

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

Thursday, April 12, 2018 – 9:00 a.m.

APS

400 N. 5th St. Phoenix, AZ 85004

Phone Conference: 602-506-9695, Passcode: 377148

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

Call to Order

Chairman, Kelsie McClendon called Executive Committee (EC) meeting to order at 9:13 a.m.

Roll Call

Board Liaison, Nancy Avina took roll. Quorum was present (4).

Discussion, Review and Possible Action

***Approval of Minutes – March 8, 2018**

Chairman, Kelsie McClendon asked for a motion to approve previous meeting minutes. Shawn Hutchinson made motion. Drew Thorpe seconded motion. All in favor. Motion carried.

Executive Director Report/Updates

Executive Director (ED), Patricia Wallace provided brief updates on the following items:

OSO Year 2 Update

ED met with OSO and received proposed input on Year 2. An OSO report has been culminated based on Core Partner input and interviews of each of their executive leadership; results will be provided to the board. Report also includes recommendations. Substantial discussion held on OSO renewal and timelines. Chairman requested the ED reach out to core partners to corroborate report information.

WDD Assistant Director, Tom Colombo requested to provide comment on behalf of Title-1b and raised concerns on OSO report observations. Observations were not completely confirmed/clarified with partners. A meeting has been requested to meet with the OSO to discuss and clarify observations/findings. Extensive discussion held on concerns on report.

Strategic Planning Partner Procurement Update

ED met with selected Strategic Planning vendor Sheila Murphy for a preliminary meeting. The expectation is that they will provide a project deliverables timeline, a 1-page summary and a process. The vendor will be available at the next full board meeting. Vendor expressed concerns on the compressed timeline and proposed pushing out Strategic Planning completion out one more month; with final report to be due in July. Discussion held on possible time constraints in relation to the next WDB budget.

Quarterly Report Update

The quarterly report has been finalized and is ready for board consumption; it has also been submitted to the Board of Supervisors. Report is a summary of board work over the last two quarters and is mostly compliance related. All workgroup work products are reflected in report as well as a success story. The ED

briefly reviewed additional contents of the report. Next report is due in May for 1st quarter of the year, template for report is being evaluated.

Staff Performance Plans Update

Staff performance plans have been completed and reviewed. The ED will sit with staff to discuss goals and next years' plan. Chairman proposed a quarterly review format and process to evaluate performance quarterly. Chairman added comments, brief discussion held on board evaluation of personnel.

WDB Action Plan

No changes/updates have been made to the current WDB action plan.

Bylaws Update

Bylaws Workgroup Lead, Robin Schaeffer created a three column document showing revisions and provided a brief update. ED to provide feedback and citations for rationale. Next steps and timeline briefly discussed, document will be provided to the BOS Liaison and the Attorney for feedback. Brief discussion held.

Other Updates

Budget update has been received and will be sent out. Brief budget update provided by ED, discussion held on expending funds. Data needs and current/identified deficiencies extensively discussed; technology assessment needed. Discussion on creating a technology taskforce and considering a new system/software; operations to assign staff to join taskforce.

BOS Update

No update given.

Workgroup & Committee Discussion

Governance Committee

Chairman, Kelsie McClendon provided brief background on the governance committee. Discussion held on need of governance committee or EC to act as governance committee. Additional discussion held on committees and workgroups. Chairman requested Nominations Committee to become the Governance Committee and eventually roll up committee to EC.

Youth Committee

Chairman of the Youth Committee, Shawn Hutchinson touched on the following:

- **Opportunities for Youth Update**
Meeting is being convened on Friday, April 13, 2018 by ASU to discuss opportunities for youth with Maricopa County and City of Phoenix.
- **Youth Performance Survey Update**
Youth performance survey was released, 35 responses were received, of those 12 are willing to participate in a focus group. The youth committee will be looking at a more in depth survey and additional discussion on performance metrics. Brief discussion held, Chairman commented including City of Phoenix for a regional approach.

Advocacy Workgroup

- **BOS Liaison Communication Plan Draft/ WAC Liaisons**
Chairman Kelsie McClendon informed the BOS Liaison drafted a BOS communication plan and will be forwarded to the Advocacy workgroup once it meets. BOS Liaison, MaryEllen Sheppard volunteered

to be a part of the advocacy workgroup and will facilitate communication between board members and the BOS. Review of board member volunteers, staff will be meeting to make assignments as well.

Performance Excellence Workgroup

- **WIOA Performance Measures Status and Timeline**

Executive Director, Patricia Wallace informed there has been no guidance or directions from the State on measures. Comments added by WDD Assistant Director, Tom Colombo on current measures and meeting those.

Strategic Planning Workgroup

Executive Director, Patricia Wallace informed the Strategic Planner will be providing a timeline at the next full board meeting and will be introducing themselves.

NAWB Conference Update

Management Analyst will be providing an update at the next full board meeting.

Discussion on Full Board Meeting Agenda and Coverage

Chairman Kelsie McClendon informed he will not be attending next full board meeting. First Vice-Chair will lead next meeting. EC reviewed full board agenda draft and discussed the meeting location (EVIT); minor revisions suggested.

Next Steps/Moving Forward

None discussed.

Call to the Public

No public comment.

Adjourn

Chairman, Kelsie McClendon asked for a motion to adjourn meeting at 10:58 a.m. Shawn Hutchinson made motion, Drew Thorpe seconded motion. Meeting adjourned at 10:58 a.m.

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