



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

Thursday, May 19, 2022 – 9:30 a.m.

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

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

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

**Members Absent:** None

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MEETING

**Call to Order.**

Interim Chair Bonnie Schirato called the meeting to order at 9:30 a.m. and requested a roll call vote.

**Roll Call.**

MCWDB Board Liaison Deseret Romero took roll call. A quorum was not present.

**Welcome and Opening Remarks.**

Interim Chair Schirato welcomed the Executive Committee and read the MCWDB Full Board’s Vision and Values.  
(Note: Loren Granger and Shawn Hutchinson arrived to complete the quorum.)

**Consent Agenda.**

Meeting Minutes: March 31, 2022  
MCWDB 3<sup>rd</sup> Quarter Report  
One-Stop Operator 3<sup>rd</sup> Quarter Report  
Title IB 3<sup>rd</sup> Quarter Report  
2022 Title IA Governance Monitoring Letter – 2<sup>nd</sup> Quarter

**MOTION:** Interim Chair Schirato asked for a motion to approve the Consent Agenda as presented. Shawn Hutchinson made a motion; Loren Granger seconded the motion.

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

**In Favor:** Bonnie Schirato, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed.

**Chairman Report.**

No report.

Informational/Discussion/Possible Action.

a. Fiscal Reports

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

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

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

**In Favor:** Bonnie Schirato, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed.

b. MCWDB Bylaws

MCWDB Management Analyst Kennedy Riley provided the Committee with a review of the recommended MCWDB Bylaws modifications for consideration. Below are the following updates.

Compliance and Roles

**From:**

**Technology:** Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, job seekers, and those with barriers to employment; develop intake and case management information systems, remote access, and improve digital literacy skills while leveraging resources and capacity within the system;

**To:**

**Technology:** Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, job seekers, and those with barriers to employment; Facilitating connections among the case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area and for those with remote access, and improve digital literacy skills while leveraging resources and capacity within the system;

General

**From:**

Resignations of committee members are effective when accepted by the MCWDB Chair.

**To:**

Resignations of committee members must be submitted in writing and sent to the MCWDB Chair and MCWDB Executive Director. A member’s resignation is effective when accepted by the MCWDB.

Standing Committees

**From:**

Each Standing Committee shall have one (1) non-member of the MCWDB.

This individual must have appropriate experience and expertise for the standing committee they are appointed to.

**To:**

Each Standing Committee shall have at least one (1) non-member of the MCWDB.

- This individual must have related knowledge and background as determined by the board chair for the Standing Committee they are appointed.
- This individual shall be voting members of the Standing Committee they serve.

(Added) The term of each Standing Committee member shall coincide with the term of the MCWDB Chair.

Youth Committee

**From:**

The Youth Committee shall be a WDB Standing Committee comprised of a minimum of five (5) members appointed by the WDB.

- Choosing to recommend competitively award grants or contracts to youth service providers to carry out some or all youth workforce investment activities;

**To:**

The Youth Committee shall be a WDB Standing Committee comprised of a minimum of five (5) members (MCWDB members and non-members) appointed by the MCWDB Chair in consultation with the Executive Committee and BOS assigned staff.

- Choosing to recommend for MCWDB approval to competitively award grants or contracts to youth service providers to carry out some or youth workforce investment activities;

The term of each Youth Committee member shall coincide with the term of the MCWDB Chair or as determined at the discretion of the board chair

The term of the Youth Committee chair shall coincide with the term of the MCWDB Chair or as determined at the discretion of the board chair.

Ad-Hoc

**Added:**

The term of each Ad-Hoc Committee member shall coincide with the term of the MCWDB Chair.

**MOTION:** Interim Chair Schirato asked for a motion to approve the MCWDB Bylaws modifications as presented. Shawn Hutchinson made a motion; Loren Granger seconded the motion.

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

**In Favor:** Bonnie Schirato, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed

c. Shared Governance Agreement (SGA)

MCWDB Management Analyst Kennedy Riley provided the Committee with a review of the recommended Shared Governance Agreement (SGA) modifications for consideration. Below are the following updates.

Youth Committee

**From:**

The Youth Committee shall be a WDB Standing Committee comprised of a minimum of five (5) members appointed by the WDB.

- Choosing to recommend competitively award grants or contracts to youth service providers to

**To:**

The Youth Committee shall be a WDB Standing Committee comprised of a minimum of five (5) members (MCWDB members and non-members) appointed by the MCWDB Chair in consultation with the Executive Committee and BOS assigned staff.

carry out some or all youth workforce investment activities;

- Choosing to recommend for MCWDB approval to competitively award grants or contracts to youth service providers to carry out some or youth workforce investment activities;

The term of each Youth Committee member shall coincide with the term of the MCWDB Chair or as determined at the discretion of the board chair

The term of the Youth Committee chair shall coincide with the term of the MCWDB Chair or as determined at the discretion of the board chair.

