

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

Wednesday, April 8, 2020 – 1:00 p.m.

REMOTE SPECIAL MEETING

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

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

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

Members Absent: N/A

Call to Order

Chairman, Mark Lashinske called the Executive Committee (EC) meeting to order at 1:02 p.m.

Welcome, Introductions

Chairman Lashinske, provided welcoming comments.

Roll Call

WDB Liaison, Nancy Avina, took roll. Quorum was present (5). Chairman Lashinske, requested review/introductions of guests present.

Consent Agenda Approval

Chairman, Lashinske asked for a motion to approve the consent agenda. Tom Jenkins made a motion to approve the consent agenda; Vanessa Andersen seconded the motion. No discussion held. **Ayes:** Mark Lashinske (Ph.), Shawn Hutchinson (Ph.), Elizabeth (E) Cole (Ph.), Vanessa Andersen (Ph.). **Nays:** none. **Abstained/No response:** Tom Jenkins (Ph.). Motion Carried.

Chairman Remarks

Chairman Lashinske provided brief remarks on an email letter received by Executive Committee members from Chairman of the Board of Supervisors, Clint Hickman as well as, on the conference call meeting from Workforce Arizona County Performance Excellence Committee. Chairman Lashinske informed a presentation will be made to the Performance Excellence Committee on conflict of interest in first part of May. A question was raised regarding the email letter from Chairman Hickman, as not all Committee members received it – the email letter was forwarded to those members and Chairman Lashinske provided further detail on the content of the letter.

Discussion on moving forward – Timelines, RFP's, 501-c3, WDB Budget

Chairman Lashinske touched upon the various topics of 501-c3, timelines, rfp's and WDB Budget:

- **501-c3:** a 501-c3 draft diagram developed by Chairman Lashinske was discussed - staff will share document with the EC after the meeting. A committee will be put in place to oversee the 501-c3 conceptual idea. The purpose of a 501-c3, as well as next steps in the process. Chairman spoke regarding the envisioned first steps. Executive Committee members shared comments and engaged in discussion - a suggestion was brought forth regarding possibly partnering with another 501-c3, should creating one require a long process. Discussion was held on trend of workforce boards becoming 501-c3 and benefits.
- **Timelines and RFP's:** Chairman Lashinske provided comments on timelines. Executive Director, Patricia Wallace touched upon timelines/deadlines to keep in mind regarding the Shared Governance Agreement, the continuation of Services via RFP's – guidance is still pending from Office of Procurement on procurement, as well as the One Stop Operator contract. Additionally, Ms. Wallace touched upon workload given Isabel Creasman's vacancy and the capacity of current staff. Staff will be proposing valid timelines for staff of two. Concrete timelines will be presented within the next several meeting. Questions were raised on what is being done to fill Dr. Creasman's vacancy – Ms. Wallace informed staff of two will be taking on workload and will be looking at seeking consultants if

assistance is needed. A question was raised regarding CEO support in moving to a 501-c3 and if Executive Director, Ms. Wallace is attending meeting with Chiefs of staff regarding updates – Ms. Wallace informed she has not met/been invited to meetings with Chiefs of staff; Ms. Wallace will follow up.

- **WDB Budget:** The Committee discussed both the career service budget and WDB operating budget. A meeting with the CEO to discuss the WDB operating budget was suggested. Chairman Lashinske expressed his interest for the board in seeing a budget sheet with all items on it, including WDB operating budget and career service budget for FY19 and FY20 and where we are in FY21 – Ms. Wallace informed a meeting will need to be scheduled with the Fiscal Agent and the current Career Service provider to gather information. Need for clarity was expressed by committee members, brief discussion held – a vote on the FY21 budget will need to be made soon (in the next 45 days); Chairman Lashinske, directed staff to work with Operations to put a budget together that the board can review. In regard to the 1.8M being requested, the discussion will occur during the next Full Board meeting – a better presentation will need to be put together by Bruce Liggett/Tom Colombo regarding the needs of that money. Committee member expressed concerns regarding increase in request for services and if management of the provider is informing of the need, the board has a responsibility to allocate the funding given the urgency presented; discussion was held. Additional discussion held on, if an emergency full board meeting is needed, all agreed this will go forth on the next Full Board meeting. (4/22). A request was made for Executive Director, Ms. Wallace to coordinate with the Fiscal Agent as soon as possible, to address Committee questions/concerns and then schedule an emergency meeting if needed. Chairman, Lashinske expressed desire for WDB staff to get involved, resolve the issues immediately.

One Stop Operator Update to the Executive Committee

One Stop Operator representative, Gretchen Carraway informed on current OSO efforts including, on 13 dashboards developed and progress; and reiterated the OSO role. Ms. Carraway also informed the OSO is following CDC guidance in response to COVID-19 and has moved all partner meeting virtually. Ms. Carraway informed of collection of all title performance data and will be reporting that to the board in a concise and easy to follow format. Ms. Carraway also informed of new OSO staff, Ms. Breanne Wright.

A question was raised regarding ensuring referral and co-enrollment process gets off the ground during this critical time; OSO representatives provided guidance. Ms. Carraway requested the board consider giving a directive to partners to engage in the referral process pilot, given the unique circumstances and technology and virtual working. Additional comments were added by committee members regarding concerns of having different referral systems across local areas, specifically between Maricopa County and City of Phoenix, a request was made for it to be mitigated to come together and get on a same referral system process. Discussion was held on how to resolve the concerns expressed.

Action Items & Announcements

Chairman Lashinske asked for clarification on purpose of the Action Items and Announcements agenda items. Board Liaison, Nancy Avina informed on the intention. Chairman Lashinske requested staff create an action item spreadsheet to track action item progress and asked staff to go back several months to review outstanding action items. Action items resulting from the meeting were also reviewed.

An announcement was made by EC member, Ms. Cole regarding April community college awareness month. Additional comments were added in regards to COVID-19 response from a community college perspective.

Call to the Public

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

Adjourn

Chairman Lashinske, adjourned the meeting at 2:18 p.m.

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