



Phoenix Business and Workforce Development Board  
 PBWD Board Meeting SEP 11  
 September 11, 2025  
 9:00 am-10:30 am Mountain Standard Time

The Phoenix Business and Workforce Development Board meeting will be held on September 11, 2025 from 9:00am-10:30am.

This is a hybrid meeting.

Address: 200 W Washington St, Assembly Rooms A&B 1st floor,  
 Phoenix, AZ 85004.

Webex information: <https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=m855d2ee7abb9784e4a5bd98854ee360e>

To join by phone:  
 +1-415-655-0001  
 Access code: 2632 502 0688

### **Call to Order/Roll Call/Introductions**

*(Patrick Fitzhugh)*

The Phoenix Business and Workforce Development (PBWD) Board Chair, Patrick Fitzhugh, will call the meeting to order. Roll call will be called to ensure a quorum is present. Committee members will introduce themselves.

### **May 8, 2025 Phoenix Business and Workforce Development Board Meeting Minutes**

*(Phoenix Business and Workforce Development Board)*

The PBWD Board May 8, 2025 meeting minutes are recommended for review and approval.

**RECOMMENDATION: This item is for information and approval.**

### **Consent Agenda**

*(5 minutes Patrick Fitzhugh)*

Consent Items are for Updates and Approvals ONLY and are approved in a single vote. Consent Items are operational, compliance, and/or contractual items that are not subject to discussion unless pulled from the consent agenda. If a discussion is required, a Board Member can request to have a Consent Item removed and discussed at the current or next Board Meeting.

- Sunset: 300.308 – Youth Supportive Services
- Adopt: 300.308 – Youth Supportive Services
- Adopt: 300.309 – Supportive Services Categories and Cost Guidelines
- Adopt Updates: 900.908 - Eligible Training Provider List

**RECOMMENDATION: This item is recommended for information and possible action.**

### **Open Meeting Law Update**

*(15 minutes David Welch)*

City of Phoenix Clerk Department Management Assistant II David Welch will provide an Open Meeting Law (OML) overview that will cover the key guidelines and Board Member responsibilities to ensure compliance with OML.

**RECOMMENDATION: This item is recommended for information, and discussion only.**

### **PBWD Board Fiscal Update**

*(15 minutes Gustavo Nava)*

City of Phoenix Community and Economic Development Fiscal/Budget Supervisor Gustavo Nava will share an updated Fiscal Report, including PY 23 and PY 24 expenditures.

**RECOMMENDATION: This item is for information, discussion and possible action.**

### **Board Chair Updates**

*(10 Minutes Patrick Fitzhugh)*

PBWD Chair Patrick Fitzhugh will share Board updates with committee members, including action items and opportunities for Phoenix Business and Workforce Development Board (Board) Members to support Board strategic initiatives.

**RECOMMENDATION: This item is recommended for information and discussion.**

### **Rapid Response**

*(20 minutes James Montoya)*

ARIZONA@WORK City of Phoenix Project Manager James Montoya and ARIZONA@WORK City of Phoenix Business Services Representative Christina Lira will provide information about Rapid Response and no-cost services available to employers and employees impacted by a workforce reduction.

**RECOMMENDATION: This item is for information and discussion.**

### **Monitoring Update**

*(15 minutes Laura Whitehead)*

ARIZONA@WORK City of Phoenix Performance Compliance Manager Laura Whitehead will share the proposed 2025-26 PBWD Board Monitoring schedule for approval.

**RECOMMENDATION: This item is for information, discussion and possible action.**

**Future Agenda Items**

*(Patrick Fitzhugh)*

**Call to The Public & Announcements**

*(Patrick Fitzhugh)*

**Adjournment**

*(Patrick Fitzhugh)*