

**NOTICE AND AGENDA OF MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Maricopa County Workforce Development Board Executive Committee and to the general public that the Maricopa County Workforce Development Board Executive Committee will hold a meeting open to the public on:

**Tuesday, November 17, 2020 – 10:00 a.m.**

GoToMeeting: <https://www.gotomeet.me/MaricopaCountyWDB>  
Phone: +1 (872) 240-3212; Access Code/Meeting ID: 167-097-701

As indicated in the following agenda, the Maricopa County Workforce Development Board Executive Committee may vote to go into executive session, which will not be open to the public, to discuss certain matters including, for the purpose of obtaining legal advice from the Board’s attorney on any matter listed on the agenda pursuant A.R.S. 38-431.03(A)(3).

The Agenda for the meeting is as follows:

***\*Indicates materials attached, please review/read prior to meeting.***

**1. Call to order.**

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**2. Roll Call.**

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**3. Welcome and Opening Remarks.**

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**4. Consent Agenda.**

*Discussion and possible action.*

The board will consider and vote on the items on the consent agenda. Consent agenda is established to efficiently dispense the business of the MCWDB. These items will not be discussed unless a Member of the Board asks to remove the item from the consent agenda.

- A. Meeting Minutes: September 2, 2020\*
  - B. One Stop Operator Monthly Report\*
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**5. FY22 MCWDB Budget.\***

*Discussion and possible action.*

The Committee will consider and vote on the FY22 MCWDB budget.

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**6. Executive Director Report.**

Interim Executive Director, Bill Willey will provide the Committee a summary of events in and related to the MCWDB since the last meeting.

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**7. Call to the Public.**

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**8. Personnel.\***

*Discussion and possible action.*

- A. Consideration of applicants for Director of the MCWDB. The MCWDB may vote to discuss this matter in executive session pursuant to A.R.S. § 38-431.03(A)(1) and/or obtain legal advice pursuant to A.R.S. 38-431.03(A)(3).
  - B. Selection of Director of the MCWDB. The Committee may defer a decision on this matter to a later date.
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**9. Adjourn.**

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*PUBLIC PARTICIPATION AND ACCESS: "The public must be allowed to attend and listen to deliberations and proceedings taking place in all public meetings, A.R.S. § 38-431.01(A); however, Open Meeting Law does not establish a right for the public to participate in the discussion or in the ultimate decision of the public body." Note: Agenda items may be taken out of order*

*"Equal Opportunity Employer/Program." "Auxiliary aids and services are available upon request to individuals with disabilities." A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available within 72 hours' notice. Additional reasonable accommodations will be made available to the extent possible within the time frame of the request. Arizona@Work: Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA); serving Employers by aiding job seekers, adults, dislocated workers and youth.*

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

**Wednesday, September 2, 2020 – 9:00 a.m.**

**REMOTE MEETING**

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871

**Members Present:** Elizabeth E. Cole (Ph.), Matt McGuire (Ph.) Shawn Hutchinson (Ph.), Vanessa Andersen (Ph.)

**Members Absent:** Mark Wagner (Ph.)

**1. Call to Order**

Interim Chairman, Matt McGuire called the Executive Committee (EC) meeting to order at 9:00 a.m.

**2. Roll Call and Welcome**

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

**b. Opening Comments** – Interim Chairman McGuire provided opening remarks and explained the 2 purposes of the meeting: (1) conduct regular Executive Committee business and (2) begin the work of the workgroup. He further informed that Executive Director, Patricia Wallace was out on PTO and member Mark Wagner had a meeting conflict. Interim Chairman McGuire provided an brief overview of the agenda topics and open meeting law reminders.

**c. Review Vision, Values and Goals** – Interim Chairman McGuire reviewed the board’s vision, values and goals.

**3. Approval of Previous Meeting Minutes - Wednesday, August 5, 2020\***

Interim Chairman McGuire asked for a motion to approve the previous meeting minutes of the Executive Committee. Shawn Hutchinson made a motion. Elizabeth E. Cole seconded the motion. Board Liaison, Nancy Avina informed of a minor correction and took a roll call vote:

In favor: Elizabeth E. Cole, Matt McGuire, Shawn Hutchinson, Vanessa Andersen

Opposed: None;

Abstained: None.

Motion Carried.

**4. One Stop Operator Monthly Report**

One Stop Operator (OSO) representative Gretchen Carraway referenced the OSO monthly written report and provided a brief verbal overview on virtual technical assistance sessions with partners, sending invitations for proposed performance measures convenings, bi-weekly workgroups ongoing efforts and opportunities for social media outreach.

