



Maricopa County Workforce Development Board – Full Board Meeting Minutes

Wednesday, January 18, 2016, 9:30 a.m. – 11:30 a.m.

Maricopa County Human Services Department
234 N Central Avenue Phoenix, AZ 85004, Floor 9
Conference Line: 602-506-9695, Passcode: 377148

Members Present: Blair Liddicoat, Bonnie Thoi, Brianna Bendotti (P), Chad Haas, Chevera Trillo, Carlton Brooks, Donna Pettigrew (P), Frank Armendariz (P), Jim Godfrey, Jon Ellerston, Kelsie McClendon (P), Marie Sullivan, Neal Dauphin, Reid Graser (P), Robin Schaeffer, Ron Hardin, Shawn Hutchinson

Members Absent: Dennis Troggio, Glenn Bowers, Nick DePorter, Ron Hardin, Sheila Shedd

Staff Present: Bruce Liggett, Patricia Wallace, Nancy Avina

Call to Order

Marie Sullivan, Vice-Chair called meeting to order at 9:36 a.m.

Roll Call

Nancy Avina, Board Liaison took roll call; quorum was present (16).

Discussion, Review, and Possible Action

Approval of Minutes – November 17, 2016

Marie Sullivan called for a motion to approve the November 17, 2016 meeting minutes. Robin Schaeffer made a motion to approve as written. Carlton Brooks seconded motion. Meeting minutes approved.

Bylaws

Marie Sullivan discussed revision of bylaws based on new environment of WIOA and what is coming down from State Board. Need for a bylaws workgroup. Somethings we will need to readdress.

Marie Sullivan reminded we now have staff of the board.

2017 Calendar Schedule

Patricia Wallace informed may have to meet more often; determining what that looks like, formal meetings or meetings outside of meetings as committees/workgroups. A lot to do, want to be able to successfully accomplish everything that needs to be done. Nancy Avina will be scheduling. Will look into upgrading conferencing capabilities to do more Go To meetings and telephonic meetings to accommodate aggressive schedule. Marie Sullivan added additional comments.

HSD Director Update

Bruce Liggett, Human Services Department Director thanked board for selection of Patricia Wallace, as Board Executive Director. So much to do, important for County to make sure we establish the firewalls necessary. Hiring an Assistant Director for day to day operations, operational duties. Patricia Wallace and Nancy Avina are staff to



the board, beginning to put together a budget reflecting that; budget with what it takes to operate the board as a separate organizational Unit.

Immediate difference, workforce staff not present; if board wants workforce staff to report out things, ask and they can be present. Seeing more evidence of separation, needed required firewall to get on with procurement of operator and others as begin talking of role in monitoring operations.

Bruce Liggett provided state level update. State OEO office of Economic Opportunity (OEO) on track to approve their policies, not until February 26th. Trying to explain to BOS and County Manager, 2 ½ to 3 months behind of where we thought we would be at state policy. Puts us behind, have deadlines.

Overall, clear need to elevate board presence within County and OEO. OEO talked about aligning elected boards, chief elected officials with workforce boards. Change how we do things, bylaws committee to work on. Nancy Avina can get state policies out for you to read.

Timelines review. Urge look at tasks and prioritize. Many important discussions, deliverables in short term are significant. One Stop Operator must occur, bylaws revised, and budget needs finalized and board wants to do strategic planning and board development activities. Soon after those Annual plan must be submitted to state. Not convinced sufficient staffing yet, open to having discussions giving you level of staff to complete job.

New draft policies update. Firewalls. County feels strong in compliance. Talk about procurement competition, draft regulations say procurement need no include career services. Additional background information. Thoughtful discussion really important in the future. Sooner we can focus and land on group working on procurement is important, procurement will be conducted by County Procurement Office, board will write scope of procurement and work with them to issue procurement and evaluate proposals for One Stop Operator.

Bruce Liggett will be meeting with Chiefs of Staff of BOS to bring up to date on state policy directions, pass on anything staff passes on, to have interaction and stay close on activities.

Patricia Wallace provided an update on her change in role. Put together a proposed action plan, have hefty compliance things to take care of, make sure we put those first and foremost. Assessment required by state, determined need development of board, key initiative. Beyond that, requirements to be able to do performance metrics and evaluation. Proposed action plan outlines first 4 items are key and critical. Additional comments added. Mantra is compliance, board development and evaluation. Need a strategic planning session this year.

