

**Maricopa County Workforce Development Board Summit  
Work Session/Meeting Minutes  
Wednesday, September 21, 2016**

**Members Present:** Blair Liddicoat, Brianna Bendotti, Chad Haas, Chevera Trillo, Carlton Brooks, Frank Armendariz, Jon Ellerston, Kelsie McClendon, Marie Sullivan, Patricia Wallace, Reid Graser, Robin Schaeffer, Ron Hardin, Sheila Shedd, Steve Troxel

**Members Absent:** Belinda Hanson, Bonnie Thoi, Dennis Troggio, Donna Pettigrew, Glenn Bowers, Jim Godfrey, Neal Dauphin, Nick DePorter, Shawn Hutchinson, Shellie Frey

**Staff Present:** Nancy Avina

**Morning Session**

**Workforce Development Overview**

Steve Troxel, Chair presented a Power Point presentation on the 13 functional requirements board is responsible for (Title 29 Sec. 3122). Discussion held.

**Afternoon Session**

**Call to Order**

Steve Troxel, Chair called the meeting to order at 1:24 p.m.

**Roll Call**

Nancy Avina took roll call, quorum was present.

**Discussion, Review, and Possible Action**

**Approval of minutes – July 20, 2016**

Steve Troxel called for a motion to approve the June 20, 2016 meeting minutes. Marie Sullivan made a motion to approve. Chevera Trillo seconded motion. June 20, 2016 meeting minutes approved.

**WDD Director's Report**

**Bylaws**

Patricia Wallace delegated Bylaws topic to Richard Taylor, Community Relations Liaison. Richie reviewed sections that needed to be revised to comply with the Workforce Arizona Council (WAC) certification. Patricia Wallace gave content.



Steve Troxel added intended for vote in November, if questions coordinate with Nancy Avina, if we need to modify this is the time.

## **Plan**

Patricia Wallace delegated Plan topic to Richard Taylor. Richie informed plan is in final stages of being drafted. We worked with consultant Meggie Chapman and are really close to post for public comment. We will send out to board members as well to look at it and vote during next meeting. Patricia Wallace added it is a work in progress, all pieces required for December 5 due date, some will be done some will be in progress. Will let State know where we are at. Plan is active living breathing document may submit mid-year an amended plan so that they can see progress. Give stakeholders and partners enough time to review; already alerted state and Workforce Arizona Council. Will be going out for a 30 day comment period, will be publicly posted. Brief discussion held.

Patricia Wallace informed on Workforce Arizona Council Board certification requirements.

## **Work of the Board**

### **Planning & Committees**

Steve Troxel briefly recapped on items discussed in morning session. Brief discussion held. Working session; make motions in November meeting to establish committees and chairs. What do committees really do? Convene in November to establish committees. Steve Troxel would like elections for Chairs of committee's selection. Member's apply, put a small resume what you bring to the table, in November vote. Frank Armendariz brought up timelines. Nancy Avina, board liaison informed additional meetings may be scheduled as long as there is 24-hour public notice. Committees that will be set up will be based on the 12 functions of the local board, 12 functions projected. Discussion held. Steve Troxel informed of Executive Committee composition. Discussion held on committee responsibilities. Nominations committee review, Chevera Trillo commented. Nancy Avina brought up nominations committee was also going to be assisting in bringing in at large members. Frank Armendariz suggested bringing in staff to do the work as well. Marie Sullivan recommended establishing 4 – 5 absolute solid committees, and as activities come up form subset task forces. Committee vs task force. Additional comments added. Extensive planning and discussion held.

Marie Sullivan proposed activity and began leading activity. Chad Haas continued leading Board activity; board reviewed each function and aligned them under best fitting committee. (See attachment for board work) Additional planning and discussion held.

Steve Troxel will be establishing Systems Committee next meeting. Nancy Avina will send a communication for those interested in becoming a Chair of a committee state what you would like to do and what you bring to the table. Right now we have business sector committee, executive committee, youth committee, nominations committee, and system committee (proposed); compliance to roll up into system committee. Steve is establishing systems committee for year 2017. Meetings dates will be up to committees. Additional discussion held.

Patricia Wallace informed will need to define what a high performing board – data and matrix. Chad Haas brought up mission statement, first piece of business that needs to get done. Additional discussion and planning held.

Nancy Avina will type up work of board and send out.



### **Other Matters**

None

### **Call to the Public/Public Comments**

Nancy Avina asked about additional meeting for Mission Vision statement. Steve Troxel, Chair appointed Chad Haas to lead Mission Vision statement working session in October.

Marie Sullivan informed November 16th is her organization (AWEE) major fundraiser luncheon and would love everyone to be present, starts at 11:00 am.

Patricia Wallace gave a brief update on the Kellogg grant.

Richie Taylor informed Workforce Arizona Council is meeting at the West Valley Center on November 17th from 1:30 - 3:30. We will send out an invitation once we have all the details.

Patricia Wallace informed we will put out a survey about Board Summit.

### **Adjourn**

Steve Troxel adjourned meeting at 3:08 p.m.