Committee members requested an update on the referral system; Ms. Carraway provided a brief update and informed on training and technical assistance being provided. Interim Chairman, McGuire asked the OSO if any support was needed to advance the work; Ms. Carraway informed on needing assistance in setting up a meeting with Title I to provide technical assistance to as many people as possible in one sitting as well as, with Title IV. Interim Chairman, McGuire asked WDB staff to assist and log the item as an action item for follow-up.

## **5. Debrief on Last Week's Full Board Meeting**

**a. What worked well/ b. What should be improved / c. Other suggestions** - Interim Chairman, McGuire asked to debrief on last week's full board meeting on what worked well, what can be improved and any suggestions. Committee members provided feedback and the following suggestions: having important agenda items at the front of the agenda and providing meeting materials/documents with advance notice and maximum amount of time. Interim Chairman, McGuire shared his view of progress over perfection and his takeaways including, providing materials earlier and in one document and seeking full board input. Additional comments/suggestions included, ensuring revision controls on documents being revised as well as, receiving technical assistance from the State on WIOA Legislation to understand roles and responsibilities of each partner.

## **6. Update from Legal Counsel on Questions Raised at Last Week's Meeting**

Legal Counsel, Andrea Cummings provided a legal opinion on her research on the Workforce Development Board role, as it pertains to Youth Services. Ms. Cummings informed on her research and the process in arriving to a legal opinion; Ms. Cummings referenced 20 CFR Section 681.400 (A) and (B). Ms. Cummings informed on her conclusion being that the Board of Supervisors has the initial option to decide whether to provide directly some or all of the youth workforce investment activities. Ms. Cummings informed of openness to review any other guidance. Brief discussion held on who the grant recipient is. Interim Chairman, McGuire asked for a similar update during the next full board as well as providing the representative documentation clarifying the items discussed. An additional request was made to request technical assistance regarding funding overseen by the board. Ms. Cummings indicated she would research and report back to the board as well as asked members to share any materials that she might not be aware of.

## **7. Establish Workgroup Meeting Schedule and Goals**

**a. Corrective action plan timeline\*** - Interim Chairman, McGuire provided brief comments on the kick off of the workgroup and touched upon meeting materials included in the agenda packet. He informed on his view of the workgroup being advisory to the executive committee and board; and meeting weekly. Board Liaison, Nancy Avina informed on poll regarding the best day and time for meetings being Monday afternoons 2:00 p.m. – 3:30 p.m.

Chairman McGuire briefly reviewed and provided an update on timelines, SGA and local plan. Assistant County Manager, Lee Ann Bohn also provided a brief update on the performance metrics negotiations. Questions were raised regarding why the Fiscal Agent was working on the MOU/IFA without board delegation and responsible party for submitting the document; brief clarifying discussion held.

**b. Local plan timeline\*** - Interim Chairman, McGuire asked Ms. Bohn for an update. Ms. Bohn provided an update on the procurement and the potential need for a small group for reviewing and selecting a vendor. Brief discussion held on local plan timeline.

## **8. Shared Governance Agreement Deep Dive**

**a. Review 6/24/2020 SGA version\* and DES feedback\* from 7/30/2020; identify sections that need revision and assign to staff** - Interim Chairman, McGuire referenced SGA meeting materials and asked Ms. Bohn to share highlights of crosswalk between the Board of Supervisors approved SGA and DES commentary. Ms. Bohn provided a page by page review of areas where additional clarification and/or additions/changes in language may be necessary.

Interim Chairman, McGuire touched upon who would be doing the red-line amendments necessary as well as, processes to meet the timeline of November 1<sup>st</sup>. Ms. Bohn shared she could red-line the current version and provide a revised version by early next week for member feedback to then submit to DES for a final review; and subsequently to the WDB and BOS for approval. Discussion and clarifying questions held on the various SGA's. Concerns were raised on what the role of the board is, as feeling is BOS is taking over all roles.

Ms. Bohn suggested members provide feedback and sections/areas of the November SGA that think are important for inclusion recommendation. Additional comments were added regarding the need for detail.

**b. Goal: Have new version ready for review prior to next meeting**

**c. Align on next steps**

**9. Local Plan Deep Dive**

Interim Chairman McGuire informed items to be covered under local plan deep dive were covered under item 7 and briefly summarized next steps. Clarification was requested regarding a motion made at a previous meeting regarding procuring a consultant and handing the procurement decision to the Maricopa County procurement office and not waiting for full board approval on the decision of a consultant; Interim Chairman McGuire provided comment. WDB staff also provided clarification and informed that was part of the discussion but not the motion. Interim Chairman McGuire indicated staff would look into motion further.

