

**MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE**

**Thursday, May 09, 2019 – 9:00 a.m.**

OpenWorks - 4742 N 24th St Ste 450, Phoenix, AZ 85016

Phone: 602-506-9695 Participant Access Code: 719959

**Members Present:** Kelsie McClendon, Tom Jenkins, Drew Thorpe (Ph.)

**Members Absent:** Shawn Hutchinson

**Call to Order**

Chairman, Kelsie McClendon, called the Executive Committee (EC) meeting to order at 9:03 a.m.

**Roll Call**

Management Analyst, Isabel Creasman took roll. Quorum was present (3).

**Approval of Meeting Minutes from March 14, 2019**

Chairman McClendon, asked for a motion to approve the previous meeting minutes. Tom Jenkins made a motion to approve. Tom Jenkins seconded the motion. All were in favor; motion carried.

**Chairman Report and Activity**

Executive Director, Patricia Wallace provided a brief activity update on behalf of Chairman, McClendon. Ms. Wallace informed on joint review of Workforce Arizona Council policies to provide input/feedback. BOS Liaison, LeeAnn Bohn and Ms. Wallace are finalizing a response. Ms. Wallace provided additional background.

Chairman McClendon, requested various activity/status updates:

- **Shared Governance Agreement** - Ms. Wallace reminded of the Executive Committee ask, to postpone the updates to the agreement until the DOL audit feedback is received. BOS Liaison, LeeAnn Bohn is in agreement with holding.
- **Career Provider Agreement** - Ms. Wallace informed staff is conducting research as requested by the committee. Ms. Wallace advised taking into consideration DOL feedback and implications from WAC policies. Discussion was held on a reasonable timeline to provide draft; a July deadline was agreed upon. The draft agreement will be placed and presented to the performance excellence workgroup.
- **Meeting with City of Phoenix (COP)** – Ms. Wallace informed of discussion with LaSetta Hogans. Ms. Hogans is getting dates from her Executive Committee for a meeting sometime in May/June.
- **Other Meetings** – Follow up synergies discussion with Goodwill is on the calendar. Wait to have regionalism discussion with Pinal until after COP meeting.

**Budget Status: Discussion and review of options**

The Committee discussed budget initiatives around data (i.e. future works tool) or resources for grants. Chairman McClendon, inquired on grant resources/alternative funding discussions with Josh Copus; Mr. Tom Jenkins shared briefly on work conducted in identifying 12-14 grants available if the Board was designated/aligned with a 501C-3; no grants have been currently identified for our current structure. Need for a resource to identify more grant opportunities was discussed, including procurement requirements. An RFI may be helpful to identify who is in the space. Additional discussion was held on grant research and writing, including a potential pilot grant project by June. Discussion was held on how to expend remaining budget funds and options to recommend to the Full Board; options provided included, travel to out-of-state local areas for educational purposes, grant writing, and/or grant landscape analysis. Additional discussion held.

Chairman McClendon, asked for a vote, on broad initiative and go forth to the board with 2 ideas (1) Engage in a grant landscape analysis, (2) find a grant that is aligned with the strategy and partners with an entity or

grant writing resource. Tom Jenkins made a motion. Drew Thorpe asked, if the proposal included out of state visits. Chairman McClendon, shared concerns, discussion was held. Chairman McClendon, requested a second motion for the first initiative. The committee discussed the current available funds (\$12,000); Mr. Jenkins stated he would inquire on costs for a landscape analysis. Discussion led to a motion to focus on a landscape analysis to determine potential grants. Chairman McClendon, asked committee members to contact out-of-state local areas via phone prior to determining if travel is of value. Ms. Wallace provided additional background on the invitation to engage with San Bernardino. Additional discussion held on travel. Second motion as made by Drew Thorpe. All present were in favor, motion passed.

## **Compliance Oversight**

### **1. Approvals**

**OSO Monitoring** – Executive Director, Patricia Wallace informed on One Stop Operator (OSO) monitoring requirement. Fiscal Agent, Nicole Forbes presented two options for monitoring the OSO, a sub-recipient fiscal monitoring tool handout was disseminated. Tool monitors all fiscal related activities. Ms. Forbes would be going out and training WDB Grants Accountant, Kristen Ralston. Second option would require a 2-3 month process to contract out the services. The fiscal Agent ensured DOL a fiscal monitoring would be done by June 30<sup>th</sup>, second option would not give enough time. Additional clarification was provided on compliance requirement.

