



**MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD  
Executive Committee**

**Thursday, August 5, 2021 – 9:30 a.m.**

GoToMeeting: <https://www.gotomeet.me/MaricopaCountyWDB>  
Phone: +1 (872) 240-3212; Access Code/Meeting ID: 167-097-701

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**Members Present:** Erik Cole, Loren Granger, Matt McGuire, and Bonnie Schirato  
**(Note: All members present attended via GoTo meeting)**

**Members Absent:** Shawn Hutchinson

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**MEETING**

**Call to Order.**

Chairman Matt McGuire, called the meeting to order at 9:32 a.m., and requested roll call.

**Roll Call.**

MCWDB Board Liaison, Deseret Romero took roll. Quorum was present.

**Welcome and Opening Remarks.**

Chairman Matt McGuire welcomed the Executive Committee and guests.

Chairman McGuire then provided a brief reviewed of the board’s vision, values and goals.

**Chairman Report.**

Chairman McGuire provided a review of the draft Performance Metrics for the Committee’s review and consideration.

**Informational/Discussion Only.**

**Strategic Planning.**

Chairman McGuire provided a brief overview of the 2018 Strategic Plan and discussed moving forward with developing a new Strategic Plan. The following suggested points were made by Chairman McGuire:

- Development process for the Strategic Plan could be similar to the development of the Local Plan.
- Importance of including the MCWDB partners.
- Necessary for Strategic Plan to relate to the “new reality of the world”.

Executive Director Steve Clark provided the following recommendations for developing the new Strategic Plan.

- Contract with Strategic Planning consultant
- Work with Executive Committee at their regularly scheduled Committee meetings.
- Strategic Plan planning process could start in mid-fall of 2021 and could be finalized in the spring of 2022.

The Committee continued to discuss the importance and timeliness of redeveloping the Strategic Plan.

Chairman McGuire inquired as to the next steps for moving forward with the planning process. Executive Director Clark responded that he will work on outlining the recommended details and will prepare options and recommendations at the August 19th Full MCWDB meeting.

Suggested Committee Agenda Discussion Items. (Note: Item was heard out of order.)

Executive Director Clark noted that this agenda item was designed for Executive Committee members to discuss potential future agenda items.

Committee member Bonnie Schirato commented that while being new to the Committee she did not have a specific item to discuss, but would likely in the future.

Committee member Erik Cole noted that the first 2021/22 meeting for the Youth Committee would primarily be an introduction meeting.

MCWDB Full Board August 19, 2021 Agenda Review.

Executive Director Steve Clark provided a brief review of the draft MCWDB Full Board August 19, 2021 Agenda. The Committee requested that a report by the Service Provider be added to future MCWDB Full Board agendas.

**Information/Discussion/Possible Action.**

One-Stop Center Certification.

MCWDB Management Analyst Nancy Avina provided the Committee with a brief report on the One-Stop Center Certification.

Chairman McGuire complimented Ms. Avina on the One-Stop Center Certification report.

Chairman McGuire asked for a motion to approve the One-Stop Center Certification Tools as presented.

Committee Member Bonnie Schirato called for the motion to approve, seconded by Erik Cole. Roll call vote held:

**In favor:** Bonnie Schirato, Erik Cole, Loren Granger and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

Monthly Fiscal Report.

Nicole Forbes, MCWDB Fiscal Agent provided the Committee with a report on the Maricopa County FY2021 & FY2022 WIOA (BTA) Budget to Actuals.

Chairman McGuire shared previous concerns that the full allocations for the Youth program had not been used and requested that Ms. Forbes keep an eye on the Youth program spending.

Ms. Forbes provided an example of specific trends that allow for a fluctuation in the expenditures. For example, increases in January, February and March are due to tuition reimbursements.

MCWDB 2021 Restructuring Revisions.

Executive Director Steve Clark presented the revised MCWDB 2021 Restructuring for the Committee's consideration, noting that the only modification was replacing the Compliance Committee with the Marketing and Outreach Committee.

