



**Phoenix Business and Workforce Development Board
Program Excellence Committee
Meeting Minutes**

**Virtual Meeting
February 03, 2022
9:00 a.m.**

Members Present:

Daniel Barajas, Chair
Melissa Trujillo, Vice Chair
Meghan McGilvra, Vice Chair
Samantha Hansen
Jon Ellerston
Stacie Garlieb
Allison Benezra
Jaclyn Boyes
Elizabeth "E" Cole

Public Attendees:

LaSetta Hogans (PBWDB Executive Director)	
Christina Edwards (PBWD Board Liaison)	
Matalie Hastings	Stacey VanEmst
Sylvia Hokey	Kweilin Waller
Demitria Robles	Rob Stenson
Reeta Devi	Sandra Enriquez
Mary Alejandro	Todd Berndt
Dustin Panoff	Laura Whitehead
Susan Roger	Stan Flowers
Jeannete Perez	Samantha Briggs
David Chavez	Tracee Spire
Jovanna Parkhouse	Thomas Flynn
Eddie Barojas	Ricky Duran
Karen (Public)	

1. Call to Order / Roll Call:

Daniel Barajas, Program Excellence Committee (PEC) Chair, called the February 03, 2022, meeting to order at 9:05 a.m. Roll call was completed, and a quorum was present.

2. Approval of December 2, 2021, Meeting Minutes:

Daniel Barajas, Program Excellence Committee (PEC) Chair requested a motion to approve the December 02, 2021, PEC Meeting Minutes. **A motion to approve the December 02, 2021, Meeting Minutes**, was made by PEC Vice-Chair Melissa Trujillo, and seconded by PEC Member, Stacie Garlieb.

Approved: Daniel Barajas, Melissa Trujillo, Meghan McGilvra, Samantha Hansen, Jon Ellerston, Stacie Garlieb, Allison Benezra, Jaclyn Boyes, Elizabeth “E” Cole

Abstained: None

Opposed: None

Motion passed by majority

3. Workforce Analysis and Outcome Tools:

Daniel Barajas, Program Excellence Committee (PEC) Chair invited Samantha Briggs, Economist, Office of Economic Opportunity, to present on the data relating to WIOA performance, employment, and training. Samantha presented on the in-demand industries for the City of Phoenix, the Jobs Profile Tool, the ARIZONA@WORK Data Performance Tools, and the WIOA Workforce Training Outcome Tool. Samantha provided a brief overview of the Office of Economic Security’s definition and methodology of an in-demand industry. Samantha explained why WIOA enables the local area to outline the in-demand industries and how it is used to drive the programs listed on the eligible training provider list (ETPL). An overview of the City of Phoenix industry rankings was provided.

Samantha demonstrated how the WIOA Workforce Training Outcome tool can be used to view the training programs with the highest success rates, which occupational trainings have the best outcomes for specific areas, the training employment rates, and which types of trainings lead to the best employment outcomes. A demonstration of how the Jobs Profile Tool can be used to review job wages, occupational growth, information regarding specific occupations, information related to the programs listed on the eligible training provider list

(ETPL), the education and skills needed for a specific occupation, and the career pathways for a specific occupation was provided.

February 3, 2022

OEO Workforce Analysis and Outcome Tools

Sam Briggs, Economist, Office of Economic Opportunity



Office of Economic Opportunity Resources

- In Demand Industries and Occupations
- Jobs Profile Tool
- Arizona@Work Data Performance Tools
 - WIOA Workforce Training Outcomes Tool

OEO In-Demand Industries and Occupations

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In-Demand

WIOA Reflection on In-Demand

- Industry or occupation that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.
 - Purposefully vague
- Support development of targeted career pathways for all WIOA program participants
- Help determine educational programs included on the eligible training provider list
 - Incentivization for training in an in-demand industry

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Labor Market Needs of In-Demand Industries & Occupations

Methodology focused on:

- The future needs of Arizona businesses
 - Includes projected employment growth and openings of occupations
- Economic self-sufficiency
 - Targets occupations offering favorable wages
- Job security
 - Emphasis on high-skilled occupations

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OEO In Demand Industries - Methodology

- Specific to each local area. Determined through:
 - Current employment and wage levels
 - Historic employment and wages
 - Projected employment growth
 - Employment advantages (location quotient)
 - *All variables were weighted equally, with exception of location quotient variables*
 - *Individual variables were averaged together to calculate an overall industry ranking*
- Update Frequency: Every two years
- Geographic Detail: Arizona and workforce areas

