



## MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Wednesday, September 20, 2017 - 9:30 a.m. - 11:30 a.m.

### Maricopa County Human Services

234 N Central Ave. Phoenix, AZ 85004, 3rd Floor, Roosevelt Conference Room  
Conference Line: 602-506-9695, Passcode: 377148

**Members Present:** Blair Liddicoat (Ph) Chevera Trillo, Carlton Brooks, Drew Thorpe, Jim Godfrey, Jon Ellerston, Kelsie McClendon, Marie Sullivan, MaryEllen Sheppard, Nick DePorter, Reid Graser, Robin Schaeffer, Ron Hardin (Ph), Sally Downey, Shawn Hutchinson, Thomas Jenkins

**Members Absent:** Dennis Troggio, Neal Dauphin

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

Introductions held, prior to initiating meeting.

### **Call to Order**

Marie Sullivan, MCWDB Acting Chair and 1<sup>st</sup> Vice-Chair called meeting to order at 9:36 a.m.

### **Roll Call**

Nancy Avina, Board Liaison took roll call. Quorum was present (16).

### **Discussion, Review and Possible Action**

#### **\*Approval of Minutes - August 16, 2017**

Acting Chair, Marie Sullivan asked for a motion to approve the previous meeting minutes. Sally Downey made motion to approve previous meeting minutes. Carlton Brooks seconded motion. All in favor. Motion carried.

#### **\*New MCWDB Agenda Timeline**

Review of the MCWDB agenda timeline. Patricia provided background information on agenda timeline and due dates for alignment between the Workforce Board and Board of Supervisors. Suggestions provided. Item moved forward by Acting Chair.

#### **\*Infrastructure Funding Agreement**

Review of the Infrastructure Funding Agreement (IFA). Executive Committee gave formal approval and is recommending approval by the MCWDB. Lead, Chevera Trillo provided additional background information on the IFA. Concerns raised by Job Corp partner on co-location, clarification provided by Lead and Executive Director of the Board and WDD Assistant Director. Recommendation provided to add an asterisk comment indicating IFA is not in addition to any existing lease agreement for clarification purposes. Marie Sullivan, asked for a motion on IFA with amendment. Chevera Trillo, made motion to approve IFA with the amended language that clarifies that this is not in addition to existing lease agreements. Sally Downey seconded

motion. 15 Ayes, 1 nay from Reid Graser. Motion carried. Workgroup to reconvene and work with Job Corps to make amendments.

### **Convene Local Board Re-Certification Workgroup**

Executive Director, Patricia Wallace provided background information on Local Board Re-Certification. This year conditional approval, next fall new recertification process and from then on, every 2 year process. Previous 3 issues previously raised include: Patricia Wallace as voting member on board in previous role, allowing proxies, and board certification checklist. Need to acknowledge resolution of issues. Move forward by consensus to convene workgroup.

### **Convene One Stop Center Certification Workgroup**

Executive Director, Patricia Wallace provided background information on the One Stop Center certification. Tom Jenkins, raised concerns on conflicting messages being delivered by centers. Consensus to convene workgroup and resolve concerns raised.

### **Reconvene Local Board Self-Assessment Workgroup**

Executive Director, Patricia Wallace provided background information on follow up of Local Board Self-Assessment. Brief discussion held. Consensus to convene workgroup.

### **Executive Committee Report**

Acting Chair, Marie Sullivan gave a brief report on Executive Committee work and referred to the development of the MCWDB Action Plan. Staff will send updated action plan to full board. Questions and concerns address to staff.

### **Youth Committee Report and Possible Action**

Youth Committee Chair, Kelsie McClendon provided a full report on Youth Committee membership and activity including performance initiatives and draft survey. Question on intersect with Opportunities for Youth at ASU, Kelsie McClendon provided comments on connection. Suggestions provided by board members on performance. Discussion held.

### **Request to send a youth committee member to Youth Summit in Chicago.**

Consensus to move forward and send. Email to be sent by staff to youth committee membership on attendance interest.

Additional discussion held on youth performance metrics.

### **Workgroup Updates**

Acting Chair, Marie Sullivan reviewed current workgroups and new additions. Staff to send out email listing all workgroups for joining consideration; can participate in more than one. Suggestion provided on listing general time commitment of each. Recommendation of non-board members to participate on workgroups. Discussion held.

### **MCWDB Executive Director Report**

Executive Director, Patricia Wallace gave brief report on staff activity during the last five weeks. Tom Colombo provided comments on the pre-apprenticeship project with board member Dennis Troggio. Executive Director, also shared information on participation in upcoming conferences and grant project with NAWB. Status provided on Management Analyst position.

### **Program Oversight Update**

Acting Chair, Marie Sullivan added brief comments. In future look at Dashboard metrics achieved.

### **Operational**

#### **Board Initiatives**

Acting Chair, Marie Sullivan added comments regarding BOS letter included in folder and connection to Board initiatives and strategies.

#### **Membership/Onboarding Committee Report**

Lead, Jim Godfrey provided brief update on onboarding and deferred to MaryEllen Sheppard to provide a membership and new board member update.

#### **Officers Election Consideration and Action**

Lead, Jim Godfrey provided update on behalf of Nomination Committee and informed would like to move forward Kelsie McClendon as Chairman of the MCWDB and Marie Sullivan as 1<sup>st</sup> Vice-Chair.

Chevera Trillo made a motion to accept the Nominations Committee recommendations for the slate of Chair and 1<sup>st</sup> Vice-Chair, Shawn Hutchinson seconded motion. Robin Schaeffer asked for all in favor. One abstention by Kelsie McClendon. Motion carried.

Jim Godfrey furthermore informed, still looking for 2<sup>nd</sup> Vice-Chair and will reopen for interest. Send interest by September 30, 2017. Kelsie McClendon, informed will need a youth committee chair as well; follow same nominations process. Clarification question on Executive Committee; Jim Godfrey provided guidance on membership of Executive Committee.

#### **Next Steps**

Acting Chair, Marie Sullivan gave brief closing comments.

#### **Call to the Public**

No additional comments provided.

#### **Adjournment**

Marie Sullivan, Acting Chair and 1<sup>st</sup> Vice-Chair adjourned meeting at 11:23 a.m.

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