



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

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Maricopa County Workforce Development Board Executive Committee and to the general public that the Maricopa County Workforce Development Board Executive Committee will hold a meeting open to the public on:

Thursday, January 22, 2026 – 9:30 a.m. - 10:30 a.m.

<https://www.gotomeet.me/MaricopaCountyWDB>

Phone: +1 (872) 240-3212; Access Code/Meeting ID: 167-097-701 #

The agenda for the meeting is as follows:

****Indicates materials attached, please review/read prior to meeting.***

1. Call to Order.

2. Roll Call.

3. Welcome, Chair Opening Remarks. (5 minutes)

4. Consent Agenda. (5 minutes)

For Possible Action.

The Executive Committee will consider and vote on the items on the consent agenda. Consent agenda is established to efficiently dispense the business of the MCWDB. These items will not be discussed unless a Member of the Committee asks to remove an item from the consent agenda.

a. Meeting Minutes: September 16, 2025*

5. Information/Discussion/Possible Action.

a. Policy Approval* (10 minutes)

i. Needs Additional Assistance Policy

ii. Selective Service Policy

iii. Youth Program Eligibility Policy

b. Targeted In-Demand Industries* (15 minutes)

6. Information/Discussion Only.

a. Central Arizona Regional Workforce Forum Series Update* (5 minutes)

b. Youth Committee Appointments

i. Yvonnda Shelton (Workforce Development Specialist, SciTech Institute)

ii. Eric Cultum (Board Member, Agua Fria School District Board)

iii. Tiffany Bellows (Workforce Development Coordinator, Chandler Unified School District)

7. Call to the Public.

8. Adjourn.

NEXT REGULAR EXECUTIVE COMMITTEE MEETING: March 19, 2026

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.



Consent Agenda.

Meeting Minutes



DRAFT

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.

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.



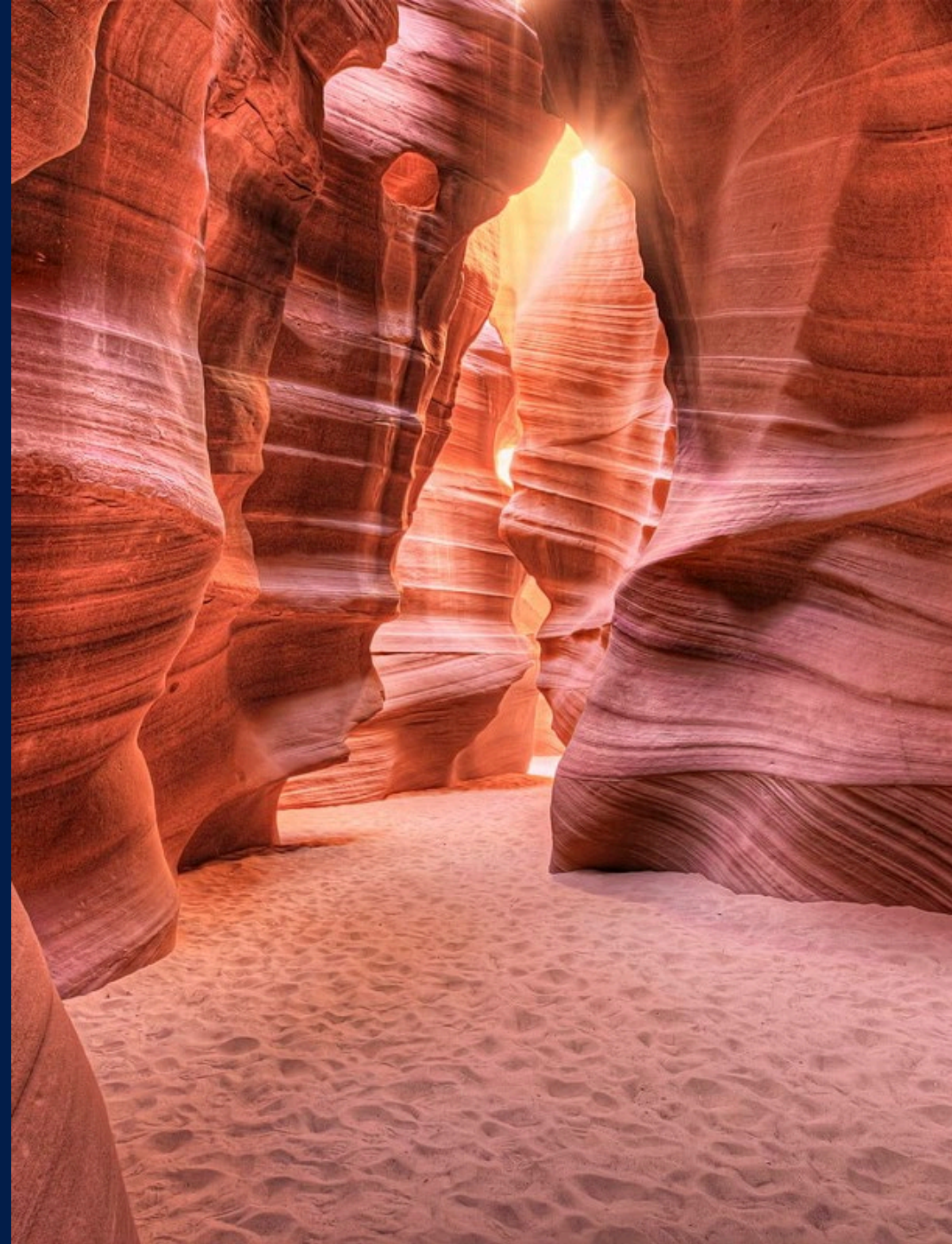
**Information/Discussion/
Possible Action.
Policy Approval**



