



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

**Monday, March 13, 2017, 3:00 p.m. – 4:00 p.m.**

Maricopa County Human Services Department  
Conference Line: 602-506-9695, Passcode: 377148

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

**Members Absent:** None

**Staff Present:** Patricia Wallace (Ph), Nancy Avina

### **Call to Order**

Marie Sullivan, Vice-Chair called meeting to order at 3:10 p.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 March 02, 2017 meeting minutes. Robin Schaeffer made a motion to approve. Kelsie McClendon seconded motion. Meeting minutes approved.

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

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

Patricia Wallace provided update on One Stop Operator RFP. Final stages of getting procurement to Office of Procurement services to get it prepared and ready to go public. Last week looked at edits and grammatical changes, only area needed to be taken out was pay-for-performance component; want to see a thorough feasibility study, not there yet. Look at payment mechanism in the future. Patricia asked for member feedback. Robin Schaeffer raised benchmark question. Patricia Wallace informed benchmarks will be set, payment won't be tied to benchmarks. No additional feedback provided. Seeking committee approval to keep it moving forward, or discuss any major issues. Discussion held.

Nancy Avina provided an update on the current timeline. Committee members expressed concerns on gap between release and pre-proposal conference indicating timeline does not make sense. Go back and double check. Additional concerns discussed. Need at least one (1) solid month for writing of RFP, move pre-proposal conference up; further communication on this. Additional discussion held.

Patricia clarified hearing no issues with formatting and grammatical and removal of one section will go back and review dates and will get back with group. All agreed.

#### **Core Partner MOU**

Nancy Avina provided a brief update on Core Partner MOU workgroup and work done. Did not receive additional feedback. MOU was emailed to committee, what protocol to follow for its review. Jim Godfrey provided additional comments, question regarding allocation of funds/cost. Patricia Wallace informed MOU is what is due now, Resource Sharing agreement due later, gets into funds and who pays what; committee will be advised increasingly



moving forward about the budgets. Talking to leadership of each of the core programs figuring out when numbers will be ready and put together. Should have definitive numbers in May board meeting to look at and plan with. Hope to move through Core Partner MOU, high level agreements then look at who pays for what. Robin inquired regarding attendees; Patricia Wallace informed every core partner was there. Kelsie wondered about the access points and agreements with those facilities; Patricia provided information. Access points more like volunteers, no financial agreements currently. We can include in the Resource Sharing Agreement, but not necessary. Additional discussion held. Committee would like presentation on Access Points in an upcoming board meeting

Marie Sullivan made motion to support Core Partner MOU framework as it stands to move forward. Kelsie McClendon made motion. Jim Godfrey seconded motion. Motion carried.

#### **4-year Local Plan**

Nancy Avina provided update on 4-year local plan. Focused on mandatory revisions needed to be made; informed on those mandatory revisions. Minor discussion held. Committee would like to see revisions and a redline documents to see what those changes were.

#### **BOS & WDB Agreement**

Patricia Wallace provided update on BOS & WDB agreement progress. We are 70 – 80% percent done, Nancy Avina and Patricia Wallace are firming up last section. As soon as that is done, workgroup will look at that before the full board meeting. Nancy Avina has sent a current version. Marie Sullivan provided additional feedback.

#### **Full Board Agenda**

Marie Sullivan informed made organizational comments on full board agenda draft emailed by Nancy Avina, Would like to understand key comments on each items, if all agree items are appropriate we can rework way presented. Review of agenda items, feedback and comments provided.

Jim Godfrey requested an organizational chart; all confusing would like to see reporting structure. Marie Sullivan requested document provided during full board meeting. Committee discussed Human Services Director presentation length, 15 minutes for presentation and 15 minutes for QA. Additional comments added. Marie Sullivan requested at some point a Maricopa County organizational chart; Robin Schaeffer agreed and requested the chart at the next executive committee meeting.

Nancy Avina provided information on the establishment of needed workgroups. Discussion held. Kelsie McClendon brought up possible Youth Committee Youth RFP review workgroup. Additional discussion held. Marie Sullivan asked to add – C. Possible establishment of Youth RFP workgroup. All committee members in agreement. Additional discussion/review on remaining draft agenda items. Planning on technology plan, member orientation, budget workgroup and membership held.

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

No Comments.

#### **Call to the Public**

No public to call upon.

#### **Adjourn**

Meeting adjourned by Vice-Chair Marie Sullivan at 4:13 p.m.