



**NOTICE OF PUBLIC MEETING**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the **Maricopa Workforce Connections Executive Committee** and to the general public, that the **Maricopa Workforce Connections Executive Committee** will hold a meeting open to the public on **June 26, 2008, at 9:30 a.m. located at the Maricopa County Human Services Department, 234 N. Central Avenue, Phoenix, 85004.**

**To attend via conference call, please dial 877-492-4020/6024743612.**

**AGENDA**

1.	<b>Call to order</b>	Richmond Vincent, Chair
2.	<b>Roll call</b>	Sherri Connell, Board Executive
3.	<b>Approval of minutes—Action</b> <ul style="list-style-type: none"> <li>▪ May 9, 2008 ***Executive Session***</li> <li>▪ April 24, 2008</li> </ul>	
4.	<b>Approval of Full Board nominations—Action</b> Review and approve nominations received to be recommended for appointment by the Maricopa County Board of Supervisors at the July 23, 2008 formal meeting (10 minutes)	Sherri Connell, Board Executive
5.	<b>Approval of Youth Contract Providers—Action</b> Approve contracts with youth service providers per recommendation by the Youth Council (5 minutes)	Don Smith, Youth Council Chair
6.	<b>Conflict of Interest—Discussion and/or Action</b> Determine appropriate protocol for board members who may be contracted for WIA service delivery (15 minutes)	
7.	<b>Board Budget—Action</b> Review and revise existing line items for the FY0809 board budget based on the allocation received (10 minutes)	
8.	<b>Assistant Director’s Report—For information only</b> <ul style="list-style-type: none"> <li>▪ Planning for the Joint Strategic Retreat in partnership with Phoenix Workforce Connection (10 minutes)</li> </ul>	Patrick Burkhardt, WDD Assistant Director
9.	<b>Call to the public</b>	Richmond Vincent, Chair
10.	<b>Adjournment</b>	

“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  
EXECUTIVE COMMITTEE**

**APS**

**Arizona Center**

**400 N. 5<sup>th</sup> Street, Phoenix, AZ**

**Minutes**

**April 24, 2008**

**I. Call to Order**

Chair Richmond Vincent called the meeting to order at 8:40 a.m.

**II. Roll Call: Quorum**

<b>Present</b>	<b>Excused/Absent</b>	<b>Staff/Guests</b>
John Garza		Patrick Burkhart
Don Smith		Sherri Connell
Neil Alexander		Diana Shepherd
Rodrick Miller		Kimberly Faust
Richmond Vincent		Dawn Zimmer
		Derrick Martin
		Janis Mueller
		Tina Schoville
		Marvin Jordan, USDOL, CCP

**III. Approval of Minutes—*Action***

**Chair-Elect John Garza made a motion to approve the February 28, 2008 and April 3, 2008 minutes. Vice Chair Neil Alexander seconded the motion. The motion carried.**

**IV. Approval of Youth Council Nominations—*Action***

Youth Council Chair Don Smith recommended a slate of term renewals as well as three additional nominations representing former WIA participants for approval. **Don Smith made a motion to approve the Youth Council nominations. Vice Chair Neil Alexander seconded the motion. The motion carried.**

**V. Approval of Full Board nominations—*Action***

Sherri Connell presented a slate of term renewals with an additional four new nominations representing industries in automotive, faith-based, construction and manufacturing. A nomination from a labor union was also up for consideration to satisfy the existing mandated vacancy. She further explained that private sector recruitment was based on industries identified in the local plan. Chair-Elect Garza inquired if board composition is in compliance based on the nominations presented of which Ms. Connell confirmed. **Chair-Elect Garza made a motion to approve the Full Board nominations for recommendation to the Maricopa County Board of Supervisors for appointment. Don Smith seconded the motion. The motion carried.**