Quarter 2 Policies for Approval

PY 25/FY 26

Laura Malhoit : Compliance & Policy Manager : 01/22/2026



Policies

- Needs Additional Assistance Policy
- Selective Service Policy
- Youth Program Eligibility Policy

Policies have gone through legal review and received legal approval

Policies

To ensure greater consistency, accountability, and alignment with federal and state guidance, these policies are being transitioned from the service provider to the workforce board.

This shift strengthens oversight and reinforces the board's role in setting strategic direction and ensuring compliance.

Needs Additional Assistance Policy

Overview

- This policy defines how low-income WIOA youth qualify as needing additional assistance by identifying allowable barriers, required documentation standards, and a 5% enrollment cap for in-school youth to ensure compliance with federal requirements.

Needs Additional Assistance Policy

Updates

- No major updates from the WDD version
- Minor updates include
 - Spelling
 - Grammar
 - Minor wording revisions
 - Updated County Branding

Selective Service Policy

Overview

- Outlines Selective Service registration requirements for WIOA Title I-B applicants and participants
- Specifies who must register, who is exempt, and the documentation required to verify compliance.
- Establishes procedures for determining eligibility when males age 26 or older failed to register
- Clarifies requirements for youth turning 18 while enrolled, documentation standards in AJC, and the consequences for noncompliance to ensure alignment with federal WIOA regulations.

Selective Service Policy

Major Updates

- Removed requirements pertaining to transgender individuals as these had been removed from the Selective Service website and guidance
- Added guidance for determining if failure to register for selective service was knowing and willful
- Updated table for who must register to match guidance on selective service website
- Added verbiage on documentation and how all forms of documentation must be uploaded into the AJC system

Selective Service Policy

Minor Updates

- Spelling
- Grammar
- Minor wording revisions
- Updated County Branding

Youth Program Eligibility Policy

Overview

- This policy establishes eligibility requirements for the WIOA Youth Program, outlining age ranges, in-school and out-of-school youth criteria, allowable barriers to employment, low-income definitions, and documentation standards.
- It clarifies enrollment procedures, assessment and suitability requirements, Selective Service compliance, and federal spending limitations, including the **75% out-of-school youth expenditure requirement** and **applicable 5% exceptions**, to ensure consistent and compliant youth program participation.

Youth Program Eligibility Policy

Major Updates

- Updated definitions for English Language Learner, Dropout, Homeless or runaway youth, Offender, Parenting, and Pregnant to match state definitions
- Updated description to include program goal for youth to obtain employment along a career pathway, enrollment in postsecondary education or a Registered Apprenticeship prior to the end of participation or during follow up period

Youth Program Eligibility Policy

Major Updates

- Updated description to define when a youth becomes a WIOA participant (after completion of Eligibility Determination, the Objective Assessment, development of the Individual Service Strategy, and one Youth program element)
- Noted state waiver for PY 25
 - Context: For Program Year 2025, a state waiver reduces the minimum OSY expenditure requirement from **75% to 50%**

Youth Program Eligibility Policy

Major Updates

- Updated definition of low-income individual to match state policy
- Updated determining family size section to match state policy
- Added table of income inclusions and exclusions to clarify which income must be counted when calculating youth income

Youth Program Eligibility Policy

Minor Updates

- Spelling
- Grammar
- Minor wording revisions
- Updated County Branding

Recommendation

Approve policies as presented in 1/22/26 MCWDB Executive Committee Packet


If approved will be available on MCWDB website: [MCWDB Policies & Plans | ARIZONA@WORK](#)



Questions



Thank You

 MARICOPA COUNTY Workforce Development Board	SECTION/REFERENCE DES Section 300 Youth Program Policy DOL TEN 22-19 Attachment 1 WIOA Final Rule 29 CFR 681.300	POLICY NUMBER 26-02
	ORIGINAL ISSUE DATE November 2025	REVISION DATE January 2026
	AUTHORIZED BY: Maricopa County Workforce Development Board	
SUBJECT: Needs Additional Assistance Youth		ADDENDA:

Purpose: The Workforce Innovation and Opportunity Act (WIOA), requires that all youth served must meet program eligibility criteria, which includes at least one barrier to employment. The purpose of this policy is to further define how a youth is eligible when classified as a “low-income person who requires additional assistance to enter or complete an educational program or to secure and hold employment.”