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In-Demand Industries

City of Phoenix Industry Rankings

Industry	Overall	Employment Level (2020)		Historical Employment Annual Percent Change (2017-2020)		Projected Employment Numeric Change (2020-2022)		Projected Employment Annual Percent Change (2020-2022)	
		Rank	Estimate	Rank	Estimate	Rank	Estimate	Rank	Estimate
Health care and social assistance	1	85,547	1	-8.7%	7	14,118	2	5.6%	3
Transportation and warehousing	2	38,825	6	-3.1%	2	14,551	1	12.7%	2
Finance and insurance	3	49,811	3	-10.7%	9	4,200	5	2.7%	12
Construction	4	41,632	5	-7.1%	3	3,259	9	2.7%	13
Administrative and waste services	5	65,596	2	-14.6%	13	10,194	3	5.3%	5
Professional and technical services	6	42,484	4	-9.6%	8	4,678	4	3.7%	9

<https://www.azcommerce.com/oeo/labormarket/in-demand-jobs/>

OEO In Demand Occupations

- Specific to each local area. Determined through:
 - Employment and wages
 - Projected employment growth
 - Projected employment openings
 - Openings due to retirement and labor force exits
 - Knowledge, skills and abilities
- Update Frequency: Every two years
- Geographic Detail: Arizona and workforce areas

OEO In Demand Industries and Occupations

- Occupations were given a “star” rating between 1-5 (5 star being best) based on their overall ranking
- Occupations were ranked against other occupations with similar educational requirements
 - Strength: Targeted approach that improves quality of comparison

OEO In-Demand Occupations List

City of Phoenix Occupation Ratings

SOC Code	Occupation Title	Average Annual Wages (2020)	Employment (2020)	Annualized Proj Emp Pct Chg (2020-2022)	Annual Projected Openings (2020-2022)	Education Level ¹	Rating by Education Level
13-1111	Management Analysts	\$87,908	5,728	3.5%	704	Bachelor's degree	5
13-1161	Market Research Analysts and Marketing Specialists	\$64,765	5,862	5.8%	898	Bachelor's degree	5
15-1211	Computer Systems Analysts	\$92,802	4,920	3.5%	497	Bachelor's degree	5
15-1232	Computer User Support Specialists	\$53,630	6,566	3.9%	724	Some college, no degree	5
15-1244	Network and Computer Systems Administrators	\$87,638	2,541	3.9%	256	Bachelor's degree	5
15-1256	Software Developers and Software Quality Assurance Analysts and Testers	\$105,298	10,949	3.5%	1,083	Bachelor's degree	5
15-1257	Web Developers and Digital Interface Designers	\$71,708	1,072	5.1%	130	Associate's degree	5

<https://www.azcommerce.com/oEO/labormarket/in-demand-jobs/>

Arizona@WorkData Performance Tools

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Overview and Background

- Requests from local boards, Workforce Arizona Council, and other workforce stakeholders for more data related to WIOA Performance Dashboard
 - Outcomes by barriers to employment, outcomes by training
- Data consistent with AJC
- Intended use of data:
 - Support training efforts
 - Target training with best outcomes
 - Encourage further discussion and questions

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Key Terms

- **Outcomes-** employment and wage outcomes
- **Participants-** Actively engaged in an AZ@Work program
 - An individual can belong to multiple quarters if they are being served for long enough.
- **Exiters-** An individual is considered an exiter when 90 days have elapsed since services have last been received, and there are no plans for future services
 - An individual can only belong to one exit group.
- **Information pop-ups** - Hover mouse over ⓘ for additional information or definitions on data tools

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<https://arizonaatwork.com/job-market-trends/workforce-performance>

ARIZONA WORKFORCE PERFORMANCE METRICS

Various performance metrics are available to evaluate Workforce Innovation and Opportunity Act data, such as: employment outcomes, barriers to employment, and outcomes over time. Tools are also available to help local areas, workforce professionals and job seekers make data-based decisions.

WIOA Workforce Performance Dashboard

View the current WIOA workforce performance and job seeker metrics for the local workforce areas.

View Dashboard

WIOA Performance Detail

View ARIZONA@WORK performance data about individuals with barriers, outcomes, measurable skill gains and local area of participation.

