



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 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 **October 11, 2007, at 9:00 a.m. located at the Maricopa County Human Services Department, 234 N. Central Avenue, Third Floor, in the Cactus Room.**

To attend via conference call, please dial 1-877-492-4020/enter passcode 602-474-3612.

The **agenda** for the meeting is as follows:

1.	Call to order	Richmond Vincent, Chair
2.	Roll call	Sherri Connell, Board Executive
3.	Approval of minutes—Action ▪ May 24, 2007	
4.	Approval of a change in the Individual Training Account (ITA) limit—Action A request to decrease the ITA limit per customer from \$6000 to \$4000 in an effort to align with what Phoenix Workforce Connections currently allows.	
5.	FY0607 Board Budget—Action Approve the reallocation of line items from FY0607 for expenditures from the regional strategic planning retreat (5 minutes)	
6.	FY0708 Board Budget—Action Based on an anticipated amount provided, committee members may redefine line items per priority spending (10 minutes)	
7.	Youth Council Update—Action The council would like to recommend the approval of a nomination reviewed at the previous meeting for foster care representation to be appointed by the Full Board for council member status only	
8.	Chair Report—For information only An update on the Joint Executive Committee held on September 18, 2007	
9.	Call to the public	Richmond Vincent, Chair
10.	Adjournment	

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
EXECUTIVE COMMITTEE**

Maricopa County Human Services Department
234 N. Central Ave., 3rd floor Phoenix, AZ
Arizona Conference Room

**Revised Minutes
May 24, 2007**

I. Call to Order

Chair Richmond Vincent called the meeting to order at 8:30 a.m.

II. Roll Call: Quorum

Present	Excused/Absent	Staff
Richmond Vincent	Rodrick Miller (E)	Jessica Martin
John Garza	Steve Prokopek	Diana Shepherd
Neil Alexander	Marion Kelly (E)	Sergio Escamilla
Jane Fletcher	Jolynn Clarke (E)	Kevin Berry
Charles McCarty (telephonic)		Myriam Corral
Margaret Trujillo (ad hoc)		Bill O'Brien
Lari Braun (ad hoc)		Jodi Hall
		Sherri Connell

III. Approval of Meeting Minutes—Action

John Garza motioned to approve the April 26, 2007 minutes. Lari Braun seconded the motion. The minutes were approved.

IV. Chair Report—Discussion

Chair Vincent reported that the National Association of Workforce Boards (NAWB) has contracted a lobbyist in order to represent the best interests of local workforce investment boards. In addition, NAWB highly encouraged boards to educate their congressional elected officials about programs within their district and advocate for WIA reauthorization during their recess from 05/28/07-06/01/07.

Chair Vincent announced that the Governor's Council on Workforce Policy will conduct a retreat in June. On a another note, he advised committee members to start thinking about the development of MWC's Two-Year Strategic Plan of which Chair-Elect John Garza informed the committee that America's Job Bank was in the midst of dissolution.

Sherri Connell, MWC Board Executive, reported out on the current status of MWC's board budget of which she explained that there is a remaining \$5000.00 that will need to be expended by June 30, 2007, otherwise, there is a possibility the funds may not rollover into the 2007-2008 fiscal year. She would obtain further clarification from finance on whether the funds are allowed to carry over and report back to the committee.

V. WDD Assistant Director's Report:

Margaret Trujillo reported that consultants from April's workforce summit will be contracted to facilitate the joint strategic planning retreat with Phoenix Workforce Connections. In an effort to be better prepared for this, she informed the committee that a preplanning session will occur immediately following the Executive Committee meeting and encouraged the committee to participate.

Ms. Connell informed committee members that the most current program approvals for Title IB are included in their packets for review.

