



**PHOENIX BUSINESS AND WORKFORCE DEVELOPMENT BOARD
NATIONAL MODEL FOR MOBILITY STEERING COMMITTEE
Meeting Minutes**

**November 2, 2023
8:01 a.m.**

Members Present:

Meghan McGilvra
Steven Cramer
Kevin Parker

Emily Paulson
Anne Landers
Nancy Quinn

Public Attendees:

David Chavez
LaSetta Hogans (Exec. Director)
Hayden Maynard

Jovanna Parkhouse
Dustin Panoff
Michelle Gillis

Action items taken are noted in **bold** print.

1. Call to Order / Roll Call:

The National Model for Mobility Steering Committee (NNMSC) Chair, Meghan McGilvra, called the November 2, 2023, meeting to order at 8:01 a.m. Roll call was completed, and a quorum was met with six members present. Meghan welcomed all members to the committee.

2. Staff Member Introductions:

NNMSC Chair Meghan McGilvra invited ARIZONA@WORK City of Phoenix staff members present to introduce themselves to the committee members of the committee and share information about their role.

3. Committee Member Introductions:

NNMSC Chair Meghan McGilvra invited members of the committee present to introduce themselves to the committee members of the committee and share information about their role supporting the committee.

4. Review of Implementation Plan:

NNMSC Chair Meghan McGilvra invited the committee to review the implementation plan for the strategies they will be focusing on.

Meghan gave an overview of the actions listed on the Gantt chart and the timeline to the committee and due dates.

Meghan asked committee members how they wanted the structure and cadence of their meeting times and how to be most effective. NMMSC Vice-Chair Steven Cramer suggested groups working through tasks with NMMSC staff. Both Meghan and Steven would support those groups and their efforts and work in small increments and have a central location so that those groups can upload and save their working documents and Meghan and Steven can monitor and provide guidance

NMMSC Ad-Hoc Member Nancy Quinn also approved of utilizing groups to achieve the goals.

Meghan requested that the groups inform Phoenix Business and Workforce Development (PBWD) Board Liaison Hayden Maynard of staff who should be assigned to the individual groups so that we can ensure we get all information as requested to allow meetings to be as productive as possible.

Staff will send out an email to groups members to sign up for the workgroups with the option to set their own meeting date/times and at least plan to meet once a month and reconvene with the full NMMSC every other month.

5. Reporting Mechanism:

NMMSC Chair Meghan McGilvra reviewed with committee members an example of a reporting mechanism. Group members would outline more granular activities of each of the larger actions and then choose the successes or choose a different tool.

NMMSC Vice-Chair Steven said that the example is a great tool for groups to use that can easily document and for review by both Steven and Meghan and summarize in our general NMMSC meeting and indicate roadblocks for ease of view and color coding and updating by the groups. Meghan agreed with the suggestions.

6. Steering Committee Name:

Meghan asked committee members for feedback on the name of this steering committee and any opinions of change to the name.

7. Matters for Future Discussion:

NMMSC Member Kevin Parker asked for clarification on communication for the groups. PBWD Board Liaison Hayden Maynard informed members that all communication for meeting be sent to her or Michelle Gillis in accordance with Open Meeting Law.

8. Call to the Public/Open Discussion:

None.

9. Adjournment:

NMMSVC Vice-Chair Steven Cramer motioned to adjourn the meeting; NMMSVC Ad-Hoc Member Anne Landers seconded.

Meghan McGilvra, Kevin Parker, Emily Paulson, and Nancy Quinn approved the motion, and the meeting was adjourned at 8:35 a.m.