Responsibility of: Career Advisor, Youth Participant

Definition: A low-income youth who requires additional assistance to enter or complete an education program or to secure and hold employment; Maricopa County’s Workforce Investment Board has defined this as “other eligible youth who face serious barriers to employment and are defined as “at risk”... based upon assessment of skill needs, barriers and/or referrals from Juvenile Justice Court System, youth services program providers and local education agencies.” Within this definition, Maricopa County has applied more specific barriers that youth may experience to qualify as someone who requires additional assistance. These barriers are listed below with the appropriate method of documentation. **NOTE: Case Notes and Applicant Statement attestation shall only be used as a last resort and attempts to obtain the other forms of documentation must be noted in AJC.**

Description:

Work History Barriers

- **Age 16 – 24 with no work history or poor work history** can be documented with:
 - UI Wage Records showing no wages or wages earned are consistently less than \$2970 per quarter
 - Case notes documenting CA’s conversation with youth regarding their poor work history. Case notes should clearly state that “Youth reported” the information.
- **Has been fired from one or more jobs within the last 6 months** can be documented with:
 - DES GUIDE Employer Screen with a code 20
 - Termination letter from Employer

- Letter from social service agency, counselor or another adult working with the youth at the time of discharge
- Case notes documenting CA's conversation with youth regarding their termination(s) over the previous 6 months. Case notes should clearly state that "Youth reported" the information
- **Sporadic employment** such as held three or more jobs within the last 12 months and is not currently employed can be documented with:
 - Employer Screen with a code 10 (voluntarily quit), 20 (discharged), or 40 (laid off)
 - Paystubs
 - Employer Letter of hire or discharge
 - Letter from social service agency, counselor or another adult working with the youth at the time
 - Case notes documenting CA's conversation with youth regarding the 3 or more jobs they have held within the last 12 months, and why they are not currently employed. Case notes should clearly state that "Youth reported" the information.

Other Barriers to Employment can be documented with:

- Scores of 31 – 40 on the Barriers to Employment Success Inventory (BESI) assessment in any or all of the following areas: Personal and Financial; Emotional and Physical; Career Decision-Making and Planning; Job-Seeking Knowledge; Training and Education.

A youth with at least one parent who has been or is currently incarcerated can be documented with:

- Court documents
- Inmate Data Search: DOC Search: [Inmate Datasearch | Arizona Department of Corrections, Rehabilitation and Reentry \(az.gov\)](https://www.azdhs.gov/dhs/divisions/asd/branches/corrections/Inmate-Datasearch/)
- Maricopa County Inmate Data Search: [Inmate Information | Maricopa County Sheriff's Office \(mcsso.org\)](https://www.maricopa.gov/Inmate-Information/)
- Other Inmate Data Search for specific jurisdiction
- Case notes documenting CA's conversation with youth regarding parent's incarceration. Case notes should clearly state that "Youth reported" the information

Chronic Health Conditions (e.g., diabetes, asthma, obesity) or on-going behavioral either personally or within immediate family to include parents, grandparents, siblings, cousins, aunts, and uncles that negatively impact the participant's ability to participate in education or employment can be documented with:

- School Records
- Medical Records
 - To be compliant with the Health Insurance Portability and Accountability Act (HIPPA) guidelines in the handling of health information, medical records should be kept in a secured location separate from individual's case file.
- Letter from social service agency or case manager working with them on this issue


- Letter from doctor responsible for treating the chronic illness Case notes documenting CA's conversation with youth regarding their chronic health issue. Case notes should clearly state that "Youth reported" the information. Case notes should follow HIPPA guidelines. Case notes should not reference diagnoses, conditions, or any otherwise specific health information.

Substance Abuse, or history of substance abuse either personally or within immediate family to include parents, grandparents, siblings, cousins, aunts/uncles can be documented with:

- Court Documents
- Medical Records
 - To be compliant with the Health Insurance Portability and Accountability Act (HIPPA) guidelines in the handling of health information, medical records should be kept in a secured location separate from individual's case file.
- Discharge from Substance Abuse facility
- Letter from social service agency, counselor or another adult working with the youth
- Case notes documenting CA's conversation with youth regarding this issue. Case note should clearly state that "youth reported" the information. Case notes should follow HIPPA guidelines. Case notes should not reference diagnoses, conditions, or any otherwise specific health information.

Youth who Require Additional Assistance Limitations

Youth that are enrolled based on requiring additional assistance to enter or complete an educational program or to secure and hold employment is **limited to 5% of In-school Youth (ISY)**. The 5% is based on **new** ISY enrollments in a program year, rather than all ISY served in a program year. Therefore, for every one youth enrolled under the "requires additional assistance" criterion, 20 youth must be enrolled under at least one of the other barriers.

 MARICOPA COUNTY Workforce Development Board	SECTION/REFERENCE WIOA Section 189(h); TEGL 11-11 Change 2; DES Section 100 Adult/DW Program Registration, Eligibility Policy & DES Section 300 Youth Program Policy	POLICY NUMBER 26-03
	ORIGINAL ISSUE DATE November 2025	REVISION DATE January 2026
	AUTHORIZED BY: Workforce Development Board	
SUBJECT: Selective Service Requirements		ADDENDA:

Purpose: To outline Selective Service System registration requirements for WIOA Title 1-B programs

Responsibility of: WIOA Applicant, Career Advisor (CA), Program Supervisor, Quality Improvement (QI)

Definition: A Selective Service Registrant is a person who has complied with the Military Service Act and submitted a registration to the Selective Service System

Description: Who Must Register? Almost all male US citizens and male immigrants who are 18 through 25, are required to register with Selective Service. Men who are 26 years old and older are too old to register (see sections below regarding individuals who failed to register). Males born after December 31, 1959, are required to register for Select Service upon their 18th birthday and may not register after their 26th birthday. (Reference: www.sss.gov).

