

**MARICOPA WORKFORCE CONNECTIONS  
EXECUTIVE COMMITTEE**

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

Minutes

**February 22, 2007**

**I. Call to Order**

Chair Richmond Vincent called the meeting to order at 8:36 a.m.

**II. Roll Call: Quorum**

<b>Present</b>	<b>Excused/Absent</b>	<b>Staff</b>
Richmond Vincent	Marion Kelly (E)	Sergio Escamilla
Steve Prokopek	John Corella (E)	Jessica Martin
Susan Schmidt (Ad hoc)	Chuck McCarty (E)	Diana Shepherd
Jane Fletcher		Sherri Connell
Rodrick Miller		Myriam Corral
Jolynn Clarke		Jodi Hall
		Janet Lilly
		Kimberly Faust
		Jessica Troost

**III. Approval of Meeting Minutes – Action**

**Rodrick Miller motioned to approve the January 25, 2007 minutes. Jane Fletcher seconded the motion. The minutes were approved.**

**IV. Board Officer Name Change– Action**

Chair Richmond Vincent recommended changing the board officer names from Vice Chair to Chair Elect and Secretary to Vice Chair. Based upon approval of name change, the Executive Committee will need to define new roles for the Vice Chair and Chair Elect and present an amendment to the bylaws at the full board meeting on April 26, 2007.

**Jane Fletcher made a motion to approve the name changes to Chair Elect and Vice Chair, and to amend the bylaws to reflect the change. Jolynn Clarke seconded the motion. The motion carried.**

**V. Committee Chair– Discussion**

- Roles and Responsibilities: To assist new committee chairs, current chairs need to identify the committee chair’s role, responsibilities, term limits, and time commitment. Also, provide guidance on who to lead, plan, and create a mission and vision for the committee. The vision and mission will be determined on an annual basis.
- Committee expectations and outcomes: When the vision/mission is defined this will become a plan of execution (operational plan) to be updated on an annual basis.
- Monthly committee reports: Committees will create a matrix of activities/goals to measure the goals set forth by each committee. Jessica Martin informed the committee members of a matrix currently used by the Youth Council to report their goals monthly and will provide it to Sherri Connell.

Susan Schmidt suggested attaching the matrix to the two-year plan to allow new committee chairs information on the committee goals and accomplishments.

Susan Schmidt will facilitate the Operations Committee to determine the vision and mission in absence of the committee chair.

**VI. Staff Liaisons– Discussion**

Sherrí Connell explained that the liaisons will have a name change to Topic Advisors and their roles and responsibilities are to:

- Support the committee (not lead the committee)
- Provide reports and information according to discussion topics.

Committee members discussed inviting other partner agencies to contribute on board-related functions. Members also agreed to allow short-term topic advisors from different businesses and organizations.

**VII. Strategic Planning– Discussion**

Mr. Vincent concluded by stating that defining the roles and responsibilities; committee expectations and outcomes; and developing a new monthly committee report will assist to establish a plan when committee roles change. Committee chairs were given a deadline to prepare a draft (one page) of the vision and mission and (1-3) goals by March 22, 2007 to be presented at the Executive Committee.

**VIII. Call to the Public**

There were no public comments.

**IX. Adjournment**

Chair Vincent adjourned the meeting at 9:29 a.m.

Respectfully submitted,  
Myriam Corral  
MWC Recording Secretary