



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

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Maricopa County Workforce Development Board Executive Committee and to the general public that the Maricopa County Workforce Development Board Executive Committee will hold a meeting open to the public on:

**Tuesday, September 16, 2025 – 9:30 a.m. - 10:30 a.m.**

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

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

**The Agenda for the meeting is as follows:**

***\*Indicates materials attached, please review/read prior to meeting.***

**1. Call to order.**

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**2. Roll Call.**

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**3. Welcome, Chair Opening Remarks. (5 minutes)**

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**4. Consent Agenda. (5 minutes)**

***For Possible Action.***

**The Executive Committee will consider and vote on the items on the consent agenda. Consent agenda is established to efficiently dispense the business of the MCWDB. These items will not be discussed unless a Member of the Committee asks to remove an item from the consent agenda.**

**a. Meeting Minutes: August 7, 2025\***

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**5. Information/Discussion/Possible Action.**

**a. Policy Revisions\* (10 minutes)**

**i. Supportive Service Policy Revisions**

**ii. Training Service Limits Policy Revisions**

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**6. Information/Discussion Only.**

**a. Maricopa County Workforce Area High Impact Dashboard Presentation\* (20 minutes)**

**b. Central Arizona Regional Workforce Forum Series Update\* (10 minutes)**

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**7. Call to the Public.**

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**8. Adjourn.**

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**NEXT REGULAR EXECUTIVE COMMITTEE MEETING: November 20, 2025**

*PUBLIC PARTICIPATION AND ACCESS: "The public must be allowed to attend and listen to deliberations and proceedings taking place in all public meetings, A.R.S. § 38-431.01(A); however, Open Meeting Law does not establish a right for the public to participate in the discussion or in the ultimate decision of the public body." Note: Agenda items may be taken out of order*

*"Equal Opportunity Employer/Program." "Auxiliary aids and services are available upon request to individuals with disabilities." A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available within 72 hours' notice. Additional reasonable accommodations will be made available to the extent possible within the time frame of the request. Arizona@Work: Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA); serving Employers by aiding job seekers, adults, dislocated workers and youth.*



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# **Consent Agenda.**

## **Meeting Minutes**



**DRAFT**

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

Thursday, August 7, 2025 – 9:30 a.m. - 10:30 a.m.

**Members Present:** Bonnie Schirato, Anne Landers, Loren Granger, Shawn Hutchinson, Tim Willenborg  
**Members Absent:** N/A

**Call to order.**

Chair Bonnie Schirato called the meeting to order at 9:29 a.m.

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**Roll Call.**

Roll call was conducted by Management Analyst Nancy Avina. All committee members were present. Quorum confirmed.

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**Welcome, Chair Opening Remarks.**

Chair Schirato welcomed everyone to the meeting and read the Board's vision and values.

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**Consent Agenda.**

The consent Agenda included: (a) Meeting Minutes: March 20, 2025, (b) Monthly Careers Pathway Strategist Report, (c) Monthly One-Stop Operator Report, (d) Maricopa County Workforce Development Board Quarter 4 Report, (e) One Stop Operator Quarter 4 Performance Assessment, (f) Fiscal Report, (g) PY25 Final Funding Allocations.

Chair Schirato asked for a motion to approve the consent agenda items.

Tim Willenborg moved to approve the consent agenda. Shawn Hutchinson seconded the motion. Motion carried unanimously.

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**Information/Discussion/Possible Action.**

**Maricopa County Workforce Development Board Workgroups Proposal.**

Executive Director Steve Clark presented a proposal for two workgroups: Advanced Manufacturing Semiconductor Workgroup and Regional Workforce & Economic Development Workgroup. Following the lead of the Office of Economic Opportunity and other counterparts, these workgroups aim to increase flexibility, stakeholder involvement, and operational efficiency while maintaining open meeting compliance. The presentation included additional details on structure, roles (including roles of staff as liaisons and providing reporting), and meeting logistics.