**VI. Board Budget—*Action***

Ms. Connell made reference to handouts reflecting the board budget previous to reallocation and recommended reallocations to the FY 0708 budget. **Chair-Elect Garza made a motion to approve the reallocations to the board budget. Rod Miller seconded the motion. The motion carried.**

**VII. Assistant Director’s Report—*For information only***

Patrick Burkhart reported that as a result from the federal rescission, Maricopa County will be obligated to return \$2,048,000.00 of which he intends to pull \$9,000 from Adult, \$42,000 from Youth and \$843,000 from Rapid Response Dislocated Worker funds; however, reassured that Maricopa County was in a far favorable position in comparison with the other local workforce investment areas statewide and as such, has committed an additional \$402,000 to assist them despite an increased pay back of \$178,000 due to a miscalculation by Arizona Department of Economic Security (AZDES) of which the total rescission will be \$2,260,000.00.

Mr. Burkhart stated the Memorandums of Understanding and the Resource Sharing Agreements have been forwarded to the Maricopa County Board of Supervisors as a consolidated agenda item up for approval; however, renegotiations for co-location have ensued with AZDES. He also reported that Special Transportation Services within the Maricopa County Human Services Department did not establish a cost cap high enough to compensate for increased gas prices, therefore, services will be pulled from agencies unable to pay for the cost differential.

Mr. Burkhart provided an update of the Ad hoc Task Forces reporting all chairs have been appointed. Chair Vincent expressed concerns regarding quorum based on what has previously occurred from prior standing board committees. Mr. Burkhart explained that these task forces are short term and will have enough work ahead of them to keep them engaged. He concluded that he intends to invite leaders from the Arizona Department of Commerce, Education and Economic Security to this year's regional strategic planning retreat with Phoenix Workforce Connections.

**VIII. Call to the public**

No comments from the public

**IX. Adjournment**

Chair Vincent adjourned the meeting at 9:08 a.m.

**MARICOPA WORKFORCE CONNECTIONS  
EXECUTIVE COMMITTEE  
\*\*\*Executive Session\*\*\***

**Maricopa County Security Building  
Sun Conference Room  
234 North Central, 3<sup>rd</sup> Floor  
Phoenix, Arizona 85004**

**Minutes  
May 9, 2008**

**X. Call to Order**

Vice Chair Neil Alexander called the meeting to order at 11:05 a.m.

**XI. Roll Call: Quorum**

<b>Present</b>	<b>Excused/Absent</b>	<b>Staff/Guests</b>
Rodrick Miller (T)	John Garza	Patrick Burkhart
Don Smith (T)	Richmond Vincent	Kimberly Faust
Neil Alexander (T)		

**XII. Executive Session—*Action***

Vice Chair Neil Alexander moved the meeting into Executive Session to discuss Youth Contract approval.

**XIII. Adjournment**

Chair Vincent adjourned the meeting at 11:20 a.m.



Action       Presentation

Date: 06/26/2008

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

Telephone: 506-2323

**Subject:** Approve three additional nominations for recommendation for appointment by the Maricopa County Board of Supervisors

**Background:**

On April 24, 2008, the Full Board recommended 11 term renewals, four private sector members and one labor union representative to the Maricopa County Board of Supervisors. On May 21, 2008, the Board of Supervisors acknowledged MWC's recommendation and appointed 16 total members.

Maricopa Workforce Connections still does not meet the minimum composition mandated through the Workforce Investment Act of 1998; however, as a result of ongoing recruitment efforts, three nominations have been received to be reviewed by the Executive Committee. Upon approval, board composition will be in full compliance subject to appointment by the Maricopa County Board of Supervisors.

