



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
August 14, 2025 at 9 a.m.**

Committee Members Present:

Karen Carter	Jason Schaffner
Patrick Fitzhugh (Chair)	
Pearl Chang Esau	
Stephanie Rimmer	

Committee Members Absent:

Scott Holman
Meghan McGilvra
Brandon Ramsey (Vice-Chair)
Sam Wolo

Public Attendees:

Victoria Aceveda	Delsy Maldonado
Eddie Barojas	Hayden Maynard
Dominic Cota	James Montoya
Kimberly Cruz	Gustavo Nava
Sandra Enriquez	Jovanna Parkhouse
Diana Figueroa	Angie Parra
Thomas Flynn	Demitria Robles
Carol Gardner	Deseret Romero
Matalie Hastings	Rebecca Tierney
Mari Hicks	Stephen Sparks
LaSetta Hogans	Amy Schofield
Eric Johnson	Brenda Urquidi
Amanda Keams	Ariadna Valentin
Teresa L.	Stephanie Varela
Hope Lopez	Laura Whitehead

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

1. Call to Order/ Roll Call and Introductions:

Executive Leadership Committee (ELC) Chair Patrick Fitzhugh called the August 14, 2025 Phoenix Business and Workforce Development Board (Board) ELC Meeting to order at 9:16 a.m. Roll call was completed with a quorum of five members in attendance.

ELC Chair Patrick Fitzhugh initiated the first meeting of the new Board term by asking all new ELC Members present to introduce themselves. Patrick shared that he is the Regional Site Director for USAA.

- ELC Member Stephanie Rimmer is with Rimmer Lighting and will be serving as the Chair for the Align Investment Steering Committee.
- ELC Member Jason Schaffner is with Redbarre Media and will be serving as the Vice-Chair of the Instill Hope Steering Committee.
- ELC Member Karen Carter is with Terros Health and will be serving as the Chair for the Instill Hope Steering Committee.
- ELC Member Pearl Chang Esau is with Shan Strategies and will be serving as the Vice-Chair of the Align Investment Steering Committee.

2. Approval of Minutes for ELC June 12, 2025 Meeting Minutes:

ELC Chair Patrick Fitzhugh continued the approval of the minutes from the June 12, 2025 meeting until the next scheduled meeting as none of the members present were in attendance at the July 12, 2025 ELC meeting.

3. Board Chair Updates:

ELC Chair Patrick Fitzhugh shared his first update as the Board Chair. The Board Chair updates included:

- Department of Economic Security (DES) had requested the Board to consider transitioning the North Job Center to an affiliate site instead of closing it. DES expressed an interest in retaining state staff at the center to continue offering employment, training, and vocational rehabilitation services. However, since meeting with the Board chair and Board staff, DES has withdrawn their request.
- ELC Members were encouraged to attend events hosted by the National Association Workforce Boards (NAWB) and next Community of Practice Convening on Artificial Intelligence at Grand Canyon University.
- Recap of the Central Arizona Executive Leadership Retreat held on July 22: ELC Member Jason Schaffner shared the event provided a valuable opportunity for community connection and information sharing. ELC Member Stephanie Rimmer shared attendees expressed a strong desire for increased collaboration. A recurring theme in the discussions was the need for employers to have a more prominent role and voice in the process. A meeting summary report will be shared on the topics discussed and proposed actions. The report highlights the importance of community collaboration and employer involvement.

4. Job Corps Update:

ARIZONA@WORK City of Phoenix Workforce Development Supervisor Rebecca Tierney and ARIZONA@WORK City of Phoenix Project Manager James Montoya shared the ARIZONA@WORK City of Phoenix assistance to Job Corps following the Department of Labor's (DOL) May 29, 2025 announcement of the suspension of the Job Corps program and closure of Job Corps centers by June 30th. Rebecca shared Job Corps is a free residential career training program that assists participants in attaining their high school equivalency diploma and training in high-growth industry sectors funded by the DOL and the Workforce Innovation and Opportunity Act (WIOA). The team convened community partners to connect participants with community resources focusing on housing and connection to the WIOA program. The participating community partners included: Maricopa County Adult Education, City of Phoenix Housing Department, Maricopa Association of Governments, Habitat for Humanity, City of Phoenix Human Services Department, YMCA, Neighborhood Ministries, and Jewish Family and Children's Services. On June 18, a community resource event was held at the downtown Job Corps center. Neighborhood Ministries and Jewish Family & Children's Services were able to connect with 50 participants. CPLC's YouthBuild Program connected with Job Corps construction program to engage any participants who may be eligible to enroll in their program.