Marie Sullivan added additional comments and opened floor to conversation. Chad Haas, Marie Sullivan, Chevera Trillo, and Bruce Liggett contributed to conversation. Key points included: looking at membership and forming workgroups to get work done, member meaningful and purposeful engagement, strong staffing model.

WDB Executive Director Report

Non-Disclosure Agreement for One Stop Operator

Marie Sullivan informed of the purpose of the Non-disclosure Agreement in relation to Scope of work around a procurement process for the Operator position for the County Workforce Operator also in alignment with what the state is guiding, guiding principles. Remind of 2 things: as we have conversations because it involves procurement scope of work all conversations of any board member tied to that must be confidential, means can't have conversation with staff or board members one on one, function around procurement conversation is to be had in concert as board members or in a workgroup.

Non-disclosure Agreement, need from every board member. Nancy Avina needs those returned within 48 hours. Will work with those on phone to acquire signed agreements.



One Stop Operator

Pursuant to A.R.S. § 38-431.03(A)[2], an executive session of the Maricopa County Workforce Development Board was convened and voted to go into executive session at the public meeting at 10:26 a.m.

Marie Sullivan asked for a motion to convene Executive Session. Chevera Trillo made motion to convene, Chad Haas seconded motion. Executive Session motion approved.

Information and discussion on the One Stop Operator procurement held.

Executive Session closed by Vice-Chair Marie Sullivan at 10:51 a.m.

Executive Committee Report

Marie Sullivan informed on committee's structure and members, a lot of board development needs to occur; executive committee will look at what that means for membership, leadership pipeline. Re-examine within scope of what needs to be accomplish this year. Must do's, key elements One Stop Operator procurement process, MOU's and other agreements that need to be established, functionality of bylaws need to look at idea of what does the board look like. More to come; need to look at meeting monthly.

Marie Sullivan referenced information given earlier regarding work to do on board development, committees, responding and workgroups. Marie offered her contact information for any concerns or questions.

Patricia Wallace reviewed Agreement and MOU. Agreement between Board of Supervisors (BOS) and WDB authority to operate needs to be updated, current agreement good until June 30, 2017. Outdated, references old language different capacity; need to write a new agreement. Workgroup needed. Additional information on Agreement process provided. Mandated requirement; lays foundation on expectations, roles and responsibilities, and accountability to BOS. Additional details shared. Core Partner MOU more of the same, more of expectations and roles on how building system together, who is doing what, in what way, contributions, very specific and detailed. Underway since November, meeting with each of the core partners, workgroup welcomed to work on those to make sure thinking about it globally. Additional details shared. Agreements need to go in front of Workforce Development Board, Board of Supervisors, and fully executed and implemented by July 1st. MOU stands for Memorandum of Understanding. Discussion held.

Marie Sullivan reminded per brought up of AWEE, if ever came a point where any of us (board members) who are providers in any regard with the county (where money is involved). We (board members) would be recusing self from conversation, as good practice, if there was conversation or presentation for board to consider. Additional discussion held. Marie Sullivan mentioned interest for education moments for board development through brown bag lunches/lunch-and-learns in topics such as open meeting law, contract management, state plan etc., option to weigh in/weigh out imperative this year become as knowledgeable on these elements, for mentoring, leadership. Extensive conversation, discussion and sharing of thoughts held. Marie Sullivan provided closing thoughts.

Youth Committee Report

Marie Sullivan informed made decision on Youth Committee serving as Interim-Chair. Appointments have been made to Kelsie McClendon as Youth Committee Chair, with Reid Graser as Vice-Chair. Leader and partner in leadership, example on how we will be looking at that.

Operations Discussion

Marie Sullivan informed all operations information was emailed. If there is something that would like to specifically look at outside of constant work let us know to add to the agenda. Ensure everyone's attention and interests are managed. Marie Sullivan also informed/clarified of current position on board.



Other Matters

Chevera Trillo provided update on local plan review and expected next steps. Maricopa County local plan has been reviewed and will be recommended to executive committee on state board.

Call to the Public

None

Adjourn

Meeting adjourned by Vice-Chair Marie Sullivan at 11:25 a.m.