

MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Wednesday, May 16, 2018 at 9:30 a.m.

Human Services Department
234 N Central Avenue 3rd Floor Phoenix, AZ 85004
Conference Line: 602-506-9695, Passcode: 719959

Members Present: Angie Ferguson, Blair Liddicoat, Carlton Brooks, Drew Thorpe, Gregg Ghelfi, Jim Godfrey, Jon Ellerston (Ph), Neal Dauphin, Robin Schaeffer, Sally Downey, Thomas Jenkins

Members Absent: Marla Lazere, Nick DePorter, Randy Kimmens, Reid Graser, Shawn Hutchinson

Call to Order

Chairman, Kelsie McClendon called the Maricopa County Workforce Development Board (MCWDB) meeting to order at 9:39 a.m.

Roll Call

Nancy Avina, Board Liaison took roll call. Quorum was present (12).

Discussion, Review and Possible Action

****Approval of Minutes – April 18, 2018***

Chairman, Kelsie McClendon asked for a motion to approve the previous meeting minutes as written. Sally Downey made motion to approve, Jim Godfrey seconded motion. All were in favor. Motion carried.

****OSO Contract Renewal & Official Notification***

MCWDB Executive Director, Patricia Wallace informed on the OSO Contract Renewal and Official notification. On 4/27, Executive Committee (EC) reviewed and took action on the OSO contract renewal final draft. Contract has three, one year renewals; renewal for second year is now due. Full Board is being asked to ratify the EC action to ensure OSO is in place, per WIOA mandates. Brief update given on OSO work; a final report will be provided to the Full Board in June. OSO recommendations have also been provided during last meeting, for full board consideration.

Contract renewal language was sent for full board member review. Chairman, Kelsie McClendon added additional comments, including on updates to the contract renewal language to allow flexibility.

Chairman, Kelsie McClendon asked for a motion to approve the OSO contract renewal. Robin Schaeffer made motion to approve, Drew Thorpe seconded motion. All were in favor. Motion carried.

****BOS Quarterly Report***

MCWDB Executive Director, Patricia Wallace informed on the 3rd quarter draft report, due to the Board of Supervisors (BOS); document was sent to full board for review and comment. No specific feedback was received from board members however, brief feedback was provided by the BOS liaison; updates have been made and are minimal revisions. Information was provided on future quarterly reports and the annual report, due dates. Brief discussion and comments shared.

Chairman, Kelsie McClendon asked for a motion to approve the BOS Quarterly report. Drew Thorpe made motion to approve, Tom Jenkins seconded motion. All were in favor. Motion carried.

Executive Director Report/Updates

MCWDB Executive Director, Patricia Wallace provided brief updates on the following items:

Strategic Planning

Strategic Planner has met with all board members and is now meeting with additional stakeholders. Information provided on the upcoming 2-day strategic planning session; strategic planner has informed board members they are willing to do a debrief for those unable to attend. Scheduling conflicts and concerns of having a 2-day session

extensively discussed, board members would prefer to have a 1-day session only. Request and consensus of the board was to look at a 1-day session (Wednesday, June 27) with extended hours and pre-work if needed. Follow up session for debrief on July, 9.

Financials/ Tablets for Board Members

Update and review of financials provided; discussion was held on expending funds. Paperless strategy discussed and possibility of providing board members with tablets; board members were not on board at this time. Further discussion held on how to better utilize/expend funds i.e. study for technology solutions, sponsoring a youth event. Unspent money or money not carried forward will need to be officially adjusted and will go back to services. Fiscal agent will be providing monthly updates on the WDB budget; board members inquired on the overall budget and frequency of updates to the board, a quarterly update was requested. Board members requested staff look into a storage portal/tool to be able to access all reports and updated documents.

Policies Review

The WDB Executive Director and the Management Analyst have been reviewing the current 75 blended WDB and Operations policies; 15 of 70 policies reviewed thus far. As policies are needing approval they will go to the Executive Committee for first review and to the Full Board for final approval.

Regional Discussions

Brief update and discussion held on engagement with City of Phoenix shared. Board members requested City of Phoenix board meeting calendar.

114thpartnership.org and WDB Partnership

114th partnership is interested in doing a pilot on career pathways with the board. Videos would be created to showcase specific career pathways for students to enter those fields. The WDB would be tasked with identifying employers to highlight in the videos. A presentation/overview will be provided to board members during the next board meeting on the proposal. Board discussed what career pathways to highlight i.e. pre-apprenticeship construction, advanced manufacturing, IT security, healthcare.

Social Media Presence

Extensive discussion on thoughts of social media presence as a board; may need a landscape analysis. Table discussion until Strategic Planning.

Other Updates

No other updates provided.

Board Source Next Steps and Utilization

Management Analyst, Isabel Creasman gave a brief overview on board source and their resources. Isabel will be sending an email for board member registration for the Maricopa County unique website. Membership will be good for 1 year. Management Analyst will be touching base with board members at a later time to determine if membership is useful for board members.

Governance Committee Report

Executive Director, Patricia Wallace provided a brief update on vacancies and interests expressed. The WDB application is currently in the process of being uploaded online. Request was made for board member recommendations for a retail candidate. Brief discussion held on diversity on the board; Chairman suggested reaching out to diversity organizations.

Board member Blair Liddicoat announced his retirement and informed recommendations have been made for a Title II representative. 5 candidates have been identified; 4 out of 5 have expressed interest. Brief conversation held on upcoming term expirations. Chairman, Kelsie McClendon added a few comments.

Youth Committee Report

In the absence of Youth Chairman, Shawn Hutchinson Management Analyst, Isabel Creasman provided a few brief updates on the Youth Performance survey and informed of next steps including convening of a focus group.

Workgroups Updates

Postponement of workgroups

Chairman, Kelsie McClendon, informed of decision to table the Performance Excellence and Transportation Barriers workgroup.

IT Solutions

Brief update shared by Lead, Tom Jenkins, plan has been sent out for a broad view, micro view and selection.

Advocacy

Chairman, Kelsie McClendon provided a brief advocacy update.

OEO Presentation

OEO Research Administrator, Doug Walls provided the full board with a presentation on Maricopa County Short-Term Industry & Occupation Employment Projections. Questions and discussion held.

WDD Operational Updates

WDD Assistant Director, Tom Colombo provided a brief operational update. Organizational structure for workforce development has been realigned recently, Terry Farrell is now the Adult/Dislocated Worker manager and Stacey Faulkner is now focused on Business and Community Engagement.

Operations is currently working with the State on performance negotiations. Brief update on current performance provided. Brief discussion held.

Board Member Development

WAC Seminars & Meetings

Workforce Arizona Council (WAC) Manager, Ashely Wilhelm, gave a brief overview on upcoming WAC seminars and provided clarification.

Upcoming Trainings/Conferences

Executive Director, Patricia Wallace touched upon a few upcoming conferences. Board member interests, let WDB staff know.

Next Steps

None discussed.

Call to the Public

No public comment.

Adjournment

Meeting adjourned by Chairman, Kelsie McClendon at 11:49 a.m.

**For additional information, contact Nancy Avina, Board Liaison at: avinan@mail.maricopa.gov.*