New board member nominations are listed below—

Name	Company	Title	Industry
Dr. Kayong Holston	Ottawa University	Director of Business Programs	Education
Ben Candler	Intellichoice Financial Services	Manager	Financial Services

To fill an unexpired term for a mandated vacancy i.e. Community Services Block Grant, Title IB—

Name	Company	Title	Industry
Trish Georgeff	Maricopa County Human Services Department	Interim Director	Public

**Options:**

- Approve three additional nominations for recommendation for appointment by the Maricopa County Board of Supervisors
- Disapprove three additional nominations for recommendation for appointment by the Maricopa County Board of Supervisors with the understanding that ongoing recruitment will continue until board composition has reached compliance with WIA 1998

**Action Taken:**

Approved       Not approved       Amended as follows:



**2008-2010 MARICOPA WORKFORCE CONNECTIONS  
NOMINATION & CANDIDATE INFORMATION FORM**

<p align="center"><b>Date</b> 28 April 2008</p>	<p><b>(Self) Nominated by:</b> Lari Braun <b>Telephone#</b>480-839-4900</p>
<p><b>Candidate Name</b></p>	<p>Dr. Kayong Holston</p>
<p><b>Name &amp; Address of Employer</b></p>	<p>Ottawa University 10020 N. 25<sup>th</sup> Avenue Phoenix, AZ 85021</p>
<p><b>Position Title</b></p>	<p>Director of Business Programs</p>
<p><b>Candidate Info</b></p>	<p><b>Telephone#:</b> 602-74-5203 <b>Email:</b> kayong.holston@ottawa.edu</p>
<p><b>Do you travel for work?</b> sometimes</p>	
<p><b>Current or Prior Experience Working With Local/National Boards</b></p>	<p><b>In 100 words or less, please describe your involvement with Professional Boards, detailing your contributions to committees, projects and accomplishments.</b></p> <p>Armed Forces YMCA: Involved in charity events to support military families and conducted fundraising golf tournament supporting the AFYMCA scholarship fund.</p> <p>American Society of Training Development (ASTD) San Diego Chapter: Member, Mentorship Committee; developed successful mentorship program to support personal growth professional development.</p> <p>Ottawa University Society of Human Resources Student Chapter Advisor: Created partnerships with local professional organizations, and developed a strong relationship with AZ State Council Human Resource board members.</p> <p>United Services Organization (USO): Developed bride school course curriculum in the Republic of Korea and served as an advisor for Korean brides</p>
<p><b>Data Submission</b> 28 April, 2008</p>	<p>Please send your completed form electronically to Sherri Connell at sconnell@mail.maricopa.gov.</p>



**2008-2010 MARICOPA WORKFORCE CONNECTIONS  
NOMINATION & CANDIDATE INFORMATION FORM**

<b>Date</b> <u>6-9-2008</u>	<b>Nominated by:</b> <u>Shannon Bard - President</u> <b>Telephone#</b> <u>602-889-1220</u>
<b>Candidate Name</b>	Ben Candler
<b>Name &amp; Address of Employer</b>	Intellichoice Financial Services 2920 N. 7 <sup>th</sup> St., Ste 105 Phoenix, AZ 85014
<b>Position Title</b>	Manager
<b>Candidate Info</b>	<b>Telephone#:</b> <u>602-889-1214</u> <b>Email:</b> <u>bcandler@intellichoicefs.com</u>
<b>Do you travel for work?</b> Yes	
<b>Current or Prior Experience Working With Local/National Boards</b>	In 100 words or less, please describe your involvement with Professional Boards, detailing your contributions to committees, projects and accomplishments.  American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) – Program Chair. Served 1 year and was responsible for new program ideas and coordinating program implementation for monthly meetings. Scheduled programs for the organizational calendar year and arranged for speakers and their travel arrangements.
<b>Data Submission</b>	Please send your completed form electronically to Sherri Connell at <a href="mailto:sconnell@mail.maricopa.gov">sconnell@mail.maricopa.gov</a> .



