



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

Thursday, August 4, 2022 – 9:30 a.m.

<https://www.gotomeet.me/MaricopaCountyWDB>

Phone: +1 (872) 240-3212; Access Code/Meeting ID: 167-097-701

Members Present: Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson
(Note: All members present attended via GoTo meeting)

Members Absent: Leah Hill

MEETING

Call to Order.

Vice Chair Bonnie Schirato called the meeting to order at 9:35 a.m. and requested a roll call vote.

Roll Call.

MCWDB Board Liaison Deseret Romero took roll call. A quorum was present.

Welcome and Opening Remarks.

Vice Chair Schirato welcomed the Executive Committee and guests.
(Note: Chair Hill was unable to attend due to technical difficulties.)

Consent Agenda.

Meeting Minutes: May 19, 2022
Monthly Careers Pathway Strategist Reports
MCWDB 4th Quarter Report
Negotiated Performance Levels

MOTION: Vice Chair Schirato asked for a motion to approve the Consent Agenda as presented. Loren Granger made a motion; Joe Veres seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

In Favor: Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

Opposed: None

Abstained: None

Motion passed.

Chair Report.

Vice Chair Schirato noted the recent request to complete the predictive index survey in preparation for the August 25th retreat.

Informational/Discussion/Possible Action.

a. Fiscal Reports

MCWDB Fiscal Agent Nicole Forbes presented the Committee with the June WIOA Budget Actuals and Year-to-Date financials.

MOTION: Vice Chair Schirato asked for a motion to approve the Fiscal Reports as presented. Shawn Hutchinson made a motion; Loren Granger seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

In Favor: Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

Opposed: None

Abstained: None

Motion passed.

b. MCWDB Policies Required for Recertification

MCWDB Management Analyst Kennedy Riley provided the Committee with a review of the recommended MCWDB Policies required for recertification for consideration. Policies include Conflict of Interest, Monitoring Oversight, Training Service Limits, and Work-Based Training Services. Below are the following highlights.

All Policies

Description:

The following language was added to all policies to ensure changes can be made to align with local, state or federal laws or programmatic updates if a board meeting does not occur during that month. The change(s) to the policy can be made by the Executive Director who will notify the Executive Committee. At the next scheduled board meeting, the policy changes will be reviewed and approved by the Executive Committee and Full Board.

New Language:

Policy Management

Administrative revisions to the policy which are consistent with local, state, and federal laws, may be made by the Maricopa County Workforce Development Board Executive Director, with notice to the MCWDB Board's Executive Committee. All other substantive revisions will go to the MCWDB's Executive Committee for review and recommendation to the full MCWDB for approval.

Conflict of Interest Policy

Policy Purpose:

To provide the Maricopa County Workforce Development Board (MCWDB) system with a Code of Conduct to maintain fairness and equity in its decision-making, awarding and allocation of Workforce Innovation and Opportunity Act (WIOA) Title I-B monies as well as any other monies received by the system. All staff, partners, subrecipients and any other organization funded with Federal dollars and other monies are expected to read, understand, and apply this policy to ensure system integrity.

Policy Changes:

Formatting updates, grammatical changes, added policy management.

Monitoring Oversight Policy

Policy Purpose:

Policy Changes:

The Maricopa County Workforce Development Board (MCWDB) has a responsibility to provide oversight and monitoring of programs and activities supported with funds that flow through the local area’s fiscal agent. This policy is intended to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA) and all state and local requirements while at the same time, providing guidance for continuous improvement and technical assistance.

Formatting updates, grammatical changes, added policy management

Training Service Limits Policy

Policy Purpose:

To establish funding limits for Individual Training Accounts (ITAs) for Adult, Dislocated Worker, and Youth Programs. Individual Training Accounts (ITAs) are created for Adults, Dislocated Workers, and Youth approved for occupational training services provided by an eligible training provider.

Policy Additions:

Funding is determined based on in-demand industries. Individuals receiving training in in-demand sectors outlined by the MCWDB are eligible for higher funding levels than those selecting non-targeted industries.

Policy Changes:

Formatting updates, grammatical changes, added policy management

Funding Limits

Type of Training	Adult/Dislocated Worker – Targeted	Adult/Dislocated Worker – Non-Targeted	Youth Targeted	Youth Non-Targeted
Occupational Skills	Up to \$10,000	Up to \$5,000	Up to \$12,000	Up to \$6,000
Apprenticeships	Up to \$7,000	Up to \$5,000	Up to \$7,000	Up to \$5,000

Work-Based Training Services Policy

Policy Purpose:

This policy outlines the work-based training services available to participants enrolled in WIOA Title I-B Adult, Dislocated Worker, and Youth programs provided by ARIZONA@WORK Maricopa County service providers. The policy covers business requirements, participant eligibility, performance requirements, and types of work-based training services.

