



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
June 12, 2025 at 9 a.m.**

Committee Members Present:

Patrick Fitzhugh (Vice Chair)	Alison Rapping
Jesús Love	Claudia Reilly
Meghan McGilvra	Sam Wolo (Chair)

Committee Members Absent:

Brandon Ramsey
Alison Rapping

Public Attendees:

Dominic Cota	Gustavo Nava
Diana Figueroa	Jovanna Parkhouse
Carol Gardner	Alexandra Platas
Matalie Hastings	Demitria Robles
Mari Hicks	Ariadna Valentin
LaSetta Hogans	Cynthia Vega
Patricia Lakandula	Laura Whitehead
Hayden Maynard	Hugh Wolf

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

1. Call to Order/ Roll Call:

Executive Leadership Committee (ELC) Chair Sam Wolo called the June 12, 2025 Phoenix Business and Workforce Development Board (Board) ELC Meeting to order at 9:05 a.m. Roll call was completed with a quorum of seven members in attendance.

2. Approval of Minutes for ELC April 10, 2025 Meeting Minutes:

ELC Meghan McGilvra made a motion to approve minutes for the April 10, 2025 ELC Meeting and ELC Member Claudia Reilly seconded the motion.

Approved: Jesús Love, Patrick Fitzhugh, and Sam Wolo

Opposed: None

Motion passed.

3. Ratification of prior action from the May 8, 2025 PBWD Board Meeting:

ELC Chair Sam Wolo informed the committee members that due to an error on the date of the Open Meeting Law posting for the Phoenix Business and Workforce Development Board (Board) meeting, the ELC needs to ratify the action taken at the Board meeting on May 8. The items that need to be ratified are:

- The Economic Development presentation from City of Phoenix Economic Development Director Christine Mackay
- Approval of the March 27, 2025 Phoenix Business and Workforce Development Board Meeting minutes
- Approval of the consent agenda:
 - Sunset of ARIZONA@WORK City of Phoenix Policy 800.803: Rapid Response
 - Adoption of ARIZONA@WORK City of Phoenix Policy 800.804: Rapid Response and National Dislocated Worker Grant Policy
- Approval of the Board Fiscal Update
- Officer Elections Update
- Board Chair Update
- Approval of the recommended changes to the One-Stop System Memorandum of Understanding and Infrastructure Funding Agreement
- Approval of the Board Bylaws Update
- Performance and Compliance Update

ELC Vice-Chair Patrick Fitzhugh made a motion to ratify and approve action items from the May 8, 2025 Phoenix Business and Workforce Development Meeting and ELC Member Meghan McGilvra seconded the motion.

Approved: Jesús Love, Claudia Reilly and Sam Wolo

Opposed: None

Motion passed.

4. ARIZONA@WORK City of Phoenix Fiscal Report Update:

COP Human Services Department (HSD) Accountant III Patricia Lakandula provided a fiscal update of the current Workforce Innovation and Opportunity Act (WIOA) Local Area budget allocations from PY23/FY24 and PY24/FY25 through April 30, 2025.

Patricia shared the remaining PY23/FY24 budget allocations will be spend down by June 30, 2025. This update will be reflected in the next report.

Sam asked if the Adult Program expenditures are on-track based on past years expenditures. Patricia shared in past years the Adult Program has

spent more. This year the Adult Program was able to leverage AZ QUEST funding that was used to cover this year's program expenditures and the reason why the remaining fund allocation is a bit high for this report out. Patricia reiterated the remaining allocations to be spend down by June 30, 2025.

Patricia also shared the PY25/FY26 allocations approved by the Arizona Workforce Council on May 29, 2025 and highlighted the percentage change for next year's allocation due to decrease and explained how that translates into actual dollar amounts for the programs.

Sam asked how the Board can work to offset the decrease in funding through braided funding. Vice-Chair Patrick Fitzhugh agreed the Board will need to achieve nonprofit status first to seek braided funding. Board Executive Director LaSetta Hogans shared she is working with City of Phoenix Economic Development Director Christine Mackay and Bloomberg Associates on the development of a nonprofit organization/status. ELC Board Member Meghan McGilvra asked if Board staff can identify how the decrease in funds will impact the programs such as the number served. LaSetta shared a program update will be provided at the next Board meeting.

Board Member Meghan McGilvra made a motion to approve the Workforce Innovation and Opportunity Act (WIOA) Budget Report for Program Year 23/Fiscal Year 24 and Program Year 24/Fiscal Year 25 through April 30, 2025 and ELC Vice-Chair Patrick Fitzhugh seconded the motion.

Approved: Jesús Love, Claudia Reilly, and Sam Wolo

Opposed: None

Motion passed.

5. Board Chair Updates:

ELC Chair Sam Wolo shared his final report as the Board Chair. The most recent Board's achievements are:

- Board placemat that includes all the activities and achievements from fiscal year 2023 to-date
- Board Bylaws Updates
- Approval of the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA)
- Policies:
 - Sunset ARIZONA@WORK City of Phoenix Policy 800.803: Rapid Response

- Approve ARIZONA@WORK City of Phoenix Policy 800.804: Rapid Response and National Dislocated Worker Grant Policy

Sam expressed gratitude for the Board Members's dedication, hard work and active participation. He is looking forward to new leadership and transitioning into a support role as Chair Emeritus.

