



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

**November 19, 2025  
9:00 a.m.**

**Members Present:**

Elizabeth Cole  
Pearl Esau  
Kaaren-Lyn Graves

Jesus Love  
Stephanie Rimmer  
Drew Trojanowski

**Public Attendees:**

Gregg Bach  
Erica Bennett  
Elissa Black  
Thomas Flynn  
Deb Furlong  
Gina Harper  
LaSetta Hogans  
Christina Lira  
Luis A. Marquez  
Hayden Maynard  
Gustavo Nava

Angie Parra  
Terence Pinkston  
Demitria Robles  
Amelia Schofield  
Wathsna Sayasane  
Rebecca Tierney  
Brenda Urquidi  
Ariadna Valentin  
Justin West  
Laura Whitehead

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 November 19, 2025, meeting to order at 9:13 a.m. Roll call was completed and there was a quorum of six members.

**2. September 17, 2025, Align Investment Steering Committee Meeting Minutes:**

**A motion to approve September 17, 2025, Meeting Minutes** was made by AISC Member Pearl Esau and seconded by AISC Member Kaaren-Lynn Graves.

Approved: Elizabeth Cole, Jesus Love, Drew Trojsnowski, and Stephanie Rimmer

**Opposed: None**

**Abstained: None**

**Motion passed.**

- 3. PY25 ARIZONA@WORK City of Phoenix Title 1B Q1 Performance Outcome:** City of Phoenix Community and Economic Development Department (CEDD) Data Manager Justin West shared the first quarter performance outcomes for the Adult, Dislocated Worker, and Youth Title IB Workforce Innovation and Opportunity Act workforce service providers for Program Year 25 (PY25).

## **ADULT PY25 Q1 PERFORMANCE**

<b>Measure</b>	<b>Negotiated Target</b>	<b>Actual Measure</b>
2 <sup>nd</sup> Quarter Employment	70.0%	76.82%
4 <sup>th</sup> Quarter Employment	66.0%	74.91%
Median Earnings	\$8,500	\$9,397.60
Credential Attainment	71.0%	65.61%
Measurable Skills Gains	72.0%	8.11%
<b>Achieved</b>	<b>100% or more of Negotiated Value</b>	
<b>Not Achieved</b>	<b>Below 100% of Negotiated Value</b>	

## DISLOCATED WORKER PY25 Q1 PERFORMANCE

Measure	Negotiated Target	Actual Measure
2 <sup>nd</sup> Quarter Employment	74.0%	66.67%
4 <sup>th</sup> Quarter Employment	72.5%	78.57%
Median Earnings	\$10,500	\$11,597.71
Credential Attainment	69.0%	66.67%
Measurable Skills Gains	73.0%	0%
Achieved	100% or more of Negotiated Value	
Not Achieved	Below 100% of Negotiated Value	

## YOUTH PY25 Q1 PERFORMANCE

Measure	Negotiated Target	Actual Measure
2 <sup>nd</sup> Quarter Employment	73.0%	59.76%
4 <sup>th</sup> Quarter Employment	73.0%	77.27%
Median Earnings	\$6,100	\$5,381.40
Credential Attainment	57.0%	58.95%
Measurable Skills Gains	63.0%	8.65%
Achieved	100% or more of Negotiated Value	
Not Achieved	Below 100% of Negotiated Value	

1. 2<sup>nd</sup> and 4<sup>th</sup> Quarter employment refers to employment in the 2<sup>nd</sup> and 4<sup>th</sup> quarters after program exit and it is considered a lagging indicator of program success.

1. Median Earnings are the total earnings in the 2<sup>nd</sup> quarter after program exit. Participants not employed during the 2<sup>nd</sup> quarter are not counted due to not being employed and not making wages.
2. Credential Attainment refers to those participants who participated in occupational training and whether they attained a recognized postsecondary credential or secondary school diploma.
  - a. The credential must be attained one (1) year after exit
  - b. Must be a formal recognized credential or certificate
3. Measurable Skills Gains (MSG) is a real time measure for all participants to at least achieve one skill gain each year of WIOA participation.