VI. Committee Reports

Jane Fletcher, Development Committee Chair, requested action on a revised operational plan to enforce board member attendance of which the Development Committee determined that two unexcused absences warrant a warning letter that will serve as a reminder to attend committee and full board meetings. In addition, one of the Development Committee members will contact the board member by phone to determine if the board member is still interested serving on the board. A third unexcused absence will warrant a nonparticipation letter thus tendered resignation from the board. Copies of notification were provided. Vice Chair Neil Alexander pointed out that it is only after the fourth unexcused absence when tendered resignation will be applied. **John Garza made a motion to approve the request to implement the proposed operational plan to monitor board member attendance as amended. Neil Alexander seconded the motion. The motion carried.**

Ms. Fletcher also reported that the MWC New Board Member Orientation task force convened yesterday and will be revising the PowerPoint presentation and Ms. Connell will send out an agenda by the beginning of next week. It will be held at the Greater Phoenix Economic Council on Thursday, June 7 from 9 a.m. to noon.

Chuck McCarty, Youth Council Chair, reported that Madge Haynes from Casey Family Programs has resigned; however, the organization has identified a comparable replacement. Mr. McCarty requested action to approve youth provider contract amendments with a term end of June 30, 2008. Committee members inquired about the youth providers and further explanation of the extension of which Jessica Martin, Program Administrative Manager, explained that the timeframes did not allow for the procurement process; however, the current amendments require an increase in total youth served in addition to performance incentives. Ms. Martin also reported that the Las Artes Request for Proposal was released with a 30-day deadline for submission. **Mr. McCarty made a motion to approve the youth provider contract amendment. Jane Fletcher seconded the motion. The motion carried.**

Since the Operations Committee has been placed on hiatus, there is no report at this time from Operations Vice Chair Lari Braun.

VII. Open Committee Discussion

No discussion held at this time.

VIII. Announcements

No announcements were made at this time.

IX. Call to the Public

There were no public comments.

X. Adjournment

Chair Vincent adjourned the meeting at 9:35 a.m.



Action Presentation

Date: October 11, 2007

Point of Contact: Diana Shepherd

Telephone: 506-4812

MWC Committee (originating): Executive Committee

Subject: Approval of Individual Training Accounts (ITA) maximum dollar amounts

Background: According to WIA regulations participant training for Adult and Dislocated Workers is provided through Individual Training Accounts (ITAs) or vouchers. The voucher specifies the maximum dollar amount authorized for a participant's training.

In order to provide training services to a larger number of WIA participants, it is necessary to set a dollar limit that is reasonable given budget allocations. It is also important to mirror the City of Phoenix's dollar amounts as closely as possible given the close proximity and the lack of residency requirements under WIA. Based on WDD's actual ITA average costs and a recent decrease in ITA dollar amounts by the City of Phoenix, Maricopa County staff recommends that vouchers carry a maximum dollar value of up to \$4,000 per participant. Per City of Phoenix staff, the decrease in ITA limits has not negatively impacted training opportunities for WIA participants as training providers have accommodated by providing discounts and scholarships. A lower ITA amount will enable WDD to provide more participants with training opportunities.

Options:

- Approve the ITA dollar amount set forth by County staff
- Disapprove the dollar amount
- Request more information on dollar amount for training

Recommended Action:

Approve the ITA Voucher dollar amount for a maximum of \$4,000.

Action Taken:

To approve the ITA voucher dollar amount for a maximum of \$4,000.

Approved Not approved Amended as follows:



Action Presentation

Date: October 11, 2007

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

Telephone: 506-2323

Subject: Request to reallocate funds and close out the FY0607 board budget.

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.

On December 14, 2006, the Full Board approved the FY 2006-2007 board budget with designated line items identified by the members of the Executive Committee based on a \$31,000.00 allocation. The Executive Committee has the authority to reallocate line item amounts deemed necessary in the event cost accrual is above the maximum amount of designated dollars per line item.