View Performance Detail Tool

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WIOA Workforce Training Outcomes Tool

• Information in data tool:

- Training completion rates, summary statistics
- Outcomes (Training vs. No Training)
- Outcome by occupational training (Ex. transportation, construction)
- Outcome by type of training (Ex. apprenticeship, on the job training)

WIOA Workforce Training Outcomes Tool

WIB: Exit Year: Exit Type: Program:

Summary Stats		Wage and Employment Outcome				
Number of Exitters	1,820	Avg. Wage Q2 After Exit	Avg. Wage Q4 After Exit	Employment Rate Q2 After Exit	Employment Rate Q4 After Exit	
Avg. Completion Rate	77.2%	At least one training	\$7,728	\$9,530	81.9%	82.6%
Entered Training	569	No training	\$5,571	\$5,990	63.8%	62.1%
Trainings Completed	439	• Two quarters after exiting, individuals who completed at least one training made \$2,157 more than those who did not complete a training.				
• Two quarters after exiting, individuals who completed at least one training had an employment rate that was 18 percentage points higher than the employment rate for individuals who did not complete a training.						

Workforce Outcomes by Occupational Skill				
Category	Trainings Completed	Avg. Completion Rate	Employment Rate Q2 After Exit	Avg. Wages Q2 After Exit
<input checked="" type="radio"/> Occupational Skill				
<input type="radio"/> Training Service Type				
Business and Financial Operations	10	71%	79%	\$7,668
Construction and Extraction	101	81%	75%	\$10,484

<https://arizonaatwork.com/wioa-outcomes-tool>

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WIOA Workforce Training Outcomes Tool

Data Tool Useful For Answering:

- Which training programs have the highest training completion rates?
- Is someone who took a training more likely to be employed than someone who did not?
- Which occupational trainings have best outcomes in my area?
- Which types of training (Apprenticeship, On the Job Training) lead to the best outcomes?

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Jobs Profile Tool

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Jobs Profile Tool

Occupation data tool:

- Employment, projected employment, annual wages, educational level, in-demand status

Click SOC code for full job profile

Job Profiles

How to get started:

- Customize your list of jobs by selecting an area, job category and minimum education required
- Use the job title filter for details of a specific occupation
- Click on a job title for detailed profiles

Area: Job Category: Minimum Education Required: Job Type: Job Title:

Job Summary [*Click on a job title for details](#)

Job Code	Job Title	Current Employment	Annual Projected Growth ('19-'21)	Annual Projected Openings	Annual Wages	Minimum Education Required	Job Star Rating
53-3033	Light Truck or Delivery Services Drivers	17,270	4.8%	2,914	\$37,809	HS Diploma	★★★★★
51-4041	Machinists	4,602	4.0%	677	\$48,178	HS Diploma	★★★★★
49-9071	Maintenance and Repair Workers, Gener..	29,846	2.7%	3,794	\$39,149	HS Diploma	★★★★★
49-3042	Mobile Heavy Equipment Mechanics,...	4,233	3.4%	584	\$53,474	HS Diploma	★★★★★
48-3000	Automotive Service Technicians and Mechanics	18,888	2.8%	2,388	\$32,500	HS Diploma	★★★★★

<https://arizonaatwork.com/jobs-profile-tool>

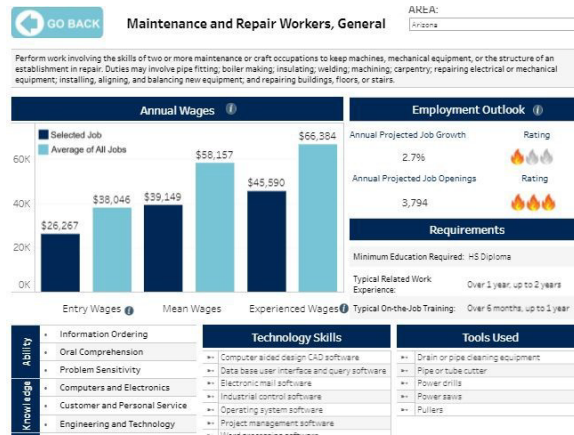
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Jobs Profile Tool

Occupation Data Tool :

- Career exploration
- Job outlook
- Knowledge, skills, abilities for occupations



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Jobs Profile Tool

Occupation data tool:

- Career pathways
- Local-area-specific training and education programs



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Arizona@Work Tools Cheat Sheet

WIOA Training Outcomes Tool

- <https://arizonaatwork.com/wioa-outcomes-tool>
- Arizona@Work performance data on the participants, training types and occupational groups that are lead to the best employment and wage outcomes.