NOTE:

- To be fully exempt a person must have been on active duty or confined continuously from age 18 to 26.
- Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register.
- Immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

Non-Registration by Males 26 and Older

ARIZONA@WORK Maricopa County staff must determine if the potential WIOA participant's failure to register was knowing and willful.

Before enrolling in WIOA-funded services, all males 26 and older who have not registered for Selective Service must provide one of the following:

- Documentation showing they were not required to register.
- If they were required to register, documentation establishing that their failure to do so was not knowing or willful.

Status Information Letter

An individual may obtain a Status Information Letter from Selective Service if one of the following applies:

- The individual believes he was not required to register.
- The individual did register but cannot provide the appropriate documentation.

The Status Information Letter Request form and instructions can be accessed through the Selective Service website (sss.gov). If an individual decides to request a Status Information Letter, they will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, or military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in a WIOA-funded service. If the Status Information Letter indicates that the individual was required to register and did not register, he is presumed to be disqualified from participation in WIOA-funded activities and services until it can be determined that his failure to register was not knowing and willful.

All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

If the applicant is a non-U.S. male who came into this country for the first time after his 26th birthday, a Status Information Letter from Selective Service is not required if he can provide supporting documentation such as:

- Date of entry stamp on passport, or
- I-94 with date of entry stamp, or
- Letter from US Citizenship and Immigration Services indicating date of US entry

NOTE: A Resident Alien card is not valid proof of date of entry to the United States

How to Determine “Knowing and Willful” Failure to Register

If the individual was required but failed to register with Selective Service as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he establishes that the failure to register was not knowing and willful. ARIZONA@WORK Maricopa County staff who enroll individuals in WIOA-funded activities, are responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful.

In order to establish consistency regarding the implementation of the requirement, WIOA Title I-B service provider should consider the following questions when determining whether a failure to register is knowing and willful. In determining whether the failure was “knowing”, the WIOA Title I-B service provider should consider:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the Status Information Letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was “willful”, the WIOA Title I-B service provider should consider:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

Evidence presented may include the individual’s written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case.

The following are examples of documentation that may be of assistance in making a determination in these cases:

- Service in the Armed Forces – Evidence that a male has served honorably in the U.S. Armed Forces, such as a Form DD-214 or his Honorable Discharge Certificate. These documents serve as evidence that his failure to register was not knowing and willful.
- Third Party Affidavits – Affidavits concerning reasons for not registering from parents, teachers, employers, doctors, and others may help staff with determining willful and knowing failure to register.
- Self-Attestation – Signed statement that explains why the individual’s failure to register was not knowing and willful.

If it is determined that an individual’s failure to register with the Selective Service was not knowing and willful and the individual is otherwise eligible, WIOA services may be provided. However, if staff determines that evidence shows that the individual’s failure to register was knowing and willful, WIOA services must be denied. Individuals who are denied services must be advised of available grievance procedures.

Youth Under age 18 at time of Enrollment

Male youth participants who reach 18 years of age while enrolled in the program must complete a Selective Service Registration within 30 days of their 18th birthday. If a male participant does not register for Selective Services within 30 days of his 18th birthday, he is no longer eligible to receive WIOA Title I-B services. Youth who are denied services must be advised of available WIOA Title I-B grievance procedures.

NOTE: Females registering for WIOA services in Arizona Job Connection (AJC) should respond **“YES”** to the question “Have you complied with Selective Service requirements”? Females responding NO to this question will be listed in AJC as not eligible for WIOA programs and cannot be enrolled until the response is changed to YES. (Females *have* complied with Selective Service requirements by not registering, because they are not required to register.)

Selective Service- Who Must Register		
Category	Yes	No
All male U.S citizens born after 12/31/1959, who are 18 but not yet 26 years old, except as noted below:	Yes	
Military Related		
Cadets at the Merchant Marine Academy	Yes	
ROTC Students	Yes	
National Guardsmen and Reservists not on active duty/Civil Air Patrol members	Yes	
Delayed Entry Program enlistees	Yes	
Men rejected for enlistment for any reason before age 26	Yes	
Separatees from Active Military Service, separated for any reason before age 26	Yes*	
Members of the Armed Forces on active duty (active duty for training does not constitute “active duty” for registration purposes”		No*
Students in Officer Procurement Programs at the Citadel, University of North Georgia, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		No*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		No*
Immigrants**		
Permanent resident immigrants (USCIS Form I-551)	Yes	
Refugee, parolee, and asylee immigrants	Yes	
Undocumented immigrants	Yes	
Dual national U.S citizens	Yes	
Lawful non-immigrants or current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at: https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf .		No
Seasonal agricultural workers (H-2A Visa)		No
Confined		
Incarcerated, or hospitalized, or institutionalized for medical reasons		No*
Handicapped, Physically or Mentally		
Able to function in public with or without assistance	Yes	
Continually confined to a residence, hospital, or institution		No
*Must register within 30 days of release unless already age 26.		

NOTE: TO be fully exempt must have been on active duty or confined continuously from age 18 to 26.

****Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S citizens. Citizens of America Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the U.S for more than one year in any status, except when the individual resides in the U.S as an employee of the government of his homeland, or as student who entered the U.S for the purpose of full-time studies, as long as such person maintains that status.**

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register

https://www.sss.gov/wp-content/uploads/2025/01/WhoMustRegisterChart_1-28-25-2.pdf

*Must register within 30 days of release unless already age 26.


Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed, and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the United States for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

Veterans who Failed to Register for Selective Service

- If a veteran is discharged from active duty before age 26, he must register within 30 days of discharge.
- If a veteran is discharged from active duty after the age of 26, he must provide a DD-214 or other documentation indicating dates of military service. No Status Information Letter is required.
- If a veteran is discharged after the age of 26 and does not have a DD-214, a Status Information Letter is required OR the veteran should be assisted in obtaining a DD-214
- Veterans who served on full-time active duty are exempted from selective service registration if they served continuously from age 18 to age 26. DD-214 or other documentation indicating dates of military service is required.

Documentation

WIOA Title I-B Service Providers must upload selective service documentation, including exemption and Selective Service Status Information Letters and/or evidence presented to make determinations related to knowing and willful failure into the AJC system and add case notes on the evidence and reason for the determination into the AJC system.

 <p>MARICOPA COUNTY Workforce Development Board</p>	SECTION/REFERENCE DES WIOA Title I-B Youth Program Policy Section 300	POLICY NUMBER 26-01
	ORIGINAL ISSUE DATE January 2026	REVISION DATE January 2026
	AUTHORIZED BY: Maricopa County Workforce Development Board	
SUBJECT: Youth Program Eligibility		ADDENDA:

PURPOSE:

The WIOA Youth Program requires youth ages 14 – 24 to be eligible under the Federal guidelines in order receive program services. Participants may continue to receive services beyond the age of 24 after they are enrolled in the program.

RESPONSIBILITIES OF: Career Advisor, Program Supervisors, Quality Improvement Team, and WIOA youth applicants

DEFINITIONS:

Barriers to Employment: Circumstances which present a substantial disability or interference to the individual's ability to obtain or retain employment.

Basic Skills Deficient: The individual computes or solve problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

English Language Learner: An individual who has limited ability in reading, writing, speaking or comprehending the English Language, and:

- a. Whose primary language is other than English
- b. Who lives in a family or community environment where the dominant language is other than English

Dropout: An individual who is no longer attending school and who has not received a secondary diploma or its recognized equivalent. Individuals who have dropped out of postsecondary education are not considered "dropout" for purposes of Youth program eligibility.

Homeless or runaway youth: Individuals between the ages 14 to 24, who lack a fixed, regular, and adequate nighttime residence.

- a. Meets the criteria defined in Section 41403(6) of the Violence Against Women Act of 1994; or
- b. Meets the criteria defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act.

Offender: An adult or juvenile who:

- a. Is or has been subject to any stage of the criminal justice process, and for whom services under this act may be beneficial; or
- b. Requires assistance overcoming barriers to employment, resulting from a record of arrest or conviction.

Parenting: Includes either a custodial or non-custodial mother or father. When a youth is within the Youth program age-eligibility requirements, the age at which the youth became a parent does not factor into the definition of parenting.

Participant: Individual who is determined eligible to participate in the WIOA youth program and who receives a service funded by WIOA.

Postsecondary Education: The education level that follows the successful completion of secondary education, often referred to as high school. Postsecondary education includes universities and colleges, as well as trade and vocational schools.

Pregnant: Only includes the expectant mother

DESCRIPTION:

The youth program provides a comprehensive array of high-quality services, including career exploration and guidance, continued support of educational attainment, and training for employment within in-demand industries and occupations to In-School Youth (ISY) ages 14-21 and Out-of-School Youth (OSY) ages 16-24. The program's goal is for qualified youth to obtain employment along a career pathway, enrollment in postsecondary education or a Registered Apprenticeship prior to the end of participation or during follow-up. The youth program provides services to youth with barriers to employment, with a special focus on supporting the education and career success of OSY.

At the time of eligibility determination, service providers must determine if a youth meets the In-School Youth (ISY) or Out-of-School Youth (OSY) criteria to participate in the youth program.

The applicant's status (age, barrier/challenge, school status, etc.) does not change throughout his/her participation.

The applicant is considered a WIOA Youth participant after the completion of Eligibility Determination, the Objective Assessment, development of the Individual Service Strategy (ISS) and a Youth Program Element. These services must be added to the Arizona Job Connection (AJC) Service and Training (S&T) Plan to trigger participation as a Youth participant.

Eligibility is tracked and verified using the Arizona Job Connection (AJC) system and participant's case file.

Orientation/Initial Assessment to the program will be conducted individually or in groups and will consist of an overview of the enrollment process, assessments, training programs, attendance requirements while in training, and information regarding financial aid and support services. If the youth is not enrolled at this time, a referral must be given to another program that better meets his or her needs.

Suitability should be determined during orientation. Not all youth who seek WIOA-funded services will be suitable for the program, *at that given time*. The youth may have a challenge that WIOA services are unable to resolve, or the youth's expectations may not be in line with the services/objectives of WIOA youth program. The Youth Service Provider must adequately assess the youth's goals, barriers, and expectations to determine if the youth is suitable for the program. If a youth is determined not to be suitable, a referral must be given to another program that better meets the youth's needs.

