



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

Thursday, May 16, 2024 – 9:30 a.m.
Teams

Members Present: Leah Hill, Bonnie Schirato, Bonnie Schirato, and Shawn Hutchinson (joined at 9:47)
(Note: All members present attended Teams meeting)

Members Absent: Loren Granger

MEETING

1. **Call to Order.**

Chair Leah Hill called the meeting to order at 9:38 a.m. and requested a roll call vote.

2. **Roll Call.**

MCWDB Board Liaison Lisa Mehaffey 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:

- Review, discuss, and approve the Service Provider Budget
- Review, discuss, and approve the Job Center Certification.
- Review, discuss, and approve the FY 25 Board and Committee Meeting Calendar
- Provide input into the 2024 Central Arizona Regional Workforce Forum and the Local Plan.

4. **Consent Agenda.**

- Meeting Minutes: January 18, 2024
- MCWDB 2nd Quarter Report
- Monthly Careers Pathway Strategist Report
- Jobs Report
- Job Center Certification Approval Letter

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

Chair Hill called for an all-in favor vote:

In Favor: Leah Hill, Bonnie Schirato, Anne Landers, and Shawn Hutchinson

Opposed: None

Abstained: None

Motion passed.

5. Chair Report.

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

- In-person leadership retreat to start the new fiscal year
 - Hosting this retreat immediately after August 1st Executive Committee
 - Engage in strategic conversations around goals and align subcommittee goals with board goals
 - Executive committee learning session with staff, service provider staff, and core partners
 - Physical oversight and processes
 - Maricopa County Leadership discussion on Board of Supervisors priorities

Questions / Comments
Bonnie Schirato loved the idea, but is not available on the date suggested
Further discussion on dates and times will be sent in a survey at a future time by MCWDB Executive Director Steve Clark

6. Informational/Discussion/Possible Action

a. Service Provider Budget

MCWDB Fiscal Agent Jared Beard presented the Committee with the WIOA Service Provider Budget for FY25. Future meetings will reflect any changes in the budget. Below are some highlights from his presentation.

- Information is based on an 8.4% reduction in allegation
- Adult dislocated worker budget \$110,972,893
- Youth budget \$4,638,719
- Rapid Response budget \$3000,000
- Any decrease in the budget will be absorbed in personnel and operations, with no decrease in the service budget

MCWDB Executive Director Steve Clark provided additional detail regarding the Department of and State allocations for administrative costs.

The Committee posed no questions.

Chair Hill thanked the presenter

MOTION: Chair Hill asked for a motion to approve the Service Provider Budget. Anne Landers made a motion; Bonnie Schirato seconded the motion.

Chair Hill called for a “roll call” vote:

In Favor: Leah Hill, Bonnie Schirato, Anne Landers, and Shawn Hutchinson

Opposed: None

Abstained: None

Motion passed.

b. Job Center Certification

MCWDB Management Analyst Julia Maciel, provided a presentation of the One-Stop Center certification and Job Center certification process.

One-Stop Center Certification	
Requirements	Evaluation criteria focus on:
<ul style="list-style-type: none"> • Local WDB's must evaluate and certify each ARIZONA@WORK Job Center once every three years at minimum • Local WDB's must certify each Job Center is eligible to use infrastructure funds. 	<ul style="list-style-type: none"> • Physical accessibility • Programmatic accessibility • Career Services • Business Services • Employment and Training

- Local WDB's must establish a certification team.
- Local WDB must use the assessment tools (Part 1 and Part 2) provided by the Workforce Arizona Council.
- Youth Measures
- Continuous Improvement

Summary of Visits

Comprehensive Centers

- Accessible locations
- Multiple resources available and space for training, workshops, and research
- Helpful Staff
- ARIZONA@WORK information present and available

Affiliate Centers

- Libraries & Community Centers
- High Accessibility
- Connections to multiple community resources
- ARIZONA@WORK easily identified within each location

Center Certification Process

Evaluation Team & Visit

- Julia Maciel, Management Analyst
- 2 Comprehensive Centers (West & East Valley)
- 10 Affiliate Centers
- Sites were visited on February 5th and February 9th
- Evaluations and supporting documentation submitted to Workforce Arizona Council (WAC) on March 20, 2024
- WAC provided feedback on April 4, 2023, MCWDB Responded on April 22, 2024
- WAC Responded on April 23, 2024, with approval
- Final Center Certification Submission Letter Due by August 2, 2024

Feedback from WAC & MCWDB Response

Feedback

- Requested an estimated timeline for signage installation for the East Valley Center.
- Requested corrective action plan for Gila Bend:
 - To provide appropriate auxiliary aids and services
- Requested corrective action plan for WVCC & EVCC for Connections to:
 - Job Corps
 - YouthBuild
 - Native American Programs
 - Senior Community Service Employment Program

MCWDB Response

- Provided estimated timeline of May 15th
- Gila Bend: Referrals for assistive technology are made to the WVCC Comprehensive Center
- Currently Job Corps has a variety of materials posted in our resource rooms, however they do not wish to be physically on-site.
- The OSO will develop a plan to ensure there is connection to the centers with Job Corps, YouthBuild, Native American Programs, and Senior Community Service Employment Programs. The OSO will also be providing appropriate cross-training to on-site staff regarding partner programs to ensure staff can inform customers about services from this partner.

