



MINUTES OF PUBLIC MEETING OF THE
MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Thursday, May 29, 2025 – 1:30 p.m. - 3:00 p.m.

MEMBERS PRESENT: Bonnie Schirato, Che Collins, Konrad Robichaud, Danielle Goodman, Loren Granger, Shawn Hutchinson, Scott Holman, Tim Willenborg, Gregg Ghelfi, Jacob Evenson, Anne Landers, JakinDee Kosaka, Brittany Holmes, John Soto, Liz Valdez, John Dvorak, Anna Yap

MEMBERS ABSENT: Grenee Celuch, Tina Drews, Noelle Trinder, Eddie Baldenegro, Justin Oviatt

Call to Order

Interim Chair Schirato called the meeting to order at 1:31 p.m.

Roll Call

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

Welcome and Opening Remarks

Interim Chair Schirato welcomed everyone to the meeting and reviewed the Board’s vision and values.

Consent Agenda

- a. Meeting Minutes: April 17, 2025
- b. Fiscal Reports
- c. Executive Director’s Report
- d. Careers Pathway Strategist Report
- e. One-Stop Operator Monthly Report
- f. FY26 Administrative Budget
- g. Program Year 25 Allocations
- h. FY26 Meeting Schedule
- i. Training Service Policy
- j. 3rd Quarter Service Provider Report

Action: Interim Chair Schirato asked for a motion to approve consent agenda items.

Motion: Tim Willenborg

Second: Loren Granger

Vote held:

- In Favor: all
- Opposed: none
- Abstained: none

Motion passed.

Community Impact Statements

MCWDB Success Story

Workforce Development Division Career Advisor, Cindy Kulas shared the MCWDB Success Story

Information/Discussion Only/Possible Action

A. PY Dislocated Worker to PY Adult Funds Transfer: Eddie Contreras, Grants Accountant, presented the following:

- In accordance with WIOA Section 133(b)(4), the State’s WIOA Title I-B Fiscal Policy, Section 400 - WIOA Title I-B Transfer of Funds. Allows Local Workforce Development Boards (LWDBs) to request approval from the Arizona Department of Economic Security to transfer up to 100 percent of funds between the WIOA Title I-B Adult and Dislocated Worker Programs when funds in a Local Workforce Development Area (LWDA) have not been fully expended for a Program Year (PY).
 - Amount Of Transfer Requested: \$600,848
 - Percentage Of Transfer Requested: 56%
 - Dislocated Worker Current Allocation: \$1,076,366
 - Dislocated Worker New Allocation: \$475,518
 - Adult Current Allocation: \$766,630
 - Adult New Allocation: \$1,367,478
 - Number of Adults to be Served with Transfer: Increase
 - Number of DW’s to be Served with Transfer: Decrease
 - PY23 Funds Expire on 8/15/2025
- In accordance with the “Sunshine Provision” of WIOA Section 1079(e) a call for public input was done by Interim Chair Schirato. No comment was made.

Action: Interim Chair Schirato asked for a motion to approve PY23 WIOA Dislocated Worker to Adult Transfer of Funds as presented.

Motion: Che Collins

Second: Shawn Hutchinson

Vote held:

In Favor: all

Opposed: none

Abstained: none

Motion passed.

B. FY26 Service Provider Budget: Eddie Contreras, Grants Accountant, presented the following:

- Adult/DW: \$8,848,961
- Youth: \$4,417,324
- Rapid Response: \$275,000
- Total: \$13,541,285

Action: Interim Chair Schirato asked for a motion to approve FY26 Service Provider Budget as presented.

Motion: Che Collins

Second: Scott Holman

Vote held:

In Favor: all

Opposed: none

Abstained: none

Motion passed.

C. MCWDB Bylaws Modification: Laura Malhoit, MCWDB Compliance and Policy Manager, presented the following:

- Major Updates:
 - Article III/Section 1: added statement “The duties and responsibilities of MCWDB are outlined in WIOA 107 (d), 20 CFR §679.370, the Workforce Arizona Council Local Governance Policy, and in the shared governance agreement between the CEO and the LWDB.”
 - Article VIII: changed title from Committees to Committees/Workgroups
 - Article VIII/Section 1: added verbiage to include workgroups to general section discussion committee and workgroups
 - Article VIII/Section 6: New section to define workgroups. States: “Workgroups may consist of workforce partners and stakeholders to support MCWDB initiatives such as priorities identified in the strategic or local plan. Workgroups will inform the Executive committee and Full Board on initiatives and are not required to adhere to the Arizona Open Meeting Law and Sunshine Provision. Workgroup information will be available to the public through the MCWDB website.”
- Minor Updates:
 - Updated to reflect Maricopa County branding standards
 - Spelling/grammar
 - Formatting
 - Modified bylaws submitted to and received legal approval by county attorney

Action: Interim Chair Schirato asked for a motion to approve MCWDB Bylaws Modifications as presented.