Eligibility must be determined, and the enrollment approved prior to providing funded services to the participant. A minimum of 75%* of funds must be spent on **out of school youth**.

**Note: For Program Year 2025, this requirement has been reduced to 50% as stated in the [State's WIOA Title I Waiver](#).*

Eligible Out of school Youth (OSY) means an individual who is:

- Not attending school (Adult Education, Job Corps, and YouthBuild are *not* considered school);
- Between 16 and 24 years old at the time of enrollment and one or more of the following:
 - A school dropout, including a youth who is not attending an alternative school at the time of enrollment;
 - A low-income individual with a secondary school diploma or its recognized equivalent and:
 - Basic skills deficient; or
 - An English language learner;
 - Subject to the juvenile or adult justice system;
 - Homeless (i.e. lacks a fixed, regular and adequate nighttime residence);
 - A runaway;
 - In foster care, has aged out of foster care, or who has attained 16 years of age and has left foster care for kinship, guardianship, or adoption;
 - A youth who has been removed from his/her home and is in an out-of-home placement;
 - Pregnant or parenting;
 - An individual with a disability; or
 - A low-income individual in need of additional assistance to enter or complete an education program or to secure or hold employment, as defined by the LWDA. (See the "Needs Additional Assistance" policy for more information.

Eligible In-school Youth means an individual who is:

- Attending school, including secondary and postsecondary school; and
- Between 14 and 21 years old at the time of enrollment. (The age requirement is extended for youth with disabilities because school districts must provide programs and services to eligible youth with disabilities attending secondary school until they turn 22 years old.) and
- A low-income individual **and** one of the following:
 - Basic skills deficient;
 - An English language learner;
 - An offender;
 - Homeless (i.e., lacks a fixed, regular, and adequate nighttime residence);
 - A runaway;
 - In foster care, has aged out of foster care, or has left foster care for kinship guardianship or adoption;
 - A youth who has been removed from his/her home and is in an out-of-home placement;
 - Pregnant or parenting;
 - An individual with a disability; or
 - Requires additional assistance to enter or complete an education program or to secure and hold employment, as defined by the LWDA.

5% Limitation

No more than five percent of In-School Youth enrolled in the program year may be “an individual who requires additional assistance to complete an educational program or to secure and hold employment”. In-School Youth enrolled in the program must be tracked to ensure that no more than five percent are enrolled using this criterion.

5% Exception

WIOA allows a low-income exception where five percent of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. The five percent calculation is based on the percent of newly enrolled youth in a given program year who would ordinarily be required to meet the low-income criteria.

- All In-School Youth must be low-income unless included in the five percent low-income exception.
- Low-income eligibility requirements apply to Out-of-School Youth only if they are eligible as recipients of secondary school diplomas or its recognized equivalent and are at least one of the following:
 - Basic skills deficient;
 - An English language learner; or
 - In need of additional assistance to enter an educational program or to secure employment.

The 5% Exception must be tracked to ensure compliance.

DOCUMENTATION FOR ELIGIBILITY

- Youth service providers must use the DES WIOA Title I-B Youth Program Eligibility Checklist.
- LWDA's must ensure timely documentation is collected in regard to eligibility determination.
- Attempts to secure documentation and the outcome must be recorded in the AJC case notes within 15 calendar days from the date that the career advisor requests documentation from the youth.
- All eligibility documents must be uploaded into the AJC system. If the document contains Personal Identifiable Information (PII) and is not required for DES data validation, do not upload into AJC but instead create a case note that the document was visually verified. Eligibility documents required for DES data validation containing PII must have PII redacted prior to being uploaded into the AJC system.

For all verification and acceptable eligibility documents:

- Staff must use the DES WIOA Title I-B Youth Program Eligibility Checklist and Youth Data Validation Checklist to identify eligibility documents for the WIOA Title I Youth Program and for data validation.
- The checklist identifies source documents, which are documents used to verify eligibility requirements.
- All eligibility documents required for data validation must be uploaded into AJC. Documents containing PII must have PII elements redacted prior to being uploaded in the AJC system.
- Documents required for eligibility and not data validation containing personal identifiable information (PII) will should not be uploaded in the AJC system. Instead of uploading documents that contains PII, a case note will be entered in AJC to say that particular document has been collected and visually verified.

- Staff must ensure that reasonable attempts have been made to secure source documentation as identified in the checklist.

The WIOA Title IB Applicant Statement may be used as permitted on the WIOA Eligibility and Verification Checklist when the information is unverifiable, or it is unreasonably difficult for the applicant to obtain.

- For high-risk Out-of-School youth, the WIOA Title IB Applicant Statement is acceptable to allow upfront enrollment of the youth.
- High risk Out-of-School youth means not having a high school diploma or HSE and meeting one of the following eligibility criteria:
 - Basic skills deficient;
 - An English language learner;
 - An offender;
 - Homeless (i.e. lacks a fixed, regular and adequate nighttime residence);
 - A runaway;
 - In foster care, has aged out of foster care, or has left foster care for kinship guardianship or adoption;
 - A youth who has been removed from his/her home and is in an out-of-home placement;
 - Pregnant or parenting;
 - An individual with a disability; or
 - Requires additional assistance to enter or complete an education program or to secure and hold employment, as defined by the LWDA.
- An exception includes out-of-school youth who meet the “Requires additional assistance to enter or complete an education program or to secure or hold employment” eligibility criteria, as they are not considered high risk. As such, the WIOA Applicant statement may not be used for upfront enrollment for youth that meet this eligibility criteria.
- If additional documentation is required on the WIOA Eligibility and Verification Checklist for data validation purposes, the LWDA may request the documentation from the youth after the youth has begun to receive Youth services.
 - LWDA's must ensure all youth that are less than 18 years old have a WIOA Applicant Statement signed by the youth's parent, guardian, or a responsible adult/ collaborating witness. By signing the form, the youth's parent, guardian, or a responsible adult/ collaborating witness gives permission for the youth to participate in the program and verifies the information on the form is accurate. All reasonable attempts must be made to secure the co-signature of the parent or legal guardian to the WIOA Application and/or Applicant Statement form in the instance where a minor is applying for WIOA services. If there is no parent or legal guardian available, a responsible adult in the life of the minor will have to suffice. A responsible adult (age 18 or older) can be a family member who has no legal guardianship but provides room and board, a religious person currently familiar with the family history of the minor, a counselor at a homeless shelter, etc... The ARIZONA@WORK career advisor or other LWDA staff must not sign as the witness.

A low-income youth is an individual who:

1. Receives or has received, or is a member of a family that receives or has received in the past six months, assistance through:
 - a. The Supplemental Nutritional Assistance Program (SNAP)

- b. The program of block grants to States for the temporary assistance for needy families (TANF)
 - c. The Supplemental Security Income (SSI) program
 - d. State or local income-based public assistance
2. Is in a family where the total includable family income does not exceed the higher of “a or b” below:
 - a. The federal poverty line guidelines
 - b. 70 percent of the US DOL Lower Living Standard Income Level (LLSIL) for each program year.
3. Qualifies as a homeless individual who lacks a fixed, regular, and adequate nighttime residence;
4. Is a foster child for whom state or local government payments are made
5. Receives, or is eligible to receive, a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (NSLA)
6. Is an individual with a disability whose own income meets the low-income requirements, but who is a member of a family where the total income does not meet the low-income requirements. The youth can be counted as a family of one, so that the youth’s income meets the low-income requirement; or
7. Is a youth who lives in a high poverty area, as determined by the American Community Survey.

High Poverty Areas

Youth living in high poverty areas are automatically considered low-income individuals. WIOA defines a high poverty area as a census tract, set of continuous census tracts, Indian reservation, tribal land, or Native Alaskan Village or county with a poverty rate of at least 30 percent, as set every five years using the American Community Survey five-year data. LWDA must use Determining High Poverty Census Tracts in Arizona and the High Poverty Census Tracts Spreadsheet from the DES WIOA resource page or other tools developed by the LWDA to determine if a youth lives in a high poverty area by census tract.

Determining Family Size: Since low-income status is based on family size (except for individuals automatically considered to be low income) the family size for the previous six months must be determined.

Arizona DES defines a family as two or more individuals related by blood, marriage, or decree of court who are in a single residence, and are included in one or more of the following categories:

1. A married couple and dependent children;
2. A parent or guardian and dependent children; or
3. A married couple

Note: When an individual is not living in a single residence with other family members, the individual is not considered a member of the family for the purpose of WIOA Title IB income calculations.

Once the family size has been determined, the household income can be calculated. Eligibility for youth is determined by calculation of family income **received** in the six months immediately prior to WIOA application date.

Income Verification

LWDA staff must attempt to gather information such as other public assistance the individual may receive, such as TANF and SNAP, and verify if the individual receives monetary support. Attempts include calls to the participant, letters, e-mail messages, etc. Low-income verification attempts must be documented in case notes in AJC.

- Documentation related to income verification as outlined on the WIOA Eligibility and Verification Checklist must be collected and uploaded into AJC.
- Income that is being used to determine income eligibility for WIOA Title I services should be identified using the WIOA Eligibility and Verification Checklist. If a verification document cannot be obtained, the WIOA Title IB Applicant Statement with signatures by the individual and a witness who has knowledge of the information provided may be accepted as a last resort as permitted by the WIOA Eligibility and Verification Checklist.
 - **Note:** The career advisor or other LWDA staff must not sign as the witness.
- If a participant is receiving child support, the witness would be the parent providing the child support or an individual that has knowledge of the applicant receiving child support. The attempts used to gather information needed for verification must be documented in the case notes in AJC.
- LWDA staff may verify Social Security benefits through Social Security Consent-Based SSN Verification Services. Fees associated with this verification are an allowable cost under WIOA Youth Program funds and can be paid by the LWDA. Applicants are not to be charged for this verification.
- Individuals who are recipients of TANF, SNAP, or SSI may automatically be income eligible and require no further income verification if the individual has provided acceptable documentation utilizing the WIOA Eligibility and Verification Checklist.
- TANF documentation must be current and indicate that the individual is receiving or is a member of a family that is receiving, or has received in the past six months, TANF assistance at the time of application to the WIOA program.
- SNAP documentation must be current and indicate that the individual is receiving or is a member of a family that is receiving, or has received in the past six months, SNAP assistance at the time of application to the WIOA program.
- SSI/SSDI documentation must be current and indicate that payments were made to a single recipient. The individual applying to WIOA must be the recipient at the time of application to a WIOA program in order to be considered as a family of one.
- Individuals who receive, or are eligible to receive free or reduced lunch must provide:
 - School documentation of a free or reduced lunch;
 - A letter from TANF documenting approval; or
 - A letter from SNAP that documents approval.
- High poverty area verification must include case notes in AJC that indicate the name of the high poverty areas (county) or census tract number that was used on making the determination that the youth live in a high poverty area. The poverty rate for a high poverty area must also be included in case notes in AJC.

