



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

**Friday, May 19, 2017, 9:00 a.m. – 10:00 a.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:** Patricia Wallace, Nancy Avina

**Call to Order**

Marie Sullivan, Vice-chair called Executive Committee meeting to order at 9:05 a.m.

**Roll Call**

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

**\*Approval of Minutes** – *May 17, 2017*

No minutes available.

**Discussion, Review and Possible Action**

Marie Sullivan provided brief introduction on purpose/status of meeting and asked Patricia Wallace, Executive Director of the WDB to carry conversation and provide additional information on status of workgroup documents.

**MCWDB Budget**

Patricia Wallace informed EC needs motion to acknowledge formally budget proposed to HSD. HSD Director, Bruce Liggett to provide acknowledgement form, no major comments provided by Bruce. Discussion held. Format budget. Create a finance committee to manage funds. Patricia Wallace suggested motion to accept document reviewed by EC and that EC approved and officially submitted to Bruce Liggett, HSD Director on behalf of BOS verbal approval was received and documented approval will be submitted. Discussion on motion.

Marie Sullivan made the following statement/motion on behalf of EC, as a point of order, the EC reviewed and approved a budget for Workforce Board operations and activities after discussion on May 19, 2017 it is our understanding the HSD Director has allocated amounts in the HSD Budget that will be presented to the Board of supervisors for approval subsequently the HSD director has indicated in writing to the WDB that action. Robin Schaeffer made motion. Jim Godfrey seconded motion. Motion carried. Additional comments added and discussion held.

Patricia mentioned information of Infrastructure funding agreement and including WDB budget. Discussion held.

**Other Business as Needed**

**Workgroups**



Patricia Wallace provided updates/status on workgroup documents:

- Core Partner MOU workgroup convened, provided feedback. Group requested master flow for workforce system, currently waiting for document from Operations, Tom Colombo. Revised document to be sent out to workgroup one last time before we push to HSD. MOU in progress not complete.
- BOS and WDB Joint governance agreement workgroup reviewed proposed document from HSD, provided feedback/input. Follow up Joint workgroup and HSD convening on May 25, 2017 at 11:00 a.m. to go through both documents and land on a joint document. Workgroup asked staff to go through and merge both documents and site law citations. Marie added additional comments/concerns and provided additional workgroup updates, document not complete yet. Discussion on questions to attorney per various workgroups.
- Discussion on bylaw update. Bylaws not available to review either. Robin Schaeffer provided update on bylaws workgroup. Workgroup also waiting for attorney clarification. Discussion held.

Additional discussion held on roles/responsibilities of board and clarification/concerns and interpretation for purpose of workgroup tasks, written documents and HSD interpretation. Robin Schaeffer inquired about inviting Bruce Liggett to a bylaws workgroup meeting. Additional discussion held on topic and updates provided.

Patricia provided brief update on OSO. Selection has been made, announcement will be made after BOS approves.

Marie Sullivan provided update on Nominations/Membership conversation with HSD Director per recommendations of Nominations/Membership workgroup. Patricia provided update on Chad Haas reapplication. Nancy Avina provided update on withdrawal of Maricopa Community College application.

### **Adjournment**

Marie Sullivan adjourned meeting at 10:02 a.m.

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