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**Maricopa County Workforce Development Board  
Executive Committee Meeting Minutes  
Wednesday, May 18, 2016**

**Members Present:** Steve Troxel, Patricia Wallace, Marie Sullivan, Tony Maldonado, Kelsie McClendon, Jim Godfrey

**Members Absent:** Rick McCartney, Shellie Frey

**Staff Present:** Nancy Avina

**Call to Order**

Steve Troxel, Chair called the meeting to order at 8:36 a.m.

**Roll Call**

Nancy Avina took roll call, quorum was present.

**Discussion, Review, and Possible Action**

**Approval of Minutes – March 16, 2016**

Steve Troxel called for a motion to approve the March 16, 2016 meeting minutes. Marie Sullivan made a motion to approve. Jim Godfrey seconded motion. March 16, 2016 meeting minutes approved.

**Appointment of Officers**

Steve Troxel informed we now meet requirement of law. Will be nominating officers for a July 1st start. Steve Troxel would like to appoint Marie Sullivan as Vice-chair, bylaws indicate can be anyone on board and do not need to meet requirements of chair. Steve Troxel asked for confirmation vote for Marie Sullivan's appointment. Marie Sullivan abstained. Kelsie McClendon moved to confirm, Jim Godfrey seconded. Vote Confirmed.

Second Vice-chair is very similar to vice-chair requirements. Robin Schaeffer interested in role. Steve Troxel would like to appoint Robin Schaeffer as second vice-chair. Steve Troxel asked for motion to confirm Robin Schaeffer as second vice-chair. Marie Sullivan moved to confirm, Kelsie McClendon seconded motion. Vote Confirmed.

**Retreat/Discussion of Full Board Agenda**

Discussion on upcoming Retreat. Nancy Avina working on quotes for locations. Retreat will be in September and will fall on a board meeting date. Steve informed trying to figure out what will be discussed at September retreat and objectives.

Tony Maldonado informed of his last meeting. Jim Godfrey informed need to find a Chair for youth, talked about during nominations. Full Board question, who is interested, announce who is interested. Kelsie McClendon interested in role, see if anyone else puts name in hat. Additional discussion.



Marie Sullivan requested list of people that are being recommended to Board. Hand out disseminated. Marie Sullivan asked if a list was available of candidates in pipeline. Jim Godfrey informed there is a short list.

Marie Sullivan commented on Tony Maldonado's retirement from board. Tony Maldonado commented on current phase of Youth committee, need a strong person to move that forward. Discussion on best candidate; will be a lot of conversation on Tony Maldonado's replacement.

Reason/Purpose for retreat. Discussion. Guest speaker Virginia Hamilton, Richard

### **WDD Directors Report**

#### **Workforce System**

Patricia Wallace gave update on Regional Plan due on September 1st. Starting to figure out timeline, bringing in a limited short term consultant will help bring it together, she will tie City and County proposal together. Department of Administration gave robust labor market data report, Nancy Avina will send that out.

We still don't have regulations. Saying June but maybe fall. Right now we have proposed regulations, not really official. Discussion held.

All should have gotten regional preliminary plan, went out to 300 + stakeholders. 30 page environmental scan, regional issues, 5 domains to focus on. Richie Taylor sent out via email. We will resend if wasn't received.

### **Committees Report**

#### **Nominations Committee**

Jim Godfrey provided update on Board Slate. Have every position filled. We have 8 new people, 6 business, couple of good people for youth. Review of some of new members. Jim Godfrey also informed terms were drawn out of a hat, let everyone know that they can be reappointed, especially 1-year terms. We do not have term limits.

Committee working on orientation, Jim Godfrey talked to City of Phoenix too look at their orientation. Nancy Avina pulled archives for Maricopa County, and is creating new materials in combination. Plan is to have orientations at one of the One Stops in June, have two dates set assigned 16th and 23rd. Recommend current board members to attend. Will give thumb drive with information to read at leisure.

Steve Troxel asked about plan for approaching non-board members to know how to bring in to committees. Understanding of board and committees. Extensive Discussion held. Purpose to get engagement sector committee, chair and vice-chair. Action to say this is what we are expecting to see you bring in, engaging board members already there, figure out mission/accomplishments next program year in committees, who will you need to be there, outreach program. Tasking committee chairs and executive committee. Jim Godfrey head up/tasked scaffolding. Kelsie McClendon to send scaffolding format to Jim Godfrey, Tony Maldonado would like a copy.

#### **Youth Committee**

Tony Maldonado gave brief update on Youth Committee. Committee has been moving in a positive direction. Steve Troxel asked Tony Maldonado if open in helping in a non-board role. Brief discussion held.

#### **Industry Sector Committee**

Kelsie McClendon gave brief update. Working with Stacey Faulkner in obtaining data. Skillful. Working on getting right players on committee. Steve Troxel to send out letter to inquire on interest in being on the committee.



Jim Godfrey inquired on board member approval by BOS. Patricia Wallace informed not yet, however have been pushed forward. Nancy Avina gave slate to Virginia Sturgill and are going on June 8th Board of Supervisors meeting. All have been notified that they are being pushed forward and invited to meeting.

Nancy Avina informed agenda provided was not correct agenda and handed correct updated agenda. Current agenda had item b) Approval of Officers.

**Call to the Public**

Next meeting date Wednesday, July 20, 2016

**Adjourn**

Meeting adjourned by Chairman Steve Troxel at 9:26 a.m.