**a. Identify group that will review local plan consultant proposals and select vendor**

**b. Identify local plan update lead from staff, set schedule for contract execution and preliminary meeting with vendor**

**Call to the Public**

Interim Chairman, McGuire called for public comment. Workforce Development Division Assistant Director, Tom Colombo thanked the Committee for their work and shared that for the 3<sup>rd</sup> consecutive year from a fiscal operational perspective, all funds have been expended that have been authorized for the use of serving clients and no funding has been returned to the State, allowing the opportunity for receiving additional funds.

**Adjourn Executive Committee Meeting**

Chairman Lashinske adjourned the meeting at 10:24 a.m.

*\*For More Information Please Contact, MCWDB Staff: [mcwdb@maricopa.gov](mailto:mcwdb@maricopa.gov)*



## **MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD**

### **Consent Agenda Committee and Workgroup Report**

**Chairs and Leads, Email your report to: [mcwdb@maricopa.gov](mailto:mcwdb@maricopa.gov) at least 2 weeks prior to the next committee/board meeting.**

**Report Type: Other**

**Reporting Period: 10-01-2020 – 10-31-2020**

**Provide a brief summary, including highlights:**

Since the last One-Stop Operator's report out to the MCWDB Executive Committee for **October 2020**, the following actions were achieved (see "Describe Actions Taken" section for more detail).

**Describe actions taken:**

**OSO PERFORMANCE AREA "FACILITATE INTEGRATED SERVICE DELIVERY (ISD)" UPDATE  
*10-30-2020 Collaboration Group Session:***

The OSO team informed the Program Partners attending the Bi-monthly Collaboration Group Session that Summer Houston has resigned from her role on the One-Stop Operator team and will be moving to a new position under Title II.

OSO shared with the Programs Partners the new updates and changes made to the virtual site PartnerLink per the Partners feedback:

- Homepage accessibility and layout
- New way to access programs in Maricopa County and their information pages
- New Referral Form layout for submitting customer and partner information

OSO shared changes made to the Customer Referral System's Data Sheets:

- New easy maneuverability between data entered in each Title Program sheet
- Added notes for the Partners to understand each section's data requirements either for the Partner referring a customer or for the Partner receiving the referral

- Integrated time stamps for the referral process for more data analysis needs for the OSO and the Program Partners

OSO shared the current focus on finding ways to create sustainability amongst the current integrated systems developed. For example, the virtual collaboration site, customer referral system, and co-enrollment approaches.

## **OSO PERFORMANCE AREA “WORKING COLLABORATIVELY” UPDATE**

OSO met with Title II Program Partners for their Virtual Sites Overview and Customer Referral Training & Technical Assistance Sessions.

### **Title II:**

- Adult Education, International Rescue Committee – Melissa Maness
- Adult Education, Friendly House Inc. – Cathy Turley, Jose Vaquera, Minja Maksimovic
- Adult Education, ACYR – David Howden, Mary Peterson

OSO was invited by Maricopa County Human Services to a virtual meeting to learn about their work in developing a new data management system for HSD called HSD Dynamics: Integration with Partner Referral System for potential collaboration.

- OSO demonstrated and shared their virtual site PartnerLink and Customer Referral System with the Dynamics team.

## **OSO PERFORMANCE AREA “DELIVERY OF ONGOING TRAINING & TECHNICAL ASSISTANCES” UPDATE**

The OSO team successfully met with Program Partners from **TITLE II** to conduct the official overview and training for the new virtual collaboration site and customer referral system.

The demo of the virtual collaboration site and customer referral system included:

- Virtual collaboration site PartnerLink
- Additional features available on the virtual collaboration site PartnerLink
- Programs and Partners Service Dash and Page
- Customer Referral Dash and Customer Referral Page
- Demo how to submit, receive and process a customer referral

Assigned each program and partner that completed a training and technical session an action to complete their program's virtual site data worksheet:

- Summary of Program
- Contact Info & Locations
- Summary of Services/ Fees if applicable
- Prepare Customer for Referrals
- Eligibility Documentation and Requirements

- Additional Contact/Information for Customer

Scheduled a training session on the Program Partner's Virtual Information Data Worksheet with Title II's Queen Creek Adult Education Partner, Miguel Garcia.

- Sent a request to all WIOA Title IV Vocational Rehabilitation Program Leaders, still pending a response.

## **OSO PERFORMANCE AREA "INNOVATIVE TECHNOLOGIES" UPDATE**

Completed the transfer to the new Google platform that will host the virtual site and referral system moving forward. This new platform enhances data security, improves virtual collaboration, provides unlimited storage space, expands our access to interactive virtual tools, and much more.