Chair Schirato asked for a motion to approve the Advanced Manufacturing/Semiconductor and Regional Workforce/Economic Development workgroups as presented.

Loren Granger moved to approve the creation of the two proposed workgroups. Tim Willenborg seconded the motion. Motion carried unanimously.

**Policy Revisions.**

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Laura Malhoit, Compliance and Policy Manager, presented updates to four policies: adult program eligibility policy, dislocated worker program eligibility policy, occupational skills training policy, and self-sufficiency policy. Policies were reviewed for compliance alignment, branding, and operational clarity. Brief discussion was held regarding the differentiation between right to work and eligible to work definitions, program duration and limitations, and upcoming expected federal guidance and implementation.

Chair Schirato asked for a motion to approve the adult program eligibility policy, dislocated worker program eligibility policy, occupational skills training policy, and self-sufficiency policy as presented.

Shawn Hutchinson moved to approve all four policies as presented. Anne Landers seconded the motion. Motion carried unanimously.

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### **Information/Discussion Only.**

#### **2026 Compliance & Policy Preview.**

Laura Malhoit, Compliance and Policy Manager, presented a preview of initiatives and areas of focus for PY26, including on active monitoring of service providers, policy development and calendar (13 expected updates), equal opportunity (EO) monitoring, shared governance agreement, MOU/IFA updates, targeted industries and occupations stakeholder engagement, and eligible training provider list (ETPL) continuous improvement. The presentation included an overview of each initiative and area of focus, and the expected project timelines.

#### **Summary of Central Arizona Workforce Board Retreat.**

Chair Schirato and executive committee members recapped the Central Arizona Workforce Board Regional Retreat. Key reflections included strong regional collaboration, strategic alignment among counties, engagement from multiple board chairs and leadership.

#### **Round Table: Strategic Plan**

Item tabled until next meeting. A combined summary of the Central Arizona Workforce Board Retreat report recommendations and the strategic plan will be developed by staff to assist the Committee in determining priorities and focus.

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#### **Call to the Public.**

Chair Schirato called for public comment. No public comments made.

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#### **Adjourn.**

There being no further business, Chair Schirato thanked all attendees and asked for a motion to adjourn the meeting at 10:29 a.m.

Anne Landers made a motion to adjourn. Tim Willenborg seconded the motion. Motion carried unanimously.

Meeting adjourned at 10:29 a.m.

