



**MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD – EXECUTIVE COMMITTEE MEETING  
MINUTES**

**Thursday, June 29, 2017, 2:15 p.m. – 3:30 p.m.**  
Conference Line: 602-506-9695, Passcode: 377148

**Members Present:** Jim Godfrey (Ph), Kelsie McClendon (Ph), Marie Sullivan (Ph), Robin Schaeffer (Ph)  
**Members Absent:** None  
**Staff Present:** Nancy Avina

**Call to Order**

Marie Sullivan, Vice-chair called Executive Committee meeting to order at 2:21p.m.

**Roll Call**

Nancy Avina, Board Liaison took roll. Quorum was present (4). Marie provided brief introduction.

**\*Approval of Minutes – June 15, 2017**

Marie asked for a motion to approve previous meeting minutes. Robin Schaeffer made motion. Jim Godfrey seconded motion. All in favor. Motion carried.

**Discussion, Review and Possible Action**

**New Board Member Onboarding Process**

Marie Sullivan asked Jim Godfrey if willing to continue to lead nominating/governance workgroup and discuss new board member orientation with workgroup. Patricia to do one-on-ones with new board members and have conversations with continuing board members to ensure all on same page. Reach out to existing board members to see who would like to go through another orientation. Jim Godfrey to coordinate with Nancy. Discussion held.

**Executive Committee Next Steps**

Marie informed of cancelling Full Board July meeting per lack of quorum, resume regular schedule in August. Discussion held. Full Board meetings every month going forward. Marie also recommended Executive Committee to remain intact until action can be taken by full board. Ratify items from last meeting where we didn't have quorum. Nancy Avina to send out email regarding cancelation based on feedback provided.

**MCWDB Budget**

Marie informed of current meeting happening between MaryEllen Shepherd, Bruce Liggett and Patricia Wallace and provided additional details on previous meetings and conversations. Slow work, still in progress. May want to convene another EC special meeting if action is needed. Additional comments and discussion held. Wait to hear back and determine next steps.

## **Other Business as Needed**

### **\*Workgroups**

Marie Sullivan referred to workgroup membership document and pointed out ratios and concerns. Review of vacancies and impact on percentages; out of compliance. Discussion held. Marie Sullivan expressed possible appeal of membership representation. Current call to OEO seeking guidance as MCWDB is responsible for compliance. Where does authority lie to shift people. Marie expressed would like EC and nominating/governance committee/workgroup to work together and decide how to best handle; Marie Sullivan to recuse herself. Discussion and q/a held. Jim Godfrey indicated need for structure in place and how we find candidates for compliance purposes. Discussion on different positions/views. Robin Schaeffer suggested comparing our board to other boards to see where our deficits are. Extensive discussion held on topic and strategy, roles and responsibilities. At this point wait for OEO guidance.

### **Next Steps/Moving Forward**

Marie Sullivan summarized next steps based on discussion.

### **Call to the Public**

No Public present.

### **Adjournment**

Closing comments. Marie Sullivan adjourned meeting at 3:04 p.m.

*\*For additional information, contact Nancy Avina, Board Liaison at [avinan@mail.maricopa.gov](mailto:avinan@mail.maricopa.gov).*