



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
February 15, 2024, ~ 9:00 a.m.**

HYBRID MEETING

The meeting of the Phoenix Business and Workforce Development Board Executive Leadership Committee was held in person and virtually on February 15, 2024.

Committee Members Present:

Sam Wolo (Chair)	Jesus Love
Patrick Fitzhugh (Vice Chair)	Brandon Ramsey
Meghan McGilvra	Claudia Reilly

Public Attendees:

LaSetta Hogans	Christina Quijada
Hayden Maynard	Deb Furlong
Ariadna Valentin	Jovanna Parkhouse
Laura Whitehead	Mari Hicks
Michelle Gillis	Angie Parra
Thomas Flynn	James Montoya
Jordan Dodeward	Demitria Robles
Rebecca Tierney	David Chavez
Justin West	Amy Schoenfield
Diana Figueroa	Matalie Hastings
Stephanie Varela	Gina Harper
Erica Bennett	Rita Nongmaithem-Sanchez
Natalia Carranza	

Action items taken are noted in **bold** print.

1. Call to Order/ Roll Call:

PBWDB Chair Sam Wolo called the February 15, 2024, Phoenix Business and Workforce Development (PBWD) Board Executive Leadership Committee (ELC) Meeting to order at 9:12 a.m. Roll call was completed, and quorum was met with six members in attendance.

2. Approval of Minutes for ELC December 14, 2023, Meeting Minutes:

ELC member Patrick Fitzhugh made a **motion to approve minutes for the December 14, 2023, ELC Meeting** and ELC Member Claudia Reilly seconded.

Approved: Steven Cramer, Jesus Love, Meghan McGilvra, Brandon Ramsey, Alison Rapping, and Sam Wolo.

Opposed: None

Motion passed unanimously.

3. Steering Committee Updates:

Each of the three Steering Committee chairpersons provided updates.

Instill Hope – ELC Member Claudia Reilly reported that the Instill Hope Steering Committee (IHSC) has met twice, and a request has been made for Kristen Titus and Gordon Innes from Bloomberg Associates (BA) to attend the next scheduled steering committee meeting to guide and assist with their strategies and develop best practices.

National Model for Mobility – ELC Member Meghan McGilvra reported that the National Model for Mobility Steering Committee (NMMSC) met on February 6, 2024, and identified the interventions that they want to lead: Engage Employers and City of Phoenix to redesign “Phoenix Futures”. Their next actions are to assess current curriculum and providers, crosswalk with (BA) and employer findings, identify gaps, and recommend changes. The work groups will begin working in March with the information that is received from PBWD Board Staff. The group will reconvene in May to assess progress toward the goal and begin work on additional actions.

4. ARIZONA@WORK City of Phoenix Title IB Provider Updates:

ARIZONA@WORK City of Phoenix Workforce Development Supervisor (Youth) Rebecca Tierney presented an introduction Title IB provider update. Justin West, ARIZONA@WORK City of Phoenix Data Manager presented the Program Year 2023-2024 WIOA – Title I, 2nd Quarter Overview, timelines, and outcomes. The information shared was from Quarter 1 & 2 of the current program year.

Annual Performance Time Frames

Program Year 2023-24

July 1, 2023 - June 30, 2024

Program Year 2023-24: July 1, 2023 - June 30, 2024																													
2022						2023						2024																	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2023-24 Program Year																													
Enrollments																													
Employed in 2nd Quarter after Exit						Employed in 2nd Quarter after Exit						Enrollments						Enrollments											
Employed in 4th Quarter after Exit						Employed in 4th Quarter after Exit						Enrollments						Enrollments											
Median Earnings (2nd Quarter after Exit)						Median Earnings (2nd Quarter after Exit)						Enrollments						Enrollments											
Credential Rate						Enrollments						Enrollments						Enrollments											
Q4 Employment & Credential Attainment						Q2 Employment & Median Earnings						Enrollments & Measurable Skill Gains						Enrollments & Measurable Skill Gains											



