

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

Wednesday, September 2, 2020 – 9:00 a.m.

REMOTE 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: Elizabeth E. Cole (Ph.), Matt McGuire (Ph.) Shawn Hutchinson (Ph.), Vanessa Andersen (Ph.)

Members Absent: Mark Wagner (Ph.)

1. Call to Order

Interim Chairman, Matt McGuire called the Executive Committee (EC) meeting to order at 9:00 a.m.

2. Roll Call and Welcome

a. Roll Call – WDB Liaison, Nancy Avina, took roll. Quorum was present.

b. Opening Comments – Interim Chairman McGuire provided opening remarks and explained the 2 purposes of the meeting: (1) conduct regular Executive Committee business and (2) begin the work of the workgroup. He further informed that Executive Director, Patricia Wallace was out on PTO and member Mark Wagner had a meeting conflict. Interim Chairman McGuire provided an brief overview of the agenda topics and open meeting law reminders.

c. Review Vision, Values and Goals – Interim Chairman McGuire reviewed the board’s vision, values and goals.

3. Approval of Previous Meeting Minutes - Wednesday, August 5, 2020*

Interim Chairman McGuire asked for a motion to approve the previous meeting minutes of the Executive Committee. Shawn Hutchinson made a motion. Elizabeth E. Cole seconded the motion. Board Liaison, Nancy Avina informed of a minor correction and took a roll call vote:

In favor: Elizabeth E. Cole, Matt McGuire, Shawn Hutchinson, Vanessa Andersen

Opposed: None;

Abstained: None.

Motion Carried.

4. One Stop Operator Monthly Report

One Stop Operator (OSO) representative Gretchen Carraway referenced the OSO monthly written report and provided a brief verbal overview on virtual technical assistance sessions with partners, sending invitations for proposed performance measures convenings, bi-weekly workgroups ongoing efforts and opportunities for social media outreach.

Committee members requested an update on the referral system; Ms. Carraway provided a brief update and informed on training and technical assistance being provided. Interim Chairman, McGuire asked the OSO if any support was needed to advance the work; Ms. Carraway informed on needing assistance in setting up a meeting with Title I to provide technical assistance to as many people as possible in one sitting as well as, with Title IV. Interim Chairman, McGuire asked WDB staff to assist and log the item as an action item for follow-up.

5. Debrief on Last Week's Full Board Meeting

a. What worked well/ b. What should be improved / c. Other suggestions - Interim Chairman, McGuire asked to debrief on last week's full board meeting on what worked well, what can be improved and any suggestions. Committee members provided feedback and the following suggestions: having important agenda items at the front of the agenda and providing meeting materials/documents with advance notice and maximum amount of time. Interim Chairman, McGuire shared his view of progress over perfection and his takeaways including, providing materials earlier and in one document and seeking full board input. Additional comments/suggestions included, ensuring revision controls on documents being revised as well as, receiving technical assistance from the State on WIOA Legislation to understand roles and responsibilities of each partner.

6. Update from Legal Counsel on Questions Raised at Last Week's Meeting

Legal Counsel, Andrea Cummings provided a legal opinion on her research on the Workforce Development Board role, as it pertains to Youth Services. Ms. Cummings informed on her research and the process in arriving to a legal opinion; Ms. Cummings referenced 20 CFR Section 681.400 (A) and (B). Ms. Cummings informed on her conclusion being that the Board of Supervisors has the initial option to decide whether to provide directly some or all of the youth workforce investment activities. Ms. Cummings informed of openness to review any other guidance. Brief discussion held on who the grant recipient is. Interim Chairman, McGuire asked for a similar update during the next full board as well as providing the representative documentation clarifying the items discussed. An additional request was made to request technical assistance regarding funding overseen by the board. Ms. Cummings indicated she would research and report back to the board as well as asked members to share any materials that she might not be aware of.

7. Establish Workgroup Meeting Schedule and Goals

a. Corrective action plan timeline* - Interim Chairman, McGuire provided brief comments on the kick off of the workgroup and touched upon meeting materials included in the agenda packet. He informed on his view of the workgroup being advisory to the executive committee and board; and meeting weekly. Board Liaison, Nancy Avina informed on poll regarding the best day and time for meetings being Monday afternoons 2:00 p.m. – 3:30 p.m.

Chairman McGuire briefly reviewed and provided an update on timelines, SGA and local plan. Assistant County Manager, Lee Ann Bohn also provided a brief update on the performance metrics negotiations. Questions were raised regarding why the Fiscal Agent was working on the MOU/IFA without board delegation and responsible party for submitting the document; brief clarifying discussion held.

b. Local plan timeline* - Interim Chairman, McGuire asked Ms. Bohn for an update. Ms. Bohn provided an update on the procurement and the potential need for a small group for reviewing and selecting a vendor. Brief discussion held on local plan timeline.

8. Shared Governance Agreement Deep Dive

a. Review 6/24/2020 SGA version* and DES feedback* from 7/30/2020; identify sections that need revision and assign to staff - Interim Chairman, McGuire referenced SGA meeting materials and asked Ms. Bohn to share highlights of crosswalk between the Board of Supervisors approved SGA and DES commentary. Ms. Bohn provided a page by page review of areas where additional clarification and/or additions/changes in language may be necessary.

Interim Chairman, McGuire touched upon who would be doing the red-line amendments necessary as well as, processes to meet the timeline of November 1st. Ms. Bohn shared she could red-line the current version and provide a revised version by early next week for member feedback to then submit to DES for a final review; and subsequently to the WDB and BOS for approval. Discussion and clarifying questions held on the various SGA's. Concerns were raised on what the role of the board is, as feeling is BOS is taking over all roles.

Ms. Bohn suggested members provide feedback and sections/areas of the November SGA that think are important for inclusion recommendation. Additional comments were added regarding the need for detail.

b. Goal: Have new version ready for review prior to next meeting

c. Align on next steps

9. Local Plan Deep Dive

Interim Chairman McGuire informed items to be covered under local plan deep dive were covered under item 7 and briefly summarized next steps. Clarification was requested regarding a motion made at a previous meeting regarding procuring a consultant and handing the procurement decision to the Maricopa County procurement office and not waiting for full board approval on the decision of a consultant; Interim Chairman McGuire provided comment. WDB staff also provided clarification and informed that was part of the discussion but not the motion. Interim Chairman McGuire indicated staff would look into motion further.

a. Identify group that will review local plan consultant proposals and select vendor

b. Identify local plan update lead from staff, set schedule for contract execution and preliminary meeting with vendor

Call to the Public

Interim Chairman, McGuire called for public comment. Workforce Development Division Assistant Director, Tom Colombo thanked the Committee for their work and shared that for the 3rd consecutive year from a fiscal operational perspective, all funds have been expended that have been authorized for the use of serving clients and no funding has been returned to the State, allowing the opportunity for receiving additional funds.

Adjourn Executive Committee Meeting

Chairman Lashinske adjourned the meeting at 10:24 a.m.

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