



MWC's mission is to promote and facilitate strategic alliances among public and private stakeholders within the Maricopa County area to ensure workforce excellence and contribute to the economic vitality for area employers, incumbent workers and future workers.

**NOTICE OF PUBLIC MEETING**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the general public that the **Maricopa Workforce Connections Full Board will hold a meeting open to the public on October 25, 2007, at 9:30 a.m. located at the Greater Phoenix Economic Council, 2 N. Central Avenue, Suite 2500, Phoenix, Arizona 85004.**

**To attend via conference call, please dial 602-262-8639/5000.**

The agenda for the meeting is as follows:

1.	<b>Call to order</b>	Richmond Vincent, Chair
2.	<b>Pledge of Allegiance</b>	Ted Murphree
3.	<b>Roll call</b>	Richmond Vincent, Chair
4.	<b>Call to the public</b>	Sherri Connell, Board Executive
5.	<b>Approval of minutes—Action</b> <ul style="list-style-type: none"> <li>▪ August 23, 2007</li> </ul>	
6.	<b>2007-2008 Board Budget—Action</b> The Executive Committee recommends the proposed budget for ratification (10 minutes)	Patrick Burkhart Assistant Director, Maricopa County Human Services Department
7.	<b>Approval of amended bylaws—Action</b> With the recent changes in the board infrastructure, the bylaws have been modified as to allow for more flexibility in board operations (10 minutes)	John Garza, Chair Elect
8.	<b>Chair Report—For Information only</b> <ul style="list-style-type: none"> <li>▪ National Association of Workforce Boards</li> <li>▪ Progress on MWC-PWC Collaboration</li> <li>▪ Governor’s Council on Workforce Policy</li> </ul> (20 minutes)	Richmond Vincent, Chair Richmond Vincent, Chair Pam Ross, GCWP Vice Chair
9.	<b>WDD Assistant Director’s Report</b> <b>Development of task forces—Discussion and/or Action</b> <ul style="list-style-type: none"> <li>▪ Recommendation for the creation of task forces designated for advocacy, partnerships and system effectiveness</li> <li>▪ Resource Sharing Agreements – Preliminary Report</li> <li>▪ Valley Interfaith Partnership and Other Outreach Efforts- Report</li> <li>▪ Allocation of ITA Funds – Report</li> <li>▪ Preparations for Two Year Plan – Report</li> <li>▪ Website Project Status Report</li> </ul> (30 minutes)	Patrick Burkhart Assistant Director, Maricopa County Human Services Department

10.	<b>Youth Council Report—Discussion</b> <ul style="list-style-type: none"> <li>▪ Identifying ways to work within Proposition 300 and its direct impact on workforce and education.</li> <li>▪ Report on meeting between MWC and PWC Youth Council Chairs</li> <li>▪ M.O.S.T. Program—Report</li> </ul> (15 minutes)	Mike Wall, Full Board Liaison Don Smith and Charles McCarty Don Smith
11.	<b>Phoenix Building and Construction in Trades Council—For information only</b> A video presentation overview (15 minutes)	Ted Murphree
12.	<b>Open Board Discussion</b> (20 minutes)	
13.	<b>Adjournment</b>	Richmond Vincent, Chair

PUBLIC PARTICIPATION AND ACCESS: “The public must be allowed to attend and listen to deliberations and proceedings taking place in all public meetings, A.R.S. § 38-431.01(A); however, the Open Meeting Law does not establish a right for the public to participate in the discussion or in the ultimate decision of the public body.”

“Equal Opportunity Employer/Program”

“Auxiliary aids and services are available upon request to individuals with disabilities”

A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available within 72 hours notice. Additional reasonable accommodations will be made available to the extent possible within the time frame of the request.

One or more board members may participate via teleconference. Agenda items may be taken out of order.

**MARICOPA WORKFORCE CONNECTIONS  
FULL BOARD MEETING  
Greater Phoenix Economic Council  
2 N. Central Avenue, Suite 2500, Phoenix, AZ  
Minutes  
August 23, 2007**

**1. Call to Order**

Chair Richmond Vincent called the meeting to order at 9:36 a.m.

**2. Roll Call : Quorum**

<b>Present:</b>	<b>Absent/Excused:</b>	<b>Guest/Staff Present:</b>
Neil Alexander	Marie Sullivan (E)	Sherrri Connell
Lari Braun	Charles McCarty (E)	Patrick Burkhardt
Che Collins	Chevera Trillo (E)	Terry Farrell
Rebecca Flanagan	Bob Neckes (E)	Kevin Berry
Belinda Hanson	Jane Fletcher (E)	Diana Shepherd
Tina Huff	John Garza (E)	Myriam Corral
Tony Maldonado	Tom Koelbl (E)	Sergio Escamilla
Joel Millman	Katherine Levandowsky (E)	Kimberly Faust
Ted Murphree	Gabe Loyola (E)	Janet Lilly
Blair Liddicoat	Rodrick Miller (E)	Julie Castro—ADOC
Steve Prokopek	James Mohan	Cynthia Spell—COP
Greta Suda		Adam Womer—GICA
Pam Ross		
Mike Wall		
Don Smith		
Annette Stein		
Karen Thorne		
Therese Valadez (T)		
Richmond Vincent		
Nancy Welch		
Jim Ponte		
Karen Poole		