WDB staff recommendation is to have the Fiscal Agent conduct monitoring to comply with timelines. Chairman McClendon, asked for a motion. Tom Jenkins made the first motion. Drew Thorpe seconded the motion. All present were in favor, motion passed.

### **2. Old Business Discussion and Updates**

Executive Director, Patricia Wallace provided brief updates on outstanding items:

**Maricopa County Local Area Plan** – Local plan has been up for public comment; open comment period is coming to close soon. Plan was submitted to state for preliminary feedback; state informed having to address compliance of Conflict of Interest Council policy. Staff will be reviewing policy and discussing ensuring compliance.

**Shared Governance Agreement Status** – Discussed above.

**Career Services Provider Agreement Research and Status** – Discussed above.

**Board Re-certification Status** – Status is still pending, may be impacted by the Conflict of Interest policy.

**IFA and MOU Formal Amendment Status** – Edits pending, amendment to be done in the upcoming year.

**DOL Audit/Monitoring Status** – Briefly discussed above.

**Other Audit Updates and Reports** – Mention of internal auditor report dissemination to committee made. Overview of overpayment to the OSO provided, staff is working with the OSO to recoup overpayment. Fiscal Agent, Nicole Forbes informed on impact to budget; \$11,000 will need to be expended by June 30<sup>th</sup>. Brief discussion.

## **Membership, Recruitment and Engagement Oversight**

### **1. Approvals**

**Membership Updates to Workgroups** – Executive Director, Patricia Wallace provided a brief update on membership updates to workgroups. Management Analyst, Isabel Creasman shared specifics. The ask is for the committee to acknowledge and approve changes to membership.

Kelsie McClendon asked for a motion to approve. Tom Jenkins made a motion. Drew Thorpe seconded the motion. All present were in favor, motion passed.

**Board Attendance Updates** – Executive Director, Patricia Wallace informed on membership attendance. A couple of members have missed more than 4 meetings, this has been addressed with the members and they will be writing a justification. Additional details shared. Average participation for quorum is between 70-80%. A brief update was provided on board member Sally Downey.

**MCWDB Member Recruitment and Vacancies Update** – Executive Director, Patricia Wallace informed on additions to the Full Board and current vacancies in Labor and Business.

### **Strategic Planning Oversight Update and Discussion**

Executive Director, Patricia Wallace informed on meeting with Strategic Planner to make sure they are on track. Board Liaison, Nancy Avina is in the process of securing a venue for August culmination meeting. First invoice has been processed. Hand off to staff includes 4 technical assistance sessions with the Strategic Planner.

### **Initiatives Discussion**

**Republic Services Request for Partnership Update** – 2<sup>nd</sup> Vice-Chairman, Tom Jenkins shared information on meeting held with Republic Services, ARIZONA@WORK City of Phoenix and Maricopa County. All in agreement. No conversation has happened regarding funding. Discussion held on the partnership and initiative. Chairman McClendon inquired on data, discussion held on who would collect. Chairman McClendon requested WDB staff put together a data sharing agreement/MOU between all entities to collect data, including employment data from Republic Services. Discussion held led to continuing to work under the current structure, no formal agreement needed.

### **Next Steps/Action Items**

#### **Upcoming Events**

- Chairman McClendon, would like to present a tool (Execute to win) for goal cascading during the next Executive committee meeting.

#### **Call to the Public**

- WDD Assistant Director, Tom Colombo shared an update on TEGE next year allocations. The workforce directors got together and voted on recommendations based on options presented by DES. The worst case scenario will result in about a 2.5 million increase to Maricopa County's funding lines. The State Council will be approving on June 5<sup>th</sup>.
- WDD Assistant Director, Tom Colombo shared an update on the relocation of the West Valley Career Center. Location secured is on 44<sup>th</sup> Ave and Olive in Glendale, AZ. A six month extension will be done after June on the current location. Less square footage and lower cost will result in savings operationally. A presentation will be forthcoming to the board on decision. Target opening would be January 2020. Additional details shared.

### **Adjourn**

Chairman McClendon, adjourned the meeting at 10:33 a.m.