City of Phoenix Human Services Department Administrative Assistant II Demitria Robles provided positive impacts of individuals enrolled in the ARIZONA@WORK City of Phoenix Dislocated Worker Program establishing economic stability. During one participant's time in the program, they received job search assistance and career counseling, which motivated them to remain engaged. The customer recently reported securing a position as a Human Resource Director with an annual salary of \$100,000.

This quarter, staff completed a multi-day training on the Atlanta Federal Reserve's Benefits Cliff tool. This tool will be implemented this program year to help clients who receive public benefits make informed career decisions and understand how those choices affect their benefits.

<b>OTA (49)</b>	<b>\$256,471 AZQUEST</b>
<b>Supportive Services (7)</b>	<b>\$2,129 AZQUEST</b>

Neighborhood Ministries (NMPHX):

NMPHX Supervisor Amelia Schofield shared information about a youth participant who enrolled in the NMPHX's WIOA Level Up Youth Program seeking career guidance, being low income, having no work history and assessing as occupational skills deficient. The participant completed the Work Readiness Training and gained valuable soft-skills through a 320-hour front desk position at Neighborhood Ministries.

In May 2025, participant started in the Certified Nurse Assistant program at Providence Training Institute, by co-enrolling in AZQuest. They successfully completed the program in June 2025. Supporting participants' success, they received supportive services including transportation assistance, training supplies, and uniforms for work. By August 2025, the participant began working full-time as a CNA at Phoenix Mountain Post Acute, \$18 per hour and is planning to continue their education and will start a Nursing Program in Spring 2026.

<b>WEX %</b>	\$44,844 65.90%
<b>OTA</b>	\$35,229 64%
<b>Supportive Services</b>	\$7,920 17.6%

**Continue:**

Jewish Family & Children's Service (JFCS)

JFCS Supervisor Gina Harper shared information about a youth participant who joined the program two years ago. They were experiencing homelessness, which made it hard to find a job. JFCS assisted with housing, transportation, food, clothing, and hygiene. These supportive services helped remove barriers, so she had a chance to succeed.

JFCS placed her in a WEX in Mesa, close to her apartment and made a schedule for the WEX & GED prep. Youth Participant kept her GED appointments and passed her GED assessment. Her WEX supervisor shared she will hire her after she completes her hours. JFCS will continue assisting her with future goals.

<b>WEX %</b>	\$7,511.63 46.95%
<b>OTA</b>	\$0 Spent
<b>Supportive Services</b>	Leveraged funds provided by JFCS \$9,389

Watts Family YMCA

YMCA Program Director Erica Bennett shared information about a youth participant entered into the Y Achievers program. She was unemployed and uncertain if she wanted to continue her education due to financial and personal barriers. The participant found herself without stable housing and in need of employment. The youth participant took a job that did not serve her goals or her desires. She worked with her case manager to prioritize her goals and returned to school to finish her Master’s degree. She has since graduated and secured a position as a first-grade teacher

<b>WEX %</b>	\$31,721 51%
<b>OTA</b>	\$51,039 27.5%
<b>Supportive Services</b>	\$14,165 14.2%

**Continue:**

Chicanos Por La Causa (CPLC)

CPLC Program Manager Elissa Black shared information about a youth participant with a strong interest in construction, who came to CPLC determined to build a future in the construction industry as an electrician. With guidance from the CPLC team and support from YouthBuild, the participant obtained assistance to enroll in Habitat for Humanity’s Pre-Apprenticeship Program.

Participant completed her training ahead of schedule, earned her high school diploma, and demonstrated exceptional commitment throughout the program. Days after graduating on September 5, 2025, the participant accepted an offer from Ludvik Electric on September 17, 2025, earning \$19.44 per hour. She also became the first apprentice at Ludvik Electric to be offered overtime, a testament to the skills and knowledge she gained through her pre-apprenticeship training.