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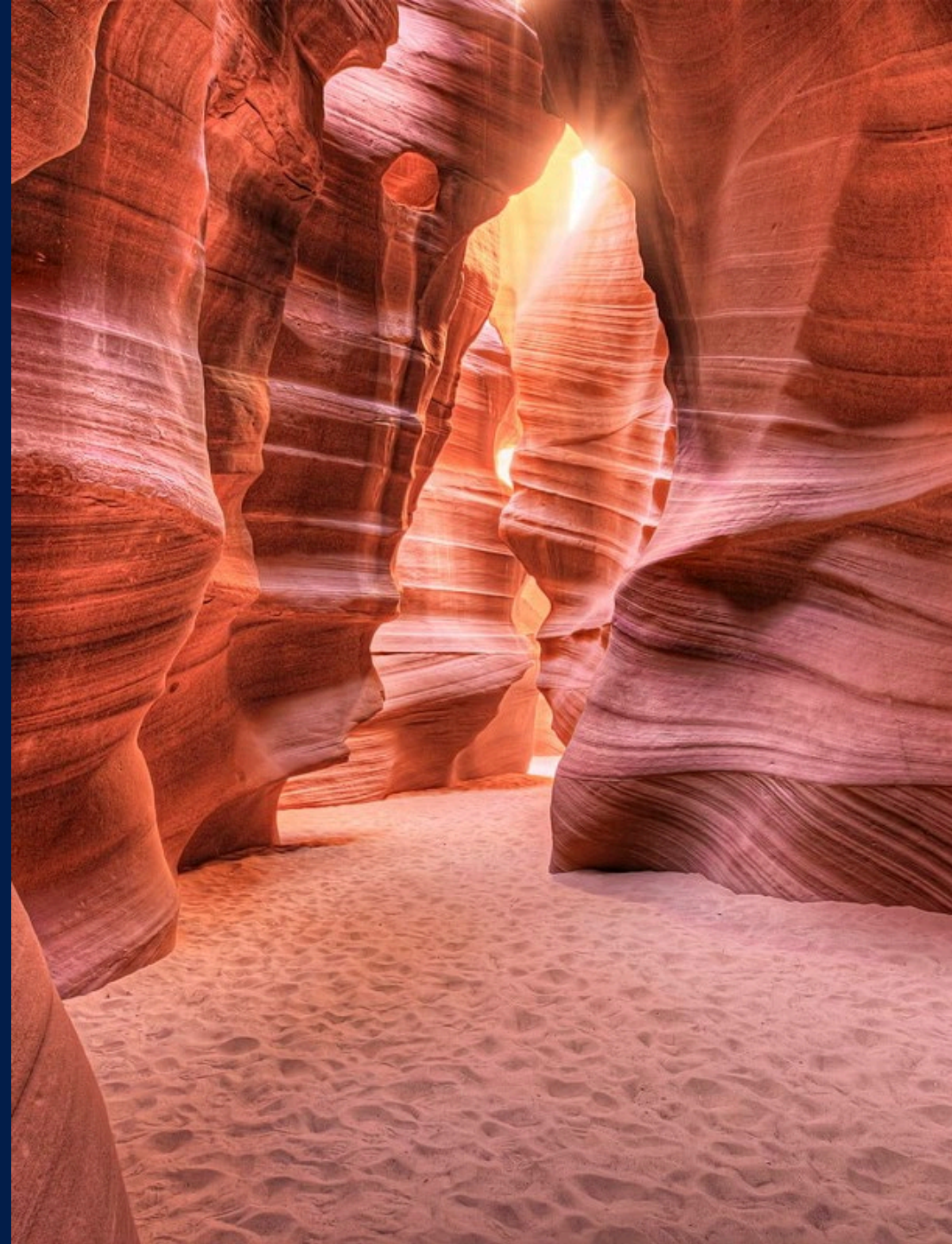
**Information/Discussion/Possible  
Action.  
Policy Revisions**



# Policies for Approval

## PY25/FY26

Laura Malhoit : Compliance & Policy Manager : 09/16/2025



# Policies

- Supportive Services Policy- transfer from service provider
- Training Services Limits Policy- current MCWDB policy

Policies have gone through legal review and received legal approval

# Supportive Services Policy

To ensure greater consistency, accountability, and alignment with federal and state guidance, the Supportive Services Policy is being transitioned from the service provider to the workforce board.

This shift strengthens oversight and reinforces the board's role in setting strategic direction and ensuring compliance.

# Supportive Services

## Background

- Range of necessary services that enable individuals to participate in activities authorized under WIOA Title I-B Adult, Dislocated Worker, and Youth programs
- Provided to participants who cannot afford to pay for such services
- To receive services, need and inability to pay for such services must be documented
- Examples: Transportation, Work Clothing/Uniforms, Testing fees, Training fees, Childcare Assistance, Disability Accommodations

# Supportive Services Policy

## Key Drivers for Revisions

- Funding Limitations- Due to reduced and limited funding availability, updates were required to establish clear funding caps and ensure supportive services are provided in the most efficient and equitable manner.
- Alignment with State and Federal Policy
- Improved Program Oversight

# Supportive Services Policy

## Major Updates

- Updated the **Purpose** section to provide a clearer and more detailed definition of supportive services and to outline how MCWDB may establish funding caps.
- Added **Eligibility Criteria** section to define participant requirements to accessing supportive services.
- Added **Needs-Related Payments** section to ensure alignment and compliance with State Supportive Service Policy.