Policy Changes:

Formatting updates, grammatical changes, added policy management.

Committee Member Shawn Hutchinson inquired if any of the apprenticeship programs were running up against the funding limit. Ms. Riley and Ms. Forbes noted that they were unaware of any, however, they would review the ETPL and report back.

Vice Chair Schirato inquired as to how often the in-demand industries were reviewed. Ms. Riley noted that the review would be at the Board’s discretion, however with a current review of the labor market, it does not appear that the in-demand industries are expected to change.

MOTION: Vice Chair Schirato asked for a motion to approve the MCWDB Policies Required for Recertification as presented. Shawn Hutchinson made a motion; Joe Veres seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

In Favor: Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

Opposed: None

Abstained: None

Motion passed

c. 2022 Local Area Plan Modification

MCWDB Executive Director Steve Clark provided the Committee with a summary of the recommended MCWDB Local Area Plan Modifications for consideration. Below are the following highlights.

Local Area Plan Timeline

- 4 Year Plan
- 2 Year Modifications

Local Plan Modification Summary Report

- 2022-2023 Goals
- Aligning Regional Services Strategies
- County's Continuous Improvement Support
- Service Commitment (Job Seekers, Employers and High-Quality Career Opportunities)

MOTION: Vice Chair Schirato asked for a motion to approve the 2022 Local Area Plan Modifications as presented. Shawn Hutchinson made a motion; Loren Granger seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

In Favor: Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

Opposed: None

Abstained: None

Motion passed

d. One-Stop Operator Year End Report

Maximus Project Director Gretchen Caraway presented the Committee with the One-Stop Operator Year End Report for consideration. Below are the following highlights.

- Overview
- PY2021-2022 One-Stop Operator
 - o Performance Measures & Outcomes
 - o Activities & Achievements
- PY2021-2022 One-Stop Operator Data Tracking
- PY2022-2023 One-Stop operator Planned Activities & Recommendations
- PY2021-2022 One-Stop Operator Budget Review

MOTION: Vice Chair Schirato asked for a motion to approve the One-Stop Operator Year End Report as presented. Shawn Hutchinson made a motion; Joe Veres seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

In Favor: Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

Opposed: None

Abstained: None

Motion passed

Vice Chair Schirato inquired if members could visit the ARIZONA@WORK centers. Mr. Clark welcomed the members and noted that MCWDB staff could organize a site visit for the members.

Informational/Discussion Only.

a. One-Stop Operator Procurement

MCWDB Management Analyst Nancy Avina presented the Committee with a verbal update on the One-Stop Operator Procurement. The following highlights from the presentation are below.

- 2023 Request for Participation (RFP) Solicitation
 - o Open July 29th for 15 days
 - o Community Announcement for Stakeholders
 - o New Scope of Work
 - o Title Partner Outreach

b. PY22 Allocations

MCWDB Executive Director Steve Clark presented the Committee with an update on the PY22 Allocations. Below are the highlights from Mr. Clark's presentation.

- PY22 Allocation Process
- Discretionary Allocation Methodology
- Arizona Allocation Summary
- PY22 Adult Allocations
- PY22 Youth Allocations
- PY22 Dislocated Worker Allocations
- Maricopa County – Annual Comparison

c. 2022 Recertification Timeline

MCWDB Executive Director Steve Clark provided the Committee with a review of the 2022 Recertification Timeline, including the recertification process and MCWDB staff's ongoing project management of the recertification requirements.

Vice Chair Schirato thanked Mr. Clark for his assurance of accountability and transparency of the requirements and process.

d. 2022 MCWB Retreat

MCWDB Executive Director Steve Clark shared with the Committee the draft 2022 Retreat Agenda noting the expected speakers and activities for the retreat.

Vice Chair Schirato thanked Mr. Clark and noted that she was looking forward to seeing everyone in person at the retreat and inquired about the number of confirmed participants.

Mr. Clark noted that after the Executive Committee meeting, MCWDB staff would be providing a communication to the Board seeking their confirmed attendance.

Call to the Public.

No one spoke.

Adjourn.

Vice Chair Schirato asked that the Committee please attend the retreat and complete the survey if they had not already done so.

Vice Chair Schirato adjourned the meeting at 10:40 a.m.

**For additional information, contact MCWDB staff at: MCWDB@maricopa.gov*