

**Phoenix Business and Workforce Development Board  
Meeting Minutes  
November 9, 2023 – 9:00am**

**Board Members Present:**

Suzanna Armijo	Meghan McGilvra
Daniel Barajas	Kevin Parker
Nick Bielinski	Emily Paulson
Karen Carter	Brandon Ramsey
Steven Cramer	Alison Rapping
Nick DePorter	Claudia Reilly
Patrick Fitzhugh (Vice-Chair)	Stephanie Rimmer
Kaaren-Lyn Graves	Raghu Santanam
Scott Holman	Jason Schaffner
Ginger Lane	Dean Scheinert
Juvenal Lopez	John Soto
Jesus Love	Sam Wolo (Chair)

**Public Attendees:**

Kerrie Adney-Walker	Hayden Maynard
Nichole Ayoola	Jerry McPherson
Eddie Barojas	Reeta Nongmaithem-Sanchez
Steven Bennett	Christina Quijada
Jesus Bentancourt	Dustin Panoff
Thomas Flynn	Jovanna Parkhouse
Marchelle Franklin	Alexandra Platas
Deb Furlong	Demitria Robles
Perla Garcia	Keoni Schellhorn
Michelle Gillis	Amelia Schoenfield
Samantha Hansen	Rebecca Tierney
Gina Harper	Brenda Urquidi
Mari Hicks	Ariadna Valentin
LaSetta Hogans (Executive Director)	Cynthia Vega
Al Jernigan	Eric Walker
Eric Johnson	Laura Whitehead
Nicole Kelsheimer	Hugh Wolf
Patricia Lakandula	

**1. Call to Order:**

Phoenix Business and Workforce Development (PBWD) Board Chair, Sam Wolo, called the November 9, 2023, PBWD Board Meeting to order at 9:03 a.m.

Roll call was completed and a quorum of 17 members were present. PBWD Board Chair Sam Wolo welcomed new PBWD Board Member Jason Schaffner to the board and asked him to introduce himself.

**Suzanna Armijo joined the meeting at 9:05 a.m.**

**2. Approval of September 14, 2023, PBWDB Meeting Minutes:**

**A motion to approve the September 14, 2023, PBWDB Meeting Minutes** was made by PBWD Board Member Nick Bielinski and seconded by PBWD Board Member Kevin Parker.

**Approved:** Suzanna Armijo, Daniel Barajas, Karen Carter, Steven Cramer, Kaaren-Lyn Graves, Ginger Lane, Jesus Love, Meghan McGilvra, Emily Paulson, Brandon Ramsey, Alison Rapping, Claudia Reilly, Stephanie Rimmer, Raghu Santanam, Jason Schaffner, John Soto, Sam Wolo

**Opposed: None**

**Abstained: None**

**Motion passed.**

**Juvenal Lopez and Dean Scheinert joined at 9:09 a.m. Nick DePorter joined at 9:12 a.m. Patrick Fitzhugh and Scott Holman joined the meeting at 9:14 a.m.**

**3. Arizona Coalition for Military Families Presentation:**

Arizona Coalition for Military Families Representative Ayla Linder shared information with the PBWD Board about the Arizona Veterans Employment Council (AVEC) Meeting in September. AVEC consists of many partners including the Governor's Office of Youth, Faith, and Family, the Arizona Department of Veterans' Services, the Office of Economic Opportunity (OEO), the Arizona Department of Economic Security (AZDES), ARIZONA@WORK, Workforce Arizona Council, education partners, and the Arizona Coalition for Military Families. will launch the Arizona Roadmap to Veteran Employment.

Since 2014, Arizona has used the Be Connected Career Navigation framework to answer how to transition service members to civilian life, ensure spouses and family members are advancing in their careers, and veterans of all ages have meaningful employment. The Arizona Department of Veterans' Services and Arizona Coalition for Military families were asked to convene key stakeholders to develop and implement the Arizona Roadmap to Veteran Employment. Ayla shared that the Roadmap equation is connecting the jobseekers (unemployed, underemployed, and relocating service members, veterans, and family members) with employment service providers and employers to get jobseekers

connected to the job and training opportunities they need. AVEC has asked questions to ensure the roadmap is successful including who else should be included in the efforts and how does Arizona attract transitioning service members and veterans. They agreed that the Arizona Ecosystem of support and the vibrant economy helps attract service members, veterans, and family members but that work needs to be done to coordinate with stakeholders to ensure needs are met and that Arizona Veteran Supportive Campuses (AVSC) need to be educated about military culture to give service members and veterans the support they need. At the PBWD Board request, Ayla shared she would make her presentation and contact information available for Board members.