# Supportive Services Policy

## Major Updates Continued

- Added **Documentation Requirements** section to outline how supportive services must be documented, including:
  - Individual Employment Plan (IEP)/Individual Service Strategy (ISS)
  - Case notes
  - Service documentation within the Arizona Job Connection (AJC) Service & Training (S&T) Plan
  - Case file/AJC record documentation

# Supportive Services Policy

## Major Updates Continued

- Updated the **Unallowable Support Services** section to ensure alignment with the State Supportive Services Policy.
- Added the *Human Services Technology Use Agreement* form as an addendum, as required when supportive service funds are used to purchase electronic devices.

# Supportive Services Policy

## Major Updates Continued

- Added verbiage requiring justification to be documented in AJC case notes when supervisors or managers approve supportive service requests that exceed policy limits.
- Removed the table listing supportive service types and associated funding caps due to an overall funding limit. Service providers may reference an internal tool as a guide instead.

# Supportive Services Policy

## Adult and Dislocated Worker Funding Caps

- Occupational Skills Training (OST)
  - Participants may receive up to \$500.00 in supportive services while enrolled in training.
  - The combined cost of OST and supportive services may not exceed \$4,200.00
  - Participants who have a documented successful completion of an OST may receive an additional \$300.00 in supportive services for work-related expense.

# Supportive Services Policy

## Adult and Dislocated Worker Funding Caps

- Employment Assistance Only
  - Participants may receive up to \$1,000.00 in supportive services directly related to employment activities.
- Note: Youth Program Funding cap remains at \$2,000.00 per participant for entire program period, including follow-up services.

# Supportive Services Policy

## Minor Revisions

- Spelling
- Grammar
- Minor wording revisions
- Updated County Branding

# Training Services Limits Policy

## Updates

- Removed verbiage that previously allowed exceptions for individuals in the Smart Justice program to attend training outside of the identified MCWDB targeted industry sectors.
  - Due to funding limitations, all WIOA participants are now required to participate in training program aligned with MCWDB targeted industries.
- Replaced the list of MCWDB targeted industry sectors with a direct link to where the most current list can be found on the MCWDB website.

# Recommendation

Approve policies as presented in 9/16/25 Executive Committee Packet

If approved will be available on MCWDB website: [MCWDB Policies & Plans | ARIZONA@WORK](#)




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# Questions



**Thank You**

|   |  |  |
|---|--|--|
|  <p><b>MARICOPA COUNTY</b><br/>MARICOPA COUNTY<br/>Workforce Development Board</p> | <b>REFERENCE</b><br>20 CFR 680.900; 20 CFR 681.570<br>DES Policy Section 400 | <b>POLICY NUMBER</b><br>25-05                    |
|   | <b>ORIGINAL ISSUE DATE</b><br>September 2025                                 | <b>REVISION DATE</b><br>September 2025           |
|   | <b>AUTHORIZED BY:</b> Workforce Development Board                            |  |
| <b>SUBJECT:</b><br>Supportive Services WIOA Title I-B   |  | <b>ADDENDA:</b><br>Technology Use Agreement Form |

**Purpose:** Supportive Services are necessary to enable an individual to participate in the Workforce Innovation and Opportunity Act (WIOA) Title I-B Adult and Dislocated Worker, and authorized career or training services. The WIOA Title I-B Youth Program also includes supportive services as one of the 14 program elements. Supportive services of the Adult, Dislocated Worker, and Youth programs may be provided when it has been documented that such services are necessary to enable an individual, who cannot afford to pay for such services, to participate in WIOA Title I-B career or training services that are not available from other sources. The Maricopa County Workforce Development Board may establish funding caps for support services.