- The new Google platform will require new links that OSO will provide to all workforce system participants for the following:
  - PartnerLink (virtual collaboration site)
    - Program & Partners Customer Referral, Programs, and Services Virtual Sites & Pages Detail (submit a customer referral, how to prepare a customer for a program's services, Program Partner facing details about the local area WIOA programs, services, and partners)
  - Customer Referral Form Response Database Sheet (track progress or process customer referrals submitted & received)
    - Updated customer referral forms per program partner feedback
    - Reformatted customer referral form response database per program partner feedback
    - Setting up the referral form to send a completed copy to the customer via email
    - Setting up the system to create an automated user-friendly pdf version of the completed referral form

Requested program partners to complete their program's virtual site data worksheet

- Efforts to create a seamless user experience inspired the programs virtual data workbook PY 2020-2021. The virtual data workbook contains all the data available on the virtual collaboration site and referral system for participating programs and provides:
  - A single approach, for Program Partners to review their program's data available virtually.
  - Allows Program Partners to perform revisions to their program's virtual data worksheet whenever needed because any activity that occurs on the Programs Virtual Data Workbooks will be received daily by OSO through an auto-generated email notifications.

### **DESCRIBE UPCOMING ACTIONS AND/OR ACTIVITIES:**

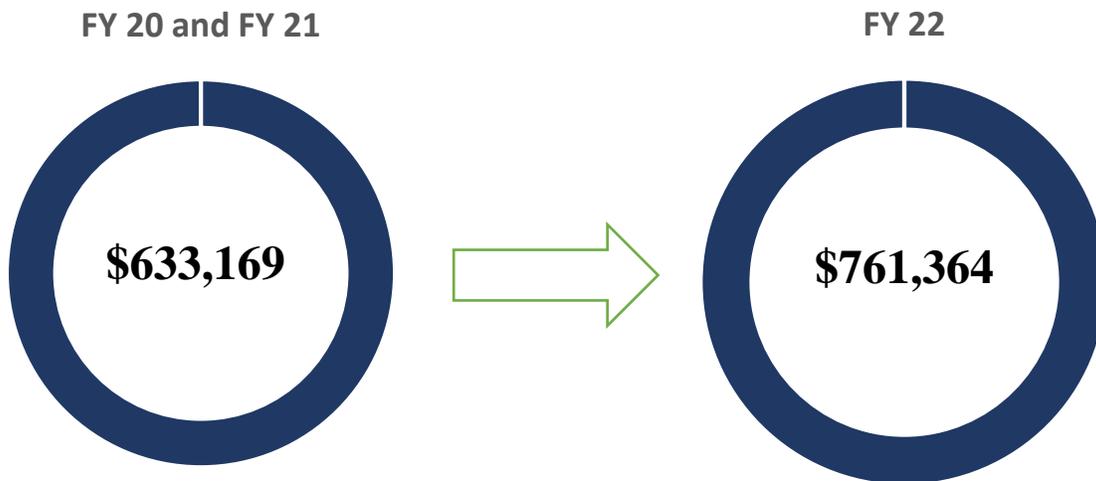
Upcoming goals and deliverables focus on managing and facilitating the Collaboration Site, the Customer Referral System, and its Referral Data Sheets. New links will be sent out to all workforce system partners for the new platform that was launched on October 29th. Any additional training and technical sessions on the Collaboration Site, Customer Referral System, the Referral Data Sheets, and the Program Partner Information Sheets, will be scheduled and discussed if needed. OSO will send out approved communication inviting WIOA Program Leaders and MCWDB members to

convene and discuss the WIOA programs performance accountability requirements and primary indicators of performance upon approval of the drafted content from MCWDB staff. Continue our efforts towards facilitating integrating service delivery (ISD) with a strong focus on Program Partner engagement and integrated approach to co-enrollment and continuous quality improvements to the customer referral system.