Motion: Tim Willenborg

Second: Anne Landers

Vote held:

In Favor: all

Opposed: none

Abstained: none

Motion passed.

D. Workgroup Proposal: Steve Clark, MCWDB Executive Director, presented the following:

- Proposed workgroup guidelines:

- Staff-driven workgroup rosters/focus areas
- Increased stakeholder involvement
- Limited number Board members volunteer to serve
- Not required to follow open meeting laws
- Workgroups report to MCWDB staff
- Advisory role to staff only
- Members industry/topic “experts”
- MCWDB staff serve as liaisons to workgroups
- Potential FY26 Workgroups
 - Advanced Manufacturing
 - Healthcare
 - Construction
 - Regional Workforce/Economic Development

Action: Interim Chair Schirato asked for a motion to approve MCWDB Workgroup Proposal as presented.

Motion: Scott Holman

Second: Brittany Holmes

Vote held:

In Favor: all

Opposed: none

Abstained: none

Motion passed.

E. MCWDB Strategic Planning: Samantha Chase and Amber Gore, Innovation Studio Service Designers, presented the following:

- Reviewed the final version of the MCWDB Strategic Initiative Plan which included:
 - MCWDB Background
 - Strategic Methodology Review
 - Detailed Strategic Plan
 - Workforce Organization Alignment Guide
 - Data-driven Reporting and Feedback
 - Appendix: Links to Project Documentation
- Steve Clark stated that he will be reporting to the Maricopa County Board of Supervisors on this information and Sam and Amber will be developing a reporting template system for the data we will be gathering.

Action: Interim Chair Schirato asked for a motion to approve MCWDB Strategic Plan as presented.

Motion: Anne Landers

Second: Danielle Goodman

Vote held:

In Favor: all

Opposed: none

Abstained: none

Motion passed.

F. MCWDB Officer Elections and Appointments: the floor opened for the following:

- Chair Position
 - Tim Willenborg nominates Interim Chair Bonnie Schirato to the MCWDB Board Chair position.
 - Interim Chair Schirato accepts the nomination.
 - No further nominations are made.
 - Liz Valdez seconds the nomination.
 - Call for discussion. None occurred.
 - Roll call vote held:
 - Motion carries: 16 confirm, 0 oppose.

- Vice Chair Position:
 - Interim Chair Bonnie Schirato nominates Tim Willenborg to the MCWDB Vice Chair position.
 - Tim Willenborg accepts the nomination.
 - No further nominations are made.
 - Che Collins seconds the nomination.
 - Call for discussion. None occurred.
 - Roll call vote held:
 - Motion carries: 16 confirm, 0 oppose.

- Second Vice Chair Position:
 - Anne Landers nominates Shawn Hutchinson to the MCWDB Second Vice Chair position.
 - Shawn Hutchinson accepts the nomination.
 - No further nominations are made.
 - Loren Granger seconds the nomination.
 - Call for discussion. None occurred.
 - Roll call vote held:
 - Motion carries: 17 confirm, 0 oppose.

- Executive Committee Appointment:
 - Loren Granger accepted the appointment to the MCWDB Executive Committee

Information/Discussion Only

A. Central Arizona Regional Workforce Board Retreat.

- To include City of Phoenix and Maricopa and Pinal counties.
- Target attendance is executive teams.
- Potential location of Central Arizona College.
- Target date is July 22, 2025.

- Topics are to be determined.

B. MCWDB Committee Updates

- **Executive Committee**
 - This committee did not meet since we last met.
- **Youth Committee, Anne Landers reported that the committee discussed:**
 - Ongoing good conversations and reports of people doing good things in the youth space within the community.
 - Received positive apprenticeship report from Katelyn Harris Lange
 - Received update on some new efforts from EVIT
 - Various conversations around being a convener, or part of the fabric that brings everything together.
- **Employer Connection Committee**
 - This committee did not meet since we last met.
 - Thank you, Konrad for leading the committee over the last two years
- **Regional Workforce Initiatives Committee**
 - This committee did not meet since we last met.

Call to Public

Action: Interim Chair Schirato asked for a motion to adjourn the meeting.

Motion: Konrad Robichaud

Second: Tim Willenborg

Vote held:

In Favor: all

Opposed: none

Abstained: none

Motion passed.

Meeting adjourned at 2:51 p.m.

NEXT MEETING: August 21, 2025