

**MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD  
COMPLIANCE ADVISORY WORKGROUP**

**Wednesday, September 17, 2020 – 10:00 a.m.**

**REMOTE MEETING**

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871

**Members Present:** Gregg Ghelfi (Ph.), Loren Granger (Ph.), Mark Wagner (Ph.), Matt McGuire (Ph.)  
Shawn Hutchinson (Ph.)

**Members Absent:** Elizabeth E. Cole, Vanessa Andersen

**1. Call to Order**

Interim Chairman, Matt McGuire called the meeting to order at 10:01 a.m.

**2. Roll Call and Welcome**

**a. Roll Call** – WDB Liaison, Nancy Avina, took roll. Quorum was present.

**b. Opening Comments and review of Vision, Values and Goals / c. Interim staffing introductions, communications and next steps** – Interim Chairman McGuire reviewed the boards vision, values and goals. He provided brief comments regarding the announcement of previous Executive Director, Patricia Wallace. Interim Chairman McGuire asked Assistant County Manager, Lee Ann Bohn and Interim Executive Director, Bill Wiley to inform on the interim staffing plan of the MCWDB. Assistant County Manager, Lee Ann Bohn informed on the staffing approach – Bill Wiley has been asked to come on board as Interim Executive Director, Trevor Stokes will be the consultant updating the local plan, and as needed assistance will be provided by Management Analyst, Matt Smith. Mr. Wiley briefly introduced himself. Interim Chairman McGuire expressed his appreciation and gratitude to Board Liaison, Ms. Avina. Mr. Stokes briefly introduced himself.

Interim Chairman McGuire provided a brief agenda review and informed briefly on a recent letter received from DES, outlining their response to the corrective action plan submitted by the MCWDB.

**3. Shared Governance Agreement Deep Dive**

**a. Review the revised SGA, discuss any additional feedback and make any additional revisions / b. Goal: Have new version ready for review at the next Full Board meeting / c. Align on next steps**

Interim Chairman McGuire asked Assistant County Manager, Lee Ann Bohn to walk the workgroup through the revisions of the SGA. Ms. Bohn walked the workgroup through a page-by-page review of the red-lined SGA, that included feedback received from DES and revisions made to the SGA based on that feedback. Brief clarifying questions and comments were provided throughout on the revisions. A minor addition in reference to HSD as the provider selected will be added per DES comments and additional research regarding who initially develops the bylaws will be looked into.

Interim Chairman McGuire thanked Ms. Bohn and informed on the process of taking to the Full Board for vote.

**4. Local Plan Update**

Interim Chairman McGuire asked for an update on the local plan strategy. Ms. Bohn provided brief background information on the local plan and on missed deadlines. Ms. Bohn informed of requirement to have a brand-new local plan submitted by November 1<sup>st</sup>. Interim Chairman McGuire provided comment. Discussion was held on timelines. Interim Executive Director, Bill Wiley provided additional information on plan/schedule discussed with Mr. Stokes. Mr. Stokes provided comment on the plan of action and concerns on the timeline. Interim Chairman McGuire informed of approach to keep in constant contact with DES and

keeping lines of communication open. Additional discussion was held on incorporating the Strategic Plan and the possibility of using the plan as a foundation; deadlines were further discussed.

#### **5. Other Compliance Items**

Interim Chairman McGuire touched upon the letter received from DES, shortened deadlines of agreements, and plan of action to bring the service provider agreement to the group at the following meeting. Additional comments were added regarding service provider agreement revisions.

#### **6. Call to the Public**

Interim Chairman, McGuire called for public comment. No public comment made.

#### **7. Adjourn Meeting**

Interim Chairman McGuire adjourned the meeting at 11:19 a.m.

*\*For More Information Please Contact, MCWDB Staff: [mcwdb@maricopa.gov](mailto:mcwdb@maricopa.gov)*