



**PHOENIX BUSINESS AND WORKFORCE DEVELOPMENT BOARD
NATIONAL MODEL FOR MOBILITY STEERING COMMITTEE
Meeting Minutes
VIRTUAL MEETING**

**November 12, 2025
9:00 a.m.**

Members Present:

Neda Boyce
Kristin Emery
Anne Landers

Meghan McGilvra
Claudia Reilly

Public Attendees:

Dominic Cota
Diana Figueroa
Thomas Flynn
Deb Furlong
Mari Hicks
LaSetta Hogans
Luis A. Marquez

Hayden Maynard
Gustavo Nava
Jovanna Parkhouse
Rebecca Tierney
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) National Model for Mobility Steering Committee (NMMSC) Chair, Meghan McGilvra, called the November 12, 2025, meeting to order at 9:05 a.m. Roll call was completed, and a quorum was met with 4 members present.

2. National Model for Mobility Meeting Minutes:

NMMSC Ad-Hoc Member Anne Landers motioned to approve the September 18, 2025, National Model for Mobility Steering Committee meeting minutes, NMMSC Ad-Hoc Member Claudia Reilly seconded.

Neda Boyce and Meghan McGilvra voted to approve. The motion passed.

3. NMMSC Strategic Plan Tracker

The NMMSC reviewed the strategic plan tracker, a tool developed to track progress toward Board 2023-26 Strategic Plan goals. NMMSC Chair Meghan McGilvra suggested that the Skills First Hiring work that the Board is undertaking be reflected on the tracker as contributing to strategic plan, to

reflect the work that the committee is doing. One of the goals is to simplify access to jobs and training for jobseekers, especially to people experiencing barriers. The Skills First Hiring advocacy is advocating for a more equitable hiring practice.

NMMSA Member Claudia Reilly asked why the single front door is not working as an action. Meghan shared that the concept is that there is no wrong door to get services, but in practice, there are a lot of actions that feed into having a single front door. It can be an internet site, it can be a Memorandum of Understanding between partners, it can be making sure there are accessible career pathways, and changes in hiring practices. Claudia asked if they could enhance the sites that we have to make everyone agree it is a single front door. Meghan said if we can't solve technology problems today, what are the short-term actions that can be taken to make access to services and information easier. NMMSA Ad-Hoc Member Anne Landers shared that there is a benefit in concentrating methods for how people can access information, but that how information is shared and marketed is equally important.

NMMSA Member Neda Boyce said in the high school world, there is a lot of discussion about how people access students to share career information, but there is a gap between information and access. Claudia asked if part of the problem is developing a shared language. Meghan said that there is a lot of problems around shared language and the Board can support a development of a shared language between workforce training providers, education providers, and employers.

The NMMSA asked Board staff to take notes from the discussion to work on reflecting the work the committee has done in the actions.

Kristin Emery joined the meeting at 9:15 a.m.

4. Skills First Hiring:

NMMSA Chair Meghan McGilvra reviewed the work that the NMMSA had done so far regarding Skills First Hiring and that the committee was invited to two sessions led by the Arizona Community Foundation (ACF) in October. NMMSA Ad-Hoc Member Anne Landers said that the discussion in the sessions echoed the previous committee discussions about the need for a shared vernacular. NMMSA Claudia Reilly shared that she felt they were productive sessions because she was able to have conversations with people from different areas of expertise.

Anne shared that education is doing so much to adapt to the needs of workforce and that there needs to be an effort to have employers share some of the efforts to adapt to workforce needs. Meghan shared that workforce and education save employers money by training workers. ACF is interested in identifying funders and creating systems to support Skills First Hiring. Meghan asked how

the committee wanted to support that work, whether it be an effort around shared language or inviting employers to a Community of Practice around shared language and Skills First Hiring. Claudia shared that employers do not know what workforce support there is unless they are introduced to it.

NMMSC Member Neda Boyce asked if when the group is talking about education, are they talking about K-12 education or just higher education. Anne shared that she believes they are talking about all levels of education, especially considering studies that show the benefits of early career education. She shared she did not want the Board to create something new, she wanted to support efforts already in place. Meghan agreed that the committee should support existing efforts.

Meghan shared that she would like to see how they wrap the discussion into the strategic plan tracker and to connect with the Instill Hope Steering Committee and to see if there is an opportunity to develop a future session around Skills First Hiring.

5. **Career Pathways:**

NMMSC Chair Meghan McGilvra shared the work done to identify the entry-level roles that they wanted to begin with to develop the framework for the career pathways and that they wanted to utilize existing work and just concentrate it in one place. The three entry level roles identified were home health aides, medical assistants, and semiconductor process technicians.

ARIZONA@WORK City of Phoenix Data Manager Justin West shared wage and education requirements needed for the roles the NMMSC identified. In addition, they identified some of the roles that can be a part of the career ladder with information about median wages and education. He shared that if this work was approved by the committee, they would build it out and include skills and map them.

Meghan shared that the information shared would be the foundation to build out from and shared on the internet. NMMSC Member Neda Boyce shared that in this work, that there are high schools that offer opportunities for students to get certification as they graduate from high school. Meghan shared that is the path they want to pursue, and they want to include certifications offered by WESTMEC and EVIT and any other high school in the Phoenix area. The committee encouraged staff to utilize the work already being done with regards to skills mapping.

NMMSC Ad-Hoc Member Anne Landers motioned to approve the career pathways ladders as presented with the future inclusion of data such as skills and how to acquire careers, NMMSC Member Claudia Reilly seconded.

Neda Boyce, Kristin Emery, and Meghan McGilvra voted to approve.

6. Call to the Public:

None

7. Future Agenda Items:

None

8. Adjournment:

NMMS Chair Meghan McGilvra adjourned the meeting at 9:43 a.m.