\*Remember to attach this document to your email. Submit questions to staff via email at: [mcwdb@maricopa.gov](mailto:mcwdb@maricopa.gov)



## Proposed FY22 MCWDB Administrative Budget



### Major changes

- Addition of **another Management Analyst position** for QA/audit function
- Reduction of **Training budget** by 50% (\$24,000 to \$12,000 ) - more virtual training
- Slight reduction in **Supplies** – due to electronic documents vs paper (\$2500 vs \$3300 inFY21)
- Added **Contractual \$** – provide \$50, 000 for contractual help for strategic planning, compliance assistance and other needs (FY21 \$42,000, FY20 \$0) This is besides the OSO contract of \$200k
- \$18,300 for **Operating budget** – includes normal expenses and \$2500 for computer for new staff (operating budget in FY21 was \$1700, FY20 was \$40,936)

**WDB Budget Summary**

<b>BUDGET CATEGORY</b>	<b>FY20 Budget</b>	<b>FY21 Budget</b>	<b>FY22 Proposed Budget</b>	<b>Comments/ Rationale section</b>
<b>A. PERSONNEL</b>	218,698	213,075	284,114	additional management analyst
<b>B. FRINGE BENEFITS</b>	79,677	83,968	107,525	formula
<b>C. INDIRECT COSTS</b>	66,239	64,789	86,944	formula
<b>D. TRAVEL</b>	24,000	24,000	12,000	reduced due to virtual training
<b>E. EQUIPMENT</b>	-	-	-	
<b>F. SUPPLIES</b>	5,000	3,300	2,500	less supplies needed - use of e-documents
<b>G. CONTRACTUAL</b>	198,619	242,337	250,000	OSO +50k contract - compliance, strategic planning, audits, etc
<b>H. OPERATING SERVICES</b>	40,936	1,700	18,300	Standard expenses +\$2500 for computer set for new staff
	<b>633,169</b>	<b>633,169</b>	<b>761,384</b>	

**FY22 WDB Budget Detail**

<b>Budget Category</b>	<b>Description/Activity</b>	<b>Total Dollar Amount</b>
<b>A. PERSONNEL</b>	4 FTE Count: Executive Director Management Assistant (New)Management Analyst Management Analyst	284,114
<b>B. FRINGE BENEFITS</b>	4 FTE Count: ERE benefits are calculated at \$12,768 per FTE for fixed health/dental benefits plus 19.76% of Salaries for variable costs	107,525
<b>C. INDIRECT COSTS</b>	Indirect Costs are calculated at the approved IDC Rate of 22.2% of all direct salaries and wages and fringe benefits	86,944
<b>D. TRAVEL</b>	Conference/Forums	12,000
<b>E. EQUIPMENT</b>	N/A	-
<b>F. SUPPLIES</b>	Office Supplies(paper,pens,ect)	2,500
<b>G. CONTRACTUAL</b>	One Stop Operator-Maximus \$200,000 Consultant \$50,000	250,000
<b>H. OPERATING SERVICES</b>	Cell Phones \$3,000 Boardable \$2000 Annual NAWB Membership \$2,500 Professional Journal \$250 Copier Servies \$6,000 Postage \$50 New FTE computer \$2,500 AWA \$1,000 Labor market \$1,000 GO TO Meeting \$1,000	18,300
<b>Total Expenses</b>		<b>761,384</b>

Market Range Title	Working Title	BUDGET RATE	HOURS 2088	CALCULATED SALARIES	Taxes 7.65%	Retirement (12.22%)	Medical \$12,768	TOTAL FRINGES	SALARIES AND FRINGES
Management Analyst	Management Analyst	32.75	2,088	68,382	5,231	8,356	12,768	26,356	94,738
Management Assistant	Workforce Development Brd Liaiso	25.57	2,088	53,390	4,084	6,524	12,768	23,377	76,767
Human Services Program Admin	Wrkfrce Dev Brd Exec Director	45.00	2,088	93,960	7,188	11,482	12,768	31,438	125,398
Management Analyst	Management Analyst	32.75	2,088	68,382	5,231	8,356	12,768	26,356	94,738
				<b>284,114</b>	<b>21,735</b>	<b>34,719</b>	<b>51,072</b>	<b>107,525</b>	<b>391,640</b>
								IDC	22.20%
									<b>86,944.00</b>
<b>Total</b>								<b>478,583.64</b>	

Market Range Title	Working Title	BUDGET RATE	HOURS 2088	CALCULATED SALARIES	Taxes 19.76%	Retirement (12.22%)	Medical \$12,768	TOTAL FRINGES	SALARIES AND FRINGES
Management Assistant	Workforce Development Brd Liaiso	25.57	2,088	53,390	4,084	6,524	12,768	23,377	76,767
Human Services Program Admin	Wrkfrce Dev Brd Exec Director	45.00	2,088	93,960	7,188	11,482	12,768	31,438	125,398
Management Analyst	Management Analyst	32.75	2,088	68,382	5,231	8,356	12,768	26,356	94,738
				<b>215,732</b>	<b>16,504</b>	<b>26,362</b>	<b>38,304</b>	<b>81,170</b>	<b>296,902</b>
								IDC	22.20%
									<b>65,912.28</b>
<b>Total</b>								<b>362,814.42</b>	

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