

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

**Wednesday, September 04, 2019 – 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 (Ph.), Shawn Hutchinson, Elizabeth E. Cole, Vanessa Andersen

Members Absent: N/A

Call to Order

Chairman, Drew Thorpe, called the Executive Committee (EC) meeting to order at 9:01 a.m. and provided brief leading remarks. Introductions were held around the room. Chairman, Drew Thorpe asked 2nd Vice Chairman, Shawn Hutchinson to lead the rest of the meeting.

Roll Call

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

Approval of Previous Meeting Minutes – August 15, 2019*

2nd Vice Chairman, Shawn Hutchinson, asked for a motion to approve of previous meeting minutes. A correction was brought forth on the previous youth committee Chairman length of time served. Drew Thorpe made a motion to approve the previous meeting minutes with the correction discussed; Vanessa Andersen seconded the motion. All were in favor; motion carried.

Approval of Agenda Item Request Schedule*

WDB Liaison, Nancy Avina, provided background information on the draft agenda item request document. The document provides a schedule with deadlines for stakeholders and the public, when submitting an agenda item request via google forms. Chairman, Drew Thorpe, added additional comments. Stakeholders clarified if occasional flexibility would be allowed for time sensitive documents, requiring submission to the state or federal government; Chairman Thorpe, expressed flexibility for those items granted open meeting law requirements are met.

2nd Vice Chairman, Shawn Hutchinson, asked for a motion to approve and move the agenda item request schedule document forward to the Full Board. Drew Thorpe made a motion, Vanessa Andersen seconded the motion. All were in favor; motion carried.

Chairman Report

Committee/Workgroup Updates

Chairman, Drew Thorpe provided an update on the Audit Committee, discussions have included looking at firewall and appropriate structures; the committee is regrouping on Friday and will be determining next steps. Chairman, Drew Thorpe opened the floor for other committee/workgroup updates. Tom Jenkins, lead of the OSO workgroup, briefly touched upon the workgroup's desire for an extension of the OSO. Elizabeth E. Cole, Chair of the Youth Committee, briefly shared on an upcoming meeting with Tom Colombo and his staff, to understand what they are doing on the youth operations side. Vanessa Andersen, lead of the quality workgroup, shared on upcoming quality workforce workgroup meetings.

Budget

Chairman, Drew Thorpe, briefly highlighted previous meeting discussion on incremental \$2.4 million, Tom Colombo will be presenting a budget proposal to the Full Board. Executive Director, Patricia Wallace, informed a draft proposal has been received and is being reviewed by WDB staff.

2nd Vice Chairman, Shawn Hutchinson, informed he will not be attending the next Full Board meeting due to business commitments.

Other Updates

No other updates provided.

Executive Director Report

Executive Director, Patricia Wallace, informed no significant updates to be reported on, most of the Executive Director report will entail regular monthly meetings updates with stakeholders/parties.

MCWDB Membership Review, Attendance Review and Possible Action on Candidates*

WDB Liaison, Nancy Avina, provided a brief FYTD attendance update, engagement and participation looking good. Overall percentage in attendance is at 86%

Executive Director, Patricia Wallace, provided an update on membership. The following individuals were submitted to the Board of Supervisors for approval/categorical correction SRP, Tina Drews as a new member for apprenticeship and David Drennon as a categorical correction from Business to community-based organization. An update on vacancies, recruitment efforts and potential candidates shared.

Fiscal Agent Transfer of Funds Proposal

Fiscal Agent, Nicole Forbes, verbally addressed the committee on the request to transfer PY18/FY19 Dislocated Worker funds to Adult funds. Details and brief history provided on transfer amounts; difference between PY and FY shared, PY starts in July and FY starts in October.

Various questions were raised, including why the request was happening so early in the Fiscal year and possibility of a potential recession. Committee members expressed feeling the request was somewhat premature, however no issues in transferring rather waiting until the end of the first quarter. Ms. Forbes provided clarification on spending trends to date and funding start. Ms. Forbes also noted that based historical data if a transfer does not occur, funds will be depleted by December. Based on clarification needed, Ms. Forbes indicated that additional information via a report would be provided to address questions. Additional clarification/context provided on allocations. The Committee decided to hold off on taking action, to possibly take action at Full Board.

OSO Update to the Executive Committee

OSO Representative, Gretchen Caraway provided verbal highlights on OSO progress and informed, an official and formal report would be given at the next Full Board meeting. Highlights provided included, accomplishments from last year and current activity:

- Partner collaboration workgroup – started in PY18 a total of 22 hours were spend in a year.
- Coordinated TABE testing for title I, II and TAA participants. Testing will be the same and will be administered by Rio Salado.
- Completed a fiscal and programmatic audit, both met compliance.
- Technology Platform creation.
- 83% participation rate on workgroups. Complete willingness in participation.
- OSO focused on a referral and co-enrollment process which was most important to Partners. TAA process recognized and already used by Title I and Title III, OSO is looking into incorporating remaining partners.
- Alignment to the Board of Strategic Planning.
- ETPL full analysis and working on ensuring providers are meeting performance levels and law requirements.

- Healthcare career pathway update, feedback has been received from Julie Stiak.

Ms. Carraway expressed her willingness to assist and support from a DES perspective given her previous employment at DES. A question was brought forth by the Chairman, on what the biggest challenge is in achieving the OSO's goals and how the Full Board can help eliminate barriers. The OSO expressed they are making great strides but still having some gaps in communication and pushback on doing things different but, are very close to working together and moving in the right direction. The hardship comes in terms to technology and the multiple systems used. Chairman, Thorpe expressed willingness to assist if needed.

Additional comments were added on alignment of City of Phoenix and Maricopa County processes. The City of Phoenix will begin participating in OSO efforts, in effort to adopt same processes. Committee members shared additional comments regarding regionalism of processes, as well as co-enrollment and the TABE. Discussion was held on City of Phoenix and Maricopa County OSO disparities; Maricopa County OSO sharing efforts made with City of Phoenix OSO. Other updates provided regarding regionalism and partnerships across the system. Kudos given to Title I-B for engagement and collaborating. Executive Director, Patricia Wallace did information on City of Phoenix finalizing their bid for strategic planning bringing opportunities for alignment.

Next Steps/Action Items

None Noted.

Call to the Public

2nd Vice Chairman, Hutchinson, called for public comment. No public comments made.

Adjourn

2nd Vice Chairman, Hutchinson, adjourned the meeting at 9:58 a.m.

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