Negotiated Performance Metrics


Measure	Adult	Dislocated Worker	Youth
2nd Quarter Employment <small>07/01/22 – 06/30/23</small>	67.50%	75.0%	72.0%
4th Quarter Employment <small>01/01/22 – 12/31/22</small>	65.0%	72.50%	70.0%
Median Earnings <small>07/01/22 – 06/30/23</small>	\$6,500.00	\$9,500.00	\$5,044.00
Credential Attainment (CA) <small>01/01/22 – 12/31/22</small>	69.0%	70.0%	52.0%
Measurable Skill Gains (MSG) <small>07/01/23 – 06/30/24</small>	60.50%	62.0%	55.0%

Passing	100% of Negotiated Value
Failing	Below 100% of Negotiated Value



Each of the contracted youth program providers presented their performance to date.

Amy Schofield with Neighborhood Ministries (NM) shared their performance metrics for this program year.




NEIGHBORHOOD MINISTRIES

ENROLLMENT

Metric	Goal	Actual
Total	146	153
New	95	40
Carryover %	35%	74%

PERFORMANCE

Metric	Goal	Actual
2nd QTR Placement	72%	77.42%
4th QTR Placement	70%	80.65%
Median Wage	\$5,044	\$5,660.85
Credentials	52%	72.73%
MSG	55%	38.89%



LEVEL UP
WORKFORCE PROGRAM



Executive Leadership member Patrick Fitzhugh asked if there is another report that can be created to provide real-time performance measurement that can give a clearer picture to business' that we are making progress towards outcomes. LaSetta Hogans, PBWD Board Executive Director reported that staff will work to provide the Board with the information requested.

Gina Harper, Program Manager with Jewish Family & Children's Service (JFCS) presented their performance metrics for the first two quarters of program year.



2nd Qtr PERFORMANCE REPORT

Performance Measures

Outcomes



Enrollment (7/1/23 to 6/30/24) Goal is 32, JFCS has 17 (as of 12/31/23) In Progress

MSG (7/1/23 to 6/30/24), Goal is 55%, JFCS has 21.95%--Need 14 In Progress

2nd Qtr Placement (7/1/22 to 6/30/23) Goal is 72%, JFCS has 77.7% ➡ Goal Met

4th Qtr Placement (1/1/22 to 12/31/22) Goal is 70%, JFCS has 63.6% ➡ Need 1

Median Earnings (7/1/22 to 6/30/23) Goal is \$5044, JFCS has \$5870 ➡ Goal Met

Credential (1/1/22 to 12/31/22) , Goal is 52%, JFCS has 28.57% ➡ Need 5



Rita Nongmaithem-Sanchez with Chicanos Por La Causa (CPLC) presented information on their performance matrix for the first two quarters of the program year.



CPLC December 2023 Monthly Update

Total Youth Served		Goal: 115		65.00% New Enrollments			
Provider	Annual Goal	Goal	New Enrollments Actual	%	Paid Allotment	Enrollment Carryover Actual	%
CPLC	207	135	20	9.7%	52	184	90.2%
Total Enrollment		204	New Monthly Goal		16		
2nd Qtr Placement Rate		Goal: 72.00%					
Provider	Placement Information				Placement Rate		Cases Needed to Meet Goal
Provider	Total	Completed	Needed	Open	Actual	Goal	
CPLC	94	76	68	18	80.85%	72.0%	0
4th Qtr Placement Rate		Goal: 70.00%					
Provider	Placement Information				Placement Rate		Cases Needed to Meet Goal
Provider	Total	Completed	Needed	Open	Actual	Goal	
CPLC	65	48	46	17	73.85%	70.0%	0
Median Wage		Goal: \$5,044					
Provider	Median Wage		Required Increase				
Provider	Actual	Goal					
CPLC	\$ 6,883.18	\$ 5,044.00	\$ -				
Credential Rate		Goal: 52.00%					
Provider	Credential Case Load				Credential Rate		Cases Needed to Meet Goal
Provider	Total	Completed	Needed	Open	Actual	Goal	
CPLC	47	28	24	19	59.57%	52.0%	0
Measurable Skill Gains (MSG)		Goal: 55.00%					
Provider	Measurable Skill Gains (MSG) Case Load				MSG Rate		Cases Needed to Meet Goal
Provider	Total	Completed	Needed	Open	Actual	Goal	
CPLC	146	72	80	74	49.32%	55.0%	8



Erica Bennett with YMCA – Y Achievers presented information on their performance matrix for this program year.

