

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

Tuesday, November 19, 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, Tom Jenkins, Shawn Hutchinson (Ph.), Elizabeth E. Cole, Vanessa Andersen (Ph.)

Members Absent: N/A

Call to Order

Welcome, Introductions and Chair's Remarks

Chairman, Drew Thorpe, called the Executive Committee (EC) meeting to order at 9:03 a.m. and welcomed attendees.

Roll Call

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

Approval of September 18, 2019 Special Meeting Minutes*

Chairman, Thorpe asked for a motion to approve of previous meeting minutes. Tom Jenkins made a motion to approve the previous meeting minutes; Elizabeth Cole seconded the motion.

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

Nays: none.

Motion Carried.

Approval of MCWDB Quarterly Report*

The Committee inquired on objective and intended recipients of the quarterly report. Board Liaison, Nancy Avina provided highlights on the report. The Committee inquired why data is not being received from all partners. The EC requested follow up from WDB staff, on what is necessary to get data from all partners. Additional discussion was held on how long it takes staff to put quarterly reports together, how to gauge usefulness and requirements under the shared governance agreement, current and future. Chairman expressed desire to change quarterly reports to more of a quarterly discussion/presentation format. Additional discussion held on desire to change and enhance communication pathways with the Board of Supervisors.

Chairman, Thorpe asked for a motion to approve the quarterly report. Tom Jenkins made a motion to approve the previous meeting minutes; Elizabeth Cole seconded the motion.

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

Nays: none.

Motion Carried.

Approval of Youth Committee Candidates Recommendation*

Youth Committee Chair, Elizabeth Cole shared information on youth committee membership and asked for final approval to add 2 new members to the youth committee. Ms. Cole provided details on recommended candidates. Ms. Cole also shared information on other potential youth committee candidates.

Chairman, Thorpe asked for a motion to approve appointments. Tom Jenkins made a motion to approve the previous meeting minutes; Elizabeth Cole seconded the motion.

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

Nays: none.

Motion Carried.

Executive Director Report

Executive Director, Ms. Wallace informed all WDB staff updates are relatively routine and will be included in the Executive Director written report to the Full Board.

Budget Discussion

Chairman Thorpe touched upon the 2019 budget approval of 13.7M to deliver services status quo and need to discuss the next year budget. The Fiscal Agent clarified the WDB budget is due December 1st. Chairman, Thorpe expressed need to look at the whole picture and building a new process; and suggested meeting with Fiscal Agent, Nicole Forbes to discuss various aspects of the budget including, establishing targets. An item for the WDB will be to review and discuss future possible initiatives with respect to the WDB budget.

Chairman Report

Chairman Thorpe expressed the need to discuss as a committee prioritizing, timing, and the how of delivery of many WDB items that need to be accomplished within the next few months; one being the budget – WDB and overall and moving forward a consultant for the 501-C3 business case. Discussion was held on the process for selecting a consultant. Other WDB items touched upon include:

- Staff Sourcing – Finding alternative sourcing for staff and developing a strategy of when, what and how. Potential options include a 501-C3 to provide a house for staff. A question still on the table is, if the WDB can move towards the 501-C3 direction or if a Full RFP is needed.
- Financial Audit – Work with DES to do a 3rd party annual financial audit in January/February timeframe. 3rd party audit will require a procurement. Committee members expressed their support.
- Business Activates – Bringing forward conversation regarding potential need for changing business activities approach. Chairman Thorpe expanded on other approaches around the Country, brief discussion held on thoughts of approach.
- Procurement of Youth, Adult and Dislocated Worker – DOL and State prefer competitive. An opportunity is available to not procure; however, a strong business case is required. Chairman Thorpe expressed finding the best solution for Maricopa County from a WDB perspective. Discussion was held on youth program and ACYR contract termination impact, as well as a possible regional approach with other local areas – discussion on regional approach added to WDB priorities. Regarding timing, discussion was held on when to procure adult and dislocated worker services.

Chairman Thorpe informed a schedule will need to be put together based on priorities and asked Executive Director Ms. Wallace to work on developing one based on workload. Committee member, Shawn Hutchinson asked the committee to remain mindful of things that are being done well such as, apprenticeships; and the importance of keeping the things that are being done well and not tinkering with them. Discussion was held on the opportunity of expanding apprenticeships based on their success.

Chairman Thorpe summarized there is a lot to work to do and need to structure what to tackle and when. Staff structure will also need to be looked at and will impact budget. A couple of new WDB positions are including, a Finance person and a performance measurement person. A discussion was held on budgetary deadlines, HSD's complete budget is due on January 22. Additional discussion was held on the budget overall. Chairman Thorpe and Executive Director, Ms. Wallace will work together to prioritize topics. Chairman Thorpe and Fiscal Agent Ms. Forbes to work on the Budget.

Committee and Workgroup Updates

- Youth Committee Chair, Elizabeth Cole provided various youth committee updates including details on the youth waivers received from DOL. Chairman Thorpe shared high level information on a youth outreach initiative of 10,000 youth for \$500,000. Ms. Cole additionally shared on meeting with Year up and their issues of becoming a youth provider; and shared concerns.
- One Stop Operator Lead, Tom Jenkins briefly informed the workgroup has developed a marching forward plan.

One Stop Operator Update to the Executive Committee

OSO representative, Gretchen Caraway, briefly provided an overview of the OSO update to the Executive Committee presentation. OSO representative, Summer Houston provided two dashboard demos on program partner information and services, customer referral service requests and forms; and Skillbridge participant referral dashboard. Ms. Caraway touched upon proposed efforts and timeliness for the ETPL from a short, mid and long-term perspective. In addition, updates were provided on OSO efforts for Q2 and Q3; a year to date PY 19-20 budget overview was also provided. Further, Ms. Caraway informed on meeting with OSO Lead, Tom Jenkins to discuss a new way of presenting progress to the WDB by showing snapshots of activity. Maximus has also signed a contract renewal letter for their extension.

Next Steps/Action Items

Upcoming Events

Call to the Public

Chairman, Thorpe called for public comment. Ms. Cole shared a few information pieces: (1) Georgetown ROI college/university calculator – topping the list is Gateway Community College; and (2) Title II Adult Ed was given set aside funds (\$500,000) from the governor for the top 8 performing Adult Ed providers (3 in Maricopa County – Rio Salado, Literacy Volunteers, Queen Creek Adult Ed.) to increase capacity and cut down waiting lists.

Adjourn

Chairman, Thorpe, adjourned the meeting at 10:44 a.m.

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