



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
October 16, 2025 at 9 a.m.**

Committee Members Present:

Karen Carter
Patrick Fitzhugh (Chair)
Scott Holman Meghan McGilvra
Brandon Ramsey (Vice-Chair)
Pearl Chang Esau

Stephanie Rimmer
Jason Schaffner
Sam Wolo

Public Attendees:

Gregg Bach
Eddie Barojas
Elissa Black
Dominic Cota
Diana Figueroa
Deb Furlong
Thomas Flynn
Matalie Hastings
Mari Hicks
LaSetta Hogans

Amanda Keams
Hayden Maynard
Dee Pinkston
Demitria Robles
Rebecca Tierney
Amy Schofield
Brenda Urquidi
Ken Valencia
Ariadna Valentin
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 9:02 a.m. Roll call was completed with a quorum of five members in attendance.

ELC Chair Patrick Fitzhugh initiated the by asking ELC Members to introduce themselves. Patrick shared that he is the Regional Site Director for USAA.

- ELC Vice-Chair Brandon Ramsey will be serving as the Vice-Chair for Board.
- 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 Meghan McGilvra is with YearUp is Chair for the National Model for Mobility Steering Committee.

- ELC Member Pearl Chang Esau is with Shan Strategies and founder of nonprofit Techsmart. She will be serving as the Vice-Chair of the Align Investment Steering Committee.
- ELC Member Stephanie Rimmer is with Rimmer Lighting and will be serving as the Chair for the Align Investment Steering Committee.
- ELC Sam Wolo is the past Board Chair and is with W.L. Gore and associates.
- ELC Scott Holman is with Amkor Technology and will be serving as the Vice-Chair for the National Model for Mobility Steering Committee.

2. Approval of Minutes for ELC June 12 and August 14, 2025 Meeting Minutes:

A motion to approve the June 12 and August 14, 2025 Board Meeting Minutes was made by Board Member Jason Schaffner and seconded by Board Member Scott Holman.

Approved: Patrick Fitzhugh (Chair), Karen Carter, Meghan McGilvra, Brandon Ramsey (Vice-Chair), Pearl Chang Esau, Stephanie Rimmer, and Sam Wolo

Opposed: None

Motion passed

3. Board Chair Updates:

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

- SEMICON West conference was hosted for the first time in Phoenix and Patrick asked Board Members who attended the event to share their experience/takeaways.
 - ELC Board Member Jason Schaffner shared the event generated a significant number of jobs for people in the local entertainment industry.
 - ARIZONA@WORK City of Phoenix Program Manager Deb Furlong shared it was exciting to see Phoenix in the spotlight. She was able to network and promote the apprenticeships programs with some companies.
 - ELC Board Member Pearl Chang Esau shared she had the opportunity to host national philanthropic leaders and invited them to the launch of TechSmart, (a nonprofit organization working toward creating workforce pathways for high tech and emerging industries) to scale/braid philanthropy funding with federal and state funding and fund innovative and accessible programming to hard to reach communities. She also shared

the partnership between Arizona State University (ASU), Helios Education Foundation and TechSmart to create a semiconductor-microelectronic workforce dashboard for career navigation.

- ELC Board Member Scott Holman share he was excited to attend the conference for the first time in his 37 year career in industry.
- The Board has attained full membership.
- A Youth Workforce Development Services Request for Proposals (RFP) was issued on October 8th. A reminder was provided to Board Members that the City's Solicitation Transparency Policy is in effect and asked to forward any questions to City of Phoenix Procurement Officer Tamara John.
- Pre-planning activities for the 2026-2029 Board Strategic Plan will begin in early 2026.
- Steering Committee Updates:
 - ELC Board Member and Instill Hope Steering Committee Chair (IHSC) Karen Carter shared the committee coordinated two Community of Practice events at Grand Canyon University and South Mountain Community College. She highlighted that the sessions very informational specially on "how to get into the semiconductor industry".
 - ELC Board Member and National Model for Mobility Chair Meghan McGilvra shared they are working on aligning/updating the goals of the committee to their current skills first movement work. The committee has selected semiconductor and healthcare as the two career pathways to be mapped out to be use as a tool for participants interested in these fields. ELC Member Karen Carter is interested in learning more about career mapping and would like to attend the meetings. ELC Board Member Pearl Chang Esau asked where this information will be posted. Meghan shared the career mapping tool/information will be posted on the investinphoenix.com website that will also direct people to the ARIZONA@WORK City of Phoenix webpage. Pearl also asked if there is a career ladder/pathing that has already been built out. Meghan shared this is the first time the Board committee is working on building career mapping but there are many models nationwide that the committee is using as a best practice.

