agreed to re-visit all comprehensive centers and at least one affiliate center. A visiting schedule was developed by the workgroup:

- West Valley Career Center – Friday, 1/18 at 8:00 a.m.
- East Valley Career Center – Wednesday, 1/23 at 11:00 a.m.
- Mesa Affiliate – Monday, 1/28 at 8:00 a.m.
- Wickenburg Affiliate – Wednesday, 1/30 at 8:00 a.m. (Workgroup member, Drew Thorpe, to call-in)

WDD Assistant Director, Tom Colombo noted contact for Mesa Affiliate would be Marla Lazere and WDB staff should reach out to coordinate a point of contact. MCWDB staff will also be verifying paperwork required and will email those forms/templates to workgroup members. Mr. Colombo requested templates be sent to him as well. MCWDB staff will be creating and posting a public notice for the visits (indicated above). Mr. Colombo will be sending MCWDB staff, points of contact for the West and East valley Career centers as well as, the Wickenburg affiliate location. The OSO will be aligning the OSO document provided to the TEG and will provide to the workgroup with an updated document by the end of the month.

Next Steps/Action Items

Noted above.

Call to the Public

Workgroup Lead, Tom Jenkins called for public comment. No public comment.

Adjournment

Meeting adjourned at 9:42 a.m.

**For additional information, contact Nancy Avina, Board Liaison at nancy.avina@maricopa.gov.*