



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

Thursday, January 18, 2024 – 9:30 a.m.

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

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

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

Members Absent:

MEETING

1. **Call to Order.**

Chair Leah Hill called the meeting to order at 9:34 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, provided a quick overview of the meeting objective and read the Maricopa County Workforce Development Board's Vision and Values.

Meeting Objectives:

1. Discuss the following reports and consider the recommendation to approve them:
 - Fiscal Report
 - Modifications to the Memorandum of Understanding/Infrastructure Agreement
 - One Stop Operator Performance Update
 - One Stop Operator Procurement Process
 - MCWDB Intent to Bid
2. Understand the timeline and process for the 2025-2027 Local Plan Timeline
3. See a demonstration of the new Workforce Development Dashboard capabilities and learn how you may use them as Board members.

4. **Consent Agenda.**

- a. Meeting Minutes: November 14, 2023
- b. Monthly Careers Pathway Strategist Reports
- c. Jobs Report
- d. One-Stop Operator Monthly Report

MOTION: Chair Hill asked for a motion to approve the Consent Agenda 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.

5. Chair Report.

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

- Arizona Commerce Authority recognizes Maricopa County as a leader in business attraction.
- Jobs Report indicating great job growth in Maricopa County.
- National increase in small business applications.

6. Informational/Discussion/Possible Action.

a. Fiscal Report

MCWDB Fiscal Agent Nicole Forbes presented the Committee with the FY2024 WIOA Financial and Budgetary Review.

MOTION: Chair Hill asked for a motion to approve the Fiscal Report as presented. Bonnie Schirato made a motion; Loren Granger seconded the motion.

Chair Hill called for a “roll call” vote:

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

Opposed: None

Abstained: None

Motion passed.

b. Memorandum of Understanding/Infrastructure Agreement (MOU/IFA) Six-Month Renewal

MCWDB Management Analyst Nancy Avina provided a detailed presentation of the Memorandum of Understanding/Infrastructure Agreement (MOU/IFA) Six-Month Renewal recommendation. Below are the highlights of the presentation.

MOU/IFA Six-Month Renewal Recommendation

MOU/IFA Background	<ul style="list-style-type: none">○ 3-Year Agreement with semi-annual reviews○ MOU Agreement between MCWDB and One-Stop partners○ IFA: Financial plan to fund one-stop delivery system services○ Renewal Term: 7.01.23 – 6.30.26	
Summary of Revisions	<p><u>MOU</u></p> <ul style="list-style-type: none">○ Added language on MOU negotiations impasse (Per DOL Monitoring)○ Citation, grammar, and spelling updates	<p><u>IFA</u></p> <ul style="list-style-type: none">○ Updates to reference documents and policies○ Updates to partner point-of-contact, ARIZONA@WORK One-Stop center locations and specialized centers
Agreement Processing Timeline	<p><u>COMPLETE</u></p> <ul style="list-style-type: none">○ MCWDB staff redline revisions	<p><u>IN PROGRESS</u></p> <ul style="list-style-type: none">○ Partner signatures

	<ul style="list-style-type: none"> ○ Review (fiscal agent, contracts, partners, leadership, etc..)
Next Steps	<ul style="list-style-type: none"> ○ 2.15.24 Full Board Approval ○ 2-3.24 Board of Supervisors Approval

The Committee posed no questions.

MOTION: Chair Hill asked for a motion to approve the Memorandum of Understanding/Infrastructure Agreement (MOU/IFA) Six-Month Renewal as presented. Joe Veres made a motion; Shawn Hutchinson 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 Performance Update

MCWDB Executive Director Steve Clark provided a detailed presentation of the One-Stop Operator Performance Update. Below are the highlights of the presentation.

One-Stop Operator Performance	
Performance Concerns	<ul style="list-style-type: none"> ○ Performance Concerns with Previous Contract ○ December 2022 Open Procurement Bids ○ Performance Concerns with the Current Contract (Equus)
Notice of Concern Letter	<ul style="list-style-type: none"> ○ Letter to Equus with Specific Concerns (10.27.23)

The Committee posed no questions.

MOTION: Chair Hill asked for a motion to accept the One-Stop Operator Performance Update as presented. Loren Granger made a motion; Shawn Hutchinson 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. One-Stop Operator Procurement Process

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

One-Stop Operator Procurement Process Recommendation	
Background	<ul style="list-style-type: none"> ○ OSO must be competitively procured (at least every 4 years) ○ MCWDB selects and determines roles and responsibilities of OSO ○ OSO must coordinate the service delivery of required OSO partners and Service Providers

	<ul style="list-style-type: none"> o MCWDB can add additional roles except for exclusions outlined in WIOA law
Who can be the OSO?	<ul style="list-style-type: none"> o OSO can be a single entity (public, private or non-profit) or a consortium of entities
Recommendation	<ul style="list-style-type: none"> o Recommend the Procurement of the OSO
Next Steps	<ul style="list-style-type: none"> o 2.15.24 MCWDB Full Board approval o 2.15.24 Inform the Office of Procurement Services (OPS)

The following questions and comments were provided by the Committee.