**Responsibility of:** Career Advisors (CA), Workforce Development Coordinators (WDC), Program Supervisors, Service Providers and HSD Finance

**Eligibility:**

Supportive services may be provided to:

- Adults and Dislocated Workers who are:
  - enrolled and have provided eligibility verification
  - participating in individualized career or training services
  - have been determined in need of such services during program participation
  - unable to secure services through other programs (document in case notes)
  - unable to afford such services
  - in compliance with program regulations and policies during WIOA participation
    - If an Adult or DW needs supportive services during follow-up, they may be re-enrolled in the Adult/DW program or be referred to community resources.
- Youth who are:
  - enrolled and have provided eligibility verification
  - have been determined in need of such services during program participation
  - unable to secure services through other programs (document in case notes)
  - unable to afford such services
  - in compliance with program regulations and policies during WIOA participation
  - in follow-up

**Documentation Requirements:**

- A. Supportive services must be identified in the Individual Employment Plan (IEP), or Individual Service Strategy (ISS) jointly developed between the participant and their Career Advisor (CA) or Workforce Development Coordinator (WDC).
- B. Each supportive service provided must be added to the Service and Training (S&T) plan with the same start and end date in the Arizona Job Connection (AJC) system.

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities

- C. Supportive services must be well documented via case notes in the AJC system and must demonstrate the participant's need for supportive services, the participants inability to afford such services, and secure services through other programs. Case notes should demonstrate the steps taken to receive approval of supportive services.
- D. Once a supportive service is provided a case note must be updated in the AJC system within 5 business days.
- E. All documentation that supports the issuance of supportive services, such as receipts, invoices, estimates, and billing statements, must be retained in the participant's case file and uploaded into the participant's AJC record.

**Process Description:**

Supportive services must receive approval from a Program Supervisor. The provision of supportive services must be necessary and reasonable. There must be documentation of the need for the support service to continue with WIOA career and training services. To ensure the product/service is consistent with comparable market prices a comparison from at least two vendors is required. Items with established prices such as bus passes, gas cards, utility bills are exempt.

Supportive services may only be paid to a vendor and not directly to a participant and should be coordinated and leveraged with other resources and/or partners/agencies as appropriate. Referrals to community partners for supportive services are to be documented in AJC case notes and on the IEP/ISS.

Supportive services are based on availability of funds and are not an entitlement. Appropriateness and need for supportive services are determined on an individual basis. ARIZONA@WORK Maricopa County may deny WIOA supportive services if they are deemed not feasible, will not enhance the participant's employability, the participant is not engaged in workforce programming, funding is limited, or other reasonable reason. Denial of supportive services will be documented in AJC case notes.

**Allowable Supportive Services:** Supportive services may include, but are not limited to:

- Transportation
- Basic automotive repairs\*
- Childcare (eligibility/payments/providers must follow DES Child Care Administration guidelines)
- Utility assistance (one time assistance if not available through local CAP office)
- Educational, training, or employment-related testing\*\*
- Occupational certifications/licensing required for employment\*\*
- Training-related assistance for books, fees, school supplies, electronic devices\*\*\*
- Training-related assistance for Youth including ABE and Alternative High School
- Work-related expenses such as uniforms, appropriate work attire, tools, electronic devices if they need to work from home and need a computer \*\*\*
- Immunizations, fingerprint, and health screenings (required for employment),
- Limited health support including eyeglasses, protective eye gear, dental
- Reasonable accommodation for individuals with disabilities.
- Software as needed to participate in on-line occupational skills training, Adult Basic Education classes, or to perform a job.

\* Automotive repairs must not exceed the Kelly Blue Book value of the vehicle

\*\* Certification/licensing/testing must be completed within 3 months of approval.

\*\*\* When not available through other resources, if needed, electronic devices such as computers, laptops, and tablets may be purchased for participants to successfully complete a training program, Adult Basic Education, or for a job. Electronic devices are a one-time purchase and will not be replaced if lost, damaged or stolen. Participants may keep the device upon successful or unsuccessful completion of training. Participants are required to sign the *Technology Use Agreement* form acknowledging receipt of electronic device. Prior to approval of the purchase of the electronic device, the CA/WDC must determine if

- The participant already owns or has access to the required electronic device
- The participant has access to the internet
- The training materials are compatible with the device

### **Needs-Related Payments**

*Needs-Related Payments* are a form of financial assistance authorized under the Workforce Innovation and Opportunity Act (WIOA) to help participants meet basic living expenses while enrolled in training. These payments are distinct from other supportive services and have specific eligibility requirements outlined in 20 CFR §§ 680.930–970. ARIZONA@WORK Maricopa County does not offer Needs-Related Payments; however, other supportive services that may address similar needs are available in accordance with the AJC Service Dictionary.