ARIZONA@WORK James Montoya provided a high-level overview how the team was able to quickly respond, coordinate, and engage with Job Corps through a Rapid Response event:

- Rapid Response is when a company plans to lay off 50 or more employees, the team coordinates events for employees at no cost. Some of the resources include career counseling, resume and interview preparation assistance, education and training programs, community resources and services, access to community support, veteran priority services, unemployment services, and job fairs.
 - On July 10 and 17, job fairs were coordinated in collaboration with Job Corps, after a stay notification was released on June 25, 2025. Three job seekers were hired at these events.
 - Thirteen Job Corps participants were hired at a recent Mobile Career Unit Event.

ELC Board Member Karen Carter asked how long the stay notification was granted for. Executive Board Director LaSetta Hogans shared that the Department of Labor has not issued an official notification. Karen also asked if any of the Job Corps participants transitioned out of the program. Rebecca shared that no official numbers are known but can confirm some participants left the center after announcement. ELC Board Member Jason Schaffner asked if with the stay notification Job Corps is planning for a closure. LaSetta shared that they are still operating until an official notification is provided.

5. Strategic Plan/Tracker Update:

Executive Board Director LaSetta Hogans shared the Board's Strategic Plan/Tracker (three-year strategic plan, the Board is currently in the last year) that highlights the Board committee's goal achievements, progress, and future objectives. LaSetta reviewed the tracker and explained the headings in detail and how the strategic plan goals are being tracked, including any dependencies and impediments that may impact progress. These dependencies could include recognizing external factors. LaSetta shared the tracker will be implemented into the committees to track their progress/goals. She also shared a 2026-29 Strategic Plan is being developed in collaboration with a Board consultant. An update will be provided later this year. Board Chair Patrick Fitzhugh shared the concept of "relentless prioritization" to emphasize a strategy moving forward. This involves continuously assessing and adjusting priorities based on changing circumstances and dependencies. He acknowledged that while the Board has significant authority, some dependencies are beyond their control. Therefore, the focus should be on strategies where Board Members can exert influence and prioritization. ELC Member Jason Schaffner asked if the goals are new for the fiscal year. Patrick shared that the goals are carried over from the three-year plan, through June 30, 2026. Board Liaison Hayden Maynard will share an Excel version of the tracker with the Board Members.

6. Board Policy Updates and Adoptions: 300.308-Support Services Categories, Cost and Guidelines and Needs Related Payments and 300.309 – Supportive Services Categories and Cost Guidelines:

Board Liaison Hayden Maynard shared the revisions made to Youth Program policies. The recommended policy revisions are:

- Sunset 300.308-Support Services Categories, Cost and Guidelines and Needs Related Payments and replace them with two new policies: 300.308-Youth Supportive Services and 300.309-Supportive Services Categories and Cost Guidelines to provide better clarity for Service Providers:
 - Adopt 300.308 Policy:
 - Outlines the requirements for making supportive services available.
 - Defines who is eligible to receive these services.
 - Specifies that youth participants are eligible for supportive services during the year of follow-up after completing training.
 - Details allowable and prohibited supportive services.
 - Provides guidelines for reimbursements and needs-related payments for youths enrolled in training.
 - Lists documentation requirements for providing supportive services.

- Adopt 303.309 Policy:

- Categories of supportive services such as work or training-related expenses and emergency expenses.
- Includes allowable transportation and childcare assistance, along with other services.
- Establishes cost guidelines ensuring services are necessary and reasonable.

Hayden shared the policy revisions were open for public comment from August 4 to August 11. Only one comment was received for Policy 300.308 and as result the update was made to the policy for better clarity. Comments and responses are available for review in Govenda. ELC Member Karen Carter asked for clarification on the actual change to the policy. Hayden shared that question about obtaining multiple quotes for small-dollar purchases. In response, Section 5: A.2 has been updated to clarify and ensure that products or services are acquired at prices consistent with comparable market rates. This is achieved by comparing quotes from two or more vendors. This update acknowledges that some supportive services may already be considered reasonable by sub-recipients and sub-grantees who have engaged in formal procurement processes. By doing so, it aims to streamline procedures while maintaining fiscal responsibility and transparency.

ELC Member Stephanie Rimmer made a motion to approve the sunset of Policy 300.308-Support Services, Cost Guidelines and Needs Related Payments and adoption of policies 300.308-Supportive Services Eligibility and 300.309-Supportive Service Categories and Cost Guidelines and ELC Member Jason Schaffner seconded the motion.

Approved: Karen Carter, Pearl Chang Esau, and Patrick Fitzhugh

Opposed: None

Motion passed.

7. Future Agenda Items:

None

8. Call the Public and Open Discussion:

None

9. Adjournment:

The meeting adjourned at 9:57 a.m.