

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

Thursday, February 15, 2018 – 2:00 p.m. – 3:00 p.m.

Arizona Nurses Association

1850 E Southern Ave, Suite 1 Tempe, AZ 85282

Phone Conference: 602-506-9695, Passcode: 377148

Members Present: Marie Sullivan, Robin Schaeffer, MaryEllen Sheppard (Ph), Tom Jenkins, Drew Thorpe (Ph), Jim Godfrey

Members Absent: Shawn Hutchinson, Kelsie McClendon, Reid Graser

Call to Order/Welcome

Workgroup Lead, Marie Sullivan called meeting to order at 2:06 p.m.

Roll Call

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

Discussion, Review and Possible Action

***Approval of Minutes – December 11, 2017**

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

***Strategic Planner Bid Review and Selection**

Workgroup lead, Marie Sullivan provided brief information on bids and evaluation matrix emailed by board liaison, Nancy Avina. Brief discussion on how to proceed as a workgroup. Evaluation documents will be used as supporting documentation for bidder selection.

Consensus of workgroup is to discuss bids submitted, fill out evaluation forms individually and submit them to WDB staff. A subsequent phone meeting will be scheduled if there is no clear winner reflected.

Workgroup members reviewed and discussed each bid and evaluated strengths and weaknesses of each. Workforce development, strategic planning experience and location taken into consideration. Elimination of weakest bids discussed. Discussion was also held on further inquiry regarding experience in interacting with the business community.

Workgroup discussed next steps and process regarding additional inquiry including consideration of interviewing strongest bidders. Discussion was also held on timeline delays and constraints, staff to work with OPS to determine possibilities and timeline.

Workgroup Next Steps

Workgroup next steps include evaluating bids individually by Friday, February 16 at 10:00 a.m. and submitting them to Isabel Creasman, Management Analyst to tabulate scores. Top two scores will be subject to further inquiry. Once timeframes are determined a meeting will be convened to review inquiry evaluation and frame interview with top two bidders. Additional steps to follow based on: if a determination can be made or if additional questions arise.

Call to the Public

No public noted.

Adjournment

Meeting adjourned at 3:15 p.m.