



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

Thursday, March 2, 2017, 9:00 a.m. – 11:00 a.m.

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

**Members Present:** Jim Godfrey, Marie Sullivan, Robin Schaeffer (Ph), Kelsie McClendon (Ph)

**Members Absent:** None

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

### **Call to Order**

Marie Sullivan, Vice-Chair called meeting to order at 9:12 a.m.

### **Roll Call**

Nancy Avina took roll call, quorum was present.

### **Approval of Minutes** – February 01, 2017

Marie Sullivan called for a motion to approve the February 01, 2017 meeting minutes. Robin Schaeffer made a motion to approve. Jim Godfrey seconded motion. Meeting minutes approved.

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

#### **One Stop Operator RFP**

Marie Sullivan gave brief introduction on One Stop Operator RFP and asked workgroup lead Robin Schaeffer to lead conversation. Robin Schaeffer provided background information on workgroup meetings as well as informed on workgroup recommendations, taking the Board Self-Assessment into account. Section by Section review of RFP and discussion. Patricia Wallace provided technical assistance and answered member questions. Additional revisions, suggestions and input provided. Extensive discussion held.

Marie Sullivan Vice-Chair asked for a motion to accept the revised notice of solicitation for the OSO as presented and modified. Jim Godfrey made a motion. Robin Schaeffer seconded motion. Marie Sullivan asked for any discussion, Kelsie McClendon asked question about attachments. Nancy Avina clarified question. All in favor, motion carried.

Clarification/discussion on how to proceed to the Full Board. Executive Committee decided upon informing the full board of actions and exerts its authority to move solicitation forward. All committee members agreed full board was represented by workgroup because there were representatives of the board and youth committee and option was given to all full board members to join workgroup.

Marie Sullivan Vice-Chair asked for a motion to inform the Executive Director of the board (Patricia Wallace) and Nancy Avina (Board Liaison) to move forward into the next step of the procurement process and inform board at the (next) meeting. Jim Godfrey made a motion. Kelsie McClendon seconded motion. All in favor, motion carried.

### **Workgroup Updates**

Workgroup updates were given on status. Jim Godfrey provided update on Core Partner MOU workgroup, MOU workgroup moving forward on approval and on schedule. Jim Godfrey commented on liking workgroup model. Marie Sullivan provided update on BOS & WDB Agreement Workgroup, had productive meeting, asked staff to come back with additional information and will be meeting next week. Marie Sullivan commented on being appreciative, and having really robust discussion, product that will be produced will be effective. Clarification on Executive Committee approval of documents, phone conversation if have finished product. Nancy Avina, board liaison suggested setting a tentative date for an Executive Committee Meeting. Discussion on Monday, March 13, 2017 as a tentative 1-hour phone call at 3:00 p.m. Additional discussion on regular scheduled Executive Committee meeting (Wednesday, March 15, 2017) and potentially cancelling. Recommendation of Full Board agenda discussion during Executive Committee phone call, just for item review not for report outs. Kelsie McClendon asked for clarification on a couple of youth committee items, as well as provided a brief update on status and membership. Brief discussion held.

Marie Sullivan informed of possibility of intent to apply for Youth RFP and in that instance, would proclaim conflict of interest and recuse herself from any conversation or vote pertinent to that Youth RFP/Contract. Review of possible member conflict of interest.

Kelsie McClendon added additional youth updates, and inquired about youth summer programs. Patricia Wallace informed Maricopa County doesn't have any specific summer components since program runs year-round; City of Phoenix has solicitation for summer jobs. We will find out how many slots they have available and application process and will share that with everyone.

### **Committee Updates/Next Steps**

No Comment.

### **Call to the Public**

No public to call upon.

### **Adjourn**

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