

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

Thursday, September 13, 2018 – 9:00 a.m.

Maricopa County Forensic Science Center
701 W. Jefferson Street Phoenix, AZ 85007
<https://bluejeans.com/546993469>

Members Present: Drew Thorpe, Kelsie McClendon (Ph), Shawn Hutchinson (Ph)
Members Absent: Robin Schaeffer
Staff Present: Nancy Avina, Patricia Wallace (Ph), Isabel Creasman

Call to Order

Chairman, Kelsie McClendon called the Executive Committee (EC) meeting to order at 9:04 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 consent agenda items listed on the EC agenda. Drew Thorpe made a motion. Shawn Hutchinson seconded the motion. All were in favor; motion carried.

Policies for Approval

Management Analyst, Isabel Creasman provided a brief background on the two policies listed for approval (Basic Career Services and Co-Enrollment). The purpose of the review is to address any questions and gather EC feedback, prior to full board final approval. Isabel briefly reviewed a few updates made to the policies. Discussion and clarification questions were addressed on co-enrollment including facilitation, youth eligibility and services, data sharing and efficiency of delivery of services; executive committee members provided brief feedback.

All EC members were in consensus to move policies forward to full board once WDB staff follows up with WDD staff on clarification and feedback items.

Preparation to Facilitate Board Budget Discussion

Executive Director, Patricia Wallace provided information on the timeline for the upcoming Budget (2020). Final board draft budget is due 10/30, the Executive Director proposed preparing the draft budget and presenting the draft on the October EC meeting. The due date to the Board of Supervisors (BOS) is 12/1.

The Executive Director also touched upon meeting with the Fiscal Agent (FA) and briefly informed the committee on the allocation reduction impact on the WDB budget. Reduction for the board is about \$58,000. Brief discussion and clarification questions were held on category reductions (i.e. travel, association fees). Next fiscal agent meeting will occur Monday (9/17) at 9:00 a.m. if committee members want to attend. Committee member request for financials addressed by the Chairman.

Joint Governance Agreement Discussion

Executive Director, Patricia Wallace touched up the following items:

Annual BOS Briefing

Annual briefing was not completed last year and is an item on the Shared Governance Agreement. Executive Director, Patricia Wallace will be following up with interim ACM, Valerie Beckett as item was outstanding with previous ACM. Request was also made by the Chairman to set up a meeting, to follow up on outstanding items.

MCWDB Membership Status

The WDB Liaison is conducting a quarterly audit on membership, from the MCWDB perspective. WDB staff met with the administrative entity and addressed membership process concerns. The administrative entity is currently working on a policy/process for membership. Brief review of current and potential vacancies held.

Committee questions addressed regarding timeline for review and revisions to the Shared Governance Agreement.

Performance Negotiations Discussion

Executive Director, Patricia Wallace provided an update on the telephonic discussion with Arizona State on performance negotiation agreements. Agreed upon performance negotiations will be sent to members by the end of the week. Patricia recognized WDD Operations staff, Tom Colombo and Mathew Smith for their collaboration in performance negotiations.

Next Steps/Announcements

WDB Liaison, Nancy Avina provided a minor revision update to the MCWDB meeting deadlines schedule to further clarify when WDB documents will be made available to the public based on Open Meeting Law guidelines.

Call to the Public

Chairman called for public comment. No public comment.

Adjourn

Chairman, Kelsie McClendon adjourned the meeting at 10:18 a.m.

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