



**NOTICE OF PUBLIC MEETING OF THE  
MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Maricopa County Workforce Development Board and to the general public that the Maricopa County Workforce Development Board will hold a meeting open to the public on:

**Thursday, December 1, 2022 – 9:30 a.m.**

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

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

The Agenda for the meeting is as follows:

*\*Indicates materials attached, please review/read prior to meeting.*

**1. Call to order.**

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**2. Roll Call.**

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**3. Welcome and Opening Remarks.**

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**4. Consent Agenda.**

*For Possible Action.*

The Committee will consider and vote on the items on the consent agenda. Consent agenda is established to efficiently dispense the business of the MCWDB. These items will not be discussed unless a Member of the Committee asks to remove the item from the consent agenda.

- a. Meeting Minutes: October 20, 2022\*
  - b. Fiscal Report\*
  - c. Executive Director's Report\*
  - d. MCWDB 1<sup>st</sup> Quarter Report\*
  - e. Title 1B 1<sup>st</sup> Quarter Report\*
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**5. Chairman Report.**

*Discussion Only.*

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**6. Information/Discussion Only.**

- a. Service Provider Update
  - b. ARPA Presentation
  - c. 2023 Central Arizona Annual Workforce Summit\*
  - d. Monthly Careers Pathway Strategist Reports\*
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**7. Information/Discussion/Possible Action.**

- a. One-Stop Operator Procurement Vendor Selection
  - b. FY24 MCWDB Budget Recommendation\*
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**NEXT MCWDB COMMITTEE MEETING: FEBRUARY 16, 2023**

*PUBLIC PARTICIPATION AND ACCESS: "The public must be allowed to attend and listen to deliberations and proceedings taking place in all public meetings, A.R.S. § 38-431.01(A); however, Open Meeting Law does not establish a right for the public to participate in the discussion or in the ultimate decision of the public body." Note: Agenda items may be taken out of order*

*"Equal Opportunity Employer/Program." "Auxiliary aids and services are available upon request to individuals with disabilities." A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available within 72 hours' notice. Additional reasonable accommodations will be made available to the extent possible within the time frame of the request. Arizona@Work: Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA); serving Employers by aiding job seekers, adults, dislocated workers and youth.*

8. Call to Public.

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9. Adjourn.

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**NEXT MCWDB COMMITTEE MEETING: FEBRUARY 16, 2023**

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# Consent Agenda.

Meeting Minutes

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

Thursday, October 20, 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:** Angela Creedon, Darcy Renfro, Elizabeth Valdez, Gregg Ghelfi, Grenee Martacho, Ismial Rangel, Jason Walker, Joe Veres, Konrad Robichaud, Leah Hill, Loren Granger, Marcia Veidmark, Noelle Trinder, Scott Holman, Shawn Hutchinson, Steve Navis, Subhash Chandra, Tina Drews

**Members Absent:** Bonnie Schirato, Matthew Clark, Scott Sudhalter

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**MEETING**

**Call to Order.**

Chair Leah Hill called the meeting to order at 9:32 a.m. and requested a roll call.

**Roll Call.**

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

**Welcome and Opening Remarks.**

Chair Hill welcomed everyone to the meeting, including new members Steve Navis and Elizabeth Valdez, and new Workforce Development Division Assistant Director Jared Beard. Chair Hill then welcomed Ms. Valdez and Mr. Beard to introduce themselves. (Mr. Navis arrived later in the meeting.)

In addition, Chair Hill shared the MCWDB's vision, values, and goals.

**Consent Agenda.**

- a. Meeting Minutes: October 25, 2022
- b. Fiscal Reports
- c. FY22 WIOA Final Expended and FY23 WIOA (BTA) Budget to Actuals
- d. MCWDB Annual Report
- e. MCWDB Executive Director Report
- f. Workforce Development Division Policies
  - Adult Eligibility Policy
  - Dislocated Worker Eligibility Policy
  - Youth Eligibility Policy
  - Basic Career Services Policy
  - Individualized Career Services

**MOTION:** Chair Hill asked for a motion to approve consent agenda items. Marcia Veidmark made a motion; Scott Holman seconded the motion.

**All in favor vote held:**

**In favor:** Elizabeth Valdez, Gregg Ghelfi, Grenee Martacho, Ismial Rangel, Jason Walker, Joe Veres, Konrad Robichaud, Leah Hill, Loren Granger, Marcia Veidmark, Noelle Trinder, Scott Holman, Shawn Hutchinson, Subhash Chandra, Tina Drews

**Opposed:** None

**Abstained:** None

Motion passed.

