



Maricopa County Workforce Development Board – Full Board Meeting Minutes

Wednesday, March 15, 2016, 9:30 a.m. – 11:30 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: Blair Liddicoat (Ph), Bonnie Thoi, Chevera Trillo, Carlton Brooks, Dennis Troggio, Donna Pettigrew, Jim Godfrey, Jon Ellerston, Kelsie McClendon (Ph), Marie Sullivan, Neal Dauphin (Ph), Reid Graser, Robin Schaeffer, Ron Hardin (Ph), Shawn Hutchinson

Members Absent: Brianna Bendotti, Chad Haas, Frank Armendariz, Glenn Bowers, Nick DePorter

Staff Present: Bruce Liggett, Patricia Wallace, Nancy Avina

Call to Order

Marie Sullivan, Vice-Chair called meeting to order at 9:32 a.m.

Roll Call

Nancy Avina, Board Liaison took roll call; quorum was present (15).

Approval of Minutes – *January 18, 2017*

Marie Sullivan called for a motion to approve the January 18, 2017 meeting minutes. Donna Pettigrew made a motion to approve as written. Jim Godfrey seconded motion. Meeting minutes approved.

Human Services Director Update & MCWDB Discussion/Moving Forward

Bruce Liggett, Human Services Director thanked everyone for work being done and commitment and talked on how to work together; learning as we go - everything a work in progress. Bruce discussed shared vision and new law implementation challenges and informed on taking moves to separate operations, and firewalling it from board; meaning having internal controls and avoiding conflicts of interests. He talked to operations staff to clarify what firewall means. Bruce also discussed current structure, his role and responsibilities; would like board to propose a budget, and then can negotiate what is achievable. Work together, openness, and transparency; experience as board members satisfying and see results. He discussed developing principles for working together and ensuring mutual understanding, and informed of possible challenges seen and shared staff concerns; urge avoid term privatization. Bruce is pleased board chose to preliminarily focus on urgent deadlines that have to be in place by July 1st, plenty of opportunities discussing bigger issues, hopes board stays focused on vision, big picture, not the details; shared issues needed to be addressed. Bruce emphasized being outcome focused, most effective if board helps map out next steps, big picture and how many types of services we want to provide, operational side understanding outcomes we jointly want to achieve figure out how to do that; operational issues should be explained to board but operations need to be able to make decisions to move forward and get work done. Bruce also touched on Youth RFP and thoughts/background on youth committee/board involvement. Down the road clearly understand goals for workforce system, outcomes to achieve and delivery right balance. Clearly defined roles and responsibilities; understand value of each work together and have each other's backs. Additional discussion on communication and being data driven and outcome focused. Bruce also discussed how the board works with County and what future goals of board and opened up for questions.



Marie Sullivan thanked Bruce and added additional comments, Marie requested on behalf of the board an organizational chart to see how the board first systemically in the County relationship. Jim Godfrey added additional comments on confusion of reporting structure and roles. Bruce Liggett verbally provided clarification. Marie requested organizational chart be sent via Nancy Avina, Bruce informed he would send that out. Request was also made to send out quick comparison of primary roles and responsibilities of Executive Director to the board and Operations Director.

Marie Sullivan asked for presentation during next meeting on 2-gen grant as it is a board responsibility to manage and board voted on, direct direction the board gave to operations to function in that space when approved applying for grant; helpful to know where we are in a continuum of outcomes. Bruce Liggett added additional context and informed will provide more information during next board meeting.

Marie Sullivan prompted for additional questions/items of discussion. Robin Schaeffer commented that communication needs to go both ways; board needs to understand what governance looks like and why all chosen to be on board. Steep learning curve; understand charge and governance and bylaws and department has to understand that also, board in turn needs to understand everything just outlined and where it fits in org. chart. Additional comments added. Chevera Trillo commented on agreement between board and board of supervisors, not sure if illustrates clearly difference between governance and operations, opportunity to adjust language to support that; could be confusion in language. Additional discussion held on topics already discussed strategic direction, data and outcomes.

Marie Sullivan confirmed Ron Hardin's participation via-phone and asked members of the public to introduce themselves. Marie touched on San Francisco gathering.

Executive Committee Report

Marie Sullivan provided brief information on workgroups to tackle immediate activities on board action plan and commented on engagement of board members, shared appreciation and thanked them for progress.

Executive committee met to review activities of the workgroups and there are several things to tell board, based on agreement as a board charging executive committee to accept consensus and outcomes of each workgroup review it and move it forward to the next steps. Marie Sullivan provided updates on what we have achieved with each of the workgroups.

One Stop Operator Request for Proposal (RFP) Workgroup

Marie Sullivan informed One Stop Operator RFP, spent a large amount of time on what RFP should look like to advise procurement to do; presented from workgroup to executive committee. Executive Committee reviewed work and gave authority to Patricia Wallace and Nancy Avina to move forward through HSD to procurement. Question lingering was timeframe. Patricia Wallace informed, formal requested was provided to OPS to make the necessary adjustments to give potential bidders more time to write and be able to respond to solicitation, pre-proposal meeting has been moved up and happening on March 30th at 10:00 a.m.; notice will be posted for that. Original solicitation had to be amended, based on that then it will be released. Anticipating still on schedule to be released and should happen sometime next week. Marie Sullivan reminded board members if have a copy of RFP or any document that represents that it must be destroyed. Robin Schaeffer added additional comments.

Core Partner Memorandum of Understanding (MOU) Workgroup

Marie Sullivan informed on Core Partner Memorandum of Understanding. MOU was brought to EC has been reviewed activity and work, now is being negotiated to receive the MOU back. Patricia Wallace informed, final stages trying to prepare it based on feedback and comments received from workgroup, and provided positive feedback on MOU workgroup meeting.