### **Unallowable Supportive Services**

Unallowable supportive services include:

- Payment towards goods/services incurred or received prior to WIOA enrollment,
- Automobile purchases, automobile insurance, vehicle registration and licensing, fines and late fees (including fines and late fees for utility payments)
- Child support
- Taxes, except for sales taxes and gasoline taxes
- Bail and restitution fees
- Debts, interest fees, union dues,
- Cost of setting an individual up in business
- Dues for any organization substantially engaged in lobbying, including unions, memberships, subscriptions, professional activity costs
- Purchase of illegal goods/services under federal/state/local laws, and the purchase of cigarettes, alcoholic beverages, and firearms

*Exceptions:* Membership fees may be allowable if required to obtain a credential, approved on a case-by-case basis by a Supervisor.

### **Factors that may Impact Eligibility for Supportive Services**

- Customer is receiving TRA payments (Trade Readjustment Allowance)
- Customer is receiving stipends or assistance from other partner programs/community agencies; i.e., Community Action Program, transportation assistance through partner programs, etc.
- Customer has not been actively participating in scheduled program activities or career guidance

Career Advisors and Workforce Development Coordinators will use an approved vendor.

### **Recommended Amounts & Limits**

The dollar limits for supportive services may change due to fund availability. Participants are eligible for financial supportive services as outlined below. ARIZONA@WORK Maricopa County reserves the right to limit the amount of supportive services funding that may be provided to a WIOA participant throughout

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**Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities**

program participation. Priority of service, most in need and other factors may be taken into consideration at the discretion of the CA, WDC and/or Program Supervisor.

**Adult and DW Programs**

Participants receiving occupational skills training may receive up to \$500.00 for supportive services while in training. Cost for occupational skills training combined with support services cannot exceed \$4,200.00 total while in training.

