



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

Tuesday, November 14, 2023 – 10:00 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:** Leah Hill, Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson  
(Note: All members present attended via GoTo meeting)

**Members Absent:**

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MEETING

1. **Call to Order.**

Chair Leah Hill called the meeting to order at 10:02 a.m. and requested a roll call vote.

2. **Roll Call.**

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

3. **Welcome and Opening Remarks.**

Chair Hill welcomed everyone and read the Maricopa County Workforce Development Board's Vision and Values.

4. **Consent Agenda.**

- a. Meeting Minutes: August 3, 2023
- b. Monthly Careers Pathway Strategist Reports
- c. FY24 MCWDB 1<sup>st</sup> Quarter Report
- d. Title IB 1<sup>st</sup> Quarter Report

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

Chair Hill called for an all-in favor vote:

**In Favor:** Leah Hill, Bonnie Schirato, Joe Veres, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed.

5. **Chair Report.**

Chair Hill provided a brief Chair Report, highlighting the following.

- State Workforce Update

- o Governor’s Build It Arizona Program
- o 2024 Minimum Wage Increase (\$0.50 increase)
- Committee Updates
  - o Regional Workforce Initiatives Committee
    - Committee hosted the first committee meeting with great discussion on the focus and development of the Committee.
  - o Youth Committee
    - Opportunity to focus on apprenticeships with the increased traction for apprenticeships.

**6. Informational/Discussion/Possible Action.**

a. FY25 MCWDB Budget Recommendation

MCWDB Executive Director Steve Clark, provided a brief overview of the FY25 MCWDB Budget Recommendation. Below are a few highlights from Mr. Clark’s overview.

FY25 MCWDB Budget Recommendation	
\$95,396 Budget Reduction	An annual reduction in allocations is expected in the upcoming fiscal year.
Regular Salaries	Includes a 5% merit increase
Contracts (One-Stop Operator)	Funding is redistributed within the budget. Exploring best-in-class ideas for the One-Stop Operator
Next Steps	Will seek December 2023 MCWDB Full Board approval, moving forward for annual Board of Supervisors approval in early spring.

**MOTION:** Chair Hill asked for a motion to approve the FY25 MCWDB Budget Recommendation as presented. Joe Veres made a motion; Shawn Hutchinson seconded the motion.

The Committee posed no questions.

Chair Hill called for an “all in favor” vote:

**In Favor:** Leah Hill, Bonnie Schirato, Joe Veres, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed.

b. Service Provider Agreement

MCWDB Management Analyst Nancy Avina provided a detailed presentation of the Service Provider Agreement (SPA) renewal recommendation. Below are the highlights of the presentation.

Service Provider Agreement Renewal Recommendation					
SPA Background	<ul style="list-style-type: none"> <li>- SPA Purpose</li> <li>- Renew and approval – 3-years</li> <li>- Renewal Term: Date Signed – 12.31.2026</li> </ul>				
Summary of Revisions	<ul style="list-style-type: none"> <li>- Updated agreement term</li> <li>- Confirmed alignment with Arizona Workforce Council policy</li> <li>- Spelling, grammar, punctuation, and format revisions</li> <li>- Incorporated leadership and attorney feedback</li> </ul>				
Agreement Processing Timeline	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>COMPLETE</u></td> <td style="width: 50%;"><u>IN PROGRESS</u></td> </tr> <tr> <td colspan="2">- MCWDB staff redline revisions</td> </tr> </table>	<u>COMPLETE</u>	<u>IN PROGRESS</u>	- MCWDB staff redline revisions	
<u>COMPLETE</u>	<u>IN PROGRESS</u>				
- MCWDB staff redline revisions					

	<ul style="list-style-type: none"> <li>- Maricopa County leadership review</li> <li>- Maricopa County Attorney review</li> </ul>	<ul style="list-style-type: none"> <li>- MCWDB Executive Committee approval to move forward to</li> <li>- MCWDB Full Board</li> <li>- MCWDB Full Board approval</li> <li>- Board of Supervisors' approval</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>- 12/2023 Full Board Approval</li> <li>- 12/2023 Board of Supervisors Approval</li> </ul>	

The Committee posed no questions.

**MOTION:** Chair Hill asked for a motion to approve the Shared Governance Agreement as presented. Bonnie Schirato made a motion; Joe Veres seconded the motion.

Chair Hill called for an “all in favor” vote:

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

**Opposed:** None

**Abstained:** None

Motion passed.

c. One-Stop Operator Contract Renewal

MCWDB Management Analyst Nancy Avina provided a detailed presentation of the One-Stop Operator renewal recommendation. Below are the highlights of the presentation.

One-Stop Operator Contract Renewal Recommendation	
One-Stop Operator	<ul style="list-style-type: none"> <li>- Equus Workforce Solutions</li> <li>- Contract expires 12.31.2023</li> <li>- Continued Performance Assessment Review</li> <li>- Issuance of Notice of Concern requesting Equus come into compliance with the scope of work and terms of the contract with corrective action plan.</li> </ul>
Recommendation	<ul style="list-style-type: none"> <li>- 6-Month Renewal (1.01.24 – 6.31.2024)</li> <li>- Opportunity for Equus to comply with the corrective action plan.</li> <li>- Opportunity to explore best-in-class OSO ideas</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>- 12/2023 Full Board Approval</li> <li>- 12/2023 Letter of Renewal submitted to Office of Procurement Services (OPS)</li> </ul>

The following questions and comments were provided by the Committee.

Question/Comment	Response/Comments
What is the vetting process for the OSO contract?	<ul style="list-style-type: none"> <li>- WIOA requires a procurement process</li> <li>- Staff creates and provides a scope of work to the Office of Procurement Services (OPS)</li> <li>- OPS presents an RFP to the eligible vendors</li> <li>- The RFP is advertised to ensure transparency</li> <li>- Selection committee reviews the submitted bids for the selection of the best bid</li> </ul>

Is there an opportunity for Equus to correct the performance issues?	Yes, a performance assessment has been created by staff that breaks down each section of the contract that needs correction. The performance assessment has been shared with Equus and OPS. A response was received a few minutes prior to this meeting.
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**MOTION:** Chair Hill asked for a motion to approve the One-Stop Operator Contract Renewal as presented. Shawn Hutchinson made a motion; Joe Veres seconded the motion.

Chair Hill called for an “all in favor” vote:

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

**Opposed:** None

**Abstained:** None

Motion passed.

d. US Department of Labor Report and Response Plan

MCWDB Executive Director Steve Clark will provide an update on the Monitoring Report received from US Department of Labor and the proposed Response Plan. Below are the highlights of the presentation.

<b>US Department of Labor Report and Response Plan</b>		
DOL/ETA Summary	Grants/Program Review Time Period Covered Purpose Entities Involved	
Findings Summary	<u>FINDINGS</u> Finding #2: LWDB’s Noncompliant Sunshine Provision  Finding #3: Noncompliant Stevens Amendment Finding #4: Lack of One-Stop Center Assessments & Missing AJC Branding Requirements  Finding #6: Noncompliant OSO Procurement Finding: #7: Noncompliant Sub-Award Agreement Finding #10: ADA Accessibility at One Stops  Finding #11: Insufficient MOU	<u>CORRECTIVE ACTION</u> Ensure compliance with sunshine provision requirement  Include notice of federal funding; Train staff in funding disclosure process/requirements  Provide Regional Office with documentation – completed one-stop assessments and certifications; EV-Provide signage exterior and front entrances; Implement provision of UI  Confirm zero cost solicitations; Resubmit fully-compliant bids  Update contracts for sub-recipients; Update policies and procedures  Make corrections; Ensure accessibility; Submit documentation  Update complaint process including appeals; Submit for approval
Next Steps	10.25.23 Collaborated with DES on Next Steps	

The following questions and comments were provided by the Committee.

Question/Comment	Response/Comments
Were there any findings that you felt were concerning?	After review, all findings appear to be minor, with no significant findings.
Pleased to see that all of the findings are minor and no significant findings were found.	

**MOTION:** Chair Hill asked for a motion to accept the US Department of Labor Report and Response Plan as presented. Bonnie Schirato made a motion; Loren Granger seconded the motion.

Chair Hill called for an “all in favor” vote:

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

**Opposed:** None

**Abstained:** None

Motion passed.

**7. Information/Discussion Only.**

a. Program Year (PY) 2021/Fiscal Year (FY) 2022 Redistribution and Priority of Service

MCWDB Executive Director Steve Clark and Workforce Development Division Assistant Director Jared Beard, provided an update on the Program Year (PY) 2021 Fiscal Year (FY) 2022 Redistribution and Priority of Service. Below are the highlights of the presentation.

**Program Year (PY) 2021/Fiscal Year (FY) 2022 Redistribution and Priority of Service**

PY21/FY22 Redistribution

Alert Allocation Increase Summary				
	YT	AD	DW	Total
NEAZ	\$0	\$0	\$0	\$0
Cochise	\$51,718	\$50,411	\$84,300	\$186,429
Coconino	\$0	\$0	\$0	\$0
Maricopa	\$518,203	\$483,834	\$619,524	\$1,621,561
Mohave	\$0	\$0	\$0	\$0
Phoenix	\$428,540	\$404,788	\$397,748	\$1,231,076
Pima	\$292,486	\$273,526	\$298,858	\$864,870
Pinal	\$0	\$0	\$0	\$0
Santa Cruz	\$0	\$0	\$0	\$0
Tribal	\$0	\$0	\$0	\$0
Yavapai	\$0	\$0	\$0	\$0
Yuma	\$458,642	\$428,720	\$208,702	\$1,096,064
<b>Total</b>	<b>\$1,749,589</b>	<b>\$1,641,279</b>	<b>\$1,609,132</b>	<b>\$5,000,000</b>

Priority of Service Matrix

Priority 1

Veterans & eligible spouses of Veterans who are determined to be low-income or basic skills deficient (BSD).

Priority 2

Non-veterans & Non-eligible spouses of veterans who are determined low-income or basic skills deficient (BSD)

	<u>Priority 3</u> Veterans and eligible spouses of veterans who are not considered low-income or basic skills deficient	<u>Priority 4</u> All other WIOA Eligible Adults who are not low income or basic skills deficient (BSD)
Priority of Service – Implementation	<u>November 2022</u> Policy Released	<u>January 2023</u> Apprenticeship Convening
	<u>July 2023</u> WIOA Allocations Semester 2 Budgets	<u>October 2023</u> Budget Reconciliation
Participant Funding	WIOA Funded	ARPA Funded

The following questions and comments were provided by the Committee.

Question/Comment	Response/Comments
Who determines not to use Priority 4?	Due to the anticipated budget reductions, the policy was created to focus on the primary priorities. The funding is usually occupied or utilized by those primary priorities. Not an exclusion policy, when budget funding is available.
Will be reviewing performance program data as the funding becomes limited due to the high apprenticeship demands. Anticipate sharing with the Committee and Ful Board in the future	

**8. Call to the Public.**

No one spoke.

**9. Adjourn.**

Chair Hill thanked everyone for attending and adjourned the meeting at 11:04 a.m.

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