### Chair Report.

Chair Hill thanked everyone for attending the August Retreat and their continued engagement on the MCWDB.

### Community Impact Statements.

#### MCWDB Success Story

Tara Thain, Workforce Development Division Business Services Team Supervisor shared a few Employer Success Stories.

### Information/Discussion Only.

#### a. Priority of Service

Tina Luke, Workforce Development Division Workforce Program Manager provided a Priority of Service presentation. Below are the highlights from her presentation.

- Workforce Innovation and Opportunity Act (WIOA) Targeted Areas of Service
- Adult Priority of Service Overview
- Priority Populations Under WIOA
- Veterans
- Priority Order

#### b. 2022 Local Workforce Board Recertification Update

MCWDB Executive Director Steve Clark to share a brief update on the 2022 Local Workforce Board Recertification timeline, including tasks completed and notification of potential early submission of the recertification to the Department of Economic Security.

#### c. Monthly Careers Pathway Strategists Reports

##### Healthcare Careers Pathway Strategist

MCWDB Healthcare Careers Pathway Strategist Jordan Dodeward provided a summary of her monthly report. Below are the following highlights.

- Ongoing Work
  - Committee Participation
  - AzNA AzAC Workforce MSG
  - Outreach Effort (connections & Partnerships)
- Top Projects
  - Refugees Program
  - Apprenticeship Accelerator
- New Connections
  - First Things First

##### In-Demand Careers Pathway Strategist

Chair Hill noted that MCWDB In-Demand Career Pathway Strategist Ron Drake's monthly strategist report was enclosed in the meeting materials for reference.

d. FY23 MCWDB Committee Membership/Appointments

Chair Hill shared with the MCWDB her recent updates to the MCWDB Committee memberships.

- i. Youth Committee Appointment
  - Dr. Meredith Critchfield, Dean, College of Education, Grand Canyon University
  - Brittany Holmes, Vice President, ElevateEdAZ (Non-Board Member Appointment)
- ii. Employer Connection Committee Appointment
  - Steve Navis, Workforce outreach Manager, Arizona Builders Alliance
  - Julie Stiak, Workforce Education District Director, Maricopa County Community College (Non-Board Member Appointment)
- iii. Marketing and Outreach Committee Appointment
  - Toby Riley, Associate Creative Director, National University (Non-Board Member Appointment)
  - Elizabeth Valdez, Vocational Rehabilitation Program Supervisor, Department of Economic Security

e. Post 2022 MCWDB Retreat Discussion

i. Post 2022 MCWDB Retreat Survey Summary

Chair Hill shared the recent post-2022 MCWDB Retreat survey results with the MCWDB.

ii. What training and/or networking events would you like to see the staff provide or arrange for the MCWDB Full Board this fiscal year?

RESPONSES:

- Continue in-person opportunities for MCWDB meetings
- Retreat great experience/supports hybrid meeting opportunities
- Supports growing partnership communication/collaboration (i.e. Greater Phoenix Chamber/Community Colleges)
- Supports upcoming Healthcare Apprenticeship collaboration by Ms. Dodeward
- Trainings – written communications outside of the meetings (NOTE: Leah’s Comment)
- Supports more MCWDB networking opportunities (NOTE: Leah’s Comment)

MCWDB Executive Director Stave Clark noted a few upcoming trainings to be included at the MCWDB Full Board meetings.

- In-Demand Industries (Office of Economic Opportunities)
- Presentations by all Title Partners
- Regional Workforce Summit

iii. From a high-level perspective, what innovation ideas would the Executive Committee like staff to research and investigate?

RESPONSES:

- Helpful to identifying in-demand industry changes since the pandemic  
Mr. Clark noted that there would be a presentation by the Office of Economic opportunities) at the December 15<sup>th</sup> MCWDB focused on the in-demand industries.
- Identifying if in-person or virtual options are preferred for the clients being served  
Mr. Clark noted that he would reach out to the Service Provider to see if the data would be available to share with the MCWDB at the December meeting.

- Research the technology industry to better identify the programs available to fill the upcoming jobs similar to the Taiwan Semiconductor Manufacturing Company (TSMC).
- Noted that Intel will be adding 3,000 new jobs as well
- Research if we have enough qualified job seekers in Arizona available to fill the upcoming positions and what partnerships are working to fill these positions. (i.e. Chamber of Commerce presentation)
- Maricopa Community College (MCWDB Member Darcy Renfro) to provide a presentation on a partnership demonstration. Can include supply data, as well.  
Mr. Clark noted that he would put together some suggestions for the December MCWDB meeting, as Grand Canyon University (GCU), is also working on some similar initiatives.
- Agree, would also like to see the IT programs being provided by GCS and/or Mesa Community College.
- Contractors are also looking to fill over 200 positions, as well.
- Healthcare challenges – difficulties filling clinical hours, academic accreditation process being lengthy and expensive, and academic accreditation requirements not aligning with employers’ requirements.
- WestMec presentation – identifying program opportunities and enrollment limitations they are encountering.

iv. What other board development ideas would the Committees like staff to provide or arrange for further exploration?