Through an intergovernmental agreement with the City of Phoenix, Maricopa Workforce Connections in partnership with Phoenix Workforce Connections conducted a regional strategic planning retreat on June 14-15, 2007 facilitated by ESI Consultants hosted at the Desert Willow Conference Center. From this, MWC's shared costs total \$8,966.19 of which only \$436.96 was remaining in the strategic planning expense category thus, the need to reallocate categorical line items to compensate for the remaining \$8,529.23.

After further evaluation, it is recommended that the committee approve the following line item transfers into the expense category for the Annual Retreat: Strategic Planning to ensure compliance for auditing purposes:

- Contingency Fund—\$2150.00
- Travel/Training: NAWB Quarterly Meetings—\$5,000.00
- Travel/Training: Training and Development--\$1,379.23

See attached—

Options:

- **Approve the reallocation and close out the FY0607 board budget**
- **Disapprove the reallocation and close out the FY0607 board budget**
- **Request alternative line items to be reallocated to close out the FY0607 board budget**

Recommended Action:

To approve the reallocation and close out the FY0607 board budget

Action Taken:

Approved Not approved Amended as follows:



Action Presentation

Date: October 11, 2007

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

Telephone: 506-2323

Subject: Approve the FY0708 board budget.

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.

For FY0607, the board was allocated \$31K annual budget without the option to carryover funding into the next fiscal year. Due to a decrease in financial resources, the board has been allocated \$20K for FY0708.

It is at the discrepancy of the board to reevaluate and prioritize existing categorical line items. FY0607 expenditures have been included in the list below to assist in the board's evaluation.

- NAWB Annual Forum—\$10,069.12 @ \$2,517.28 per board member (4 total attended)
- NAWB Annual Membership—\$1,200.00 with an annual fee increase for FY0708 at \$1,500.00
- NAWB Quarterly Meetings—\$ 1530.01 per round trip for Richmond Vincent
- MWC New Member Orientation—\$0
- Strategic Planning Retreat—\$13,529.23 for two retreats in August 2006 and June 2007(\$8,966.19)

As such, categorical line items identified in the attached document can be revised accordingly. All other line items include supplies, food and beverage.

See attached—

Options:

- Approve the board budget
- Disapprove the board budget
- Request the development of a new board budget to include suggestions for revision by members of the Executive Committee

Recommended Action:

To approve the board budget.

Action Taken:

Approved Not approved Amended as follows:



Action Presentation

Date: October 11, 2007

Point of Contact: Sherri Connell

Telephone: (602) 506-2323

MWC Committee (originating): Youth Council

Subject: **Appoint Casey Family Programs to the Youth Council per recommendation of the Youth Council**

Background: Casey Family Programs' mission is to provide and improve—and ultimately to prevent the need for—foster care. Casey Family Programs is the largest national foundation whose sole mission is to provide and improve – and ultimately prevent the need for – foster care. The foundation draws on over 40 years of experience and expert research and analysis to improve the lives of children and youth in foster care in two important ways: by providing direct services and support to foster families, and by promoting improvements in child welfare practice and policy.

According to the Workforce Investment Act:

(2) MEMBERSHIP.—The membership of each youth council—

(A) shall include—

(i) members of the local board described in subparagraph (A) or (B) of subsection (b)(2) with special interest or expertise in youth policy;

(ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies;

(iii) representatives of local public housing authorities;

(iv) parents of eligible youth seeking assistance under this subtitle;

(v) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and

(vi) representatives of the Job Corps, as appropriate; and

(B) may include such other individuals as the chairperson of the local board, in cooperation with the chief elected official, determines to be appropriate.

To ensure legislative compliance and create a diverse council, it is in the best interests of the council to maintain a preexisting relationship with Casey Family Programs.

Options:

- **Appoint Casey Family Programs to the Youth Council per recommendation of the Youth Council**
- **Not appoint Casey Family Programs to the Youth Council and redirect recruitment efforts for foster care representation**
- **Recommended Action: Appoint Casey Family Programs to the Youth Council**

Action Taken:

Approved

Not approved

Amended as follows: