

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

Thursday, March 14, 2019 – 9:00 a.m.

OpenWorks

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Members Present: Kelsie McClendon, Shawn Hutchinson, Tom Jenkins

Members Absent: Drew Thorpe

Call to Order

Chairman Kelsie McClendon, called the Executive Committee (EC) meeting to order at 9:02 a.m.

Roll Call

Board Liaison, Nancy Avina took roll. Quorum was present (3).

Approval of Meeting Minutes from January 10, 2019

Chairman McClendon, asked for a motion to approve the previous meeting minutes. Shawn Hutchinson made a motion. Tom Jenkins seconded the motion. All present were in favor; motion carried.

Chairman Report and Activity

Chairman McClendon, informed on a meeting with Bruce Liggett and LeeAnn Bohn to discuss synergies and envisioned roadmap from a career services provider perspective and collaboration on the shared governance agreement (SGA). Importance and support of participation from Operational staff on board workgroups was also discussed during that meeting.

Chairman McClendon, briefly touched upon DOL audit interviews and are now pending results.

In addition, Chairman McClendon, informed on pursuing conversations with City of Phoenix (COP) on collaborating on Regionalism, including possible collaboration on a joint One Stop Operator.

A request has also been made with the Board of Supervisors (BOS) Liaison for a formal joint launch with stakeholders on the Board's strategy to show alignment. Brief discussion held.

Local Control Discussion

Chairman McClendon, expressed the need for clarity on flexibility as a Board at a federal level on local control.

Compliance Oversight: Discussion and Possible Actions

1. Approvals

Approval of the One Stop Center Certification Revisions – Lead, Tom Jenkins provided a brief summary update on one stop center certification revisions (OSCC) work. A review will be conducted by the state and will provide additional feedback.

Motion to approve OSCC revisions was made by Tom Jenkins. Shawn Hutchinson seconded the motion. All present were in favor; motion carried.

2. New Business

One Stop Operator Renewal –. Chairman McClendon, expressed interest in re-soliciting the OSO to ensure best value. A request was made for WDB staff to conduct research on a month to month extension, based on

timeline. WDB staff has reached out to the office of procurement to explore possibilities. Discussion was held on the OSO, including regionalism exploration with COP and feedback received from DES.

Chairman McClendon, discussed interest in exploration of a 2 tiered job system concept. Interest is for OSO to roll in a partner in a 2 tiered job system approach. Discussion was held on different strategies including job first model and other tools such as the 114th partnership videos to educate. Executive Director, Ms. Wallace shared 114th partnership discussions with the State of Texas and using the MCWDB as a model. Additional discussion was held on paid on-the-job experiences, apprenticeships, and work plus education. Tom Jenkins shared velocity to employment philosophy, with idea of fast track look into bypassing certain processes (i.e. 2-week orientation) and exploring possibilities (i.e. automation, online videos). AMS system application touched upon to improve processes. Concerns were shared on concept of sending people into trades (i.e. construction) without experience and/or training -- point is, to be cognizant on job first concept. Some occupations would not be ideal. Additional comments shared.

Career Services Provider Agreement – Chairman McClendon, touched upon career services provider agreement in high level. Currently, there are no plans to do anything different until 2020, when current agreement expires. Goal right now is to update the SGA between BOS and WDB and having a separate agreement with the Career Service Provider, HSD, that is updated and in alignment with Board strategies. WDB Staff to draft document parallel with SGA. A potential RFP will be a second step, after current agreement has expired and mandates have been looked at.

3. Old Business

Shared Governance Agreement Status Update – Executive Director, Patricia Wallace, provided a brief update; change in timeline was discussed, the next meeting is April 1st. Board Liaison, Nancy Avina will aggregate current edits from everyone and put one document together. Overall timeline is the same with a due date of June 30, 2019. Chairman, McClendon requested timeline on when the Executive Committee will get to see a final draft. Mr. Hutchinson asked for an update on the bylaws in relation with the SGA. Ms. Wallace provided guidance and anticipates they will be updated concurrently. Additional discussion and clarification was held on driving documents (SGA drives Bylaws).

Board Re-certification status Update – Executive Director, Ms. Wallace provided a brief update on WDB re-certification submission. Certification is still on hold at the State level; findings are still pending, if any.

IFA and MOU Formal Amendment Status Update – Brief comments provided by Chairman, McClendon. Executive Director Ms. Wallace, provided a brief update on pending revisions requested by partners. IFA and MOU was monitored by DOL, any feedback will be provided 45 days after April 3rd through a report to the State. DES will be responsible for sharing report with monitored local area; additional information will be forthcoming. Further, if DOL has input/feedback on MOU and IFA, feedback will have to be taken in to consideration. Additional comments were made by Ms. Wallace on co-location and contribution updates and confirmation; document will be edited and brought current within the next year.

Career Service Research Status Update – Executive Director, Ms. Wallace provided a brief update on research conducted and preliminary findings. Most common theme observed is Career Services bundled with OSO; WDB staff is researching further to observe trends. Other research showed multiple providers. Brief discussion held. Request was made to look into a 2-tiered system models as well.