RESPONSES:

- None.

**Call to the Public.**

Chair Hill made a call for public comment. No one spoke.

**Adjourn.**

Chair Hill adjourned the MCWDB meeting at 10:38 a.m.

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



# Consent Agenda.

Fiscal Reports





# Maricopa County FY23 WIOA (BTA) Budget to Actuals

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DECEMBER 1, 2022

WIOA FISCAL AGENT-NICOLE FORBES

# FY2023 WIOA Budget to Actual

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**Service Provider Approved Budget \$22,285,720**

Expended YTD as of October 31, 2022

\$5,625,508

**WDB Approved Budget= \$ 1,118,532**

Expended YTD as of October 31, 2022

\$267,074

**\*\*In FY23 at minimum \$12,899,881 must be Expended By  
June 30, 2023\*\***

40% Expended as of October 31, 2022

# WIOA

## Funding by Category

FY23 Service Provider (WDD)						
	FY23 Approved Budget	YTD FY23 AS OF 10/31/2022	% Spent YTD	Forecast	% Forecast	Balance Remaining
<b>Roll Up</b>						
ADULT	13,371,432	3,594,531	27%	9,541,912	71%	3,829,520
DW	1,337,143	221,261	17%	748,935	56%	588,208
YOUTH	7,577,145	1,809,717	24%	4,045,841	53%	3,531,304
<b>Total</b>	<b>22,285,720</b>	<b>5,625,508</b>	<b>25%</b>	<b>14,336,688</b>	<b>64%</b>	<b>7,949,032</b>
<b>Fiscal Year 07/01/2022-06/30/2023</b>						
<b>FY23 Workforce Development Board (WDB)</b>						
	FY23 Approved Budget	YTD FY23 AS OF 10/31/2022	% Spent YTD	Forecast	% Forecast	Balance Remaining
<b>Roll Up</b>						
ADULT	805,343	202,976	25%	605,476	75%	199,867
DW	100,668	18,695	19%	75,685	75%	24,983
YOUTH	212,521	45,403	21%	159,778	75%	52,743
<b>Total</b>	<b>1,118,532</b>	<b>267,074</b>	<b>24%</b>	<b>840,939</b>	<b>75%</b>	<b>277,593</b>



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# QUESTIONS?

Contact Information:  
[Nicole.Forbes@Maricopa.gov](mailto:Nicole.Forbes@Maricopa.gov)

THANK YOU FOR YOUR TIME.