#### **4. Chair Update:**

PBWD Board Chair Sam Wolo shared a recap of the October 11, 2023, Bagels and Business event that was hosted at Gateway Community College and focused on Advanced Manufacturing. During the event, Gateway Community College President Amy Diaz and City of Phoenix Economic Development Director Christine Mackay spoke about the Phoenix labor market relating to Advanced Manufacturing and how Gateway Community College supports the industry. There was a panel with employers and training providers who shared insight on training in the industry. The Phoenix Community Alliance sponsored the event and PBWD Board member Steven Cramer served as emcee. The next Bagels and Business event will be held in 2024 in partnership with Phoenix College and will focus on Information Technology.

The steering committee chairs shared information about their first meetings which were held in October and the first week of November. PBWD Board Member Brandon Ramsey shared that the Align Investment Steering Committee asked to have an inventory of reports to know about the data that is currently being collected by ARIZONA@WORK City of Phoenix and to assess what data might be needed. PBWD Board member Jesus Love shared that the Instill Hope Steering Committee (IHSC) had all the members share how they became members of the PBWD Board and share where their expertise and passion lay. The IHSC also discussed WIOA, the workforce system with mandated partners, and the role of PBWD Board. PBWD Board Member Meghan McGilvra shared that the National Model for Mobility Steering Committee reviewed their strategic plan and will develop small groups that will focus on goals respectively.

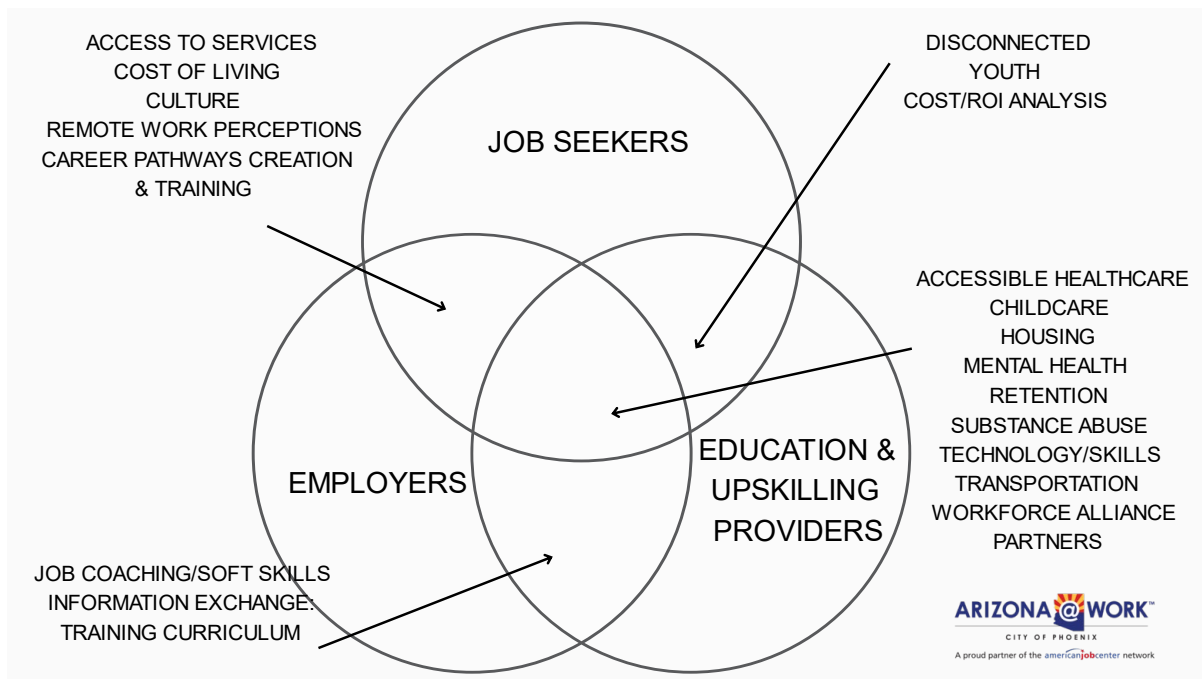
PBWD Chair Sam Wolo revisited the PBWD Board Member agreement that was shared with members in July and during PBWD Board Member Orientation. He also revisited the Venn Diagram of jobseekers, employers, and education & upskilling partners, asking PBWD Board members to keep the barriers facing the populations in mind as they progress in committee work.

# PBWD Board Member Agreement

Agreement Board Members discussed during the July 2023 PBWD Board Meeting and Board member orientation sessions



Complete PBWD Board Member Orientation by August 31, 2023	Be an active member of one of the strategies/deliverables
Attend & complete in-person Board Meetings (virtual option available)	Attend or sponsor a PBWD Board flagship event
Be fully present and active in PBWD Board Meetings	Participate/volunteer at ARIZONA@WORK City of Phoenix career event
Sign up and actively participate on a steering committee	Adhere and uphold all Board Bylaws



## 5. Board Accountability for Eligible Training Provider List:

ARIZONA@WORK City of Phoenix Workforce Supervisor Laura Whitehead shared a recap of the Eligible Training Provider (ETP) presentation at the September 14, 2023, PBWD Board meeting. The recap included information

about the ETP program, a list of qualified training vendors who manage their programs via Arizona Job Connection (AJC). There are 101 training providers on the ARIZONA@WORK City of Phoenix ETP offering 254 approved training programs. ARIZONA@WORK City of Phoenix and AZDES are responsible for training vendor reviews, enforcing ETP policies, and maintaining the ETP List (ETPL).

