

Maricopa County Workforce Development Board - Nominations Committee Meeting Minutes

Monday, March 26, 2018 – 10:00 a.m.

Forensic Science Building – JSPI & MCWDB Suite

701 W. Jefferson St, Suite 104 Phoenix, AZ 85007

Members Present: Jim Godfrey, MaryEllen Sheppard, Shawn Hutchinson (Ph)

Members Absent: Chevera Trillo

Staff Present: Nancy Avina

Call to Order

Jim Godfrey, Nominations Committee Chair called meeting to order at 9:59 a.m.

Roll Call

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

Discussion, Review and Possible Action

***Approval of Minutes**

Nominations Committee Chair, Jim Godfrey asked for a motion to approve previous meeting minutes. Shawn Hutchinson made motion, MaryEllen Sheppard seconded motion. All in favor. Motion carried.

Nominations Process Discussion

The nominations committee discussed various nomination process topics. Topics of discussion include:

- Edits to the application/nomination form – once the application is finalized, it will be added to the Clerk of the Board of Supervisors website. Deadline of April 6, for submitting any input discussed. *Staff to send application out and ask for revisions.*
- Specific sectors to look at for recruitment of members – Board members expressed strong focus in looking and receiving applications for all qualified candidates, in in-demand industries with employment opportunities in our local area, for our target populations. Further discussion on sectors fitting criteria previously discussed including Healthcare, IT, Transportation, Advanced Business services, Hospitality and Restaurant. *Staff to send OEO Economist, Rachael Tashbook presentation to workgroup.*
- *Action discussed* – Workgroup to re-identify major sectors and put together a list to reach out to associations and other contacts on vacancies. Add introduction paragraph to next agenda for review, as well as recruitment flyer.
- Onboarding process briefly touched upon.

Review of membership

Nominations Committee Chair, Jim Godfrey reviewed membership vacancies and membership terms, ending in June. Process for application of renewing terms discussed. *Request made for staff to look into process outlined in the bylaws and shared governance agreement.*

Board Member Shawn Hutchinson, inquired on application status of business candidate from the Hartford Insurance. Extensive discussion held on process. *Staff to send application to BOS Liaison/ACM for review.*

Request made to identify associations/groups representing sectors for doing outreach. Chairman Jim Godfrey will be sending staff list he currently has.

Discussion on reaching out to board members whose terms are expiring. *Staff to send an email to members whose terms are expiring on interest of renewing a term (staff to delay until application is finalized). Date set of May 1st to send an email. Staff to also check board of supervisors meeting dates to align to their agenda.*

Next Steps/Other Business

Discussion on expansion of nominations committee to governance and what is being asked; as well as, understanding role and expectations. Review of initial outlines roles, concerns discussed. Concerns also raised on evaluation of duties and responsibilities, including number of meetings and workgroups for balance. Request Chairman, Kelsie McClendon to attend next committee meeting to provide his vision.

Call to the Public

No public comment.

Adjournment

Meeting adjourned at 10:52 a.m.