



Maricopa County Workforce Development Board – Executive Committee Meeting Minutes

Thursday, November 17, 2016, 8:30 a.m. – 9:30 a.m.
Arizona@Work: Maricopa County West Valley Career Center
1840 N. 95th Ave. Ste 160 Phoenix, AZ 85037
Conference Line: 602-506-9695, Passcode: 377148

Members Present: Jim Godfrey, Marie Sullivan, Steve Troxel, Robin Schaeffer, Patricia Wallace (after item 3)

Members Absent: Kelsie McClendon

Staff Present: Nancy Avina, Bruce Liggett

Call to Order

Steve Troxel, Chair called meeting to order at 8:40 a.m.

Roll Call

Nancy Avina took roll call, quorum was present. Marie Sullivan asked to be pointed out Patricia Wallace was excused for portion of meeting.

One Stop Operator/Board Staff Support

Bruce Liggett introduced himself briefly and discussed upcoming changes that will need the support and action of the Executive Committee. Personnel/Staffing and Procurement information provided. Nancy Avina, board liaison reports to Bruce Liggett Human Services Director. Steve Troxel informed of board changes and change in employment, Interim Chair to fall on Vice-Chair Marie Sullivan. Extensive discussion held. Confidentiality stressed.

Bruce Liggett asked Chairman, Steve Troxel to designate the Executive Committee with a motion as the entity that will work on personnel and preliminary discussion on operator RFP. Additional comments and discussion held. Marie Sullivan made motion.

Steve Troxel made motion to work with the Directors Office of HSD to determine responsibilities of the Executive Director of Workforce Development with support of Executive Committee in drafting that. Jim Godfrey made motion. Marie Sullivan added comments to say that the Executive Committee to be a partner with the Human Services Director to align and support the definitions and the hiring process of the two positions open. Steve Troxel restated motion for the Executive Committee to partner with the Director of HSD on the job position as well as the recruitment and hiring of that person. Robin Schaeffer made motion, Jim Godfrey seconded motion. Motion carried.

Marie Sullivan informed for full disclosure of invitation to serve on Workforce Operator Study Group (Performance Excellence Committee) first meeting in December; any interest in providing input to Marie Sullivan to represent values and positions, please let Marie Sullivan know.

Bruce Liggett also asked Chairman, Steve for a motion for Executive Committee to work with Bruce Liggett on the One Stop Operator procurement process. Steve Troxel and Robin Schaefer asked for clarification and further information. Bruce Liggett provided information and background. Discussion held. Will add to other business at full board or right after Bruce Liggett's discussion on matter. Steve Troxel to designate task force.



Bruce Liggett informed may have to convene an additional Full Board meeting with proper notice telephonically, in the first week of December. Marie Sullivan to work with Nancy to set dates of transition and Executive Committee meetings.

Discussion, Review, and Possible Action

Approval of Minutes – October 27, 2016

Steve Troxel called for a motion to approve the October 27, 2016 meeting minutes. Jim Godfrey made a motion to approve as amended. Marie Sullivan seconded motion. Meeting minutes approved.

LWDB Self-Assessment

Marie Sullivan gave overview and discussed taskforce work and approach on LWDB self-assessment. Marie Sullivan recommends moving forward with assessment; gives board something to grow from and opportunity for achievement. Additional discussion held.

Patricia Wallace stepped into meeting

W.A.C Board Certification Update

Steve Troxel informed that on Monday, October 31st the Workforce Arizona Council approved everybody tentatively; voted on a conditional board certification for one year.

WDD Directors Report

Workforce System - Patricia Wallace informed forgoing normal report, but informed transfer fund flexibility between Adult, Dislocated Worker and Youth account because traffic has increased so much for Adults we are looking to transfer 50% of Dislocated Worker money to Adult account to keep up with demand. Requires Chairman Signature; bringing it to Executive Committee for awareness and signature. Steve Troxel informed this will go to Full board for a motion. Additional details provided.

Committees Report

Nominations Committee

Vacancies and Pending changes – Jim Godfrey informed we have to find new people, have nominations committee meeting in coming weeks, in December. Replacement for Steve Troxel, Chairman; have in place an interim chair. Additional information and discussion held.

Call to the Public

None

Adjourn

Meeting adjourned by Chairman Steve Troxel at 9:31 a.m.