Jobs Profile Tool

- <https://arizonaatwork.com/jobs-profile-tool>
- Data on the wages, growth, and KSAs for occupations statewide and in local areas. Information is also available on career pathways and training programs.

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Questions?

Email: Samantha.briggs@oeo.az.gov

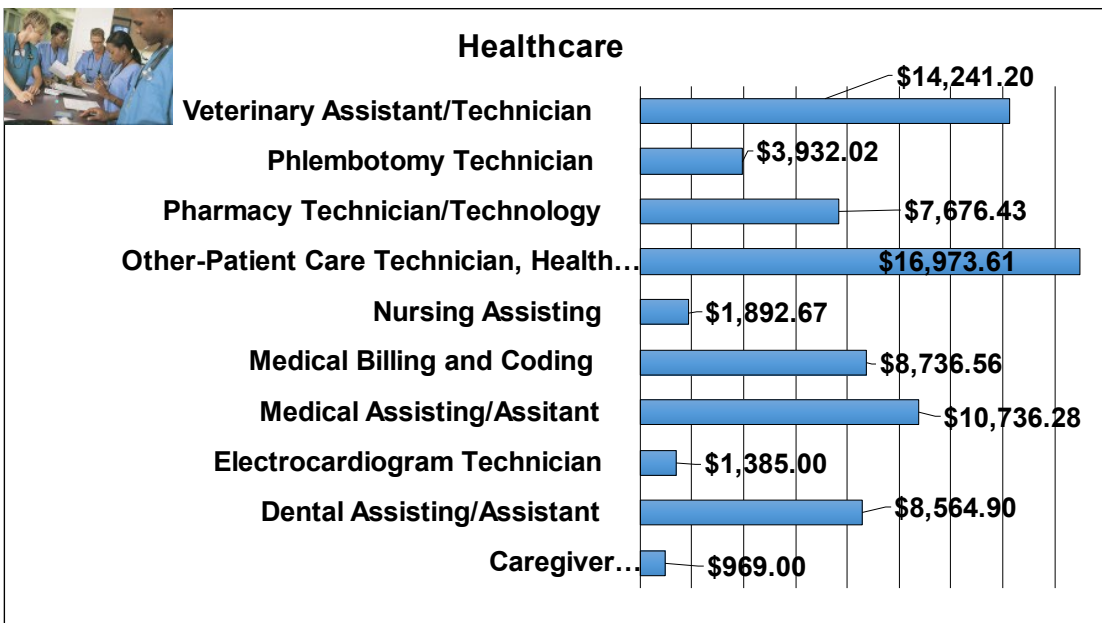
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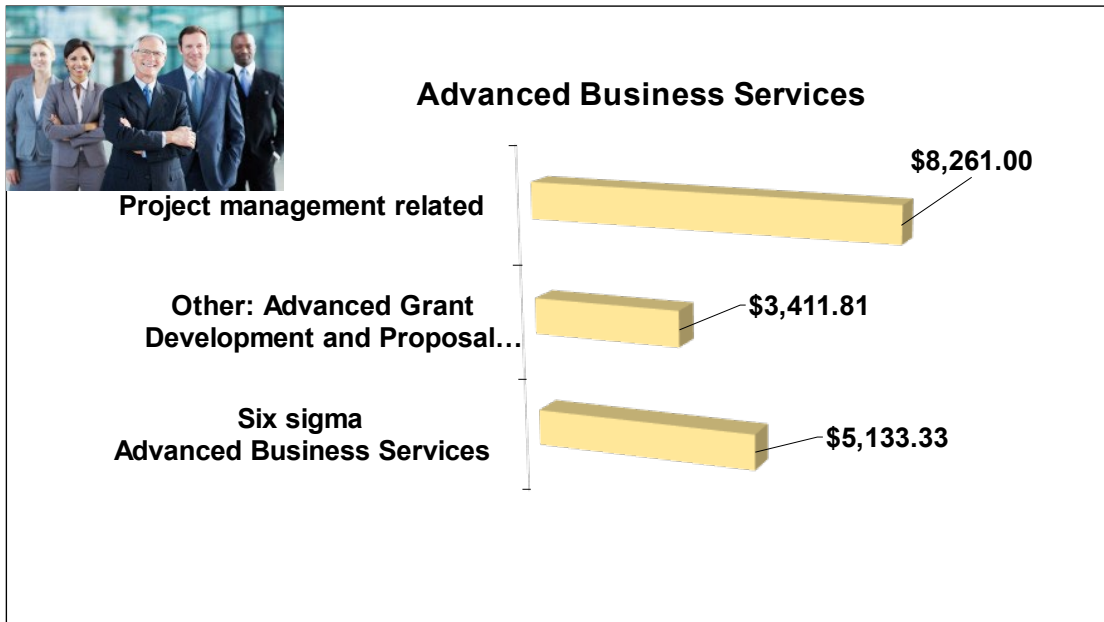
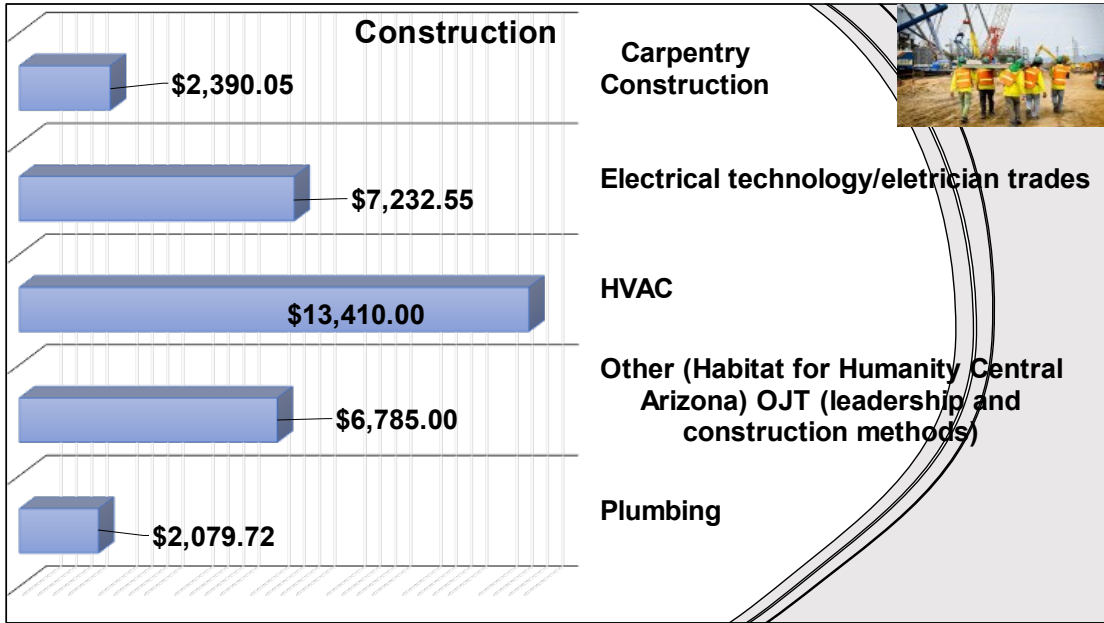
4. Eligible Trainer Provider Program Cost Analysis:

