



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

**Wednesday, November 8, 2017 at 3:30 p.m. – 5:00 p.m.**

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

**Members Present:** Jim Godfrey, Shawn Hutchinson, Marie Sullivan, Kelsie McClendon, Robin Schaeffer, MaryEllen Sheppard

**Members Absent:**

**Staff Present:** Nancy Avina, Patricia Wallace, Stacey Faulkner, Tom Colombo

**Call to Order**

Chairman, Kelsie McClendon called Executive Committee (EC) meeting to order at 3:37 p.m.

**Roll Call**

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

**Discussion, Review and Possible Action**

**\*Approval of Minutes – September 20, 2017**

Chairman, Kelsie McClendon asked for a motion to approve previous meeting minutes. Marie Sullivan made motion. Jim Godfrey seconded motion. All in favor. Motion carried.

**MCWDB FY 2019 Budget**

- Executive Director, Patricia Wallace provided background information on upcoming budget due December 1st and reviewed current budget and actual expenditures to date (handouts provided).
  - Cost savings are due to management analyst vacancy.
- Kelsie McClendon commented on tight timeline, know and unknowns, and different options for WDB budget including zero based budget.
- Logistics to be figured out with budget office; working with budget to figure out best strategy.
- Discussion on budget and placement, to ensure interest of board and firewalls.
- Suggestion made on finances to be reviewed monthly at every convening; presentation should be provided on fiscal accountability to understand where the expenditures are occurring.
- Discussion on possible challenges of budget placement.
- Important for board to articulate budgetary needs, in order to do its business and articulate financials.
- Budget process is, budget office comes out with Budget guidelines in December and Board of Supervisors (BOS) approves. Departments then submit their budgets in January timeframe. Timelines additionally broadly reviewed. Resources available discussed.
- Executive Committee (EC) to reconvene before submitting budget.
- Determine budgetary needs including committees and workgroup needs. Ask each workgroup lead.

- Extensive discussion on budget methodology and possible scenarios. Clarification on MCWDB Budget solely for the duties of the Board. Transmittal letter to County on uncertainty of budget to be outlined. Look at what are your mandates, Board's priority is money goes to services.
- Staff encouraged to go to Budget office and look at guidelines and budget policies to align EC information to existing budget policies.

### **Full Board End of Year meetings, Board Meeting Schedule and Programs discussion**

- Suggestion was made to collapse November and December WDB meetings to one early December meeting due to the holidays and board member limited availability.
- Consensus of EC to combine both Full board meetings to Wednesday, December 6, 2017 9:30 a.m. – 11:30 a.m. at the West Valley.
- Consensus of EC to meet Tuesday, November 28, 2017 11:00 a.m. – 1:00 p.m.

### **Management Analyst Position**

- Patricia Wallace, informed currently on the final stages of offering the position. Placement in range being countered.
- Chairman, Kelsie McClendon and Assistant County Manager/BOS Liaison, MaryEllen Sheppard will look at an appeal process based on selection committee's strong preference of candidate.

### **Executive Committee Membership**

#### **Welcome Shawn Hutchinson, Youth Committee Chair**

Chairman, Kelsie McClendon welcomed Shawn Hutchinson to the Executive Committee.

#### **Appointment of MaryEllen Sheppard to EC**

Chairman Kelsie McClendon, appointed Assistant County Manager/BOS Liaison, MaryEllen Sheppard to the Executive Committee.

### **Executive Committee Vacancy**

- Chairman, Kelsie McClendon informed of bylaws iterations, and governance standing committee to be added to bylaws adding an additional member to the EC and make EC odd numbered.
- Governance committee to include Nominations Committee and oversee WIOA mandates, needs on board, ongoing development, orientation, thinking more strategically on board member engagement, retention, performance. Bylaws workgroup to update bylaws first.

### **Executive Committee Strategic Planning**

Chairman, Kelsie McClendon discussed looking at best practices and look at all current board documents and agreements to see what the EC roles and responsibilities are. Discussion on other Executive Committee practices.

### **Executive Committee Meeting Schedule going forward**

EC to bring feedback to November 28<sup>th</sup> meeting on what committee wants to do. Set up for first part of 2018, strategic planning will determine what is done going forward.

### **Executive Committee Role and Charter Discussion**

Chairman shared vision of wanting to develop defined charters, objectives, scopes, desired outcomes documented and possibility of using tools such as Trello. Diversity on board and committees brought to attention in terms to structure. Jim Godfrey to share form for project management charter.

### **Addressing Business Services as Board Focus**

Jim Godfrey shared need to focus on Business services side at One Stops and ensure they are going out and talking to Companies. Would like to see a project where we address how to reach out to companies; need for sales approach. Discussion held on breaking down silos and connecting with hiring companies and the lack of data. Comments shared on understanding being, that this is one of roles of the One Stop Operator duties to convene, ensure we are clear on needs. Also ensure board is staying at strategic level, what are the priorities, need greater clarity. Additional discussion held around priorities and sectors, oversight and responsibilities. Suggestion to look into coming up with meaningful metrics. Action to be derived from Strategic Planning.

### **OSO Purchase Order**

Executive Director, Patricia Wallace wanted to ensure EC was aware of OSO purchase order (handout disseminated). Kelsie McClendon added comments on funding information.

### **WDB Quarterly Reports to BOS**

Executive Director, Patricia Wallace informed of WDB quarterly report due to BOS based on the Joint Governance Agreement. 1<sup>st</sup> time due, may need to request extension. Report advises and informs BOS of what board is doing under obligations. Report due on November 15, 2017. Assistant County Manager/BOS Liaison, MaryEllen Sheppard will go to Chairman's office to see how they would like the quarterly report.

### **Workgroup Updates**

- Patricia Wallace provided update on workgroups (handout disseminated).
- Inquiry made on solicitation of non-board members; workgroups solicit non-board members currently. Staff should not be listed as non-board members, separate as staff.
- Additional discussion on workgroup statuses.
- Strategic planning workgroup timelines discussed, recommendation from procurement is to push out one month. Patricia Wallace will send outline to workgroup for comment.

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

NAWB Conference registration open. Look into different conference opportunities in consideration of the upcoming budget. Recommendation on staff development opportunities.

### **Call to the Public**

No comments.

### **Adjourn**

Meeting adjourned at 5:04 p.m.