**3. Approval of minutes—*Action***

**Ted Murphree made a motion to approve the minutes of June 15, 2007. Pam Ross seconded the motion. The minutes were approved.**

**4. Board member Term Renewal—*Action***

**Pam Ross made a motion to approve term renewal for Karen Thorne. Lari Braun seconded the motion. The motion carried.**

**5. Chair Report—*Information only***

Chair Vincent recently attended the NAWB quarterly meeting of which he reported the importance for local board members to meet with their local congressional representatives educating them on workforce development. At this time, NAWB does not have any funding to contract a lobbyist. The GCWP recently approved the position of a state grant writer tasked to research and write grants for workforce development. Chair Vincent read through the final quarterly performance measures for the Maricopa County One-Stops and stated copies will be provided electronically for further review. He

stated these numbers should be shared with local elected officials to gain legislative support. As Vice Chair of the GCWP, Pam Ross informed board members that the council's operations subcommittee is working on the development of business impact performance measures. She further stated that this subcommittee includes Cynthia Spell from the City of Phoenix Workforce Division and representatives from both the Arizona Department of Education and the Maricopa Community College District, will convene in September to also discuss the minimum operating criteria for one stop chartering. He announced there will be a Joint Executive Committee meeting with PWC on September 18, 2007 to review a comparison analysis of program services and partners currently delivered at county and city one stops with a full report presented at the next Full Board meeting in October. Chair Vincent extended an invitation to the Full Board if they were interested in attending.

**6. WDD Assistant Director's Report—*Information only***

Patrick Burkhart presented the board with a ppt presentation defining the role of MWC. He mentioned that part of a regional effort with the City of Phoenix will be the collaborative development of the local strategic plan. MWC should be creating a competitive advantage by leveraging partnerships, increasing visibility and innovation through marketplace penetration, co-investment and consistent presence within the economic development arena. Mr. Burkhart reported support from the division includes redirection of business account representatives that entails more interface with businesses to establish relationships, redevelopment of the website to make it interactive with today's jobseeker, partnerships for the submission of additional grant funding and the negotiation of MOUs with system partners. Cynthia Spell addressed the board emphasizing the need to identify a niche in order to "bottom line it" effectuated through staff, partners and board members from both MWC and PWC.

**7. Board Infrastructure—*Discussion and/or Action***

Vice Chair Neil Alexander prompted discussion among board members to consider the dissolution of the Operations and Development Committees after meeting with Chair Elect John Garza, Chair Vincent, Patrick Burkhart and Sherri Connell. Vice Chair Alexander stated that quorum issues hindered committees from meeting and board member recruitment seemed to be ongoing therefore, after further consideration, it was determined that the best course of action would be to operate through time-limited goal-specific task forces based on voluntary participation. Board members are no longer mandated to participate in a committee. Blair Liddicoat and Steve Prokopek posed the issue of quorum for task forces; however, Vice Chair Alexander responded that due to the voluntary status and time-specific tasks, he did not foresee it as an issue although did not disclaim the possibility of occurrence. Joel Millman expressed his support and recommended joint task forces with the City of Phoenix. Mr. Prokopek cautioned that if task forces are to be developed, they need to have specific board-defined goals. Karen Poole reiterated support as long as the system comes first. Chair Vincent asked Brady Young of his thoughts of which Mr. Young stated he agreed with the proposed operational changes as long as there remains traditional recruitment guidelines and protocol formerly maintained by the Development Committee. Chair Vincent asked for any further discussion before he made a request for action. Ted Murphree inquired as to how these changes will affect the bylaws. Ms. Connell responded by stating in an effort to prevent a series of amendments, changes to the bylaws will be presented with the intent to ratify at the October Full Board meeting. **Tony Maldonado made a motion to disband the Operations Committee and the Development Committee as standing committees. Pam Ross seconded the motion. The motion carried.**

**8. Adjournment**

Chair Vincent adjourned the meeting at 10:55 a.m.



Action       Presentation

Date: 10/25/2007

Point of Contact: Sherri Connell  
MWC Committee (originating): Executive Committee

Telephone: 506-2323

**Subject:** Approve the FY0708 board budget based on recommendations from the Executive Committee

**Background:**

According to the bylaws, the MWC Workforce Investment Board will develop a budget for the purpose of carrying out the duties of the Board, subject to the approval of the Maricopa County Board of Supervisors or their designee. The budget may not exceed 4% of the available administrative funds.

The board has been allocated \$20K for FY0708.

