



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

**Wednesday, January 17, 2018 at 8:30 a.m. – 9:30 a.m.**

**Maricopa County Human Services Department**  
234 N Central Avenue 3rd Floor, Roosevelt Conference Room, Phoenix, AZ 85004  
Conference Line: 602-506-9695, Passcode: 377148

**Members Present:** Jim Godfrey, Shawn Hutchinson, Marie Sullivan, Robin Schaeffer  
**Members Absent:** MaryEllen Sheppard, Kelsie McClendon  
**Staff Present:** Nancy Avina, Patricia Wallace, Isabel Creasman

**Call to Order**

On Chairman Kelsie McClendon's absence; Vice Chair, Marie Sullivan called Executive Committee (EC) meeting to order at 9:03 a.m.

**Roll Call**

Nancy Avina, Board Liaison took roll. Quorum was not initially present (3). Quorum achieved at 9:20 a.m.

**Discussion, Review and Possible Action**

**\*Approval of Minutes – October 8, 2017**

- Provisional approval of previous meeting minutes, motion made by Shawn Hutchinson, Jim Godfrey seconded motion. Meeting minutes provisionally approved. Item will be added in consent agenda.
- Minutes revisited per Quorum. Motion to accept previous provisional approval of minutes. Motion made by Shawn Hutchinson, Jim Godfrey seconded motion. All in favor.

**Response to Action Plan**

Brief overview of response to action plan provided by Patricia Wallace. WDB staff will be revising/updating action plan.

**Executive Director Report/Updates**

Executive Director, Patricia Wallace touched upon the following:

**Isabel Creasman, Management Analyst Introduction**

- Introduction of new Management Analyst, Isabel Creasman. Brief background provided by Isabel.

**WDB Quarterly Reports to BOS**

- Executive Director to follow up. Extension requested on WDB quarterly report to BOS per first time doing report.

**WIOA Measures Status**

- State has not provided guidance on negotiations; carried over from last year. Currently State is consolidating partner metrics.
- Request current performance measures from Operations/OSO.

## **Other Updates**

- General discussion on full board meeting items to be highlighted:
  - BOS Chairman's speech will be shared during full board on behalf of MaryEllen Sheppard for Board of Supervisor update.
  - Staff relocation and MCWDB meeting space touched upon.
  - Overview and discussion on AMS DERS presentation that will be shared with full board.
  - Outcomes and performance of operations; and accuracy of data touched upon.

## **Workgroup/Committee Updates**

Brief workgroup updates shared.

## **Next Steps/Moving Forward**

Future meeting dates and times for meaningful meetings briefly discussed, discuss when Chairman comes back.

## **Call to the Public**

No comments.

## **Adjourn**

Meeting adjourned at 9:28 a.m.

*\*For More Information Contact Nancy Avina, Board Liaison at: [avinan@mail.maricopa.gov](mailto:avinan@mail.maricopa.gov)*