The PBWD Board is required to establish the training funding caps per ARIZONA@WORK City of Phoenix participant, for providing enough and sufficient types of training to participants, and to monitor training programs and collecting performance data. Monitoring includes initial reviews, annual reviews, and continuous monitoring including 2<sup>nd</sup> and 4<sup>th</sup> quarter post-training employment, median earnings, and credential attainment. Responding to feedback from service providers, the PBWD Board established new training funding caps in July 2022, to ensure the caps meet the needs of participants and attempting to decrease the out-of-pocket costs for participants. The Local Area has established an eligibility model that includes the following criteria: the training provider is registered to do business in Arizona for at least 12 months prior to their application, they have a physical and permanent mailing address in the state of Arizona, and they have a written and published refund and grievance policy.

ARIZONA@WORK City of Phoenix Eligible Training Provider Coordinator Mari Hicks shared some of the programs available in the PBWD Board target sectors including the length of training and the resulting certification. She also shared how many people had enrolled in training in each of the sectors in the first quarter of PY 2023, how many trainings were in progress, and how many were completed. PBWD Board Member Alison Rapping asked how participants were learning about the training programs available. City of Phoenix Human Services Department Deputy Director Jovanna Parkhouse shared that career advisors work with participants to examine labor market information and training available based on their experience and interests.

**Scott Holman left the meeting at 10:10 a.m.**

## **6. Transfer of Funds Request:**

PBWD Board Executive Director LaSetta Hogans presented a transfer of funds request to the PBWD Board. LaSetta shared that WIOA allows for up to 100% of the funding streams between the Adult and Dislocated Worker programs, as long as the balance of neither program is \$0. The PBWD Board can transfer funds but must have a specific rationale to support the request for transfer of funds, such as the transfer will better align with participants needs based on current economic conditions. All requests must be submitted to AZDES for approval.

LaSetta asked the PBWD Board to consider authorizing a transfer of \$3,868,246.00 from the Dislocated Worker Program Year (PY) 22/Fiscal Year (FY) 23 to the Adult Program based on current economic conditions and the demands of the local labor market in the City of Phoenix.

**A motion to authorize a transfer of \$3,868,246.00 from the Dislocated Worker Program Year (PY) 22/Fiscal Year (FY) 23 to the Adult Program, as allowed under the Workforce Innovation and Opportunity Act (WIOA), based on current economic conditions and the demands of the local labor market in the City of Phoenix** was made by PBWD Board Member Daniel Barajas and seconded by PBWD Board Member Kaaren-Lyn Graves.

**Approved:** Suzanna Armijo, Nick Bielinski, Karen Carter, Steven Cramer, Nick DePorter, Patrick Fitzhugh, Ginger Lane, Juvenal Lopez, Jesus Love, Meghan McGilvra, Kevin Parker, Emily Paulson, Brandon Ramsey, Alison Rapping, Claudia Reilly, Stephanie Rimmer, Raghu Santanam, Jason Schaffner, John Soto, Sam Wolo

#### **7. Matters for Future Discussion:**

- Need for the required Memorandum of Understanding between required Title II Adult Education and Family Literacy Programs and Title IB Adult, Dislocated Worker, and Youth Programs.
- Need to have a Client Referral System in place for all WIOA/Core/Mandated Partners and other partners.
- National stage of providers

#### **8. Call to The Public and Open Discussion:**

- Jerry McPherson from Per Scholas introduced himself to the PBWD Board and shared the mission of Per Scholas to work with historically underrepresented communities in the technology industry and helping to get them into the industry. He shared they recently had an open house in which 111 members from community-based organizations and business partners attended to learn more about Per Scholas and to celebrate their achievements. PBWD Board Chair Sam Wolo suggested inviting Jerry back to a future meeting to share more about Per Scholas and to explore how they can partner.

#### **9. Adjournment:**

**A motion to adjourn the meeting was made at 10:33 a.m.** by PBWD Board Member, Jesus Love, and seconded by PBWD Board Member, Ginger Lane.

**Approved:** Suzanna Armijo, Daniel Barajas, Nick Bielinski, Karen Carter, Steven Cramer, Nick DePorter, Patrick Fitzhugh, Kaaren-Lyn Graves, Juvenal



Lopez, Meghan McGilvra, Kevin Parker, Emily Paulson, Brandon Ramsey, Alison Rapping, Claudia Reilly, Stephanie Rimmer, Raghu Santanam, Jason Schaffner, John Soto, Sam Wolo

**Opposed:** None

**All were in favor and the meeting adjourned at 10:33 a.m.**