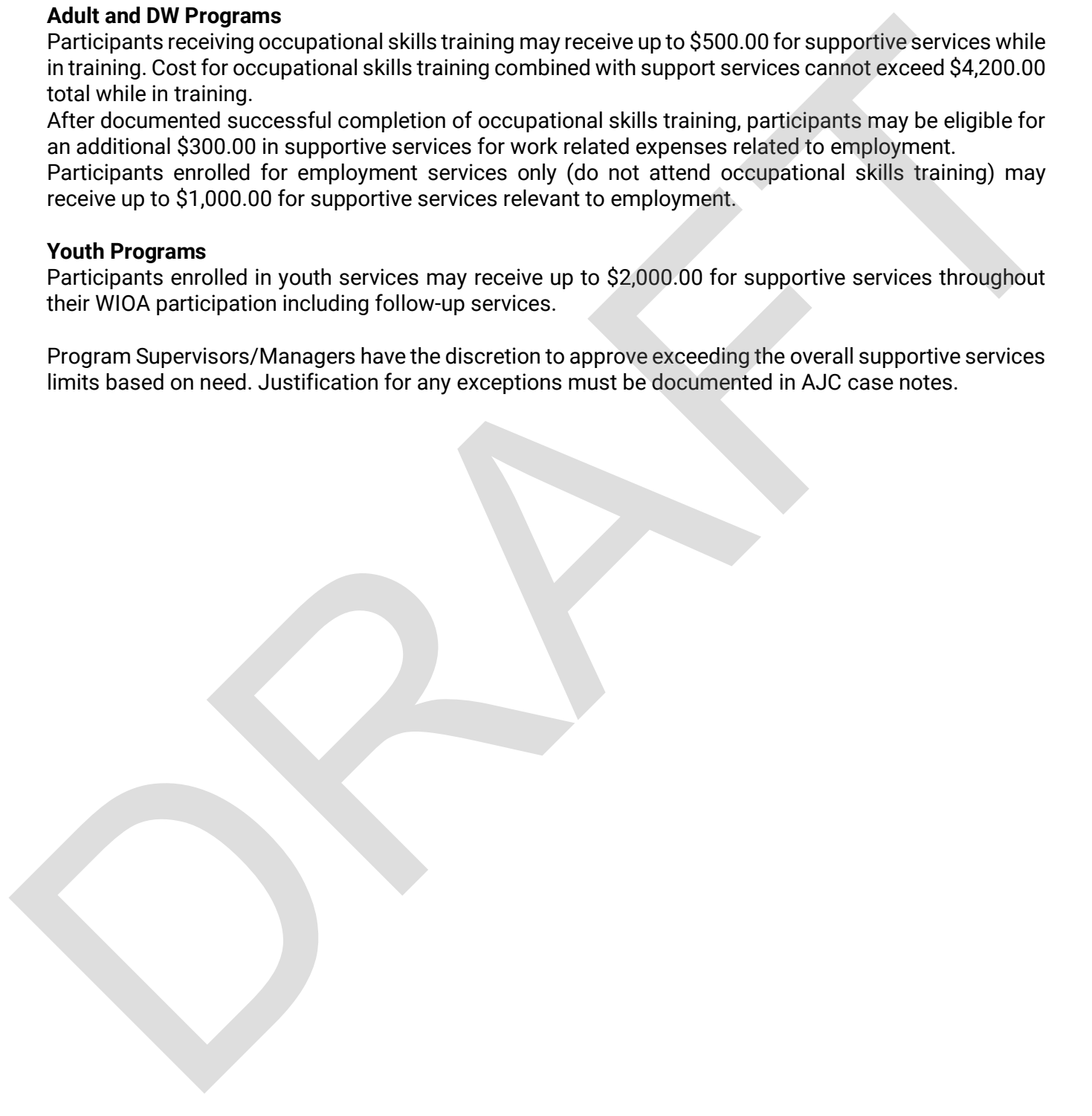
After documented successful completion of occupational skills training, participants may be eligible for an additional \$300.00 in supportive services for work related expenses related to employment.

Participants enrolled for employment services only (do not attend occupational skills training) may receive up to \$1,000.00 for supportive services relevant to employment.

**Youth Programs**

Participants enrolled in youth services may receive up to \$2,000.00 for supportive services throughout their WIOA participation including follow-up services.

Program Supervisors/Managers have the discretion to approve exceeding the overall supportive services limits based on need. Justification for any exceptions must be documented in AJC case notes.





## Technology Use Agreement

**Name of Workforce Development Program:**

**Name of Participant:**

Maricopa County Human Services Department's Workforce Development Division is providing you with a Dell laptop for use with your virtual learning and activities.

As the receiver of the Dell laptop, I agree to the following:

- The Dell laptop will be used for virtual learning activities;
- Follow copyright laws and fair use guidelines and only download or import video or other content that are authorized or legally permitted to use;
- Keep the Dell laptop safe and secure; and
- If the Dell laptop is damaged, repairs will be my responsibility.

I also understand that the Workforce Development Division will not replace the Dell laptop if it is lost or damaged.

\_\_\_\_\_ (Initial) I have read and agree to the items listed above.

\_\_\_\_\_ (Initial) I have received the Dell laptop.


\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



|   |   |                                 |
|---|---|---------------------------------|
| <br>MARICOPA COUNTY<br>WORKFORCE DEVELOPMENT BOARD | SECTION/REFERENCE<br>WIOA Final Rule 680.300-310<br>DES SECTION 500 Training Services | POLICY NUMBER<br>WDB 20-03      |
|   | ORIGINAL ISSUE DATE<br>December 2020  | REVISION DATE<br>September 2025 |
|   | AUTHORIZED BY: Maricopa County Workforce Development Board                            |                                 |
| SUBJECT: Training Service Limits  |   |                                 |

**Purpose:** To establish funding limits for Individual Training Accounts for Adult, Dislocated Worker, and Youth Programs. This policy is in effect until revised and applies for the current and all future Program Years.

