



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

**Tuesday, May 02, 2017, 10:00 a.m. – 12:00 p.m.**

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

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

**Members Absent:** None

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

### **Call to Order**

Marie Sullivan, Vice-Chair called meeting to order at 10: 15 a.m.

### **Roll Call**

Nancy Avina took roll call, quorum was present.

### **Approval of Minutes** – March 23, 2017

Marie Sullivan called for a motion to approve the March 23, 2017 meeting minutes. Robin Schaeffer made a motion to approve. Jim Godfrey seconded motion. All in favor. Meeting minutes approved.

Marie Sullivan gave brief overview of agenda and began agenda discussions with item 4.d.

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

#### **\*Strategic Local Plan**

Patricia Wallace gave a brief update on revisions and confirmation from State we were okay. Will be presenting final plan at next WAC meeting on 4<sup>th</sup>. Corrected all minor revisions requested by the State. Minor discussion held. EC to acknowledge and accept. All acknowledged and accepted. No additional questions.

#### **Staff Job Descriptions**

Discussion on Staff Job Descriptions Board Liaison and Management Analyst. Board Liaison excused self for discussion of Board Liaison Job Description purposes.

Board Liaison and management analyst position review. Discussion held. Recommendations/revisions/comments provided. Both job descriptions need to be grammatically checked and cleaned up.

Marie Sullivan asked for a motion to accept the Board Liaison job description with the qualifications with the modifications, revisions, comments incorporated into them to be modified. Jim Godfrey made motion to accept. Kelsie McClendon seconded motion. All in favor. Motion carried.



Marie Sullivan asked for a motion to accept the job description with the qualifications with the modifications, revisions, comments incorporated into them to be modified. Kelsie McClendon made motion to accept. Robin Schaeffer seconded motion. All in favor. Motion carried.

### **Highest Authority Verification Form**

Patricia Wallace shared information on Highest Authority Form. Review of form and discussion. Include in application process.

Marie Sullivan asked for a motion to accept form for self-attestation. Robin Schaeffer made motion to accept. Jim Godfrey seconded motion. All in favor. Motion carried.

### **Membership**

Marie Sullivan discussed membership going forward. Meeting of the nominations/membership committee direction and task. Patricia Wallace added additional comments. Review of current members up for reapplication, Intentions to reapply. Timelines and processes review. Extensive discussion held. Patricia Wallace reviewed HSD/BOS timeline of slate of candidates.

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

Marie Sullivan provided information on budget. EC is budget workgroup. Marie Sullivan asked staff to generate a draft budget anticipating what the year will look like including research, consultants, retreat, strategic planning support, etc. Discussion held. Focus of EC will solely be MCWDB budget.

Discussion on staff evaluations. Request mid-year evaluation from HSD Director for Executive Director. Marie Sullivan to initiate request.

Brief updates/status on workgroups acknowledged and given by Marie Sullivan and Patricia Wallace. Discussion on possible presentation from legal at next meeting. Marie Sullivan to ask County Attorney to attend next board meeting, send out call to board members for questions.

Patricia Wallace informed of notification to Board of Supervisors (BOS) of terminating current agreement effective July 1, with a provision that in the event that doesn't occur there is a 30 day carryover. Officially give BOS notice of termination in drafting new one. Additional comments/discussion held. Board to see something in writing to move forward and approve.

Kelsie McClendon informed of youth committee youth performance workgroup. Additional comments/discussion on youth committee activities.

### **Call to the Public**

No public to call upon.

### **Adjourn**

Meeting adjourned by 2nd Vice-Chair Robin Schaeffer at 12:11 p.m.