



Maricopa County Workforce Development Board – OSO Workgroup Meeting Minutes

Thursday, November 14, 2019 at 12:30 p.m.

MCWDB Staff Office

701 W. Jefferson St. Ste 104 Phoenix, AZ 85007

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

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

Members Present: Marla Lazere (Ph.), Tom Jenkins, Gregg Ghelfi

Members Absent: n/a

MCWDB Staff Present: Patricia Wallace, Nancy Avina

Call to Order/Welcome/Introductions

Meeting was called to order by Tom Jenkins at 12:30 p.m.

Roll Call

WDB Liaison, Nancy Avina, took roll. Quorum was present.

Approval of Minutes from Previous Meeting

Tom Jenkins asked for a motion to approve the previous meeting minutes. Gregg Ghelfi made a motion to approve, Marla Lazere seconded the motion. All were in favor; motion carried.

Review Action Items from Previous Meeting and Research conducted to date*

Lead, Jenkins recapped actions to date including, vote at Full Board meeting to approve an extension of the OSO for six months, OSO RFP research conducted and looking at material that OSO is currently providing. Mr. Jenkins shared option of potentially extending the contract for an additional year (2020-2021) after the six months. OSO would report same data in an improved way – current dashboard would be improved; deliverables and milestones could be updated. Discussion was held on why to recommend an additional year extension after the six months. The workgroup discussed research findings in terms to variance in the amount of cost and staff; and needing boots on the ground staff at the centers. Level of changes to the scope for the additional year discussed. The workgroup discussed timing, based on activity of other committees (i.e. Audit Committee) and doing additional six-month extensions. Extensive discussion on a recommendation held; full RFP vs. adjustments to the scope of work discussed. On site modifications should be made to the existing contract and discussions regarding a full RFP should begin. OSO workgroup agreed to make a recommendation to the full board to extend the OSO contract for an additional year after the six-month extension, while initiating discussions with all core partners on what a full RFP would look like. The workgroup discussed recommending adjustments to the scope of work along with the additional year extension to the full board at the same time. The workgroup will work on making minor adjustments to the scope of work and engage core partners in the process including on the full RFP redesign.

Determine Next Steps/Action Items

The workgroup discussed next steps and holding a working session that includes all title partners for the redesign. Additional discussion was held on tie to the MOU/IFA and proportionate share of the OSO costs. Two actions discussed 1) make minor revisions to the current scope; and 2) meeting to begin full RFP process. All title partners will be included, staff will be reaching out to title representatives.

Call to the Public

Lead Jenkins called for public comment. No public comment.

Adjourn

Lead Jenkins adjourned the meeting at 1:12 p.m.

**For additional information, contact Nancy Avina, Board Liaison at nancy.avina@maricopa.gov.*