**WORKFORCE DEVELOPMENT BOARD  
BUDGET FY 2023  
YTD Oct 2022**

<b>WDB-FY23</b>	<b>BUDGET</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD EXPENDED</b>	<b>FORECAST</b>	<b>BALANCE</b>	<b>YTD % EXPENDED</b>
<b>TOTAL COSTS</b>	<b>1,118,532</b>	<b>65,376</b>	<b>60,247</b>	<b>63,519</b>	<b>77,932</b>	<b>75,411</b>	<b>53,304</b>	<b>54,076</b>	<b>52,687</b>	<b>61,246</b>	<b>61,797</b>	<b>63,465</b>	<b>158,622</b>	<b>267,074</b>	<b>840,939</b>	<b>259,093</b>	<b>24%</b>
<b>Fund - 222</b>	<b>BUDGET</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD EXPENDED</b>	<b>FORECAST</b>	<b>BALANCE</b>	<b>YTD % EXPENDED</b>
<b>PERSONNEL</b>																	
REGULAR SALARIES	477,600	43,641	41,759	39,943	20,582	46,558	31,038	31,038	31,038	36,312	36,312	37,451	37,451	145,925	433,124	44,476	31%
<b>TOTAL PERSONNEL</b>	<b>477,600</b>	<b>43,641</b>	<b>41,759</b>	<b>39,943</b>	<b>20,582</b>	<b>46,558</b>	<b>31,038</b>	<b>31,038</b>	<b>31,038</b>	<b>36,312</b>	<b>36,312</b>	<b>37,451</b>	<b>37,451</b>	<b>145,925</b>	<b>433,124</b>	<b>44,476</b>	<b>31%</b>
<b>FRINGE BENEFITS</b>																	
TAXES	36,536	3,532	2,936	3,014	1,556	3,562	2,374	2,374	2,374	2,778	2,778	2,865	2,865	11,037	33,008	3,528	30%
RETIREMENT	58,124	5,664	4,713	4,861	2,176	5,666	3,777	3,777	3,777	4,419	4,419	4,558	4,558	17,414	52,366	5,758	30%
MEDICAL	81,792	6,816	6,816	3,408	7,316	5,680	5,680	6,816	5,680	5,860	6,816	6,816	6,816	24,356	74,520	7,272	30%
UNEMPLOYMENT & WORKERS' COMP	2,234			505	-		505	-		505	-		558	505	2,073	161	23%
TUITION REIMBURSEMENT	10,500													-	-	10,500	0%
<b>TOTAL FRINGE BENEFITS</b>	<b>189,186</b>	<b>16,011</b>	<b>14,465</b>	<b>11,788</b>	<b>11,048</b>	<b>14,908</b>	<b>12,337</b>	<b>12,968</b>	<b>11,832</b>	<b>13,562</b>	<b>14,013</b>	<b>14,239</b>	<b>14,797</b>	<b>53,312</b>	<b>161,967</b>	<b>27,219</b>	<b>28%</b>
<b>INDIRECT COSTS</b>																	
INDIRECT COSTS	145,696		3,501	9,854	3,810	13,645	9,629	9,769	9,517	11,072	11,172	11,475	11,599	17,165	105,045	40,651	12%
<b>TOTAL INDIRECT COSTS</b>	<b>145,696</b>	<b>-</b>	<b>3,501</b>	<b>9,854</b>	<b>3,810</b>	<b>13,645</b>	<b>9,629</b>	<b>9,769</b>	<b>9,517</b>	<b>11,072</b>	<b>11,172</b>	<b>11,475</b>	<b>11,599</b>	<b>17,165</b>	<b>105,045</b>	<b>40,651</b>	<b>12%</b>
<b>TRAVEL &amp; TRAINING</b>																	
TRAVEL	35,000	306	162	-	-	-	-	-	-	-	-	-	30,000	468	30,468	4,532	1%
<b>TOTAL TRAVEL &amp; TRAINING</b>	<b>35,000</b>	<b>306</b>	<b>162</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>468</b>	<b>30,468</b>	<b>4,532</b>	<b>1%</b>
<b>SUPPLIES</b>																	
OFFICE SUPPLIES	4,500		113	922									1,000	1,035	2,035	2,465	23%
FOOD	1,000													-	-	50	0%
POSTAGE	50													-	-		0%
NON-CAPITAL EQUIPMENT	5,000													-	-		0%
<b>TOTAL SUPPLIES</b>	<b>10,550</b>	<b>-</b>	<b>113</b>	<b>922</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,035</b>	<b>2,035</b>	<b>2,515</b>	<b>10%</b>
<b>CONTRACTUAL</b>																	
ONE STOP OPERATOR	200,000				40,525	-							59,475	40,525	100,000	100,000	20%
CONSULTANT	40,000													-	-	40,000	0%
<b>TOTAL CONTRACTUAL</b>	<b>240,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,525</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>59,475</b>	<b>40,525</b>	<b>100,000</b>	<b>140,000</b>	<b>17%</b>
<b>OPERATING SERVICES</b>																	
ASSOCIATION/MEMBERSHIPS	8,000	5,418	247	636									2,000	6,301	8,301	(301)	79%
MARKETING	2,000													-	-		0%
LABOR MARKET	1,000													-	-		0%
PRINTING (COPIER)	6,000				1,675								2,000	1,675	3,675	2,325	28%
CELL PHONES/LAND LINES	3,500			377	291	300	300	300	300	300	300	300	300	668	3,068	432	19%
<b>TOTAL OPERATING SERVICES</b>	<b>20,500</b>	<b>5,418</b>	<b>247</b>	<b>1,012</b>	<b>1,966</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>4,300</b>	<b>8,644</b>	<b>8,301</b>	<b>(301)</b>	<b>42%</b>
<b>TOTAL COSTS</b>	<b>1,118,532</b>	<b>65,376</b>	<b>60,247</b>	<b>63,519</b>	<b>77,932</b>	<b>75,411</b>	<b>53,304</b>	<b>54,076</b>	<b>52,687</b>	<b>61,246</b>	<b>61,797</b>	<b>63,465</b>	<b>158,622</b>	<b>267,074</b>	<b>840,939</b>	<b>259,093</b>	<b>24%</b>