**2008-2010 MARICOPA WORKFORCE CONNECTIONS  
NOMINATION & CANDIDATE INFORMATION FORM**

<b>Date</b> 5/20/2008	<b>Nominated by: Annette Stein</b> <b>Telephone# 602.506.5920</b>
<b>Candidate Name</b>	Trish Georgeff
<b>Name &amp; Address of Employer</b>	Maricopa County Human Services Department 234 N. Central Avenue, Third Floor Phoenix, AZ 85004
<b>Position Title</b>	Deputy Director
<b>Candidate Info</b>	<b>Telephone#:(602) 506-0066</b> <b>Email: Tgeorgeff@mail.maricopa.gov</b>
<b>Do you travel for work? Occasionally</b>	
<b>Current or Prior Experience Working With Local/National Boards</b>	<b>In 100 words or less, please describe your involvement with Professional Boards, detailing your contributions to committees, projects and accomplishments.</b> I have served on boards with oversight and policy-making responsibility at the local, state, and national level; involvement has been both professional (e.g., Arizona Community Action Association Board) and personal, (e.g., CG Friends of the Library). On numerous occasions I served as board officer and committee chair. As a board member, I worked to fulfill the mission of the organization by helping with activities such as recruitment, orientation of new members, and grant-writing. Also, I have had extensive experience in staffing boards and committees.
<b>Data Submission</b>	Please send your completed form electronically to Sherri Connell at <a href="mailto:sconnell@mail.maricopa.gov">sconnell@mail.maricopa.gov</a> .



Action

Presentation

Date: 06/26/2008

Point of Contact: Don Smith

MWC Committee: Youth Council

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**Subject:** Approve youth contract providers per Youth Council recommendation

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**Background:**

WIA requires a Youth Council who oversees quality youth services and programs in Maricopa County. This Council reports to Maricopa Workforce Connections (MWC), the designated local workforce investment board. WIA requires the Youth Council to recommend eligible providers of WIA youth services to MWC for the award of contracts.

On February 22, 2008, the Maricopa County Workforce Development Division released a Request for Proposals (RFP) for WIA Youth Services (Serial 08007-RFP). Proposals were due to Maricopa County Materials Management on March 27, 2008. A total of five (5) agencies submitted proposals. Proposals were evaluated by four (4) evaluators in conjunction with Materials Management and the Human Services procurement officer. The proposals were evaluated on four areas: qualifications and proven skills, credentials of staff, approach and philosophy to providing services and proposed budget. According to the Maricopa County procurement code, evaluators were required to sign non-disclosure statements until the contract is approved by the Maricopa County Board of Supervisors. The Maricopa County Board of Supervisors approved the youth contracts on June 4, 2008.

Contracts to serve the general population of in- and out-of-school youth between the ages of 14–21 years:

West Valley: Arizona Call-A-Teen Youth Resources (ACYR) to serve 200 youth at a cost of \$2500 per youth for a total of \$500,000.

East Valley: Valley of the Sun United Way is a consortium of providers serving in the capacity of fiscal and program management subcontracting with AWEE (Arizona Women's Education & Employment), CPLC (Chicano por La Causa), JAG (Jobs for Arizona's Graduates) and Friendly House to serve 135 youth at a cost of \$2881 per youth for a total of \$388,935.

Contracts to serve the special population of in- and out-of-school youth between the ages of 14-21 years:

East Valley: Goodwill Industries to serve 55 youth offenders at a cost of \$3190 per youth for a total of \$175,618.

No proposals to serve foster care youth nor youth offenders exclusive to the West Valley were received; however, WIA youth services will be made available through those agencies contracted to serve the general population.

Financial incentives will be offered to existing and future contractors who meet and/or exceed WIA performance measures. The Maricopa County Workforce Development Division has set aside approximately \$125,000 for financial incentives. The total amount allocated for FY 2008 youth contracts is \$1,189,553.

