

**PHOENIX BUSINESS AND WORKFORCE DEVELOPMENT BOARD
ALIGN INVESTMENT STEERING COMMITTEE
Meeting Minutes**

**September 17, 2025
9:00 a.m.**

Members Present:

Elizabeth Cole	Jesus Love
Samantha Hansen	John Soto
Dean Scheinert	Mavrick Knoles
Kaaren-Lyn Graces	Stephanie Rimmer
Pearl Esau Chang	

Public Attendees:

LaSetta Hogans	Carol Gardner
Laura Whitehead	Erica Bennette
Jovanna Parkhouse	Gina Harper
Hayden Maynard	Thomas Flynn
Justin West	Rebecca Tierney
Gregg Bach	Mari Hicks
Amy Schofield	Rebecca Tierney
Elissa Black	

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

1. Call to Order / Roll Call:

The Phoenix Business and Workforce Development Board (Board) Align Investment Steering Committee (AISC) Chair Stephanie Rimmer called September 17, 2025, meeting to order at 9:07 a.m. Roll call was completed and there was a quorum of ten members.

2. June 26, 2025, Align Investment Steering Committee Meeting Minutes:

A motion to approve June 26, 2025, Meeting Minutes was made by AISC Member Dean Scheinert and seconded by AISC Member Elizabeth Cole.

Approved: Kaaren-Lyn Graves, Samantha Hansen, Mavrick Knoles, Pearl Esau Chang, Jesus Love, John Soto, and Stephanie Rimmer

Opposed: None

Abstained: None

Motion passed.

3. PY24 ARIZONA@WORK City of Phoenix Title 1B Service Provider Performance Outcome:

City of Phoenix Community and Economic Development (CEDD) Justin West Data Manager presented five key metrics/ indicators:

1. Participants employed in 2nd and 4th Quarter after program exit
 - a. Lagging indicators – whether if participant obtained employment
2. Youth: Education, training activities, or employment
 - a. Methodology Metrics and percentage of how many youth applicants have completed
 - i. 60% completed
3. Median Earnings counted in the 2nd quarter after 6 months of their exit. It's a lagging indicator; it's their total quarterly earning. Participants not employed during the 2nd quarter are not counted due to not being employed and not making ages.
4. Credential Attainment is for those participants who attained a recognized postsecondary credential or secondary school diploma.
 - a. 1 year after exit
 - b. Formal recognized credential or certificate
5. Measurable Skills Gains (MSG) is a real time measure for all participants to at least achieve one skill gain each year of WIOA participation.

Justin West also shared that Performance targets are negotiated with the State and took effect in PY24. Actual percentages are found by counting the total number of participants in the specific metric's timeframe, and the number of participants who have completed the metric.

<ul style="list-style-type: none">✚ PY24 Adult Performance<ul style="list-style-type: none">✓ Achieved✚ PY24 Adult Impact<ul style="list-style-type: none">✓ 561

<ul style="list-style-type: none">✚ PY24 Dislocated Worker<ul style="list-style-type: none">✓ Achieved✚ PY24 Dislocated Worker Impact<ul style="list-style-type: none">✓ 52
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<ul style="list-style-type: none">✚ PY24 Youth Performance<ul style="list-style-type: none">✓ Achieved✚ PY24 Youth Impact<ul style="list-style-type: none">✓ New Participants<ul style="list-style-type: none">▪ 270

AISC Chair Stephanie Rimmer asked why the Adult, Dislocated Worker, and Youth Participant enrollment was not met. ARIZONA@WORK City of Phoenix Workforce and Operations Supervisor Deb Furlong explained that it was based on what our actuals were and past overall performance.

AISC member Elizabeth Cole asked Justin to explain the PY24 Adult Impact. Deb explained that the participants target was established prior to identifying what the WIOA allocation was and became more involved in what that participant number was on the board level last year and with that overall information, the WIOA program was able to identify the cost per participant, what the average had been in the past years and with that information was able to apply other Federal Funded programs to help off-set the cost increase.

AISC Chair Stephanie Rimmer stated the numbers were compiled through a variety of sources where the programs were giving what their goals was, but they weren't necessarily tied directly to what we can do with those programs and to the degree of our involvement. It was not going to reflect on what we were able to accomplish.

Elizabeth Cole questioned Q2 and Q4 percentage after exit outcomes and the challenges of actual tracking time of data per participants and their field of hire. She also stated if there was a better way of tracking after exit, there would be a better and positive outcome.

Board Executive Director, LaSetta Hogans shared that both board staff and Department of Economic Security work closely to track data that will show the following:

- Number of participants receiving training
- Industries participants are training on
- Outcomes

ARIZONA@WORK City of Phoenix Workforce and Operations Supervisor Deb Furlong commented that this concern has been raised up to the Department Of Labor level being that they targeted a few states around the United States experiencing the same problem, so they have identified it as a national issue.

4. AISC Strategic Plan Tracker Review:

AISC Chair Stephanie Rimmer shared the purpose of the tracker and how it will help with the review of goals, accomplishments, what is still in the queue, and how we can take the committees to the next level.

Board Liaison Hayden Maynard explained the information contained in the Strategic Plan Tracker:

- Committee Name
- Status
 - Green: On Target/Ongoing
 - Gray: Complete
 - Yellow: In Progress/Behind
 - Red: Stalled
- Goal: Identifies goal in the Strategic Plan
- Action: Correlates to the action from the implementation

- Actions completed during the first 2 years of the Board Strategic Plan: July 1, 2023 – June 30, 2025
- Impediments / Dependencies: An opportunity for the committees to share with Board leadership what is keeping goals from being completed

Board Executive Director LaSetta Hogans shared this will be the last year of the strategic plan therefore, the committee will be reviewing these strategies through June 30, 2026. The purpose of reviewing the tracker for the remaining year is to put into perspective new priorities, focus on new shifts and context.

5. Future Agenda Items:

- Review of Tracker
- Funding of local resources / Budget Cuts
- Senior Services
- MOU/IFA - Update

6. Call to the Public:

City of Phoenix Human Services Deputy Director Jovanna Parkhouse provided context referencing targets of individuals that were in performance and provided clarity of Dislocated Worker numbers served during the heart of the pandemic. Overall peer content for the year 2024

- ARIZONA@WORK City of Phoenix: 52 Dislocated Workers
- ARIZONA@WORK Maricopa County: 67 Dislocated Workers
- ARIZONA@WORK Pinal County: 55 Dislocated Workers

7. Adjournment:

AISC Chair Stephanie Rimmer adjourned the meeting at 10:07 a.m.