

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

Thursday, March 14, 2019 – 9:00 a.m.

OpenWorks - 4742 N 24th St Ste 450, Phoenix, AZ 85016

Phone: +1.888.240.2560 Conference ID: 546993469

<https://bluejeans.com/546993469>

Members Present: Kelsie McClendon, Shawn Hutchinson, Tom Jenkins, Drew Thorpe (Ph.)

Members Absent: None

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 (4).

Approval of Meeting Minutes from March 14, 2019

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

Chairman Report and Activity

Chairman McClendon, informed on structural changes to workgroups including sun setting of the Technology solutions workgroup (kudos were given to Tom Jenkins) and workgroup leadership changes. Tom Jenkins to lead Regionalism and Drew Thorpe to lead Performance Excellence. The Chairman also informed on informal meeting with Goodwill to discuss strategic plans and opportunities for partnership.

One Stop Operator Progress Update

Executive Director, Patricia Wallace informed on One Stop Operator (OSO) staffing changes. One Stop Operator, Gretchen Caraway provided a presentation on OSO progress to date. An overview of the purpose of the presentation, OSO key role and work in year 1, 2, and 3 was provided. Information was shared on the collaboration workgroup, goals of the workgroup and partner participations. An overview of the integrated service delivery (ISD) & Design plan, key deliverables and milestone summary was provided. An update on the development of standardized operating procedures and coordination efforts was provided including the integration of AMS. Additionally information was shared on ETPL work, career pathways participation, contribution on MCWDB workgroups and launch of the virtual collaboration site (various committee members requested access). A brief overview of OSO reporting and YTD budget was also given. Brief discussion and comments were added throughout presentation.

Compliance Oversight: Updates, Discussion and Possible Actions

1. Approvals

One Stop Operator Renewal – Chairman, McClendon shared brief comments; the committee discussed renewal options. Executive Director, Patricia Wallace provided recommendation for a 6 month renewal.

Shawn Hutchinson made a motion to move a 6month renewal to the Full Board. Tom Jenkins seconded the motion. All were in favor. Motion passed.

WDD DW Transfer of PY17 Program Funds Request – Fiscal Agent, Nicole Forbes provided background information on the request to transfer dislocated worker funds to adult. Clerical error was corrected. Mr. Colombo shared additional information.

Shawn Hutchinson made a motion to approve the transfer of funds. Tom Jenkins seconded the motion. All were in favor. Motion passed.

2. New Business

Maricopa County Local Area Plan – Executive Director, Patricia Wallace, informed of updates to the local area plan. The goal is to combine and align the requirements of a local area plan and a strategic plan. Finalized update will be sent to the Executive Committee and full board for review and approval.

3. Old Business

Shared Governance Agreement Status – Ms. Wallace provide a status update on the revisions to the shared governance agreement; 2 meetings have been held thus far. Discussion was held on impact of the DOL review on the completion of the agreement; committee requested taking review in consideration and holding until report/observations are received. Additional discussion held. WDB Executive Director will follow up with BOS Liaison to see if she concurs.

Other old business items (b-f) tabled until the next meeting.

Board Member Membership, Recruitment and Engagement Oversight: Update and Discussion

Review of current applications submitted – Executive Director, Patricia Wallace provided an update on membership and vacancies. A slate of applications were presented to the Executive Committee, slate will be moved forward to the BOS Liaison. Brief discussion held on other potential candidates.

Kelsie McClendon requested a vote. Shawn Hutchinson made a motion to move the entire slate forward to the board of supervisors. Tom Jenkins seconded the motion. Kelsie McClendon abstained from the vote. 3 members out of 4 were in favor. The motion carried.

Ms. Wallace also reminded the committee of the Healthcare vacancy and requested assistance in soliciting candidates.

Board Attendance – Request was made to put attendance review on full board agenda. Brief discussion held on any issues observed.

Election Process – Management Analyst, Isabel Creasman, reviewed the election process with the executive committee.

Strategic Planning Oversight: Discussion

Chairman Workgroup re-assignments – Discussed during the Chairman report.

Initiatives Discussion

Republic Services request for Partnership – 2nd Vice-Chairman, Tom Jenkins shared information on meeting with Republic Services and Reveli foundation on a cohort project.

Next Steps/Action Items

Upcoming Events

NAWB Debrief – Meeting occurring right after Executive Committee.

Other – The Chairman requested an update an update on discussion of a press release on the board's strategy. No current update.

Call to the Public

- WDD Assistant Director, Tom Colombo shared TEGl next year allocations and state received an increase in funding and an increase is expected for Maricopa.
- Ms. Marie Sullivan shared comment on open meeting law logistics for various membership topics. WDB staff will look into logistics.

Adjourn

Chairman, McClendon adjourned the meeting at 10:52 a.m.