



## MARICOPA WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

**Wednesday, December 16, 2015 at 9:30 A.M.**

Maricopa County Human Services Security Building  
234 N. Central Avenue 3rd Floor, Arizona Room  
Phoenix, Arizona 85004

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**Members Present:** Belinda Hanson, Blair Liddicoat, Chevera Trillo, Donna Pettigrew, Frank Armendariz, James Godfrey, Kayong Holston, Kelsie McClendon, Patricia Wallace, Reyes Medrano, Robin Schaeffer, Shellie Frey, Shawn Hutchinson, Steve Troxel, Tim Stump,

**Members Absent:** April Addison, Che Collins, James Marshall, Kimberly Hall, Marie Sullivan, Melissa Rafalski, Rick McCartney, Vanessa Andersen, Rodney Pack, Tony Maldonado

### **I. Call to Order**

- a. Steve Troxel, Chair called the meeting to order at 9:40 a.m.

### **II. Roll Call**

- a. Nancy Avina, Board Liaison took Roll call. The WBD had quorum (15/25)

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

- a. Approval of Minutes – *October 20, 2015 meeting*
  - Steve Troxel made motion to approve October 20, 2015 meeting minutes. **Kelsie McClendon made a motion to approve minutes, Chevera Trillo seconded motion. Motion carried.**
- b. Officer Elections
  - Jim Godfrey was nominated and selected to chair new committee for nominations. Looking for 2 additional board members to work on finding the right folks, and align to WIOA requirements. Work with Nancy Avina to find out vacancies and keep in compliance. Chevera Trillo volunteered be part of committee. Jim Godfrey looking for additional members will email everyone. Let Jim Godfrey know if interested. Non-board members may also participate.
- c. Annual Calendar
  - Steve Troxel informed annual calendar was reviewed and discussed, keeping frequency of meetings at an every other month basis. Kelsie McClendon and Steve Troxel added additional comments and feedback on things board members can do for the board on off months to bring back to meetings.

### **IV. WDD Directors Report**

- a. Procurement Moratorium
  - Starting March 15, 2016 through August 15, 2016 County is implementing new accounting system. Big undertaking, closing out system and ramping up new system. Moratorium on Contracts, not allowed during time frame. Working diligently to get everything in line for what is needed in 2016 including, sector strategy evaluation regarding retail, east valley expansion, and business services – technical assistance.
- b. Regionalism
  - Patricia Wallace informed report due to state in March 2016 regarding the Phoenix Regional Plan. City and County signed formal IGA together. Teams have been meeting bi-weekly on

alignment, processes everything going well. If there are any questions reach out to Stacey or Terry who are also involved. Steve Troxel included that meeting was interested and approach was different for both government entities. Great conversations. Additional comments and feedback added.

c. Workforce Goals

- Patricia Wallace informed that a Regional Workforce Survey was sent. If anyone did not get that survey contact Nancy Avina. Forward survey to anyone that is interested. Has been sent to at least 350. Deadline of survey is December 22. Kelsie McClendon requested that link to State Plan be sent to board members for comments. Survey results will inform what workforce goals will be moving forward.

V. **Task Force and Committee Report**

- a. Steve Troxel added opening comments on the task forces and committees. Task Forces and Committees will be changing. Going to community at large and get input on what would make the most impact and determine which task forces will be developed. Work will start with nomination process.
- b. Aerospace & Defense and Manufacturing
  - Jim Godfrey gave multiple updates. Discussion held. Heath Anderson, BAC added additional updates.
- c. Bio-Science and Healthcare
  - Robin Schaeffer gave multiple updates. Discussion held. Don Motz, BAC added additional updates.
- d. Information Technology and Service
  - Steve Troxel gave update on information Technology. Discussion held. Yvette Fielder, BAC provided additional updates.
- e. Construction, Trades, and Renewable Energy
  - Shawn Hutchinson gave updates. Discussion held. Kevin Dumcum, BAC provided additional updates.
- f. Logistics and Transportation
  - Kelsie McClendon deferred to Nancy Lee, BAC to provide updates. Kelsie McClendon added additional comments. Discussion held.
- g. At Large Industries
  - Don Motz, BAC provided a brief update.
- h. Workforce System
  - Belinda Hanson informed that group has not met but will meet at the beginning of the year.
- i. Apprenticeships
  - No updates
- j. Youth
  - Brief update provided by Eboni Farmer. January 11th enrollments on all youth hubs. 8:00 a.m. to 5:00 p.m. Information will go out.
- k. Membership
  - Patricia Wallace deferred to Nancy Avina to provide information on 2 additional resignations. Kim Hall and Shelby Hubbard interested in joining youth committee. Website walk through on application process online (link to website: <http://www.hsd.maricopa.gov/Divisions/Workforce-Development/Maricopa-County-Workforce-Development-Board/WDB-Nomination-Process.aspx>). Patricia Wallace added additional comments. Discussion held.
- l. Executive
  - Steve Troxel provided update.
- m. Exploration of Retail Sector
  - Patricia Wallace informed that Walmart Foundation approached to possibly discuss if retail strategy would make sense in phoenix metro area. Walmart Foundation to possibly take lead role, tie in

Markle foundation Rework America partner with ASU short term and long term studies. Aspen Institute and Schultz Foundation looking at low income adult and disconnected youth focus.

**VI. Maricopa Workforce Connections Report**

- a. Centers
  - Stacey Faulkner, Regional Manager gave a few updates. Smart Justice up and running, caseload files will be transferred to case managers. Clean Start program developed. Tina Wadham Welcome Supervisor gave additional information on initial enrollment process and updates.
- b. Business Services
  - Diana Diaz, Business Supervisor provided a few updates. Will provide business cards to board members on sector assigned BAC's
- c. Quality Assurance Update
  - Nina Lindsey, QA supervisor disseminated handout, and provided information and updates. More data will be provided at next meeting. Handout will also be sent electronically. Richie Taylor community relations liaison shared a few client success stories. If there are additional questions reach out to Nina Lindsey. Discussion held.
- d. Upcoming Employment and Community Events
  - Handout will be sent via email regarding Business Services 2015 Recap. BACs had business cards available.

**VII. Other Matters**

- a. Nancy Avina informed NAWB conference is coming up. Members that are interested in attending email Nancy Avina selection will be made for a couple of board members to attend.
- b. Nancy Avina informed that an Executive Committee and Full Board meeting will be scheduled in January to kick off the year. A meeting notification will be sent.

**VIII. Call to the Public/Public Comments**

**IX. Adjourn**

- a. Quorum no longer held at 11: 26 a.m.
- b. Steve Troxel adjourned meeting at 12:11 p.m.