Y Achievers



Area of Measurement	Goal	Q2 Actual
Enrollment	207	138
2 nd Quarter Outcomes	72%	68.25%
4 th Quarter Outcomes	70%	80.70%
Credential Rate	52%	53.49%
Measurable Skills Gain	55%	30.95%
Median Wage Goal	\$5,044.00	\$7,377.07



Rebecca Tierney presented information on the cumulative outcomes for the youth providers program year 2023-24 through Quarter 2, including performance and the overall performance.

PY 2023-24 Q2 Youth Performance

Measure	NM	JFCS	CPLC	YMCA
2nd Quarter Employment 07/01/22 – 06/30/23	77.42%	77.70%	80.85%	68.25%
4th Quarter Employment 01/01/22 – 12/31/22	80.65%	63.64%	73.85%	80.70%
Median Earnings 07/01/22 – 06/30/23	\$ 5,660.85	\$ 5,870.88	\$ 6,883.16	\$ 7,377.07
Credential Attainment (CA) 01/01/22 – 12/31/22	72.73%	28.57%	59.57%	53.49%
Measurable Skill Gains (MSG) 07/01/23 – 06/30/24	38.89%	21.95%	49.32%	30.95%

Passing	100% or more of Negotiated Value
Failing	Below 100% of Negotiated Value



PY 2023-24 Q2 Performance

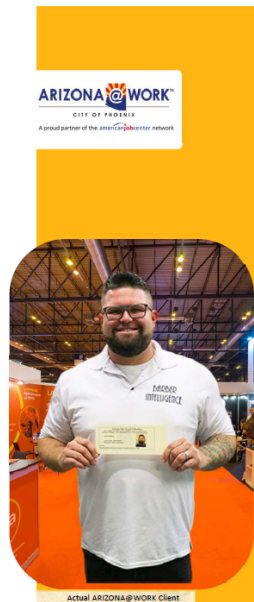
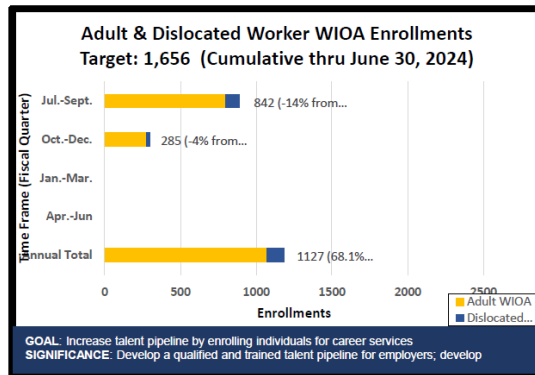
Measure	Youth
2nd Quarter Employment 07/01/22 – 06/30/23	77.18%
4th Quarter Employment 01/01/22 – 12/31/22	77.11%
Median Earnings 07/01/22 – 06/30/23	\$ 6,668.31
Credential Attainment (CA) 01/01/22 – 12/31/22	56.38%
Measurable Skill Gains (MSG) 07/01/23 – 06/30/24	39.46%

Passing	100% or more of Negotiated Value
Failing	Below 100% of Negotiated Value



Jovanna Parkhouse, Human Services Department (HSD) Deputy Director presented information on the Adult & Dislocated Worker (DW) WIOA programs and the negotiated performance and outcomes.