**MOTION:** Interim Chair Schirato asked for a motion to approve the Shared Governance Agreement (SGA) modifications as presented. Shawn Hutchinson made a motion; Loren Granger seconded the motion.

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

**In Favor:** Bonnie Schirato, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed

#### Informational/Discussion Only.

a. Strategic Plan Workshop

CEO for Partnership for Workforce Innovation Trevor Stokes presented the Committee with the draft Strategic plan Goals and Strategies for the Committee review and input. The following Goals and Strategies were outlined.

#### MCWDB Goals

##### Partnerships

#### Goal #1: Optimize the culture of collaboration among the core partners and providers

- Strategy 1.A: Deploy a unified platform for partnership and referrals and ensure universal adoption of the chosen platform

#### Goal #2: Expand the role of the Maricopa County Workforce Development Board in regional economic development efforts

- Strategy 2.A: Actively engage in partnerships with local and regional economic development organizations.

#### Goal #3: Expand the role of the Maricopa County Workforce Development Board in the local education ecosystem

- Strategy 3.A: Actively engage with K-12 school districts in bridging the career readiness gap between K-12 and post-secondary education institutions.
- Strategy 3.B: Convene employers and educational providers.
- Strategy 3.C: Construct a career literacy initiative that will support the educational system in introducing students to the local labor market's high-value career pathways.

Goal #4: Strengthen regional collaboration among the Maricopa County Workforce Development Board and other local workforce areas

- Strategy 4.A: Explore best practices for regional collaboration
- Strategy 4.B: Investigate the potential to establish a regional entity to support the pursuit of grants and other opportunities.
- Strategy 4.C: Establish quarterly meetings to collaborate with other local workforce areas in addressing regional solutions to workforce development issues

Committee Discussion:

- Appreciate that the Goals and Strategies are action-oriented
- Appreciate the focus on economic development regional collaboration and local education

Impact

Goal #5: Increase participation of individual job seekers and businesses served across all Maricopa County Workforce Development Board title partner programs

- Strategy 5.A: Develop and implement marketing and outreach strategies to drive participation and public awareness of the title partner programs in the ARIZONA@WORK system
- Strategy 5.B: Build and leverage relationships with community-based organizations and local businesses to encourage partnerships with the title partner programs in the ARIZONA@WORK system.
- Strategy 5.C: Annually review, identify, and prioritize the in-demand industry sectors in Maricopa County.
- Strategy 5.D: Assess in-demand industry needs and education programs to identify gaps.
- Strategy 5.E: Convene in-demand sector stakeholders to develop career pathways to alleviate labor market shortages.

Goal #6: Maximize the scope of services available to individuals served by our title partner programs

- Strategy 6.A: Evaluate community resources to increase services and assets available to ARIZONA@WORK participants.
- Strategy 6.B: Increase the number of providers on the Eligible Training Provider List (ETPL).

Committee Discussion:

- Goal/Scope allows for the opportunity of Board members to engage with community-based organizations
- How to engage with in-demand stakeholders?
  - Start with target sectors;
  - Identify employers within those target sectors with data analysis tools;
  - Additionally identify the in-demand positions with those employers;
  - Invite employers to participate in conversations (training programs, what skills are needed, etc...);

Innovation

Goal #7: Position the Maricopa County Workforce Development Board as a forward-thinking strategic leader

- Strategy 7.A: Research global best practices in workforce development
- Strategy 7.B: Create best practices for engaging the public on the topic of Maricopa County workforce trends

Goal #8: Create system-wide standards derived from implemented best practices that improve the scope and quality of services from partners and providers

- Strategy 8.A: Document and evaluate past strategies and initiatives
- Strategy 8.B: Identify and compile successful practices from core partners and providers

Committee Discussion:

- Liked the idea of including previously engaged ideas to identify what works and what does not work
- Robust, challenging but possible

b. Local Area Plan Mid-Cycle Report

CEO for Partnership for Workforce Innovation Trevor Stokes presented the Committee with the draft Local Area Plan Mid-Cycle Report for the Committee's review and input. Below are the highlights from the draft report.

Modification Categories

- Infrastructure
- Human Capital
- Strategic Initiatives

Infrastructure

New East Valley Career Center

- More accessible location
- Expand technology capacity
- Double footprint
- Colocation with HeadStart

Satellite Locations

- Workforce coordinators
- Joint funding with municipalities

Human Capital

New Faces

- Chief Elected Officials
- Board Membership
- Board staff, including pathways coordinators

Strategic Initiatives

Ended

- Maryvale Workforce Initiative
- SWIFI

Modified and/or Restarted

- Veterans Services
- Clean Start

New

- The Board Strategic Plan

Interim Chair Schirato thanked Mr. Stokes for the Local Area Plan Mid-Cycle Report.

**Call to the Public.**

No one spoke.

**Adjourn.**

Interim Chair Schirato adjourned the meeting at 10:52 a.m.

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