4. Governance and Board Recertification:

ARIZONA@WORK City of Phoenix Performance Compliance Manager Laura Whitehead highlighted the Governance and Board Recertification updates:

- The Department of Economic Security is no longer in charge of reviewing Board recertification and the responsibility has been reassigned to the Office of Economic Opportunity (OEO). Board recertification was approved on September 18, 2025 by OEO. Reviews are conducted every two years, the next is expected in June 2027. ELC Member Karen Carter asked if OEO conducts onsite visits. Laura shared the recent review was conducted virtually but the process may change in the future.
- Governance Review is in preparation for the Board Recertification which occurs every two years. The areas of review are:
 - Agreements: Shared Governance Agreement, Service Provider Agreements, MOU/IFA, and One Stop Operator Contract
 - Board: Memberships, Standing Committees, Bylaws, and Local Plan
 - Policies: Conflict of Interest, Sunshine Provision and Open Meeting

Karen asked if the Board has ever had any federal oversight. Executive Board Director LaSetta Hogans shared the state is responsible for certifying the Board. However, The Department of Labor has audited the Board twice in the past about every 3-4 years. ELC Member Pearl Chang Esau asked if any guidance has been provided per the recent federal workforce updates and if/how the updates will impact the Board at the local level such as how grants are awarded like the short-term federal Pell grant. LaSetta shared that if the grants were awarded prior to the government shut down the grant awardees should expect to receive their awards unless they are notified otherwise. LaSetta shared she is not aware of the specific details about the Pell grant awards, however, this is a topic that can be further explored and discussed with the Maricopa Community Colleges partners.

5. Robert's Rules of Order:

Board Liaison Hayden Maynard provided a high level overview of Robert's Rules of Order and shared key principles and best practices:

- Robert's Rules of Order are based on parliamentary procedure and first published in 1876 by Brigadier General Henry Martyn Robert.
 - The rules ensure that all members of a voting body have a voice through the voting methods and procedures, types of motions, rules of abstention, public comment, and postings etc. They provide a structured framework for meetings, ensuring fairness and clear decision-making and maintain order by establishing a quorum, preventing off-topic discussions, and keeping meetings focused. The rules

protect the rights of the minority to be heard, rights of assembly members, and rights of absentees.

- Considered authoritative guide on how to conduct a public meeting according to parliamentary procedure such government bodies, nonprofits and social groups.
- Basic rules: all members of the public body are equal and have equal rights such as right to attend a meeting, make motions, participate in the debate/discussion and vote. ELC Board Member Karen Carter asked for clarification on who is considered a member, a Board Member or a member of the public in attendance. Hayden shared that Board Members would be considered a member.
- Explained the types of motions and steps required for motions, including the necessity of a second and the restatement by the Chair. Karen asked if a date must be stated when postponing a motion. Hayden shared a date does not need to be specified when a motion is postponed. ELC Chair Patrick Fitzhugh shared that Board motions only need a fifty percent vote and not a majority. Hayden shared that a super majority vote is required when the motion is not discussed.
- Amendments allow adjustments to a main motion before voting to ensure it aligns with group intentions. Amendments can be primary, modifying the original motion, or secondary, altering a primary amendment. ELC Member Stephanie Rimmer shared that for any motion a second must be made by another Board Member. Karen asked if a Board Member is attending the meeting virtually and their camera is not on; does it require a roll call vote. Hayden shared that the Board is not subject to that requirement, however, the Board can amend the Board Bylaws to reflect this requirement. ELC Member Stephanie Rimmer shared that a roll call vote is made when attending a meeting virtually/remote. ELC Member Sam Wolo asked for the Board Bylaws to be amended to require a roll call vote when a member is attending virtually when camera is not on.
- Role of the Chair and Vice-Chair: The chair is responsible for facilitating discussions without influencing and maintains neutrality. If the Chair wishes to participate in debates, they must temporarily step down. The Chair must also ensure that only one person speaks at a time and that discussions remain on topic to maintain order.

6. Board End-of-Year-Networking:

ELC Chair Patrick Fitzhugh asked Board Members if they would like to consider organizing a Board networking event before the end of the year. Vice Chair Brandson Ramsey suggested a networking event through service which would allow Board Members to connect while engaging in a meaningful activity. ELC Members Scott Holman, Sam Wolo, Stephanie Rimmer and Meghan McGrilva seconded/supported the idea.

7. Call the Public and Open Discussion:

None

8. Future Agenda Items:

- ELC Member Sam Wolo shared that the most recent Board Bylaw amendment requires Board Members to have their cameras on when attending a meeting virtually which aligns with the roll call vote requirements.

9. Adjournment:

The meeting adjourned at 10:21 a.m.

DRAFT