

Maricopa County Workforce Development Board – One Stop Certification Meeting Minutes

Wednesday, October 18, 2017, 12:00 p.m. – 1:00 p.m.

Human Services Department

234 N Central Avenue Phoenix, AZ 85004

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

Members Present: Tom Jenkins, Drew Thorpe
Members Absent: Sally Downey
Staff Present: Nancy Avina, Patricia Wallace

- One Stop Certification workgroup meeting began at 12:06 p.m.
- Executive Director, Patricia Wallace provided background information on task at hand, and referred to workgroup action plan and documents provided by the State of Arizona, Workforce Arizona Council.
- Two-part assessment tool, first part due November 30, 2017 and part two due January 15, 2018.
- Visit One Stop Centers physically, do a walkthrough and complete assessment tool based on observations.
- Report out of findings to Full Board and Board of Supervisors and provide approval.
- Ensure meeting compliance, three main items on tool service delivery, customer service and overall compliance.
- Workgroup to determine if there are other individuals to add to assessment team including other board members and other experts beneficial to evaluation. Conflicts of interests.
- Workgroup members can schedule center visits or just show up to evaluate; there are 3 locations, 2 One Stop centers and 1 affiliate site in Scottsdale.
- Finalize team by next week.
- Staff can schedule center visits, based on board member availability, and coordinate with Tom Colombo.
- Review of Assessment tool part I.
 - Tom Colombo to be navigator throughout. Staff to ensure all key staff is available. Tom to accompany workgroup through center visits.
 - Document credit where centers are making progress.
- Workgroup Members scheduled visit dates:
 - Wednesday, November 1, 2017 East Valley 8:00 a.m. to Noon
 - Wednesday, November 8, 2017 West Valley 8:00 a.m. to Noon
 - Tuesday, October 31, 2017 Scottsdale 1:30 p.m. to 4:00 p.m.
 - Staff will reach out to the centers to inform of visits, and will send calendar invitations.
 - Workgroup would like to invite interested board members to participate in East and West center visits for educational purposes to really see what the centers do.
 - Staff will ensure open meeting law compliance and appropriate public postings.
- Discussion on Part II, continuation of workgroup. Brief review of Assessment Part II.
 - Workgroup members scheduled Assessment Part II dates:
 - Monday, December 4, 2017 East Valley from 8:00 a.m. to Noon
 - Wednesday, December 6, 2017 West Valley from 8:00 a.m. to Noon
 - Friday, December 1, 2017 Scottsdale from 8:00v a.m. to Noon
 - Invite all board members interested in participating.

- Staff will send all calendar invitation and update action plan to reflect updates and revisions.
- Workgroup members asked WDB staff to attend, if available.
- Discussion on partners in centers and funding for each title in WIOA.

Call to the Public

No public comment.

Adjournment

Meeting adjourned at 12:52 p.m.