



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

**Thursday, March 23, 2017, 2:30 p.m. – 4:00 p.m.**

Total Transit

4600 West Camelback Road Glendale, AZ 85301

Conference Line: 602-506-9695, Passcode: 377148

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

**Members Absent:** None

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

### **Call to Order**

Marie Sullivan, Vice-Chair called meeting to order at 2:33 p.m.

### **Roll Call**

Nancy Avina took roll call, quorum was present.

### **Approval of Minutes** – *March 13, 2017*

Marie Sullivan called for a motion to approve the March 13, 2017 meeting minutes. Kelsie McClendon made a motion to approve. Jim Godfrey seconded motion. All in favor. Meeting minutes approved.

Marie Sullivan gave overview of agenda.

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

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

Patricia Wallace informed staff made corrections and changes to BOS & WDB agreement as outlined and discussed in the last meeting. Want to make sure document reflects and puts appropriate roles and responsibilities where they belong. Marie Sullivan, lead of workgroup provided additional comments and background on challenges. Extensive discussion held, section V review and revisions.

Marie Sullivan asked for a recommendation to move forward document to the next step. Robin Schaeffer made motion. Kelsie McClendon seconded motion. All in favor. Motion carried.

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

Marie Sullivan indicated her support on the revised plan. Nancy Avina provided a brief summary on progress. Review of changes.

Robin asked for a motion to approve the update to the Maricopa County Local Strategic Plan. Kelsie McClendon made motion. Jim Godfrey seconded motion. All in favor. Motion carried.

#### **Staff Job Descriptions**

Conversation tabled.



### **Bylaws and Budget**

Marie touched briefly on bylaws and budget regarding forming a workgroup.

### **Governance/Board Development/Membership**

Marie Sullivan discussed membership and nominations, and who appoints.

Nomination discussion carried. Clarification and extensive discussion held on board member membership clerical error. Marie Sullivan recused herself from further conversation and exited the room for discussion as clerical error concerned her membership. Kelsie McClendon reviewed Marie Sullivan's application verbally. Robin Schaeffer asked for timeline clarification and how pressing, Patricia Wallace provided guidance. Guidance was also given on Vice-Chair temporarily fulfilling roles of Chair. Robin Schaeffer asked and recommends asking for an extension in addition to the 120 days, as no consensus will be reached and need further discussion. EC requested Patricia to draft letter. Kelsie McClendon and Robin Schaeffer agreed in dual membership, Jim Godfrey disagrees membership is business.

Robin Schaeffer asked for motion to correct Marie Sullivan's status as qualified for Business category in addition to her Community Based category. Jim Godfrey asked clarification and definition of a business. Correcting clerical error. Kelsie McClendon moved. Jim Godfrey seconded motion. 2 in favor, 1 opposed. Motion carries.

Robin Schaeffer called for motion to ask for an extension for an additional 120 days. Jim Godfrey made motion. Kelsie McClendon seconded motion. All in favor. Motion carries.

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

No Comments.

### **Call to the Public**

No public to call upon.

### **Adjourn**

Meeting adjourned by 2nd Vice-Chair Robin Schaeffer at 4:21 p.m.