Board of Supervisors (BOS) and Local Board Agreement Workgroup

Marie Sullivan informed of Local Board and Board of Supervisors agreement workgroup meeting today. Next step is to present to the Executive Committee, depending on feedback will go back to workgroup or moved forward and eventually have HSD review as the representative of the Board of Supervisors. Workgroup draft will be presented to committee.

Any comments want reviewed as a result of any of the documents, refer them to Nancy Avina and Patricia Wallace and appropriate workgroup will be approached.

Governance/Nominating

Marie Sullivan informed Executive Committee is functioning as Nominating Committee as we move into next phase of work as board, involving strategic planning and bylaws workgroups etc., more discussion about how system and practice will work in nominating and eventually in governance. In process of forming all those deliverables to ensure by time we hit January 2018 we are ready to go appropriately with all defined elements.

Mare Sullivan opened up floor for comments to Executive Committee. Chevera Trillo inquired on future state of governance and nominating and moving out of Executive Committee. Marie Sullivan informed potentially, right now it's functioning in EC. Unclear of all the directions that may occur, meeting primary requirements now, State has indicated supportive of transition plans. Work being done with people who have been absent and having those conversations, same with representatives to the board in fulfilling primary requirements. Marie Sullivan clarified no intention to have Executive Committee know more than board and added additional comments. Concerns or questions please raise those to Nancy Avina.

Standing Youth Committee Report

Kelsie McClendon, provided update and informed committee is primarily working in the workgroups as well, Asked committee members to make sure youth perspective was taken into account in all workgroups. Continue working that way, have more clarification to work on from what role is and understanding vision from WIOA perspective. Work with Patricia and Bruce on what that looks like, our numbers and performance standards. More work at youth committee level, defines roles and responsibilities between youth committee and board, and board of supervisors, human services and youth service providers. Kelsie McClendon discussed requests of staff on benchmarks, best practices, and data. Board development final piece working on; asked staff to work on scheduling board orientation for youth and having them go through job seeker process, later on looking at conferences and other opportunities for committee members to continue to grow and deliver great new services to the community.

Reid Graser added additional comments on committee members expressing desire for more information on youth services, accountability piece for everyone that has an element to provide right now. Services being offered and requirements on contract performance. Not provided before. Additional comments and discussion held. Marie Sullivan expressed that being a bigger question for the board, maybe next meeting talk about what the parameters of board on performance outcomes, thorough discussion next meeting. Send critical questions to Nancy. Ask staff to figure out how to frame conversation (45 min.), devote some time with discussion. Shawn Hutchinson added from youth committee/staff would like to see report to us a 3rd party advocacy groups that work with disconnected youth within our purview. Additional comments added. Marie Sullivan asked Kelsie McClendon and Reid Graser to begin exploring that in youth committee. Additional discussion held. Marie Sullivan asked youth committee announcement on next meeting/agenda go out to board for full board member participation.

Kelsie McClendon made announcement looking for at least one more regular board member to join youth committee. Additional comments/discussion added. Send Nancy Avina intent to volunteer.



Discussion, Review and Possible Action

Marie Sullivan provided background information and comments on additional workgroups needed. Bylaws to become subset of Strategic planning workgroup, budget to fall under Executive Committee.

Establishment of Adult Education Proposals Review Workgroup

Patricia Wallace provided information on Adult Education Proposal workgroup. One of board responsibilities is to review proposals and provide input and feedback on proposals to Adult Education. There are 9 in our area needed for review; workgroup would work on reviewing proposals and giving thoughtful intentional feedback to the Department of Education for them to make award and selection. Volunteer by notifying Nancy Avina. All instructions and rubric has been provided. Briefing will be conducted with workgroup.

Marie Sullivan asked Nancy to do a call out on Monday depending on response.

Establishment of Strategic Planning and Retreat Workgroup

Marie Sullivan provided information on Strategic Planning and Retreat Workgroup. Board development. Offer time to workgroup through Nancy.

Possible Establishment of Youth RFP Workgroup

Marie Sullivan informed talk about it a little more. What does it look like going forward. Table youth RFP workgroup.

MCWDB Executive Director Update

Patricia Wallace provided updates on what the Executive Director of the board has been doing in the last 8 weeks. Nancy Avina and Patricia Wallace have held 11 workgroup meetings, and thanked board members for progress and participation. 3 executive committee meetings and 2 youth committee meetings. Busy doing research requested, preparing documents, making revisions and provided everything else needed. Patricia Wallace touched on priorities and compliance as well as the local plan. Any concerns let Nancy or Patricia know. Patricia shared comments on San Francisco gathering, will be sending more articles and resources available. Patricia also informed of NAWB conference participation, Vice-Chair and 2nd Vice-Chair will be attending. Additional updates provided on research being conducted and challenges ahead. Updates provided on other committees and meetings currently participating in. Robin added additional comments. Patricia provided an update on a pilot program with Dennis Troggio and David Martin. Staff attended Open Meeting Law training. Let staff know if you would like staff to participate in anything else.

Next Steps

Donna Pettigrew asked for clarification on Bruce Liggett's comments, extensive discussion held. Marie Sullivan proposed a brown bag lunch/hospitality hour, sponsored to begin to create a different relationship invite Bruce and other partners, discussion and input. Review of future items, access to learnings.

Call to the Public

Shawn Hutchinson informed April 18th and 19th Skills USA competition at Phoenix Civic Plaza, 2,500 high school student competition from construction through engineering.

Carlton Brooks informed on baking competition Saturday April 15th at Metro Tech.

Nancy Avina will be emailing and will code emails for easy read. Make sure to read emails.



Adjourn

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