6. Board Policy: Board Policy Update: 900.908 – Eligible Training Provider List

ARIZONA@WORK City of Phoenix Eligible Training Provider Coordinator Mari Hicks shared the revisions made to policy 900.908 – Eligible Training Provider List to align with the Workforce Arizona Council policy revisions and statewide Eligible Training Provider List (ETPL) coordinators workgroup recommendations approved in May 2024. The recommended policy revisions are:

- New definitions that were added for clarity:
 - Code of Conduct, Initial Eligibility, Continued Eligibility, Training Providers, WIOA Participants, Program Year, and Arizona Job Connections
- Policy:
 - Training Providers must register with sam.gov, a system for award management required for federal contracts or grants.
 - Training Performance Requirements: Added requirements for performance data reporting, including metrics such as the number of participants served, total exits, credential attainment, employment in second and fourth quarters, and median earnings (from second quarter).
 - Payment and Enrollment Process was renamed to Payment Process: Training providers must register as vendors with the City of Phoenix, with specific invoicing expectations.
 - Marketing and Outreach: Integrated into roles and responsibilities to enhance clarity and efficiency.
 - Reciprocal Agreements: Added detailed procedures for managing out-of-state training providers from reciprocal states such as Montana, Missouri, Nevada and Utah, to facilitate WIOA participants access to training programs not available locally.
 - Denial/Removal of Training Programs: Added clarifying language for removal
 - WIOA Participant Complaints and Concerns: Added link to Code of Conduct outlining the process for participant complaints.

- Grievances and Appeals for Training Providers: Summarized rights to appeal and outlined two-year suspension from ETPL. Training Program reinstatement is subject to Board approval.

Mari shared the policy revisions were open for public comment from May 22 to May 30, 2026. A total of 16 comments were received. Comments and responses are available for review in Govenda and link provided in presentation.

ELC Member Claudia Riley made a motion to approve the revisions made to policy 900.908 – Eligible Training Provider List to align with Workforce Arizona Council ETPL policy and ELC Member Meghan McGilvra seconded the motion.

Approved: Jesús Love, Patrick Fitzhugh, and Sam Wolo

Opposed: None

Motion passed.

7. Board Recertification Update:

ARIZONA@WORK City of Phoenix Performance and Compliance Manager Laura Whitehead provided an update on the Board Recertification requirements. The Board recertification process occurs every two years to ensure compliance with federal and state regulations. Laura shared the Board Recertification timeline of completed items, tasks/actions pending, and next steps.

- Completed Items:
 - Share and Governance Agreement (SGA) was approved on March 27.
 - Board Bylaws and the Memorandum of Understanding (MOU) Integrated Fiscal Agreement (IFA) were approved on May 8.
- Pending Tasks:
 - Signatures Required: SGA, MOU/IFA and Human Services Department's MOU. Once all signatures are obtained, the documents will be submitted to the Office of Economic Opportunity on behalf of the Workforce Arizona Council (Council).
- Next Steps:
 - Final submission: June 30
 - Executive Committee approval: August 14
 - Full Council approval: September 18
 - Board receives feedback from the Council: September 26.

ELC Member Claudia Riley made a motion to approve the Board Recertification submission to the Office of Economic Opportunity and ELC Vice-Chair Patrick Fitzhugh seconded the motion.

Approved: Jesús Love, Meghan McGilvra, and Sam Wolo

Opposed: None

Motion passed.

8. North Job Center Update:

Board Executive Director LaSetta Hogans provided an update on the Board's approval to close the North Comprehensive North Job Center by June 30, 2025 as recommended by the Instill Hope Steering Committee. LaSetta shared the Department of Economic Security (DES) made a request to consider transitioning the North Job Center to an affiliate site rather than closing it. DES would like to retain state staff that provide employment, training, and vocational rehabilitation services. DES requested a meeting to discuss this request and transition with the Board. Vice-Chair Patrick Fitzhugh will be attending the meeting with DES to discuss the request.

ARIZONA@WORK City of Phoenix Business and Workforce Operations Manager Deb Furlong shared transition plan for staff to the other two comprehensive job centers and partner sites.

ARIZONA@WORK City of Phoenix Performance and Compliance Manager Laura Whitehead outlined the requirements for an affiliate site, including making quality referrals to partner programs and maintaining a minimum 50% physical presence of program staff.

ELC Member Jesús Love shared that he is looking forward to the next update on this recommendation.

9. Executive Leadership Retreat:

Board Executive Director, LaSetta Hogans shared that she is planning a retreat with Pinal and Maricopa County Workforce Development Board Executive Directors to strengthen their regional partnership. The retreat's goal is to bring together the executive leaders from the three boards to discuss regional strategies and partnerships. The retreat is scheduled for Tuesday, July 22, from 9:00 to 11:30 AM. Invitations will be sent once the newly elected Board Chair, Patrick Fitzhugh, selects his cabinet.

10. Future Agenda Items:

None

11. Call the Public and Open Discussion:

ARIZONA@WORK City of Phoenix Business and Workforce Operations Manager Deb Furlong shared the last apprentice was enrolled in the new TSMC apprenticeship program.

12. Adjournment:

The meeting adjourned at 10:11 a.m.

DRAFT