



MEETING MINUTES OF PUBLIC MEETING OF THE
MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

Tuesday, September 16, 2025 – 9:30 am - 10:30 am

Members Present: Bonnie Schirato, Anne Landers, Shawn Hutchinson, Tim Willenborg

Members Absent: Loren Granger

Call to order.

Chair Bonnie Schirato called the meeting to order at 9:32 am.

Roll Call.

Roll call was conducted by Management Analyst, Madison Ginsberg. Quorum was confirmed.

Welcome, Chair Opening Remarks.

Chair Schirato welcomed everyone to the meeting and read the Board's vision and values.

Consent Agenda.

The consent Agenda included: (a) Meeting Minutes: August 7, 2025

Chair Schirato asked for a motion to approve the consent agenda items.

Anne Landers moved to approve the consent agenda. Tim Willenborg seconded the motion. Motion carried unanimously.

Information/Discussion/Possible Action.

Policy Revisions.

Laura Malhoit, Compliance and Policy Manager, presented updates to two policies: the supportive service policy and the training service limits policy.

- Supportive Service Policy:
 - Oversight transferred from the service provider to the Board for better accountability and compliance.
 - Clarified definitions, eligibility, documentation, and funding caps due to limited resources. Exceptions above caps require documented justification.
- Training Service Limits Policy:
 - Removed exception for Smart Justice participants to train outside targeted industries due to budget limits.
 - Training must align with the Board's targeted industries, referenced via a website link for updates.
- Discussion:
 - Smart Justice exceptions were rare, simplifying policy enforcement.
 - Shifting policy oversight to the Board aligns with federal requirements, increasing workload but improving governance.
 - Strong collaboration with the Human Services Department ensures smooth transition.
 - The Board can adjust funding caps as needed throughout the year.

PUBLIC PARTICIPATION AND ACCESS: "The public must be allowed to attend and listen to deliberations and proceedings taking place in all public meetings, A.R.S. § 38-431.01(A); however, Open Meeting Law does not establish a right for the public to participate in the discussion or in the ultimate decision of the public body." Note: Agenda items may be taken out of order

"Equal Opportunity Employer/Program." "Auxiliary aids and services are available upon request to individuals with disabilities." A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available within 72 hours' notice. Additional reasonable accommodations will be made available to the extent possible within the time frame of the request. Arizona@Work: Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA); serving Employers by aiding job seekers, adults, dislocated workers and youth.

Chair Schirato asked for a motion to approve the supportive service policy and training service limits policy revisions as presented.

Tim Willenborg moved to approve all four policies as presented. Sean Hutchinson seconded the motion. Motion carried unanimously.

Information/Discussion Only.

Maricopa County Workforce Area High Impact Dashboard Presentation.

Rachael Tashbrook, OEO Deputy Administrator, and Janice Garza presented the newly developed Maricopa County Workforce Area High Impact Dashboard.

- Project Goals:
 - The initiative, led by the Council, seeks to ensure public workforce funds are invested in training programs that yield measurable employment and wage gains. The goal is to increase enrollment in high-impact training programs by 60% statewide.
- HIT Dashboard:
 - Developed to measure training effectiveness using completion rates, wage gains, and participant characteristics. The dashboard helps identify programs that exceed, meet, or fall below expectations, adjusting for economic conditions and participant barriers.
- Maricopa County Data Highlights:
 - Opportunity identified to shift 251 participants into high-impact adult training programs.
 - Twelve high-impact programs exist in Maricopa.
 - Emphasis on strategic enrollment to improve outcomes by guiding participants toward high-impact programs.
- Analysis:
 - Uses a predictive model accounting for participant barriers (e.g., homelessness, disability) and local economic conditions to fairly assess program outcomes against expectations.
 - Data and dashboards are publicly available for ongoing review and use by local boards.
 - Continuous annual updates will refine program ratings and support policy and operational decisions.

Central Arizona Regional Workforce Forum Series Update.

The update was tabled and will be addressed at the following meeting.

Call to the Public.

Chair Schirato made the call to public, but no comments were received.

Adjourn.

Chair Schirato thanked all attendees and asked for a motion to adjourn the meeting.

Anne Landers made a motion to adjourn. Tim Willenborg seconded the motion. Motion carried unanimously.

Meeting adjourned at 10:31 am.

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