Question/Comment	Response/Comments
What are the obligations of the current OSO for a transition of services?	<ul style="list-style-type: none"> o OPS would develop an appropriate timeline. The transition time for the successful bidder would be 30 to 60 days.
This would allow enough time for any necessary transitions of processes and services?	<ul style="list-style-type: none"> o Yes, OPS would be the leader for developing the timeline. OPS would work directly with the awarded bidder.
Is this the typical timeline for this process?	<ul style="list-style-type: none"> o 6 months is the typical timeline for OPS to start the bidding process for contracts.

MOTION: Chair Hill asked for a motion to approve the One-Stop Operator Procurement Process 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.

e. MCWDB Intent to Bid

MCWDB Management Analyst Nancy Avina provided a detailed presentation of the MCWDB Intent to Bid recommendation. Below are the highlights of the presentation.

MCWDB Intent to Bid	
Who can be the OSO?	<ul style="list-style-type: none"> o OSO can be a single entity (public, private or non-profit) or a consortium of entities (including the Local WDB, with approval of the chief elected official and the Governor)
Benefits	<ul style="list-style-type: none"> o Closer performance oversight o Increased continuity of service o Increased communication and collaboration between OSO and MCWDB o Cost-savings
Process towards intention to Bid	<ul style="list-style-type: none"> o Create appropriate firewalls to ensure there are no conflicts of interest o Development 3 documents (Firewall Policy, OSO Agreement and Conflict of Interest Disclosure) o Preliminary discussion, review, and/or approval of documents (Workforce Arizona Council staff and MCWDB attorney)
Recommendation	<ul style="list-style-type: none"> o MCWDB Intent to Bid on the Procurement of the OSO

The Committee posed no questions.

MOTION: Chair Hill asked for a motion to accept the MCWDB Intent to Bid on the Procurement of the One-Stop Operator contract 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.

7. Information/Discussion Only.

a. 2025-2027 Local Plan Timeline and Process

MCWDB Management Analyst Nancy Avina provided a detailed update on the 2025-2027 Local Plan Timeline and Process. Below is the timeline and process.

2025-2027 Local Plan Timeline and Process

2025-2027 Local Plan Timeline and Process

Activity / Action:	Target Date:	Staff/Stakeholder Involved:	Notes:
State Official Timeline (SEE EXPANDED TIMELINE BELOW)			
Local Boards: Local Plan Development Begins	03/2024 – 09/2024		
In-Demand Industry and Occupation Training	04/2024 - 05/2024		
Local Plans due to OEO	9/3/2024		
OEO Review/Feedback to LWDBs	09/2024 – 10/2024		
Final submissions due (only if a LWDB is required to make any changes per feedback from WAC staff)	11/8/2024		
Q4 WAC Approval (Exec Committee)	11/14/2024		
Q4 WAC Approval (Full Council)	11/21/2024		
Local Plans Effective	1/1/2025		
Expanded Timeline			
Share existing plan & contributions/steps for new plan development with immediate stakeholders	1/2024		
Initial revisions of Local Plan Sections (See First Tab)	1/2024 - 3/2024		
Official Local Plan guidance received from State - including final State Plan information	03/2024		
Revisions based on any new local plan guidance	4/2024		
Surveys, partner 1:1 meetings, partner input	4/2024 - 05/2024		
Hold virtual/in-person public hearings for feedback:	05/2024 - 06/2024		
EVCC Session	TBD		Information on session to go out via email, website and potentially via AZ Business Gazette - virtual and in-person option.
WVCC Session	TBD		Information on session to go out via email, website and potentially via AZ Business Gazette - virtual and in-person option.
Final Stakeholder/Board member feedback and input	6/2024		
Revise Local Plan narrative per provided feedback.	6/30/2024		
Post revised Local plan to Website for public viewing & Add to AZ Business Gazette.	07/2024 - 08/2023		15-30 day public comment period
Public comment period	07/2024 - 08/2024		15-30 day public comment period
Revise Local Plan per public comment.	08/15/2024		
Add final data, figures, and negotiated performance measures.	08/30/2024		
Submit local plan to OEO for review/feedback.	09/2024		
Submit local plan to MCWDB EC	9/19/2024		
Submit local plan to MCWDB	10/17/2024		
Submit local plan to BOS for Approval	11/06/2024		
Workforce Arizona Council Executive Committee Meeting Approval	11/14/2024		
Workforce Arizona Council Meeting Final Approval	11/21/2024		

The following questions and comments were provided by the Committee.

Question/Comment	Response/Comments
Can you explain the difference behind the red target date vs the black target dates?	The red target dates are hard deadlines set by the Office of Economic Opportunity (OEO), whereas the target dates in black are flexible.

b. Workforce Development Dashboard

Maricopa County Workforce Development Division Assistant Director Jared Beard provided a presentation on the Workforce Development Dashboard. Below are the highlights of his presentation.

Workforce Development Dashboard (Maricopa.gov/WDD)	
Webpage Objective	Average Participant Wages
Participation and Traffic	Business and Community Services
Program Accomplishments	Achieved Reports

The following questions and comments were provided by the Committee.

Question/Comment	Response/Comments
Are you aware of anyone else providing a similar type of dashboard?	Not that we are aware of.
Found the comparable traffic at both centers.	

8. Call to the Public.

No one spoke.

9. Adjourn.

Chair Hill thanked everyone for attending and adjourned the meeting at 10:32 a.m.

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