

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

Wednesday, February 05, 2020 – 9:00 a.m.

WDB Staff Office

701 W Jefferson St. Ste 104 Phoenix, AZ 85007

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871

Members Present: Drew Thorpe (Ph.), Tom Jenkins, Shawn Hutchinson, Elizabeth (E) Cole, Vanessa Andersen (Ph.)

Members Absent: N/A

Call to Order

Chairman, Drew Thorpe called the Executive Committee (EC) meeting to order at 9:00 a.m.

Welcome, Introductions and Chair's Remarks

Chairman Thorpe provided brief welcoming remarks.

Roll Call

WDB Liaison, Nancy Avina, took roll. Quorum was present (5).

Approval of January 15, 2020 Meeting Minutes*

Chairman, Thorpe asked for a motion to approve the previous meeting minutes. Tom Jenkins made a motion to approve the previous meeting minutes; Shawn Hutchinson seconded the motion. **Ayes:** Drew Thorpe (Ph.), Tom Jenkins, Shawn Hutchinson, Elizabeth (E) Cole, Vanessa Andersen (Ph.). **Nays:** none. Motion Carried.

Approval of the MCWDB Quarterly Report*

Chairman Thorpe asked for a motion to approve the MCWDB Quarterly Report. Tom Jenkins made a motion; Shawn Hutchinson seconded the motion. **Ayes:** Drew Thorpe (Ph.), Tom Jenkins, Shawn Hutchinson, Elizabeth (E) Cole, Vanessa Andersen (Ph.). **Nays:** none. Motion Carried.

Approval of the Renewal of the One Stop Operator for 2020-2021*

Brief discussion was held on the renewal of the One Stop Operator (OSO) for 2020-2021 and if there is adequate time for the (2021-2022) new RFP. The discussion included a suggestion of pulling best practice examples on OSO's for the next RFP. Chairman Thorpe noted this approval would be the last extension in the current contract and inquired on future timelines; a request was made for staff to put a timeline together.

Chairman Thorpe asked for a motion to approve the renewal of the OSO. Tom Jenkins made a motion; Shawn Hutchinson seconded the motion. **Ayes:** Drew Thorpe (Ph.), Tom Jenkins, Shawn Hutchinson, Elizabeth (E) Cole, Vanessa Andersen (Ph.). **Nays:** none. Motion Carried.

Chairman Report

Chairman Thorpe informed comments would be covered in the budget and career services solicitation agenda items.

Executive Director Report

Executive Director, Patricia Wallace informed the Executive Director report will be found in a written report to the Full Board in the consent agenda.

Career Services Solicitation Update and Discussion

A brief update was provided by Chairman Thorpe on the approval to solicit and procure career services. Work is currently being done on developing RFP language and evaluating options for the procurement process. Chairman Thorpe informed of the need to reschedule the meeting with County procurement. Other

options are currently being evaluated on numerous avenues available for procurement services; conscious effort is being made to ensure no conflict of interest. A better timeline should be available at the end of the month.

Budget Update Discussion

Chairman Thorpe provided an overview of the timeline and occurrences to date regarding the development of the WDB budget in connection to the Strategic Plan. Confirmation received on 2/4/2020 of Budget Office final review and WDB budget moving forward. Chairman Thorpe provided highlights regarding the discussion with the Board of Superiors Chiefs of staff on the budget and follow up resulting from that meeting. In addition, Chairman Thorpe briefly shared on his meeting with Board of Supervisor Gates; Chairman Thorpe was encouraged and will arrange to meet with the remaining Board of Supervisors. Tom Jenkins reminded that NAWB CEO, Ron Painter offered to meet with Arizona's Chief Elected Officials to educate, Chairman Thorpe shared Peter Callstrom from San Diego offered to do the same. Brief discussion held on benefit and best practices around the Country. A request was made, for the Fiscal Agent to provide a formal detailed financial report each month to the Executive Committee and as necessary to the Full board.

Mr. Jenkins inquired regarding comments made during the Chiefs of staff meeting regarding a Lawyer being present during MCWDB meetings, discussion was held on considering the attendance of a Lawyer during meetings. Ms. Cole commented on an observation during the Chiefs of staff meeting, regarding a perceived lack of understanding of the need for board staff full time positions; brief discussion held.

Title II Addendum Discussion

Executive Director, Ms. Wallace provided a historical timeline of the Title II addendum, as well as recent updates, including what other local areas have done with the addendum. Ms. Wallace informed given direction from legal to require all MOU signatures, it will be too late to process the current addendum. However, the funding will be offered again therefore, there is need to re-evaluate the process moving forward to allow Title II to fulfil their mandate. Ms. Cole expressed high disappointment and shared additional comments regarding timeline. Chairman Thorpe requested WDB staff set up a meeting with Legal to discuss issues. Ms. Cole additionally shared an RFGA is currently out for Adult Ed. funding which may change contracts and amounts. Strategic conversations are currently happening to ensure cohesiveness in the future for Title II addendums. Chairman Thorpe additionally requested a written summary and timeline.

Membership Update

Executive Director, Ms. Wallace informed of official notification from the BOS Liaison, indicating WDB staff removal from the WDB recruitment process to better align with other boards and commissions. A link to the application can be found on the Maricopa County website and applications will be sent directly to the Clerk of the Board for processing. Clarification was provided on committee applications; it was requested that committee applications be forwarded to WDB staff. Moving forward the email on committee recruitment flyers will change. Inquiry was made on current vacancies on the MCWDB, MCWDB Liaison informed there are 4 vacancies – 3 in Business, 1 in Labor.

One Stop Operator Update to the Executive Committee

Chairman Thorpe asked the One Stop Operator (OSO) of an update, OSO informed no other updates other than what was listed on the OSO written report. Chairman asked committee members if there were any questions of the OSO, none were noted.

Committee and Workgroup Updates

- Youth Committee Update – Youth Chair, Ms. Cole shared the update of sharing preliminary information on the procurement process for the youth RFP with the Youth Committee as well as, best practice research currently being conducted. An update on youth membership and vacancies was provided. Committee members will be incorporated into the committees/workgroups and a skills/expertise rubric will be developed to understand expertise around the table. Onboarding of new youth committee members is currently in process

- Technology Update – Vice Chair Tom Jenkins, shared a high-level update of his participation with Northwest Arizona, Stephanie Ray technology project. Ms. Ray will be approaching Maricopa County, Pinal and Pima to leverage funding. Ms. Cole provided additional details regarding the project and screenshots of the system. City of Phoenix is developing a platform with its OSO on Wiki, Maricopa County is working with its OSO on google based platform for referrals. Chairman Thorpe asked Mr. Jenkins to continue taking the lead, including with the request of funds.

MCWDB Attendance Review*

Chairman Thorpe asked WDB staff if there were any concerns with attendance. WDB Liaison, Nancy Avina informed there are no major concerns and informed of absence limits, currently 1 board member is close to reaching limit.

Action Items & Announcements

- Ms. Cole took a moment to thank the Chairman and Executive Committee members for all their efforts. Ms. Cole shared on RFGA for Title II, Governor proclamation (2/9-2/15) of Arizona Adult Literacy week, National CTE month, Insurance awareness and apprenticeship awareness in November. Ms. Cole further asked staff to look at putting together a calendar of events that the MCWDB can support.

Call to the Public

Chairman, Thorpe called for public comment. No public comment made.

Adjourn

Chairman, Thorpe, adjourned the meeting at 10:06 a.m.

**For More Information Please Contact, MCWDB Staff: mcwdb@maricopa.gov*