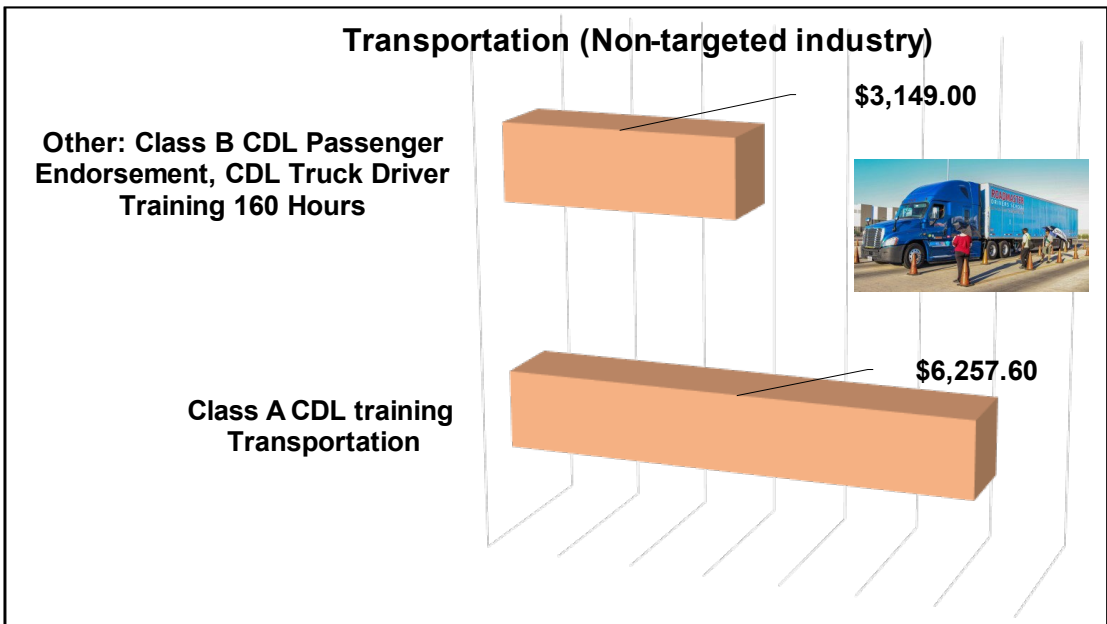
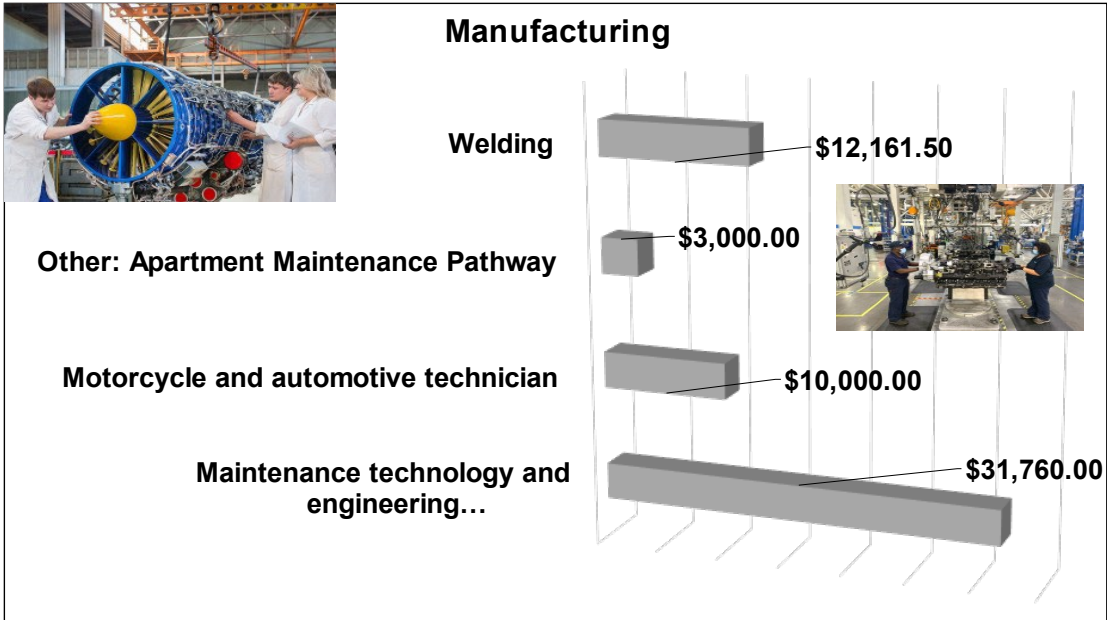
Daniel Barajas, Program Excellence Committee (PEC) Chair led a discussion regarding the WIOA training caps and the eligible training provider program cost analysis research. A presentation showing the cost of the training programs listed on the City of Phoenix eligible training provider list (ETPL) was provided. The presentation focused on the cost of the programs within the City of Phoenix targeted industries. The cost of programs associated with the non-targeted

