

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

**Wednesday, October 2, 2019 – 9:00 a.m.**

**WDB Staff Office 701 W Jefferson St. Ste 104 Phoenix, AZ 85007  
WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>  
Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871**

**Members Present:** Drew Thorpe, Tom Jenkins, Shawn Hutchinson, Elizabeth E. Cole, Vanessa Andersen (Ph.)

**Members Absent:** N/A

**Call to Order**

Chairman, Drew Thorpe, called the Executive Committee (EC) meeting to order at 9:00 a.m. a welcome and opening remarks were provided by Chairman, Thorpe.

**Roll Call**

WDB Liaison, Nancy Avina, took roll. Quorum was present (5).

Chairman, Thorpe took a moment to touch upon open meeting law requirements, brief discussion was held on potential challenges. The committee requested staff, look into providing an open meeting law training to the Board for educational purposes.

**Approval of September 18, 2019 Special Meeting Minutes\***

Chairman, Thorpe asked for a motion to approve of previous meeting minutes. Tom Jenkins made a motion to approve the previous meeting minutes; Shawn Hutchinson seconded the motion.

Ayes: Drew Thorpe, Tom Jenkins, Shawn Hutchinson, Elizabeth E. Cole, Vanessa Andersen (Ph.).

Nays: none.

Motion Carried.

**Chairman Report**

**Committee/Workgroup Updates**

**Audit Workgroup** – Chairman, Thorpe provided an update on the Audit workgroup. The Audit workgroup has met several times to continue discussions around conflict of interest and options to remedy conflicts. Drafts of the SGA and several other documents have been submitted to DES for review.

**OSO Workgroup** – A brief OSO Committee update was provided by Mr. Tom Jenkins. Action pending by the full board on recommendation to extend the OSO contract for 6 months will be presented at the next full board meeting. Next steps discussed. Additional comments on research being done by the OSO workgroup provided by Executive Director, Patricia Wallace. The OSO current contract has one additional renewal before a complete RFP is necessary.

**Technology Committee Update** – A Technology Committee update was provided by Mr. Tom Jenkins. Mr. Jenkins shared on a technology initiative occurring in North Eastern Arizona. ASU and Amazon are creating a free software system prototype in conjunction with Skysong and North Eastern local area is participating. First meeting for system design will occur on October 22<sup>nd</sup>. Discussion was held on whether Maricopa County wants to engage during the prototype design. Ms. Cole provided update from a system referral perspective and the use of the google platform. A recommendation was made to make a Google and Amazon introduction, to explore Google as referral system and Amazon as a full platform. The committee discussed potential costs for Maricopa County. Discussion held on potential technology solutions and Maricopa County participation in exploratory software. Chairman, Thorpe, asked Tom to reconvene the Maricopa County Technology Solutions workgroup and explore participation.

**Youth Committee Update** – Youth Committee Chair, Ms. Cole provided an update on meeting with the service provider and WDB staff. The committee is working on outreach for youth committee membership. Ms. Cole shared concerns with ACYR terminating their youth contract – impacts include 23 active files, 720 youth on follow up services. Incentive payments will be discussed during the next committee meeting. Ms. Cole also expressed concern on the budget process in relation to youth funds; youth committee should be able to discuss and make recommendations to the full board. Clarifying comments were added by the Fiscal Agent, Ms. Forbes. Additionally, the youth committee was invited to present at Dobson high school (CTE program).

### **Budget**

Chairman, Thorpe discussed the Full Board meeting budget presentation by Mr. Tom Colombo and feedback received. Mr. Chairman shared thoughts of moving forward status quo budget to the full board, while the board continues to work through incremental components. Discussion held on recommendation for next full board meeting, and possible additional provider solicitations. Ms. Cole shared briefly on a rapid improvement event that occurred at the West Valley, documents and final report information requested to be shared with the full board.

### **Executive Director Report**

Executive Director, Ms. Wallace provided various updates:

- NAWB Association CEO, Ron Painter will be visiting Tucson, AZ on November 8th. MCWDB has been invited to participate. Purpose of the meeting will be to provide a state of the state and have community conversation of the status of Arizona. Let board staff know if interested in attending.
- Board staff are continuing to work on the recruitment of board members.
- Board staff and career services staff had a phone conference with the state regarding technical assistance. Guidance provided by the state on state policies TA requests should come from the board, local policies requests go to board staff. Board staff, Isabel Creasman will be working on policies needing to be developed.

### **OSO Update to the Executive Committee**

OSO representative, Gretchen Caraway, briefly presented on OSO progress and reviewed planned goals and deliverables progress, barriers and opportunities and budget overview. Follow-up requested on how the MCWDB can help and the actual action being requested from board members. The OSO requested the executive committee share information on data they would like the OSO to provide in the future.

### **Fiscal Agent Transfer of Funds Recommendation Presentation & Possible Action**

A presentation was provided by the MCWDB Fiscal Agent. Ms. Nicole Forbes presented on 3 attachments provided and addressed committee member questions. Attachment 1 covered how funds are allocated by DES, attachment 2 reviewed WIOA program allocations by county fiscal year and attachment 3 covered dislocated worker historical information and adult FY20 forecast. Brief discussion held throughout.

Chairman, Thorpe asked for a motion to approve the amended amount that will be expiring on June 30, 2020. Tom Jenkins made a motion to approve the previous meeting minutes; Shawn Hutchinson seconded the motion.

Ayes: Drew Thorpe, Tom Jenkins, Shawn Hutchinson, Elizabeth E. Cole, Vanessa Andersen (Ph.).

Nays: none.

Motion Carried.

### **MCWDB Membership Review, Attendance Review and Possible Action on Candidates\***

No additional updates/discussion held.

### **Next Steps/Action Items**

- Vice Chair, Tom Jenkins provided comments on Dislocated Workers in the military and informed skill bridge participants are eligible Dislocated Workers. Discussion held on how to make CGS's aware of skill bridge program. Discussion on dislocated workers and benefit of reporting of dislocated workers.

### **Call to the Public**

Chairman, Thorpe called for public comment. No public comments made.

### **Adjourn**

Chairman, Thorpe, adjourned the meeting at 11:05 a.m.

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