

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

**Wednesday, August 2, 2019 – 9:00 a.m.**

Black Canyon Conference Center  
9440 N 25th Ave, Phoenix, AZ 85021

**Members Present:** Angie Ferguson, Charisse Ward, David Drennon (Ph). Drew Thorpe, Elizabeth “E” Cole, Gregg Ghelfi, Mark Lashinske, Mark Wagner, Marla Lazere, Neal Dauphin (Ph), Shawn Hutchinson (Ph), Tom Jenkins,

**Members Absent:** Julie Stiak, Tina Drews, Vanessa Andersen

**Call to Order**

**Welcome, Introductions and Chair’s Remarks** – Chairman, Drew Thorpe, called the Maricopa County Workforce Development Board (MCWDB) meeting to order at 9:32 a.m. and reminded the board members of open meeting law requirements. Staff will be scheduling open meeting law training for the board in the upcoming months.

**Roll Call** – MCWDB Liaison, Nancy Avina took roll. Quorum was present.

**Consent Agenda Approval**

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

**Chairman Report**

Chairman Thorpe shared several updates from the Executive Committee (EC) meeting: (1) The Fiscal Agent presented financials regarding funding allocations, movement of funds and a request of transfer of funds to the EC. (2) The One Stop Operator also presented on their progress and planned goals/deliverables. (3) CEO of NAWB, Ron Painter, will be visiting Tucson, AZ on November 8<sup>th</sup> for a state of the state and talk about workforce locally and nationally; if board members are interested in attending, let WDB staff know.

**Ratify the EC Approval of Fiscal Agent Transfer of Funds Recommendation\***

Chairman Thorpe provided a brief overview of the request of transferring of funds and invited Fiscal Agent, Nicole Forbes to provide additional information. Ms. Forbes reviewed transfer amounts and new allocations. EC has approved and are requesting ratification from the MCWDB.

Chairman Thorpe asked for a motion to approve the transfer of funds. David Drennon made a motion. Tom Jenkins seconded the motion. All were in favor; the motion carried.

**Discussion and Action on Service Provider Budget & Service Proposal**

Discussion was held on service provider budget and service proposal. The MCWDB reviewed and discussed questions raised during the September presentation. WDD Assistant Director, Tom Colombo addressed questions.

A discussion was held on staff productivity; report on efficiencies/inefficiencies; time report. Mr. Colombo will put a report together and send it to WDB staff. Ms. Cole inquired on the week-long efficiency session report and to share with the MCWDB. A suggestion was made on activity recording every 15 minutes. Discussion was also held on the 1.5 million request to move; Chairman Thorpe and Fiscal Agent will follow up with DES to clarify if the expense is allowable and if approval is needed. Confusion with the process was expressed. Mr. Colombo will be presenting a move strategy in November to the MCWDB. Chairman, Thorpe added additional comments from an Executive Committee perspective. Chairman Thorpe expressed the Executive Committee recommendation and rationale to approve the existing 13.738 budget at ratios and personnel level as approved last year and continue discussions about any incremental programs. 13.7 does not include the 1.5 for the move expense.

Chairman Thorpe asked for motion to approve the Executive Committee proposal to approve the 13.738 million based on the 2019 annual budget. Tom Jenkins made a motion. Gregg Ghelfi seconded the motion. All were in favor, the motion carried.

### **Committee & Workgroup Report Outs and Possible Action**

**Audit Workgroup** - Lead, Mark Lashinske provide an update on the work of the Audit workgroup. The workgroup looks forward to be able to present the SGA and bylaws to the Full Board in the next 30 days.

**Action:** Request to ratify the Executive Committee approval of the workgroup request to hire a consultant to develop a business case for an alternate board structure. Chairman Thorpe informed the Audit workgroup is looking to hire a consultant to build a business case for other potential structures. The consultant would look at potential structures specific for Maricopa County and would cost \$4500-\$5000, funds would come out of the strategic budget of the MCWDB.

Chairman Thorpe asked for a motion to approve. Tom Jenkins made a motion. Elizabeth Cole seconded the motion. All were in favor; the motion carried.

Chairman Thorpe further informed of the need to look at staffing opportunities and structure to ensure appropriate staff is in place to meet MCWDB WIOA responsibilities. A question was asked on the gap; Mr. Thorpe provided information.

**OSO Workgroup** - Lead, Tom Jenkins provided an update on the work of the OSO workgroup. An extension of contract is being requested for a 6-month period starting January 1. Brief questions on rational for going monthly, Mr. Jenkins provided insight.

**Action:** Approve the workgroup recommendation to extend the OSO contract for an additional 6 months.

Chairman Thorpe asked for a motion to approve. Mark Lashinske made a motion. Mark Wagner seconded the motion. All were in favor; the motion carried.

**Youth Committee** - Youth Chair, Elizabeth Cole shared an update on the youth committee. The youth committee will begin meeting monthly. The youth committee is also actively looking for additional committee members; the recruitment strategy was shared. Information was also provided on ACYR contract loss, brief discussion was held.

**Strategic Workgroups** - Chairman Thorpe informed he will be reinstating the technology workgroup as additional technology activity is happening in the State, and MCWDB should engage. Tom Jenkins provided an update on a workforce data system prototype being designed for Northeastern Arizona, effort is for the MCWDB partner; may require some resources. Mr. Jenkins shared how he would present the ask to the MCWDB to officially engage. Discussion held on service provider involvement as they are the end user and on implementation. Ms. Cole shared comments on involvement from a title II service provider perspective. Discussion on what a new system would entail.

An update was provided on the work of the Quality Workforce workgroup by Mark Wagner and Isabel Creasman. Topics reviewed included ETPL, a tiered funding approach, and target occupations. A presentation will be provided to the MCWDB in November.

### **Call to the Public**

A call for public comment was made. No public comments.

### **Adjourn Full Board Meeting**

Chairman Thorpe, adjourned the meeting at 10:54 a.m.

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