Chairman McGuire asked for a motion to approve the MCWDB 2021 Restructuring Revisions as presented.

Committee Member Bonnie Schirato called for the motion to approve, seconded by Erik Cole. Roll call vote held:

**In favor:** Bonnie Schirato, Erik Cole, Loren Granger and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

FY2021-2022 Meeting Schedule Revisions.

Executive Director Steve Clark presented the FY2021-2022 Meeting Schedule Revisions for the Committee's consideration. The revisions mirrored that of the MCWDB Restructuring revision, with replacing the Compliance Committee with the Marketing and Outreach Committee.

Chairman McGuire asked for a motion to approve the FY2021-2022 Meeting Schedule Revisions as presented. Committee Member Erik Cole called for the motion to approve, seconded by Loren Granger. Roll call vote held:

**In favor:** Bonnie Schirato, Erik Cole, Loren Granger and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

2021-2022 MCWDB Committee Chairs and Roster Recommendations.

Chairman McGuire thanked the Maricopa County Workforce Development members who volunteered to participate in the various MCWDB committees.

Chairman McGuire presented the proposed 2021-2022 MCWDB Committee Chairs and Roster Recommendations for the Committee's consideration.

Chairman McGuire asked for a motion to approve the 2021-2022 MCWDB Committee Chairs and Roster Recommendations as presented. Committee Member Bonnie Schirato called for the motion to approve, seconded by Loren Granger. Roll call vote held:

**In favor:** Bonnie Schirato, Erik Cole, Loren Granger and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

FY2021 4<sup>th</sup> Quarter Report.

Executive Director, Steve Clark provided an overview of the submitted FY2021 4<sup>th</sup> Quarter Report and noted that staff would be reviewing ways to improve upon the reporting details for future quarterly reports.

Maricopa County Workforce Development member Christopher Tafoya discussed the need to improve upon the Title III reporting. Mr. Tafoya offered to connect with the Title III partners to discuss adjusting the metrics to focus on job placement and average starting salary.

Chairman McGuire included a need to focus on employer metrics and trends.

Executive Director Clark noted the need for yearly comparisons.

Vice Chair Bonnie Schirato complimented to inclusion of the Board Training and Engagement within the report.

Executive Director Clark encouraged the Board to view the training videos created by MCWDB Management Analyst, Kennedy Riley and complimented Ms. Riley on her development of the training videos.

Chairman McGuire asked for a motion to accept the FY2021 4<sup>th</sup> Quarter Report as presented. Committee Member Bonnie Schirato called for the motion to approve, seconded by Erik Cole. Roll call vote held:

**In favor:** Bonnie Schirato, Erik Cole, Loren Granger and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

**PR2020 Annual Report.**

Chairman McGuire complimented MCWDB staff on the PY2020 Annual Report.

Executive Director, Steve Clark noted the dedicated collaborative effort by MCWDB staff to complete the FY2021 4<sup>th</sup> Quarter and PY2020 Annual Reports in a short period of time to ensure review by the Executive Committee.

Executive Director, Clark then provided an overview of the submitted PY2020 Annual Report and noted that staff would also be reviewing ways to improve upon the reporting details for future annual reports as well.

Vice Chair Bonnie Schirato noted a few minor edits, related the order of the MCWDB members and the spacing on the Chairman's page of the report.

Chairman McGuire also suggested noting the data sources for reference in future reports.

Executive Director Clark thanked the Committee and noted that we would incorporate the suggested changes.

Chairman McGuire asked for a motion to accept the PY2020 Annual Report as presented. Committee Member Bonnie Schirato called for the motion to approve, seconded by Erik Cole. Roll call vote held:

**In favor:** Bonnie Schirato, Erik Cole, Loren Granger and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

**Call to the Public.**

Chairman McGuire made a call for public comment. No one spoke.

**Adjourn.**

Chairman McGuire adjourned the MCWDB meeting at 10:41 a.m.

*\*For additional information, contact MCWDB staff at: [MCWDB@maricopa.gov](mailto:MCWDB@maricopa.gov)*