**Responsibility of:** Title I-B Service Provider Staff (Career Advisors, Workforce Development Coordinators, Program Supervisors, Program Managers)

**Definition:** Occupational Skills Training (OST) is an organized program of study providing specific vocational skills leading to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

**Description:** Individual Training Accounts (ITAs) are created for Priority of Service Adults, Dislocated Workers and Youth approved for occupational training services provided by an eligible training provider from the state’s Eligible Training Provider List (ETPL). The ITA is a payment agreement established on behalf of a participant with a training provider to purchase training services. The ITA identifies the training provider selected by the participant in consultation with the Career Advisor (CA), the training program, start and end dates, cost of training, grants/scholarships applied to the cost of training, and total WIOA funds obligated for the training. Individuals may be attending school when they become a WIOA Title IB participant; however, reimbursement of training costs is not allowed for payments made prior to WIOA Title I-B program participation.

ITA limits may vary for Adults, Dislocated Workers and Youth based on the actual costs listed on the ETPL for the selected training. The ARIZONA@WORK-Maricopa County Workforce Development Board has identified targeted industry sectors in its workforce plan which can be accessed on the [ARIZONA@WORK Maricopa County Workforce Development Board website](#).

ARIZONA@WORK Maricopa County has established an ITA limit of \$4,000 for Adults and Dislocated Workers and \$6,000.00 for Youth for training related to one of the targeted industries identified by the Local Workforce Development Board.

ARIZONA@WORK Maricopa County prioritizes available funding for training budgets to training programs that support the targeted industries and occupations identified by the Local Workforce Development Board, as determined on a bi-annual basis.

ARIZONA@WORK Maricopa County prioritizes available funding for training budgets bi-annually to training programs that support the targeted industries and occupations identified by the Local Workforce Development Board.

Training outside of these industry sectors will not be funded.

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Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities

## **Policy Management**

Administrative revisions to the policy which are consistent with local, state, and federal laws, may be made by the Maricopa County Workforce Development Board Executive Director, with notice to the MCWDB Board's Executive Committee. All other substantive revisions will go to the MCWDB's Executive Committee for review and recommendation to the full MCWDB for approval.

DRAFT



**Information/Discussion Only.**  
**Maricopa County Workforce Area High Impact  
Dashboard Presentation**



**Information/Discussion Only.**  
**Central Arizona Regional Workforce Forum**  
**Series Update**



# Central Arizona Regional Workforce Forum Series

Katelyn Harris Lange, In-Demand Career & Apprenticeship Strategist  
Executive Committee Meeting, September 16, 2025



MARICOPA COUNTY

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# Regional Collaboration



**PINAL COUNTY**



**City of Phoenix**



# FY25 Fast Facts



**3**

Virtual Sessions



**32**

Speakers



**502**

Attendees

# FY26 Central Arizona Regional Workforce Forum Series

## Two Sessions

- Tuesday, October 21, 2025
- Tuesday, April 21, 2026
  
- Session #1: One hour, 9:00 am – 10:00 am

# FY26 Central Arizona Regional Workforce Forum Series

## Potential Areas of Focus

- National Association of Workforce Boards
  - Make America Skilled Again
  - WIOA Reauthorization
- DOL / Department of Commerce
- Arizona State Workforce Perspective

# FY26 Central Arizona Regional Workforce Forum Series

## Agenda Ideas

- Youth
- Apprenticeships
- Skills-Based Hiring
- Digital Literacy
- Regional Workforce Board Retreat
- Breakout Sessions / Building Connections



**Questions / Ideas to Consider?**



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**Call to the Public.**



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# Adjourn.

**Next Regular Executive Committee Meeting:  
November 20, 2025**