



## **Maricopa County Workforce Development Board – Executive Committee Meeting Minutes**

Wednesday, February 1, 2017, 10:00 a.m. – 12:30 p.m.

Maricopa County Human Services Department  
234 N Central Avenue Phoenix, AZ 85004, Floor 3  
Conference Line: 602-506-9695, Passcode: 377148

**Members Present:** Marie Sullivan, Robin Schaeffer, Kelsie McClendon (P)

**Members Absent:** Jim Godfrey

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

### **Call to Order**

Marie Sullivan, Vice-Chair called meeting to order at 10:04 a.m.

### **Roll Call**

Nancy Avina took roll call, quorum was present.

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

#### **Approval of Minutes – January 18, 2017**

Marie Sullivan called for a motion to approve the January 18, 2017 meeting minutes. Robin Schaeffer made a motion to approve. Kelsie McClendon seconded motion. Meeting minutes approved.

Marie Sullivan prefaced meeting informing of new agenda structure. Agenda and materials will be sent out at least the Friday before Wednesday meeting. Follow 24-hour open meeting law for public posting.

#### **Proposed WDB Action Plan – Reviewed January 18, 2017**

Marie Sullivan informed of discussion at bigger board meeting on items of organization and work needed to do to keep moving forward, getting a better sense of what we need to put in place in order to have the board supported to go forward, and amount of work that needs to be achieved this year. Vice-Chair Marie Sullivan, met with Patricia Wallace and Nancy Avina, looked at all elements, guidelines and expectations of board as to activity and supporting ideas of what needs to get done. Items b-h (on agenda) are items agreed at board meeting to discuss and need action to move forward. Marie Sullivan asked Patricia Wallace to inform on items b-h for discussion.

Patricia Wallace reiterated a lot to do, putting together a lot of information and doing research, making sure we are organized to hit ground running. First few items being asked of us to accomplish are on a short timeline. Presented at the last board meeting, thought today is that it will be adopted as our plan, go over and discuss what is on proposed action plan, everything from compliance stand point have to get done in year 2017-2018. Board development ongoing, no specific guidelines. Patricia Wallace provided information and reviewed first three items on proposed action plan, individual action plans and timelines. Robin Schaeffer requested acronym list. Extensive discussion held.

Marie Sullivan asked for support that action plan is right action plan for board. Agreement through consensus of the Executive Committee.



## **County Procurement Process**

Patricia Wallace informed of Non-disclosure agreement progress and the Office of Procurement (OPS) role in One Stop Operator procurement. Additional details on timeline provided.

Marie Sullivan made motion to move forward with this process and plan. Robin made motion to move forward. Kelsie McClendon seconded motion. Motion carried.

## **Membership Resignations**

Nancy Avina informed of Sheila Shedd's formal resignation and Glenn Bowers non-participation. Drafting letter.

Marie Sullivan formally acknowledged the resignation of Sheila Shedd, and sending of letter to Glenn Bowers for service on board. All members of Executive Committee in agreement. Minor discussion.

## **Minor Bylaw Revision – HSD Seat Removal**

Nancy Avina informed of minor bylaw revision of HSD seat removal. Comments shared, look into making the Executive Director an Ex Officio member of board and frame into bylaws. Formal request made by the Executive Committee to add Ex Officio position on board Additional discussion held.

Vice-Chair Marie Sullivan made motion to formally request Ex Officio position and to frame into bylaws. Robin Schaeffer made motion. Kelsie McClendon seconded motion. Motion carried.

## **Workgroup Appointments**

Marie Sullivan discussed workgroups. Handout of proposed board workgroups. Comments shared. Workgroups come and go depending activity at hand. Discussion and review held.

Kelsie McClendon indicated wanting to focus on the youth committee, Marie Sullivan removed Kelsie McClendon from One Stop Operator workgroup per request. Discussion on engaging youth committee members into workgroups, Nancy Avina to add to youth committee agenda.

Marie Sullivan informed Full Board stated at last meeting, giving the executive committee support to designate workgroups. Patricia Wallace and Nancy Avina will work with chairs to notify members and schedule meetings. Work plans for each workgroup.

Marie made motion to support workgroup appointment giving communication and acceptance by board members, including Kelsie McClendon youth committee appointments. All committee members accepting of motion.

Additional discussion on workgroups held.

## **Declaration of Intent – One Stop Operator RFP**

Patricia Wallace informed need to officially document if anyone in the Executive Committee or in the full board has intent to bid on the One Stop Operator they need to declare that intent and need to have a conflict of interest discussion. Formally have committee acknowledge that and will also be an item in Full Board agenda; will be a formal process. Executive Committee acknowledges practice we want to put in place for everything. Additional discussion held.

## **Timelines & Schedule**

Patricia discussed each of work plans and meetings; meticulously documenting entire process. Additional discussion held. Full Board or Executive Committee additional meetings discussion. Full Board not needed Executive Committee touch-base, put tentatively on calendar for Thursday March 2nd. Kelsie McClendon shared



positive remarks about GoTo Meeting. Marie Sullivan to encourage physical presence, recommend for our full board formal meetings. Comments added.

### **Local Board Review Process for Title II Funding Applications**

Patricia Wallace informed about new requirement under WIOA through adult education as one of the mandated core partners require local board review title II funding applications will be approached once those are ready for review. RFGA due March 1st will probably be during March meeting or will have to convene an April meeting. Pending direction and guidance from Department of Education. Assuming volunteer workgroup or come to Executive Committee for action.

### **Committee Updates/Next steps**

Marie Sullivan added additional comments regarding future committees/workgroups.

Kelsie McClendon provided update on SHRM conference; seeking volunteers think of Business Services involvement. Comments added.

NAWB Conference attendance, update provided.

Patricia Wallace and Marie Sullivan going to DOL conference in San Francisco regarding WIOA.

### **Call to the Public**

### **Adjourn**

Meeting adjourned by Vice-Chair Marie Sullivan at 11:24 a.m.