



MARICOPA COUNTY

**MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD STRATEGIC PLANING WORKGROUP
MEETING MINUTES**

Monday, December 11, 2017 - 3:00 p.m. – 4:00 p.m.

Human Services Department

Via Phone Conference

Conference Line: 602-506-9695, Passcode: 377148

Members Present: Marie Sullivan (Ph), Robin Schaeffer (Ph), Kelsie McClendon (Ph), MaryEllen Sheppard (Ph), Tom Jenkins (Ph), Drew Thorpe (Ph), Jim Godfrey (Ph), Reid Graser (Ph)

Members Absent: Shawn Hutchinson

Staff Present: Nancy Avina, Patricia Wallace

Call to Order/Welcome

Workgroup Lead, Marie Sullivan called meeting to order at 3:05 p.m.

Roll Call

Nancy Avina, Board Liaison took roll. Majority of workgroup was present.

Discussion, Review and Possible Action

Approval of Minutes – November 28, 2017

Workgroup lead asked for a motion to approve previous meeting minutes. Reid Graser made motion. Jim Godfrey seconded motion. Robin Schaeffer abstained per not being present at previous meeting. Motion carried.

Strategic Planning Discussion

Scope of Work Review

Workgroup lead provided brief background/introductory comments.

Executive Director, Patricia Wallace provided clarification on RFQ and led workgroup through a page-by-page RFQ review to ensure changes, based on comments and feedback received were properly noted:

- Clarification and extensive discussion held on understanding of the purpose of the WDB strategic plan, and differences between a WDB strategic plan and the Local Area strategic plan. Additional discussion held on directing of finances for clarification purposes.
- RFQ to reflect MCWDB not LWDA.
- Section 6.0, purpose consensus to keep. Include the Strategic Planning workgroup as well as full complement of the Board.
- Section 8.0, scope of work revisions review. Incorporated Chairman, Kelsie McClendon's feedback.
 - SWOT to be a standalone activity.
 - Discussion on multiple phases. Outline year 1 and year 2 for additional support. Year 1 implementing and evaluating plan. Implementation process and refining in Year 2.
 - Additional discussion on section 8.0 language.
- Summary of revisions discussed.

Workgroup Next Steps

Incorporate further feedback received and send out for final review. Workgroup next steps discussed. Evaluation team to be put together.

MaryEllen Sheppard to share with staff strategic planning vendor. Any other vendors in mind let staff know to ensure adding them to distribution list

Call to the Public

None.

Adjournment

Meeting adjourned at 4:13 p.m.