



## MARICOPA WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

**Wednesday, October 21, 2015 at 9:30 A.M.**  
Maricopa County Human Services Security Building  
234 N. Central Avenue 3rd Floor, Arizona Room  
Phoenix, Arizona 85004

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**Members Present:** Belinda Hanson, Blair Liddicoat, Che Collins, Chevera Trillo, Donna Pettigrew, Kayong Holston, Kelsie McClendon, Kimberly Hall, Marie Sullivan, Patricia Wallace, Rodney Pack, Shawn Hutchinson, Steve Troxel, Tim Stump, Tony Maldonado,

**Members Absent:** April Addison, Frank Armendariz, James Godfrey, James Marshall, Melissa Rafalski, Reyes Medrano, Rick McCartney, Robin Schaeffer, Shellie Frey, Vanessa Andersen

**Staff Present:** Nancy Avina, Nubia Castillo, Stacey Faulkner, Tina Luke, Richard Taylor, Nina Lindsey, Cathy Johnson, Tina Wadham, Yvette Fielder, Heath Anderson, Don Motz, Nancy Lee, Diana Diaz, Harvey Smith, Kevin Dumcum

**Guests Present:** None

### **I. Call to Order**

- a. Steve Troxel, Chair began meeting at 9:36 a.m.
- b. Chair officially called meeting to order at 10:20 a.m.

### **II. Roll Call**

- a. Nancy Avina, Board Liaison took Roll call. WBD had no quorum established until 10:20 a.m. (14/25)

### **III. Discussion, Review, and Possible Action**

- a. Approval of Minutes – *September 03, 2015 meeting*
  - No discussion or approval held; lack of quorum.
  - Approval of Minutes was revisited once quorum was established. Steve Troxel made motion to approve September 03, 2015 meeting minutes. **Chevera Trillo made a motion to approve previous minutes, Marie Sullivan seconded motion. Motion carried.**
- b. Officer Elections
  - Discussion about moving forward with new bylaws and who wants to serve, who has interest, and new taskforce to deal with elections. Steve Troxel suggested review in December meeting and elect in February.
  - Revisited officer elections once quorum was established. Patricia Wallace pointed out bylaws (page 7) officers, elections, and terms. Formally acknowledge past chair. Steve suggested putting in December agenda; 3 positions. Let Steve know if interested in filling roles.

### **IV. WDD Directors Report**

- a. Bylaws passed and approved by Workforce Development Board (WDB) and Board of supervisors (BOS). Copy found in board member folders, and additional copy was disseminated. Living breathing document, on going conversation. Look through, standing agenda to discuss and review bylaws on annual basis. Submitted to state, governor, and federal office. Discussion held.

### **V. Task Force and Committee Report**

- a. Aerospace & Defense and Manufacturing
  - Heath Anderson, Business Account Coordinator (BAC) gave update. Extensive discussion held.
- b. Bio-Science and Healthcare
  - Donna Pettigrew gave update. Don Motz, BAC gave additional updates.
- c. Information Technology and Service
  - Steve Troxel gave update on information Technology. Provided information on Navy project to provide IT training to Navy in Maricopa County. Steve will send web link with additional information. Extensive discussion held. Yvette Fielder, BAC provided additional updates.
- d. Construction, Trades, and Renewable Energy
  - Rodney Pack gave updates. Apprenticeship week is 11/2 – 11/6 first annual. National Guard Unit construction career days annual job fair 11/5 – 11/6, 8:00 am – 2:00 pm. Shawn Hutchinson gave additional updates. Extensive discussion held. Kevin Dumcum, BAC provided additional updates.
- e. Logistics and Transportation
  - Kelsie McClendon gave few updates. Nancy Lee, BAC provided additional updates. November 10th career fair at West Valley Career Center.
- f. At Large Industries
  - Yvette Fielder, BAC provided updates.
- g. Workforce System
  - No updates
- h. Apprenticeships
  - Harvey Smith, BAC provided updates. Extensive discussion held.
- i. Youth
  - Tony Maldonado gave update on youth, developed 3 proposed goals during strategic planning session. Cathy Johnson gave additional updates including 100k young people job fair at convention center 10/30, 25 employers. Invitation extended to board members, encouraged to go.
  - Patricia Wallace introduced Richie Taylor, Community Relations Liaison who will be assisting in 100k.
- j. Membership
  - Patricia Wallace informed of James Marshall resignation. Spot on board for healthcare representative open. Bylaws (Page 5) referral and nomination process.
- k. Executive
  - Meeting was cancelled.

**VI. Maricopa Workforce Connections Report**

- a. Centers
  - Stacey Faulkner, Regional Manager gave updates on Phase II, and provided enrollment statistics for both centers. Tina Wadham added additional comments.
- b. Business Services
  - Diana Diaz, Business Supervisor provided a few updates. Will provide business cards to board members on sector assigned BAC's
- c. Quality Assurance Update
  - Nina Lindsey, QA supervisor disseminated handout, and provided information and updates on data points on dash board.
- d. Upcoming Employment and Community Events
  - Tim Stump informed of West Valley Career Fair for deaf and hard of hearing on 11/19 and one for blind on 12/02.
  - Walk for Veterans
  - Share point Websites

**VII. Other Matters**

**VIII. Call to the Public/Public Comments**

**IX. Adjourn**

- a. Quorum no longer held at 11: 24 a.m.
- b. Steve Troxel adjourned meeting at 12:10 p.m.