**Recommended Action:** Approve youth contract providers per Youth Council recommendation

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**Action Taken:**

Approved

Not approved

Amended as follows:



**DISCUSSION AND/OR ACTION FORM**

Action       Discussion

Date: 06/26/2008

Point of Contact: Patrick Burkhart

Telephone: 506-4146

**MWC Committee (originating):** Executive Committee

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**Subject:** Discussion of possible Conflict of Interest

Arizona Women's Education and Employment (AWEE) was recently awarded a contract through Maricopa Workforce Connections with the Maricopa County Workforce Development Division to serve the general youth population for the FY0809. As such, representation from AWEE currently serving as a Maricopa Workforce Connections Full Board member could directly impact financial and/or performance outcomes negotiated through their contract as referenced below:

**38-502. Definitions**

8. "Public officer" means all elected and appointed officers of a public agency established by charter, ordinance, resolution, state constitution or statute.

**38-508. Authority of public officers and employees to act**

**38-503. Conflict of interest; exemptions; employment prohibition**

If the provisions of section 38-503 i.e. prevent an appointed public officer or a public employee from acting as required by law in his official capacity, such public officer or employee shall notify his superior authority of the conflicting interest. The superior authority may empower another to act or such authority may act in the capacity of the public officer or employee on the conflicting matter.

B. If the provisions of section 38-503 prevent a public agency from acting as required by law in its official capacity, such action shall not be prevented if members of the agency who have apparent conflicts make known their substantial interests in the official records of their public agency.

**38-505. Additional income prohibited for services**

A. No public officer or employee may receive or agree to receive directly or indirectly compensation other than as provided by law for any service rendered or to be rendered by him personally in any case, proceeding, application, or other matter which is pending before the public agency of which he is a public officer or employee.

B. This section shall not be construed to prohibit the performance of ministerial functions including, but not limited to, the filing, or amendment of tax returns, applications for permits and licenses, incorporation papers, and other documents.

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**Discussion and/or Action Taken:**

Approved

Not approved

Amended as follows:

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Action       Presentation

Date: 06/26/2008

Point of Contact: Sherri Connell

Telephone: 506-2323

**MWC Committee (originating):** Executive Committee

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**Subject: Approve the FY0809 board budget as presented for recommendation to the Full Board**

**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.

Maricopa Workforce Connections has been allocated \$20,000 for FY0809.

After further review of historical expenditures over the past two years, it is recommended to eliminate the following line items:

- NAWB Forum
- NAWB Quarterly Meetings
- Consultant—Strategic Planning (This category has moved under Category—Annual Retreat)
- Food/Beverage—Board Meetings
- Membership—NAWB

In lieu of the elimination of NAWB, the following line item has been added:

- Washington DC annual trip

Under Supplies, the following line items have been added:

- New Board Member Orientation
- Regional Board Meetings

The following line item will remain:

- Training and Development

No other recommended changes have been made at this time. The Executive Committee is tasked to review the allocations as presented in each categorical line item with the understanding that reallocation can occur at any time throughout the fiscal year.

See attached—

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**Options:**

- Approve the FY0809 board budget as presented for recommendation to the Full Board
- Disapprove the FY0809 board budget
- Amend the FY0809 line item budget

**Recommended Action: Approve the FY0809 board budget as presented**

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**Action Taken:**

Approved       Not approved       Amended as follows:

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**MWC Board Budget**

**FY0809 Funding Allocation** **\$ 20,000.00**

Category	Expenses	FY 08-09 Allocation A	FY 08-09 Expenditures B	Remaining Balance A-B
Board Development	Training & Development	5,000	-	5,000.00
	Washington DC Annual Trip	5,000	-	5,000.00
Supplies			-	-
	New Board Member Orientation	500	-	500.00
	Regional Board Meetings	500		
Food/Beverage			-	-
	New Board Member Orientation	1,000	-	1,000.00
	Regional Board Meetings	1,000	-	1,000.00
Annual Retreat			-	-
	Strategic Planning	5,000	-	5,000.00
	Consultant Services	-	-	-
Contingency Fund			-	-
	Contingency Fund	2,000	-	2,000.00
<b>Total</b>		<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>