

**MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD STRATEGIC PLANING WORKGROUP
MEETING MINUTES**

Wednesday, March 7, 2018 – 1:00 p.m. – 3:00 p.m.

Office of the Medical Examiner - Maricopa County Forensic Science Center

701 W. Jefferson Street Phoenix, AZ 85007

Members Present: Robin Schaeffer, MaryEllen Sheppard, Tom Jenkins, Drew Thorpe, Jim Godfrey (Ph), Shawn Hutchinson (Ph), Kelsie McClendon (Ph), Reid Graser (Ph)

Members Absent: Marie Sullivan

Call to Order/Welcome

Workgroup Lead, Robin Schaeffer called meeting to order at 1:08 p.m.

Roll Call

Nancy Avina, Board Liaison took roll. Majority of workgroup was present.

Review and Possible Action

***Approval of Minutes – February 15, 2018**

Workgroup lead, Robin Schaeffer asked for a motion to approve previous meeting minutes. Jim Godfrey made motion. Tom Jenkins seconded motion. All were in favor. Motion carried.

Discussion on process and procedure

Workgroup lead, Robin Schaeffer briefly commented on narrowing down to two (strategic planners) and, inquired on work done by staff since last meeting and the process that took place.

Patricia Wallace, Executive Director provided comment, explained the process and the different key players to get everything together. Time shifts and compliance with open meeting law were touched upon based on discrepancies. Clarification was obtained and recommendation was to proceed with the meeting and review questions for vendors; and solidify them upon workgroup feedback.

Concerns were raised on in-person unavailability of vendors and short time frames; discussion around the room was held. Workgroup consensus is to cancel phone interviews and reschedule meeting to hold in person interviews including, pushing out deadline.

Workgroup extensively discussed a process to follow. Clarification and discussion on expectation of vendors, what workgroup wants to see from them and when to reschedule meeting. Workgroup expects a presentation and Q/A time. Q/A questions to be turned into a few scenarios. Additional discussion held to reach consensus. Workgroup consensus is to inform vendors meeting will be between 40-45 minutes, including a 10 minute sales pitch to include why they are the proper choice; and then review scenarios. Meeting to be scheduled on Wednesday, March 21, 2018 at 11:30 a.m. following the Full Board meeting; first vendor to be scheduled at 11:45 a.m., second vendor 12:45 p.m. Additional discussion on a fallback date.

Workgroup proceeded to discuss scenarios more in depth including scenarios on conflict resolution, managing different points of views, managing group, tasks, and timelines, lessons learned. Additional discussion held; workgroup consensus was to provide 3 scenarios, conflict resolution, private sector and two polarized views and timeline/deadline scenario. Turn in assigned scenarios by Friday to Patricia and on Monday provide any feedback by end of day.

Meeting was recapped by Executive Director. Hold to be send on a fallback date for Thursday, March 22, 2018 at 10:00 a.m.

Workgroup Next Steps

Workgroup next steps discussed.

Call to the Public

No public noted.

Adjournment

Meeting adjourned at 2:25 p.m.