The Executive Committee convened on Thursday, October 11, 2007 to review last year's expenditures and determine allocation for this year's expenditures assigned to the following categorical line items:

- NAWB Annual Forum—\$5,000.00
- NAWB Annual Membership—\$1,200.00
- NAWB Quarterly Meetings—\$4,500.00
- Strategic Planning Retreat—\$5,000.00
- Holiday Buffet—\$500.00
- Contingency Fund--\$3,800.00

As such, the amount allocated into the above categorical line items identified in the attached document can be reallocated at any time throughout the course of the year based on costs incurred and actual amounts calculated through the Executive Committee.

See attached—

**Options:**

- Approve the board budget based on recommendations from the Executive Committee
- Disapprove the board budget
- Request the development of a new board budget to include suggestions for revision

**Recommended Action:**

To approve the board budget.

**Action Taken:**

Approved       Not approved       Amended as follows:



Action       Presentation

Date: 10/25/2007

Point of Contact: Sherri Connell  
MWC Committee (originating): Executive Committee

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Telephone: 506-2323

**Subject:** Approve the amended bylaws

**Background:**

The bylaws have been modified accordingly to allow MWC to operate with more flexibility to create and achieve strategic initiatives to make a community impact on workforce and economic development within Maricopa County. WIA legislation does not define MWC bylaws, thus, the bylaws can be written as such in order to establish the infrastructure required to maintain board operations. According to the **Federal Register** / Vol. 65, No. 156 / Friday, August 11, 2000 / Rules and Regulations **49295**, there should exist a strong role for local workforce investment boards and the private sector, with local, business-led boards acting as "boards of directors," focusing on strategic planning, policy development and oversight of the local workforce investment system. From this, the following changes have been made to the bylaws:

**Recommendation—**

**Omit highlighted area**

MWC Workforce Investment Board members are required to: **(1) actively participate in the work of the Board by participating in at least one Committee or Ad hoc Task Force annually;** (2) attending Board meetings on a regular basis; (3) vote on proposed action or agenda items with ethical integrity to pursue the optimal result for the MWC and related program operators; (4) support MWC identified goals and initiatives through possible resource sharing, expertise sharing, and/or knowledge sharing; (5) communicate with the Board Chair and Committee/Task Force Chair related to any items of interest, issues, concerns and/or attendance in a timely manner; and (6) provide meeting feedback via the survey provided at the end of each Board meeting for the purposes of providing the Executive Committee items to consider for continuous improvement.

**Current—**

The Officers of the MWC Workforce Investment Board is comprised of: (1) Chair; (2) Vice Chair; and (3) Secretary. The term of office for each Officer position is 2 years with a possible 2 year extension. The Chair must be a member of the private sector.

**Recommendation—**

**Remove the following paragraph**

A member with more than three (3) unexcused absences for regularly scheduled Board or Committee meetings will be considered to have tendered resignation and a new appointment will be made. Absences may be excused at the discretion of the Chair, prior to the scheduled meeting that will be missed.

**Recommendation—**

The Officers of the MWC Workforce Investment Board is comprised of: (1) Chair; (2) Chair-Elect; and (3) Vice Chair. The term of office for each Officer position is one year. All officers must be members of the private sector.

**Recommendation—**

**Remove this section due to the incorporation of the succession plan i.e. February 22, 2007**

If the Chair cannot carry out the remainder of their term, for any reason, the Vice Chair will become Chair for the remainder of the term of service. However, if the Vice Chair is not from the private sector, the Secretary will become Chair. If the Secretary is not from the private sector,

the Executive Committee will nominate a new Chair to be voted on by the entire MWC Workforce Investment Board that is a member of the private sector.

**Recommendation—**

The term “Chair-Elect” will replace the term “Vice Chair”. The term “Vice Chair” will replace the term “Secretary”.

**Recommendation—**

All statements that indicate monthly one-hour committee/ad hoc task force meetings will be omitted.

**Current—**

E. Committee Structure

**Recommendation—**

E. Board Infrastructure

**Recommendation—**

The term “committee” will be removed with the exception of any reference to the Executive Committee. Ad hoc Task Forces will remain.

**Recommendation—**

**Omit the following**

While Committee members do not have supervisory authority/responsibility over staff, they should provide direction to and can expect support from staff that has been identified to liaison the Committee.

**Current—**

The Committee Vice Chair is not considered to be a member of the Executive Committee unless the Committee Chair is unable to carry out his/her duties, whether on a one-time basis (i.e., inability to attend a Committee, Board or Executive Committee meeting) or for the remainder of his/her term of service.

**Recommendation—**

Subject to removal hence the disbanding of the Development and Operations Committees i.e. August 23, 2007

**Thus—**

Membership in the Executive Committee includes all elected officers of the Board and the Chair of the Youth Council. The MCHSD Workforce Development Assistant Director is a non-voting member of the Executive Committee.

The Chair of these Ad hoc Task Forces must be an existing member of the Board.

**Options:**

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- **Approve the amended bylaws**
  - **Disapprove the amended bylaws**
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**Recommended Action: To approve the amended bylaws**

**Action Taken:**

Approved

Not approved

Amended as follows:

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