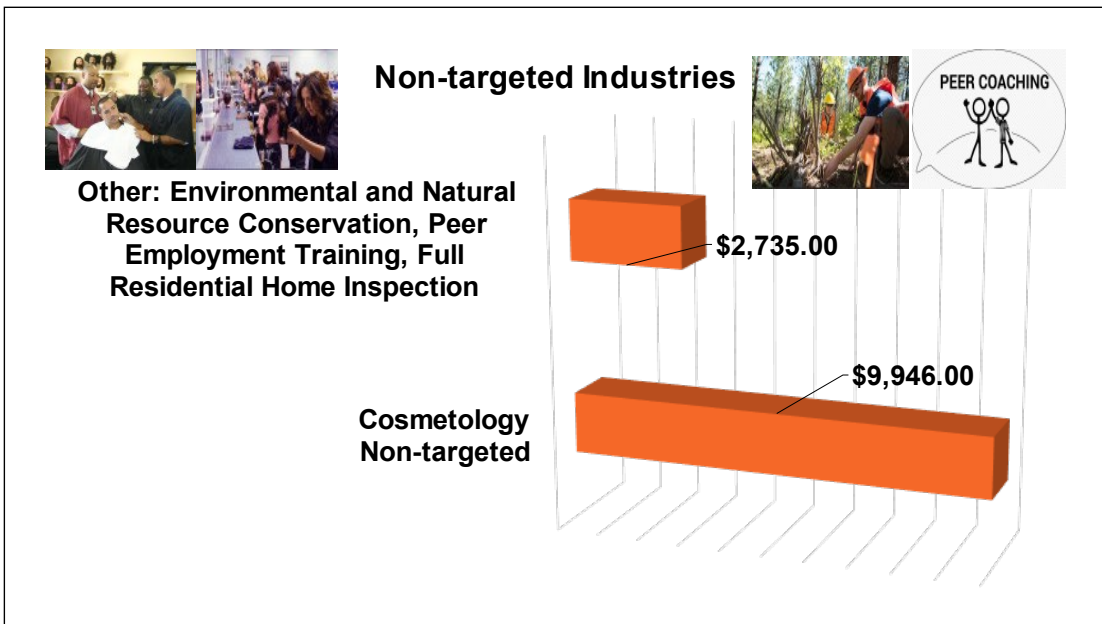
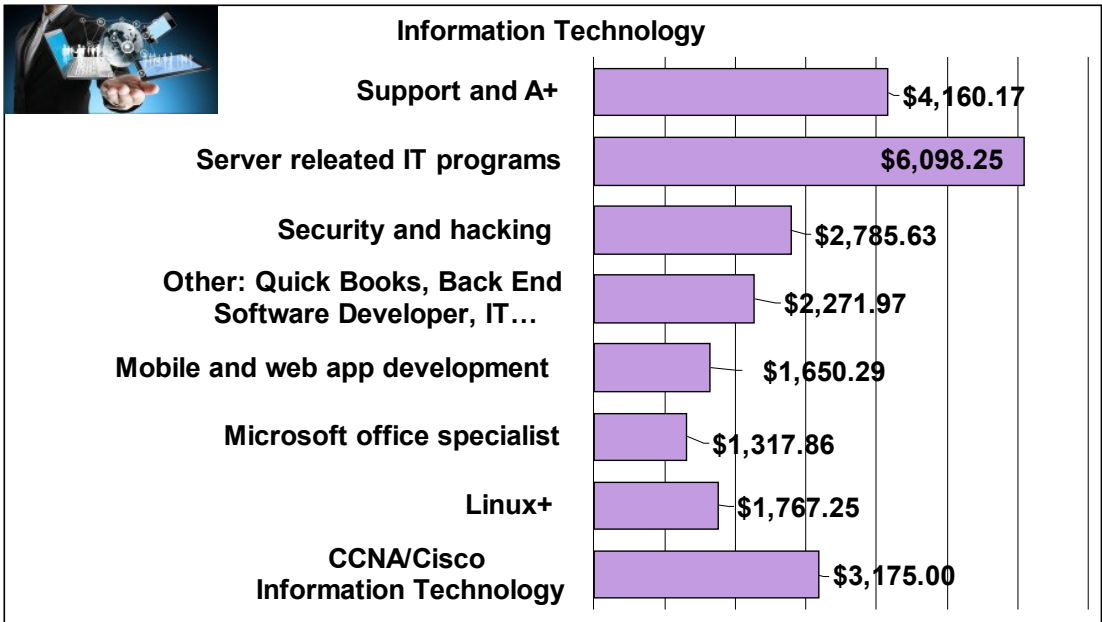
industries was explained during the presentation. A brief discussion of the youth and laid off worker dollar cap amounts for the WIOA programs was discussed. A training cap recommendation was provided based on the findings from the training program cost analysis.

