



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

Wednesday, August 11, 2017 at 9:00 a.m.
Human Services Department
234 N Central Avenue 3rd Floor, Phoenix, AZ 85004
Conference Line: 602-506-9695, Passcode: 377148

Members Present: Marie Sullivan, Robin Schaeffer, Jim Godfrey

Members Absent: Kelsie McClendon

Staff Present: Nancy Avina, Patricia Wallace (Ph)

Call to Order

Prior to calling meeting to order Marie Sullivan, Acting Chair and 1st Vice-Chair, provided introduction comments and expressed Executive Committee (EC) concerns on schedule; recommendation provided on meeting a few days before full board meeting.

Marie Sullivan, called Executive Committee (EC) meeting to order at 9:09 a.m.

Roll Call

Nancy Avina, Board Liaison took roll. Quorum was present (3).

Marie Sullivan provided recommendations on membership of EC and adding an additional at large member to make EC an odd number.

***Approval of Minutes** – June 29, 2017

Marie Sullivan 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 Members/Membership Status/Vacancies

EC reviewed membership and discussed current status and processes. Jim and Patricia to develop a recruiting/membership process. Discussion on current vacancies; concerns discussed on authority of decision making without 51% on business category of full board.

Chairman Selection Process

Marie Sullivan provided background information and historical process. No recommendations for August 16 meeting, extend appointment and recommendations to September meeting; seek board member interest and refer to Jim Godfrey, nominations workgroup Chair then, present to Full Board during September meeting.

2017 – 2018 Action Plan

EC review of action plan and workgroups handout. Invite people and leads to workgroups during September meeting. Per previous board decision, an advocacy workgroup will be included. Add 13 Elements and Accomplishments to Action Plan. Discussion and review held.

Other Business as Needed

***Workgroups**

Review of workgroups and planning on where EC members can lead/join workgroups; additional discussion to be held during full board meeting. Additional strategic planning on workgroup membership. Ask Shawn Hutchinson to lead Advocacy workgroup. Blend WDB Bylaws workgroup and BOS/WDB board agreement.

IFA Workgroup Acknowledgement

Nancy Avina provided update on status of IFA workgroup and answered EC questions.

Budget

In the MCWDB Executive Director's absence, Marie Sullivan provided brief update on MCWDB budget. Discussion held. Patricia Wallace, MCWDB Executive Director and Board Liaison, Mary Ellen are working on finalizing budget.

Next Steps/Moving Forward

Executive Director update and personnel discussion to be held on Wednesday, August 16 prior to full board meeting at 8:30 a.m. for 30 minutes.

Call to the Public

No Public present.

Adjournment

Closing comments. Marie Sullivan adjourned meeting at 10:46 a.m.