Question/Comment	Response/Comments
Bonnie Schirato suggests an on-site tour	<ul style="list-style-type: none"> ○ Steve Clark (being mindful of the Open Meeting Act) HSD (Jared Beard) could schedule tours of the facilities. ○ Possible location for future retreats

Chair Hill thanked the presenter

MOTION: Chair Hill asked for a motion to approve the One-Stop Center certification Tools 1 and 2 as presented in the meeting materials packet and submitted to Workforce Arizona. Bonnie Schirato made a motion; Anne Landers seconded the motion.

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

In Favor: Leah Hill, Bonnie Schirato, and Anne Landers

Opposed: None

Abstained: None

Motion passed.

c. FY 25 Board and Committee Meeting Calendar

MCWDB Executive Director Steve Clark provided an update on the FY 25 Board and Committee Meeting Schedule.

- August 2024 is the start of FY24 Board Meetings
- Board members will be invited to every meeting
- Only Committee members are expected to attend their committee meetings

The Committee posed no questions.

MOTION: Chair Hill asked for a motion to accept the FY25 Meeting Schedule as presented. Anne Landers made a motion; Bonnie Schirato seconded the motion.

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

In Favor: Leah Hill, Bonnie Schirato, and Anne Landers

Opposed: None

Abstained: None

Motion passed.

d. 2024 Central Arizona Regional Workforce Forum

MCWDB Executive Director Steve Clark provided an update on the 2024 Central Arizona Regional Workforce Forum.

Below are the highlights of the presentation.

- The 2nd Annual Central Arizona Regional Workforce Forum will be scheduled for September 2024
- Looking for a venue that is reasonably priced for a large group between the City of Phoenix and Pinal
- Morning sessions
 - Federal level leadership
 - Department of Labor leadership
 - State-level leadership
 - Local elected officials
- Afternoon sessions
 - Career pathways
 - Apprenticeships (youth apprenticeships)
- End of day
 - Panels
 - Breakout sessions on economic development
 - Best practices

Comments / Questions

- Anne Landers thanked the team for all the work that goes into putting the Forum together
- Leah Hill requested ample parking for all attendees

The Committee posed no questions.

Chair Hill thanked the presenter

e. Local Plan Progress Update

MCWDB Policy and Compliance Manager Laura Malhoit, to provide an update on the 2025-2028 Local Plan.

Below are the highlights of the presentation.

Local Plan 2025-2028

Background	<ul style="list-style-type: none">• LWDB must develop a local plan that identifies and describes the policies, procedures, and local activities that are carried out in the LWDA consistent with the Workforce Arizona Council(WAC) Strategic Plan and the Arizona United States Workforce Development Plan• Core partners are to assist with the development of the local plan• LWDBs must follow the Local Plan Submission Guidance document for their Local Plans to be approved by WAC
Public Comment	<ul style="list-style-type: none">• LWDBs must provide adequate opportunity for public comment on the development of the local plan or subsequent plan modifications before submitting a plan to WAC• If a LWDB makes significant changes to the draft local plan after the public comment period has ended, prior to final submission to WAC, the draft local plan must be posted for a second public comment, which must be no more than 30 days.
Approval	<ul style="list-style-type: none">• All local plans must be approved by the Workforce Arizona Council• Local plans will be considered approved 90 days after the Council receives the plan, unless the Council notifies the LWDB in writing
Major Updates	<ul style="list-style-type: none">• Removed COVID Language• Alignment with state plan• Regionalism• LMI• Technology• Partner information• MOU/IFA information
Performance Negotiations	<ul style="list-style-type: none">• Local plan requires disclosing the negotiated performance measures for PY 2024 and PY 2025• Performance levels are first negotiated with DOL and the State and then the state and the LWDA determine the negotiated levels for the LWDA• Performance Measures are established using the Statistical Adjustment Model (SAM) created and shared by OEO• TEGL 11-19, Change 1 U.S. Department of Labor (dol.gov) explains how performance levels are determined
PY22 and PY23 Negotiated Performance	<ul style="list-style-type: none">• In 2022, the Department of Labor and Arizona negotiations were on 4/29/22, and the first local area negotiations took place on 5/17/22
Timelines	<ul style="list-style-type: none">• Arizona State Unified Plan Public Comment Period - Jan - Feb 2024• Arizona State Unified Plan Submission - March 4, 2024• Submission Guidance Sent to Local Boards - December 2023• Local Boards: Local Plan Development Begins - March -September 2024• In-Demand Industry and Occupation Training - April - May 2024• Local Plans due to OEO - September 3, 2024• OEO Review/Feedback to LWDBs - September - October 2024• Final submissions due - November 8, 2024• Q4 WAC Approval - November 14, 2024• Q4 WAC Approval - November 21, 2024• Local Plans Effective - January 1, 2025
LWDB Timeline & Progress	<ul style="list-style-type: none">• Currently on schedule to submit plan to OEO in July

MCWDB Executive Director Steve acknowledged his team for all the hard work they put into the preparation of the Local Plan

The Committee posed no questions.

Chair Hill thanked the presenter

7. **Call to the Public.**

No one spoke.

8. **Adjourn.**

Chair Hill thanked everyone for attending and adjourned the meeting at 10:34 a.m.

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

DRAFT