

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

Thursday, August 09, 2018 – 9:00 a.m.

Maricopa County Human Services Department
234 N Central Ave. 3rd Floor, Johnson Conference Room Phoenix, AZ 85004
Phone Conference: 602-506-9695 Passcode: 719959

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

Members Absent: Robin Schaeffer

Staff Present: Nancy Avina, Patricia Wallace, Isabel Creasman

Call to Order

Chairman, Kelsie McClendon called the Executive Committee (EC) meeting to order at 9:06 a.m.

Roll Call

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

Consent Agenda Approval

Chairman, Kelsie McClendon asked for a motion to approve all items listed under the consent agenda. Shawn Hutchinson made motion to approve the minutes. Drew Thorpe seconded motion. All were in favor; the motion carried.

Meeting Materials Submission Forms and Posting Process

Management Analyst, Isabel Creasman shared information on a newly developed tool (MCWDB Meeting Deadlines 2018-2019) to assist in agenda items requests, submission of materials and board member review. Information and a review was also provided on 2 additional forms (consent agenda committee and workgroup report and agenda item request). Brief discussion was held, positive feedback on tools developed was received from the Committee.

MCWDB Structure Discussion

Chairman, Kelsie McClendon shared a presentation to discuss strategic implementation based on the 5 goals developed during Strategic Planning. The Chairman reviewed the Lawler star model, the 5 strategic planning goals, the current structure of the MCWDB, the strategy for MCWDB committee/workgroup structure and the envisioned roles and duties of each. Board members will be assigned to Committees/Workgroups based on their strengths, skills and influence, as well as their interests; the Chairman and WDB staff will be reaching out to board members to discuss assignments. Brief discussion held on non-board member participation on Committee/Workgroups. The Chairman, made board member assignments as envisioned with WDB staff input. Quorum Lost at 9:49 a.m.

Next Steps/Announcements

None noted.

Call to the Public

No public comment.

Adjourn

Chairman, Kelsie McClendon adjourned the meeting at 10:30 a.m.

**For More Information Contact Nancy Avina, Board Liaison at: nancy.avina@maricopa.gov*