



MARICOPA COUNTY

MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD STRATEGIC PLANING WORKGROUP MEETING MINUTES

Tuesday, November 28, 2017 - 1:00 p.m. - 3:00 p.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: Marie Sullivan, Kelsie McClendon, MaryEllen Sheppard (Ph), Tom Jenkins, Drew Thorpe, Shawn Hutchinson, Jim Godfrey, Reid Graser (Ph)

Members Absent: Robin Schaeffer

Staff Present: Nancy Avina

Call to Order/Welcome

Workgroup Lead, Marie Sullivan called meeting to order at 1:06 p.m.

Roll Call

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

Discussion, Review and Possible Action

Approval of Minutes – November 3, 2017

Workgroup lead asked for a motion to approve previous meeting minutes. Kelsie McClendon made motion. Drew Thorpe seconded motion. Jim Godfrey abstained per not being present at previous meeting. Motion carried.

Review of Action Plan

Workgroup lead gave brief summary of workgroup work thus far. Executive Director, Patricia Wallace reviewed revised action plan with workgroup.

- Timeline has been extended a month, per OPS recommendation and leads support.
- Workgroup discussion and clarification on action plan timeline; timeline goes through securing a vendor. Vendor to then create their timeline for plan completion by 4/30.
- Workgroup consensus on action plan timeline presented.

Discussion of Current and Potential Vendors

Workgroup lead asked for an update as follow up to previous meeting, on facilitator cost allowances and Board of Supervisors (BOS) plan and priorities.

- No update yet if BOS will engage in a strategic process.
- Budget accommodates \$22,000 - \$22,500
- Brief discussion on redundancy of resources (i.e. OSO work, staff work)

Executive Director provided information on vendors:

- OPS informed there are a limited vendors in this specific area. Only one current vendor: EMSI, a national vendor.
- Vendor, Thomas P. Miller not currently on vendor list but can invite; worked with City of Phoenix in Strategic Plan.
- OPS informed MCWDB can invite other vendors to join vendor list.

- Discussion on other possible vendors to invite. Workforce Specific Vendors include: Innovate to Educate, EMSI and vendor from Seattle, also possibly John Baker.
- May want to include alert “must be a registered county vendor” on quote solicitation as a line item.
- Vendor solicitation and invitation discussion.
- Per questions asked, Assistant County Manager/BOS Liaison, MaryEllen Sheppard informed of County in-house individual that has facilitated Strategic Planning in the past, as an option.

Strategic planning discussion

Workgroup lead provided brief background information on strategic planning scope of work and budget.

Executive Director, Patricia Wallace provided overview of BOS Strategic Plan FY 2015 -2018 and strategic priorities.

- Questions and discussion held on performance metrics, growth and economic development and alignment.
- Collaboration with BOS discussed.
 - Include in SOW, review of Maricopa County strategic plan during environmental scan.
 - Vendor to have understanding and reach out to important key players.

Scope of Work Outline

Review of MCWDB desired strategic planning outcomes; handout disseminated. Extensive discussion on key elements of the scope of work.

- Perform activity that concludes in the boards’ mission vision and values.
- Clarify purpose and target populations to ensure alignment/interest to mission.
- Investigation/response to ongoing practice of impact of public policy.
- Impact measures; generic statement of outcomes.
- Compliance with 13 elements.
- Help us define clearly what our strategic priorities will be and how, reviewing structure.
- How to evaluate results.
- Detail on what strategic planning workgroup is looking for from vendor.
- What is the role of the OSO? Data gathered thus far to be shared; partner with OSO. External and Internal environmental scan.
- Review of outline shared by Chairman, Kelsie McClendon. Additional discussion held.
- Key qualifications and budget discussed.
- Workgroup in consensus and aligned.

Workgroup Next Steps

Timeframes discussed. Staff to have SOWS by Friday, 12/08 and receive feedback from workgroup by Monday, 12/11.

Meet via phone conference Monday, December 11, 2017 3:00 p.m. – 4:00 p.m.

Call to the Public

Adjournment

Meeting adjourned at 2:54 p.m.