Chairman, McClendon asked on any research observed on regional strategies; Ms. Wallace informed there is a lot of regionalism happening throughout and provided additional comment on observations. Additional interest was shared on leveraging community colleges.

DOL Audit/Monitoring – Already touched upon. No further discussion.

Other Audit update and reports – Executive Director Ms. Wallace, shared information on the HSD internal audit. Draft report has been provided and will be shared with committee members for review and feedback. A preliminary response was provided to Audit based on recommendations; Chairman, McClendon requested to review response.

Request was made to see audit report conducted of the smart justice system, if available.

114th Partnership Initiative – Already touched upon. No further discussion.

Road Maps Discussion

Chairman McClendon, briefly reviewed roadmaps on Strategic Planning and Compliance overall. Chairman McClendon, will be putting together an infographic on documents. Additional comments added including on document roadmap.

Strategic

Document Update Roadmap - Review of high level road map infographic provided by Strategic Planner. Ms. Wallace discussed defining roles within system; Strategic Planner will be articulating.

Learning and Strategic Implementation - Review of learning and strategic implementation document for board development.

Compliance - Executive Director Ms. Wallace, provided comments on compliance documents reflected on compliance roadmap document.

Board Member Membership, Recruitment and Engagement oversight: Update and discussion

Executive Director Patricia Wallace, provided an update on membership and recruitment. Currently the board has various vacancies. Status updates were provided on various members including resignations submitted. Board Liaison, Nancy Avina provided additional comments on recruitments underway. Discussion held on recruitment need.

Ms. Wallace shared need to discuss election process as officer terms will be ending, process to occur in April.

Additionally challenges on quorum were shared, given fluctuations in membership. Chairman McClendon, requested to share attendance statistics going forward.

Strategic Planning Oversight: Discussion

Quality Workforce – Executive Director, Ms. Wallace shared a brief update on the Quality Workforce workgroup. The Workgroup will meeting on Monday; a prep call will be happening this afternoon. The current task of the workgroup is to select the target in-demand occupations; activities to support task is being spearheaded by Isabel Creasman. Comment was shared to keep in mind availability of training providers and ability to make an impact.

Performance – Chairman Kelsie McClendon, shared a brief update on the Performance Workgroup. WIOA deficiency metrics are being looked at. Operational staff was asked to provide a presentation on 2nd and 4th quarter statistics. Workgroup is about data in and data out. Workgroup has challenged the OSO on measures of the referral process. The workgroup is also looking at experiences of job seeker, staff, and individuals in the system -- management and performance. The county ombudsman is looking at employer experience targeting 3 areas to see what is being done well and what the opportunities are. Workgroup wants to ensure oversight and action plans on WIOA metrics and how well we are doing overall. Plan is to drive data through the workgroup and then take to full board on performance.

Marketing - Board Liaison, Nancy Avina provided an update on the Marketing Workgroup. The workgroup has been working on completing their strategic planning worksheets. The workgroup has also been working on an elevator speech, conducting employer research on gaps and needs through surveys, operations is currently working on surveys as well and will be sharing surveys with the Marketing workgroup for input.

Regionalism and Sustainability – Executive Ms. Wallace, provided a brief update on regionalism and sustainability, focus of the workgroups has been on ensuring the right strategies are in place and recruiting the appropriate members for regional discussions. The workgroup is also working on setting up a meeting between both COP and MC Executive Committees to begin regional discussions. Discussion held on workgroup meeting discussions. A request was made to create roadmap of grants available.

IT Workgroup – Lead, Tom Jenkins shared an update on IT workgroup. Presentation was given to the Workforce Arizona Council, the IT project was given to a committee of the Council to continue the work effort. Chair of committee was briefed and his next steps include verifying the information by interviewing users of the AJC system. Future steps include, once information is verified who manages project afterward. During discussion, Mr. McClendon shared his experience with AJC which was not a positive one.

Mr. Jenkins further shared he will be presenting to the Nineteen tribal nations and was asked to present to the Tucson Chamber as well. Request was made to provide Pima contacts to Mr. Jenkins.

Other

No additional updates provided.

NAWB Forum Prep Discussion

Chairman McClendon, wants to ensure a plan is in place to make sure all seminars are covered. Brief discussion held on prep. Ms. Wallace further informed, City of Phoenix also attended prep session and a member of the Community College Board will be attending NAWB. Large representation from Arizona will be in attendance; opportunity to leverage and network.

Next Steps/Action Items

Ms. Wallace asked for feedback from the committee on upcoming policies going in front of the Workforce Arizona Council. A conflict of interest policy was approved and a discussion is needed to determine the impact to our Local Workforce Development Area. The two additional policies are going forward in June 2019.

Call to the Public

Mr. Hutchinson announced his organizations partnership with ACYR to provide pre apprenticeship programs.

Adjourn

Chairman, McClendon adjourned the meeting at 10:26 a.m.

**For More Information Contact MCWDB staff at: mcwdb@maricopa.gov*