Program Year (PY) 2023-2024 Quarter 2 - Performance Metrics Adult & Dislocated Worker WIOA Programs

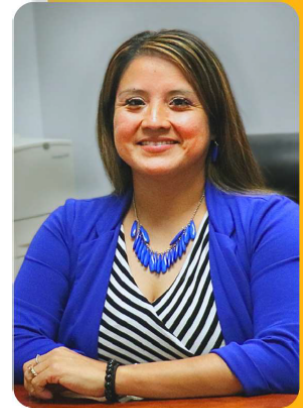


Program Year (PY) 2023-2024 Quarter 2 - Performance Metrics
Adult & Dislocated Worker WIOA Programs



Measure	Negotiated Adult Target	Adult Actual Measure	Negotiated DW Target	DW Actual Measure
2 nd Quarter Employment 07/01/22 – 06/30/23	67.50%	68.29%	75.00%	73.81%
4 th Quarter Employment 01/01/22 – 12/31/22	65.00%	65.99%	72.50%	67.80%
Median Earnings 07/01/22 – 06/30/23	\$ 6,500.00	\$8,985.60	\$ 9,500.00	\$ 12,574.80
Credential Attainment (CA) 01/01/22 – 12/31/22	69.00%	66.19%	70.00%	60.00%
Measurable Skill Gains (MSG) 07/01/23 – 06/30/24	60.50%	45.11%	62.00%	41.94%

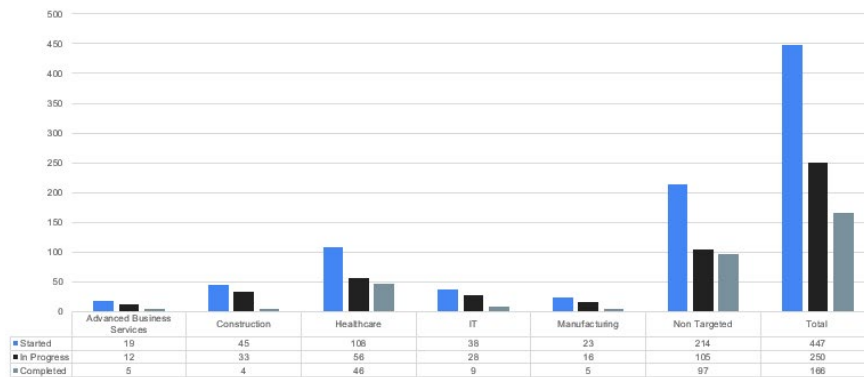
Passing	100% or more of Negotiated Value
Failing	Below 100% of Negotiated Value



Actual ARIZONA@WORK Client

ARIZONA@WORK City of Phoenix Workforce Supervisor Laura Whitehead shared information on the Training Industry for Quarters 1 & 2 for project year 2023 for both youth and adult combined.

Training Industry Overview Q1 & Q2 PY2023



5. National Workforce Hub Convening and Next Steps:

PBWD Board Executive Director LaSetta Hogans thanked every Board member that was able to attend the Workforce Hub Announcement Convening that took place at Phoenix City Hall on January 25, 2024. This event was an opportunity for City of Phoenix Mayor Kate Gallego to showcase the workforce efforts in Phoenix, regionally, and statewide. The PBWD Board sponsorship of, the first ever apprenticeship program in the semiconductor industry in the State of Arizona was announced. The apprenticeship was developed in partnership with Taiwan Semiconductor Manufacturing Company (TSMC). PBWD Board staff will be handling all administrative aspects of the apprenticeship program, including tracking participation and reporting to the State of Arizona and Department of Labor (DOL), as needed. This also expands the opportunity to partner with other employer organizations and partners to develop apprenticeship programs.

The apprenticeship is possible due to the partnership of NIIT (National Institute of Innovation Technology) to develop standards.

LaSetta announced NIIT will be hosting an event on February 22, 2022, beginning at 8:30 am at Gateway Community College focused on workforce initiatives supporting the semiconductor industry.

6. Labor Market Information Elements:

James Montoya, ARIZONA@WORK City of Phoenix Project Manager presented information on the reports being created to share information about the current labor market.

LABOR MARKET INFORMATION



7. Phoenix Business and Workforce Development Board Placemat
 ELC Chair Sam Wolo shared the PBWD Board placemat which will allow all board members, staff, and others a snapshot of the Board and action plan.

