



Phoenix Business and Workforce Development Board  
 Executive Leadership Committee  
 December 14, 2023  
 3:00 pm-4:30 pm Mountain Standard Time

**I. Call to Order/Roll Call**

*(Samuel Wolo)*

- A. The Phoenix Business Workforce Development (PBWD) Board Chair, Sam Wolo, will call the Executive Leadership Committee (ELC) meeting to order. Roll call will be called to ensure a quorum is present.

**II. ELC June 8, 2023 Meeting Minutes**

*(Executive Leadership Committee)*

The June 8, 2023 ELC Meeting Minutes are recommended for review and approval.

- A. **RECOMMENDATION: This item is for information and approval.**

**III. Priority interventions to meet employers' workforce needs**

*(Kristen Titus and Gordon Innes)*

Kristen Titus and Gordon Innes will share identified priority interventions suggested to meet employers workforce needs.

**RECOMMENDATION: This item is recommended for information, discussion and possible action.**

**IV. Steering Committee Check-In**

*(Executive Leadership Committee)*

ELC members will share steering committee updates.

**RECOMMENDATION: This item is recommended for information and discussion.**

**A. Data Validation Audit**

**RECOMMENDATION: This item is recommended for information and discussion.**

**V. PBWD Board Policy Updates**

*(Samuel Wolo)*

Executive Leadership Committee will review proposed changes to the following policies.

- 100.108: Allowable Costs
- 500.502: Supportive Services

**RECOMMENDATION: This item is recommended for information, discussion and possible action.**

**VI. Transfer of Funds Request Update**

*(LaSetta Hogans)*

PBWD Board Executive Director, LaSetta Hogans will share an update about the Transfer of Funds request approved at the November 9, 2023 PBWD Board Meeting.

**RECOMMENDATION: This item is recommended for information and discussion.**

**VII. Strategic Meetings Overview**

*(Executive Leadership Committee)*

ELC members and staff will provide updates on the Rapid Response Technical Assistance meeting, WIOA State Plan Development meeting, and US Conference of Mayors Small Business Roundtable meeting.

**RECOMMENDATION: This item is recommended for information and discussion.**

**VIII. Matters for Future Discussion**

*(Samuel Wolo)*

**IX. Call to The Public & Open Discussion**

*(Samuel Wolo)*

**X. Adjournment**

*(Samuel Wolo)*