The PEC members recommended the WIOA training cap analysis continue to the next meeting for more discussion with the City of Phoenix providers and staff.









WIOA Training Amounts



The dollar cap amounts for WIOA programs are as follows :

- **Adult and Laid Off Worker Programs**
 - **\$4,000 per 18-month period for targeted industry sectors**
 - **\$3,000 per 18-month for non-targeted sectors**

- **Youth Program**
 - **\$3,000 per 12-month period. Maximum of 3 years**

Training Cap Recommendations

Target Industry Sector	\$10,000.00
Non-target Industry Sectors	\$7,000





Questions?

5. Mobile Career Unit Update:

PEC Chair, Daniel Barajas shared that the Mobile Career Unit update will be held for the next meeting.

6. Draft 300.301 Youth Program Policy Review and Approval:

PEC Chair, Daniel Barajas invited Christina Edwards, Phoenix Business and Workforce Development Board Liaison, to provide the updates on the drafted changes for the 300.301 Youth Program Policy. A detailed presentation was provided for the youth policy updates.

Daniel Barajas, Program Excellence Committee (PEC) Chair requested **a motion to approve the Draft 300.301 Youth Program Policy**. A motion to approve the Draft 300.301 Youth Program Policy was made by PEC Member, Stacie Garlieb, and seconded by PEC Vice-Chair Meghan McGilvra.

Approved: Daniel Barajas, Melissa Trujillo, Meghan McGilvra, Samantha Hansen, Jon Ellerston, Stacie Garlieb, Allison Benezra, Jaclyn Boyes

Abstained: None

Opposed: None

Motion passed by majority

7. ARIZONA@WORK WIOA 2nd Quarter Performance Updates:

PEC Chair, Daniel Barajas shared that the ARIZONA@WORK WIOA 2nd Quarter Performance updates will be held for the next meeting.

8. WIOA System Partner Coordination Updates:

PEC Chair, Daniel Barajas shared that the WIOA System Partner Coordination updates will be held for the next meeting.

9. Board Meeting Attendance:

PEC Chair, Daniel Barajas shared that the board meeting attendance discussion will be held for the next meeting.

10. ARIZONA@WORK City of Phoenix Provider Updates:

PEC Chair, Daniel Barajas shared that an additional update from the ARIZONA@WORK City of Phoenix Providers will be held for the next meeting.

11. Executive Leadership Committee (ELC) Update:

PEC Chair, Daniel Barajas shared that the Executive Leadership Committee (ELC) update will be held for the next meeting.

12. Scorecard Review:

PEC Chair, Daniel Barajas shared that the PEC scorecard review will be held for the next meeting.

13. Committee Report Form:

PEC Chair, Daniel Barajas recapped what will be included on the PEC Report Form that is sent monthly to the ELC and PBWD Board.

14. Matters for Future Discussion:

- Continued training cap discussion
- Continue discussion for the following agenda items:
 - Agenda item 5 (Mobile Career Unit Update)
 - Agenda item 7 (ARIZONA@WORK WIOA 2nd Quarter Performance Updates)
 - Agenda item 8 (WIOA System Partner Coordination Updates)
 - Agenda item 9 (Board Meeting Attendance)
 - Agenda item 10 (ARIZONA@WORK City of Phoenix Provider Updates)
 - Agenda item 11 (Executive Leadership Committee (ELC) Update)
 - Agenda item 12 (Scorecard Review)



15. Call to the Public & Open Discussion:

Ricky Duran, City of Phoenix ARIZONA@WORK, briefly mentioned during this time the City of Phoenix won the Bloomberg Mayor's Challenge and the City of Phoenix will receive one million dollars to implement the mobile career unit. A detailed discussion will be held for the next meeting.

No other public comments were recorded.

16. Adjournment:

A **motion to adjourn the meeting** was made at 10:34 a.m. by PEC Vice-Chair Melissa Trujillo, and seconded by PEC Member, Stacie Garlieb.

Approved: Daniel Barajas, Melissa Trujillo, Meghan McGilvra, Samantha Hansen, Jon Ellerston, Stacie Garlieb, Allison Benezra, Jaclyn Boyes

Opposed: None

Motion passed unanimously