ARIZONA WORK Mission: Fulfill the Six Purposes of the Workforce Innovation and Opportunity Act (WIOA)

PBWD Updates & Key Accomplishments July 1, 2023 – December 31, 2023

- New Board Chair and Vice-Chair elected
- New PBWD convened for 2023 - 2025 Term
- Board member orientation completed
- Board guidelines reviewed and updated
- Board SWOT analysis completed and informed
- Team Agreement development / implementation
- Created Board Venn Diagram
- Bloomberg assessment / strategic plan adopted
- 4 key Board goals established, 3 goals prioritized
- 16 strategies approved, 12 strategies prioritized
- 7 key actions identified and prioritized
- 3 Steering Committees formed to lead priorities
- Steering Committee Chairs & Vice-Chairs named
- Established report of training Certification Progs
- Established number of participants per program, those completing training and those in progress
- 4 Board meetings and 1 ELC meeting hosted
- Hosted the 3rd of 4 flagels and Business meetings
- Bloomberg employer / Industry survey completed
- Increased collaboration with Pinal and Maricopa County's Workforce Board partners
- Policy review and approval of 108 WIOA Allowable Costs Policy and .502 Supportive Service Categories and Cost Guidelines

Leadership Capability and Future Vision and Direction

City of Phoenix & Workforce Board Awards & Recognitions

City of Phoenix U.S. Workforce Hub

Training Industry Overview Q1-PY2023

Industry	Started	In Progress	Completed
Advanced Business Services	7	6	1
Construction	41	13	24
Healthcare	58	43	12
IT	8	8	0
Manufacturing	10	0	3
Non Targeted	81	42	38
Total	205	118	75

Arizona @Work Training Certification Programs

- CNA License
- Certified Cardiograph Technician
- Certified Dental Assistant
- Home Inspection License
- Certified Phlebotomy Technician
- Network+ Certification
- Professional Coder
- HVAC License
- SHRM Certification-CP
- Project Management Certification
- A+ Certification
- Welding Certification
- Cosmetology License
- Barber License
- Microsoft Office Certification
- Class A CDL
- Linux+ Administration Certification

Key Workforce Board Partners

- PHOENIX INDIAN CENTER
- MARICOPA COUNTY
- PINAL COUNTY
- Bloomberg
- ARIZONA COALITION FOR MILITARY FAMILIES
- MARICOPA COUNTY

Board Steering Committees: 2023 - 2025

- INSTILL HOPE**: Instill hope in jobseekers by meeting them where they are and providing access through a single front door to services. Chair: Jessie Love, Vice-Chair: Claudia Reilly
- ALIGN INVESTMENT**: Align investment in workforce services to stimulate, measure, and reward the earning of credentials, employment, retention, and economic prosperity. Chair: Brandon Ramsey, Vice-Chair: Alison Rapping
- NATIONAL MODEL**: Be the national model for creating positive economic mobility. Chair: Meghan McGilvra, Vice-Chair: Steven Cramer

Mayors and Governors agree Skilled and Educated Workforces Cultivate Stronger Communities

- 85% of surveyed employers expect FY24 growth averaging 5 - 15%
- 100% of surveyed employers interested in engaging City of P104 to define needs, inform solutions, and access pipelines and programs.

Source: Bloomberg

8. Future Agenda Items:

None.

ELC Member Claudia Reilly left the meeting at 10:05 a.m.

9. Call to the Public and Open Discussion:

ELC member Jesus Love shared that February 12 through February 15 is Adult Literacy Week which will create awareness and a presence in the community and on social networks about the importance of Adult Literacy.

10. Adjournment:

A motion to adjourn the meeting was made by ELC Member Jesus Love and seconded by ELC Member Patrick Fitzhugh.

Approved: Steven Cramer, Meghan McGilvra, Allison Rapping, and Sam Wolo.

Opposed: None

All were in favor and the meeting adjourned at 10:24 a.m.