



MINUTES OF PUBLIC MEETING OF THE
MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

Thursday, March 20, 2025 – 9:30 a.m. - 10:30 a.m.

In-Person:

301 W. Jefferson, 9th Floor. Room 9038

Virtual

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

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

MEMBERS PRESENT: Anne Landers, Bonnie Schirato, Loren Granger

MEMBERS ABSENT: Shawn Hutchinson

Call to order.

Chair Bonnie Schirato called the meeting to order at 9:30 a.m.

Roll Call.

MCWDB Executive Assistant Amy Tidwell called roll. A quorum was present.

Welcome & Chair Opening Remarks.

Chair Schirato welcomed everyone to the meeting and shared our vision and values.

Consent Agenda.

- a. Meeting Minutes: January 23, 2025*
- b. Monthly Careers Pathway Strategist Report*
- c. One-Stop Operator Monthly Report*
- d. Fiscal Report*

MOTION:

Chair Schirato asked for a motion to approve the Consent Agenda as presented.

Motion: Loren Granger

Second: Anne Landers

All in favor vote held:

In Favor: Bonnie Schirato, Anne Landers, Loren Granger

Opposed: None

Abstained: None

Motion passed.

Information/Discussion/Possible Action.

a. FY 25 Administrative Budget

Steve Clark, MCWDB Executive Director, presented:

- Administrative budget (\$1,165,244)
 - MCWDB board staff operations/personnel
 - Supplies/travel/training
 - Operating services
- Service Provider (\$15,911, 612)
 - MC Workforce Development Division
 - Provide services to adult, dislocated worker, and youth

MOTION:

Chair Schirato asked for a motion to approve the FY 25 as presented.

Motion: Annie Landers

Second: Loren Granger

All in favor vote held:

In Favor: Bonnie Schirato, Anne Landers, Loren Granger

Opposed: None

Abstained: None

Motion passed.

b. Maricopa County Workforce Development Board Quarter 2 Report

Julia Maciel Vargas, MCWDB Management Analyst, presented below highlights from FY 25:

- Board recertification began
- Social media progress ongoing
- Team continues to attend workforce training and events
- MCWDB Annual Report updated and approved by MCWFD Full Board and Maricopa County Board of Supervisors
- MCWDB staff are continuing to organize and host in collaboration with City of Phoenix and Pinal County, the Central Arizona Regional Workforce Forum Series in January and May 2025.
- The One-Stop Operator is in process of creating an action plan for improvement for collaboration with Title I and Title III partners.
- MCWDB Policies approved by the Full Board:
 - Conflict of Interest Policy
 - Eligible Training Provider List Policy
 - Equal Opportunity Policy
 - Priority of Service Policy
 - Training Services Limits Policy
 - Work Based Training Policy
 - Eligibility, Prioritization and Approval of Training Services Policy
- Anticipated activities include but are not limited to:
 - Board training an engagement
 - Central Arizona Workforce Forum Series 2 and 3
 - In-demand industry focus

MOTION:

- c. Chair Schirato asked for a motion to approve the Maricopa County Workforce Development Board Quarter 2 Report as presented.

Motion: Annie Landers

Second: Loren Granger

All in favor vote held:

In Favor: Bonnie Schirato, Anne Landers, Loren Granger

Opposed: None

Abstained: None

Motion passed.

d. One-Stop Operator Quarter 2 Performance Assessment

Laura Malhoit, MCWDB Policy and Compliance Manager, presented that the quarterly assessment is required to determine if current contract should be renewed for approval. Below are the findings:

- Scored well:
 - Convening structured meetings
 - Encourage staff to participate in monthly meetings and distribute information amongst partner organizations.
 - Annual report
 - Knowledge of WIOA policy, performance metrics, title partner programs, and system-wide services.
 - Explore partnerships and expand resources
- Improvement items:
 - Visit each comprehensive career center location regularly, at least once per week, and attend all monthly comprehensive career center meetings in-person, or virtual, as scheduled.
 - Manage and ensure core title partners and other system partners are fulfilling cooperative agreements, Memorandum of Understanding (MOU), Infrastructure Funding Agreement, addendums, and Local Plan responsibilities as applicable.
- Recommendation:
 - Approve contract extension by one year (December 2026)

MOTION:

Chair Schirato asked for a motion to approve the One-Stop Operator Quarter 2 Performance Assessment as presented.

Motion: Annie Landers

Second: Loren Granger

All in favor vote held:

In Favor: Bonnie Schirato, Anne Landers, Loren Granger

Opposed: None

Abstained: None

Motion passed.

Information/Discussion Only.

a. 2025 Strategic Planning Update

- Samantha Chase, Maricopa County Innovation Studio Service Designer, gave an update. Below are the highlights from her presentation:
 - February 20, 2025, held first strategic planning session to explore what values can be defined
 - Presented the Value Ecology Map process and what previous brainstorming sessions produced
 - Today's presentation is the final presentation to all MCWDB committees.
 - The Innovation team will review all input and craft strategic planning statements.

Call to Public.

No one spoke.

Adjourn

MOTION:

Chair Schirato asked for a motion to adjourn the meeting.

Motion: Loren Granger

Second: Bonnie Schirato

All in favor vote held:

In Favor: Bonnie Schirato, Loren Granger

Opposed: None

Abstained: None

Motion passed.

Chair Schirato thanked everyone for attending and adjourned the meeting at 10:30 a.m.

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