

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

**Wednesday, May 15, 2019 – 9:00 a.m. at**

The Hartford - 8888 E Raintree Dr. Scottsdale, Az. 85260

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

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

**Members Present:** Charisse Ward, David Drennon, Drew Thorpe, Elizabeth Cole, Julie Stiak, Mark Lashinske, Mark Wagner, Marla Lazere, Neal Dauphin, Shawn Hutchinson, Tom Jenkins, Vanessa Andersen

**Members Absent:** Angie Ferguson, Gregg Ghelfi, Kelsie McClendon, Reid Graser, Sally Downey

**Call to Order**

Vice Chairman, Drew Thorpe, called the Maricopa County Workforce Development Board (MCWDB) meeting to order at 9:10 a.m. and requested roll call. MCWDB Liaison, Nancy Avina took roll call, quorum was present.

Mr. Thorpe introduced new board members Julie Stiak and Elizabeth “E” Cole. Introductions were held around the room.

**Consent Agenda Approval**

Vice Chairman, Thorpe asked for a motion to approve items under the consent agenda. Mark Lashinske made a motion. Tom Jenkins seconded the motion. All were in favor; motion carried.

**Action: WDD DES Transfer of PY17 Program Funds**

Executive Director, Patricia Wallace informed on the Fiscal Agent request to transfer PY17 and FY18 program funds. Due to the timing the Executive Committee took action to ensure Department of Economic Security timelines were met and approved the request. The request of the Full Board is to ratify the action.

Vice Chairman, Thorpe, requested a motion to approve the transfer of funds. Neal Dauphin made a motion. Tom Jenkins seconded the motion. All were in favor; the motion carried.

**Action: OSO Audit and Finding Recommendations**

Executive Director, Patricia Wallace provided information on an OSO review conducted to ensure compliance. Unallowable costs regarding fees were discovered. WDB staff has been working with OPS to address the unallowable costs and repayment arrangements with the vendor; approximately \$12,000 will be returned to the Board’s budget. The request of the full board is to acknowledge the audit findings and accept the return of funds to the County. Brief discussion and clarification included the board request to see a copy of the audit and results of the action. WDB staff informed the report will be sent to the board and an acknowledgement added via consent at the next meeting.

Vice Chairman, Thorpe, requested a motion to approve the return of funds. Neal Dauphin made a motion. Mark Lashinske seconded the motion. All were in favor; the motion carried.

**Action: OSO Monitoring Process**

Executive Director, Patricia Wallace informed on the OSO Monitoring Process, the Executive Committee (EC) reviewed two options, (1) to use the Fiscal Agent or (2) use a third party vendor. The EC’s recommendation is to use the fiscal agent based on timelines and no additional time/costs is associated. Findings will be reported back to the MCWDB and BOS. Vice Chairman, Thorpe added additional comments on key factor of timing.

Vice Chairman, Thorpe requested a motion to approve. Tom Jenkins made a motion. Shawn Hutchinson seconded the motion. All were in favor; the motion carried.

**Action: Budget Status**

Executive Director, Patricia Wallace shared informed on budget remaining (roughly \$22,000). Board has to determine how to expend by June 30. Ms. Wallace shared EC discussion on possible options including, doing a

landscape analysts on potential alternative funding. Other options previously discussed included, best practice research and trends across Workforce Development and data collection, as well as technology and data analysis systems.

Vice Chairman, Thorpe added additional comments on EC discussion and strategic priorities around regionalism and sustainability. Trends being observed around the country to access private and public funding outside of WIOA were shared. Options discussed by the EC were reviewed in additional detail as well as, conversations with other workforce entities and workforce boards. Part of the best practice efforts discussions also included doing some travel and sending interested board members on day trips; areas of interest are San Bernardino and Denver. Initial cost analysis for each initiative is, 3 to 5,000 for a landscape analysis and 3,000 for travel per board member. Ms. Wallace commented, as part of the landscape analysis, looking at the needs of the local area, current resources in the local area; and understanding the bigger pictures and the problems trying to be solved. Additional discussion held on what the budget will allow. Ms. Wallace added an additional option, if budget remains, allocating it to staff day-to-day needs.

Vice-Chairman clarified the approval would be to allocate, (1) 4 to 6,000 on analysis, (2) remainder towards best practice visits to San Bernardino and/or Denver; and (3) any remainder on staff day-to-day needs. Brief clarifying discussion held. Kristen Ralston, Fiscal Agent added comments on slightly lesser budget. Board Member, Mr. Wagner commented if as part of the analysis we are looking at how other workforce boards track people through time; future works software discussed, a demo has been scheduled for July 1, board members are invited to attend. Management Analyst, Isabel Creasman encouraged board members to submit any research questions/interests/ideas to board staff to share with board members going to local area visits to collect the information. Board Member, Marla Lazere requested any information obtained to date, be shared with the board.

Vice-Chairman made a motion to approve to allocate 5 to 7,000 to a landscape analysis, approval to evaluate best practice visits to San Bernardino and Denver as affordable, and the balance to be spent on staff supplies/computers as deemed necessary. Clarification on motion; motion includes the Executive Committee recommendations including the amendments the board has made, per the discussion.

Mark Lashinske made a motion. Neal Dauphin seconded the motion. All were in favor; motion carried.

### **Strategic Planning Implementation**

Sheila Murphy presented on strategic planning implementation; the agenda for day was reviewed. Topics reviewed include: systems thinking, emergent strategies and deliberate strategies. Systems principles reviewed included, complementarity, holism, and communication. Additional systems principles reviewed: Circular causality, information redundancy and dynamic equilibrium. An interactive and collaborative styles of Board members survey was given and discussed amongst small group tables. Small groups reported out to the full board. Discussion during report out included, critical piece missing of mapping/developing a process to ensure board members “get it” and ensure people get what we are doing. Strength based organizational development principles and appreciative inquiry recognition was reviewed including, positioning appreciative inquiry for organizational strengthening and framing questions positively. An appreciative inquiry activity was conducted, board members reported out to the full board. Distinctive features of collaborations, general components of collaboration and levels of collaborations were reviewed; Level 4 Multiple Organizations - (1) simplification of Purpose, (2) System Redefinition and (3) Public Understanding touched upon. Open ended questions types reviewed. Brief goal workgroup facilitation. Strategic Components and System Principles summary and wrap up occurred.

### **Call to the Public**

None noted.

### **Adjournment**

Vice Chairman, Thorpe adjourned the meeting at 11:35 a.m.

*\*For additional information, contact MCWDB staff at: [MCWDB@maricopa.gov](mailto:MCWDB@maricopa.gov)*