<b>WEX %</b>	\$5,040 12.1%
<b>OTA</b>	\$3,950 7.5%
<b>Supportive Services</b>	\$2,935 3.9%

**4. ARIZONA@WORK City of Phoenix PY25 Q1 Fiscal Report:**

CEDD Accountant III Luis A. Marquez shared information about the ARIZONA@WORK City of Phoenix PY25 Q1 fiscal report.

**Youth PY25 Q1 Fiscal Report:**

Category	Budget	Actual Expenses			Budget Balance	% Used
	Total	ISY	OSY	Total	Total	
Professional Services	\$ 1,355,198	\$ 64,936	\$ 194,809	\$ 259,745	\$ 1,095,453	19.2%
Support Services	\$ 224,187	\$ 5,277	\$ 19,743	\$ 25,020	\$ 199,167	11.2%
Work Experience (WEX)	\$ 546,942	\$ 32,088	\$ 57,029	\$ 89,117	\$ 457,825	16.3%
Occupational Training (OTA)	\$ 202,705	\$ 3,950	\$ 57,253	\$ 61,203	\$ 141,502	30.2%
Board Staff	\$ 123,150	\$ 7,838	\$ 23,515	\$ 31,354	\$ 91,796	25.5%
Board Operating	\$ 3,777	\$ -	\$ -	\$ -	\$ 3,777	0.0%
One-Stop Operator	\$ 117,040	\$ -	\$ -	\$ -	\$ 117,040	0.0%
Mobile Career Unit (MCU)	\$ 8,536	\$ 115	\$ 345	\$ 460	\$ 8,076	5.4%
<b>Total</b>	<b>\$ 2,581,536</b>	<b>\$ 114,205</b>	<b>\$ 352,695</b>	<b>\$ 466,899</b>	<b>\$ 2,114,637</b>	<b>18.1%</b>

Luis shared that a quarter of the program year has elapsed and 18.1% of the Youth budget has been expected. He shared that the In-School (ISY)/Out-of-School (OSY) expenses is split 36% going to ISY, 64% going to OSY.

CEDD Budget Supervisor Gustavo Nava shared information about the Adult, Dislocated Worker, and Rapid Response fiscal report:

Category	Actual Expenses	Actual Expenses	Total
	AZQuest	Adult/DW/RR	Combined
Professional Services	\$ 699,858	\$ 52,688	\$ 752,546
Support Services	\$ 2,129	\$ -	\$ 2,129
Occupational Training (OTA)	\$ 256,471	\$ -	\$ 256,471
Program Operating	\$ -	\$ 42,839	\$ 42,839
Board Staff	\$ -	\$ 315,986	\$ 315,986
Board Operating	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 958,458.00</b>	<b>\$ 411,513.55</b>	<b>\$ 1,369,972</b>

Gustavo shared that in the first quarter, the AZQuest grant was still active in the first quarter and a bulk of the budget was expended using AZQuest funds. In Q2, AZQuest funds will no longer be available to supplement Adult, Dislocated Worker, or Rapid Response funds.

**5. Strategic Plan Tracker**

AISC Chair Stephanie Rimmer shared the purpose of the tracker as a visual tool to review goals and accomplishments. Stephanie shared that she wanted to review the tracker to see where they were and she wanted to ask the committee which

strategies should be prioritized to meet the goals of the strategic plan, especially considering continued budget cuts.

Stephanie said she felt that Goal 2 was closely aligned with implementing the One-Stop System Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA). She shared that there would be an update about the MOU/IFA at the December AISC Meeting. Stephanie shared that she also believed that the committee needed to hear directly from title partners how the board can support them.

**6. Call to the Public:**

None

**7. Future Agenda Items:**

- One- Stop System Memorandum of Understanding/Infrastructure Funding Agreement
- Title Partners

**8. Adjournment:**

AISC Chair Stephanie Rimmer adjourned the meeting at 9:59 a.m.