Refer to the table below for Income Inclusions/Exclusions listing for determining household income.

Income Inclusions	Income Exclusions
Wages and salaries	Allowances, earnings, and payments to individuals participating in programs under Title I of WIOA
Self-employment income	Any payment to volunteers under Title I (VISTA and others) and Title II (RSVP, foster grandparents, and others) of the Domestic Volunteer Service Act of 1973
Social Security (Old-Age, Survivors, and Disability Insurance) benefits	Payments to volunteers under Section 8(b)(1)(B) of the Small Business Act (SCORE and ACE)
Private and government retirement benefits	Payments and allowances to individuals participating in AmeriCorps to the extent excluded by the National and Community Service Act of 1990
<p>Military pension payments and benefits-</p> <ul style="list-style-type: none"> • Authorized by Title 10 U.S. Code (such as those received by military retirees whether or not their retirement was based on disability) • Paid under Chapter 15 of Title 38 U.S. Code 	Student financial assistance received under Title IV of the Higher Education Act of 1965, including the Pell Grant, Supplemental Education Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work Study, and Byrd Honor Scholarship Programs, to the extent excluded by the Act
Interest, dividends, rental income, and other property income	Payments received under the Carl D. Perkins Vocational Education Act, as amended by the Carl D. Perkins Vocational and Applied Technology Act Amendments of 1990, P.L. 101-392
Unemployment and workers' compensation	<p>Military service-related income –</p> <ul style="list-style-type: none"> • Any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs • All pay and/or financial allowances

	<p>earned while a veteran was on active duty</p> <ul style="list-style-type: none"> • Any financial benefits received by a covered person under the following Chapters of Title 38 of the U.S. Code: <ul style="list-style-type: none"> ○ 11. for service-connected disability or death ○ 13. Dependency and indemnity compensation for service-connected deaths ○ 30. All-volunteer force educational assistance program ○ 31. Training and rehabilitation for veterans with service-connected disabilities ○ 35. Survivors' and dependents' educational assistance ○ 36. Administration of educational benefits • Benefits received under Chapter 106 of Title 10 U.S. Code, Educational assistance for members of the selected reserve
Regular contributions for support (alimony and child support)	Lump sum payments or large cash settlements (i.e., payments that are not received on a regular basis), including compensation for a loss that must be replaced (e.g., payment from an insurance company for fire damage to a house)
Lump sum payments that are put into a savings account and are regularly withdrawn by the household for living expenses (the amount withdrawn is counted as income)	

Basic Skills Testing

A youth is basic skills deficient when one of the following definitions applies:

- The youth performs any of the following at or below an 8th grade level:
 - Compute or solve math problems;
 - Read English;
 - Write English; or

- Speak English.
- The youth is unable to:
 - Compute or solve problems, read, write, or speak English at a level necessary to function on a job, in the individual's family, or in society, as determined in local policy.
- The Test of Adult Basic Education (TABE) Version 11/12 must be used to determine whether the youth is basic skills deficient. The LWDA or Youth Service Provider may use other assessment tools appropriate to the target population as determined by the LWDA except for determining basic skills deficiencies.
- Testing must be administered during the eligibility determination process or no later than the date of participation, i.e., the date of the first service.
- LWDA's are not required to re-test youth, if the youth was tested using TABE Version 11/12 within the past six months and the partner program has provided the test results.

When administering assessments, individuals with disabilities should be provided appropriate accommodations according to the guidelines associated with the assessment tools used to determine functioning levels, Section 188 of WIOA, and LWDA policy.

Selective Service Requirements

- Each LWDA is responsible for determining Selective Service status of male youth prior to program enrollment. Every male citizen, or any male residing in the United States, born after December 31, 1959, unless exempt, is required to register with the Selective Service System (SSS) between their 18th and 26th birthdays. Registration with SSS can occur within 30 days of a male's 18th birthday and must occur prior to attaining his 26th birthday.
- Male youth participants who turn 18 years old while enrolled in the program must complete a Selective Service Registration within 30 days of their 18th birthday. If a participant does not register for Selective Services within 30 days of his 18th birthday, he is no longer eligible to receive WIOA services. Youth denied services must be advised of available WIOA grievance procedures.
- A detailed list of males who are and who are not required to register with Selective Service due to an exemption may be found online at <https://www.sss.gov/Registration-Info/Who-Registration>.
- Selective Service registration can be verified online at <https://www.sss.gov/Home/Verification>. The male's name, date of birth, and social security number is needed to verify registration.
- See the "Selective Service Requirement" policy for additional information.

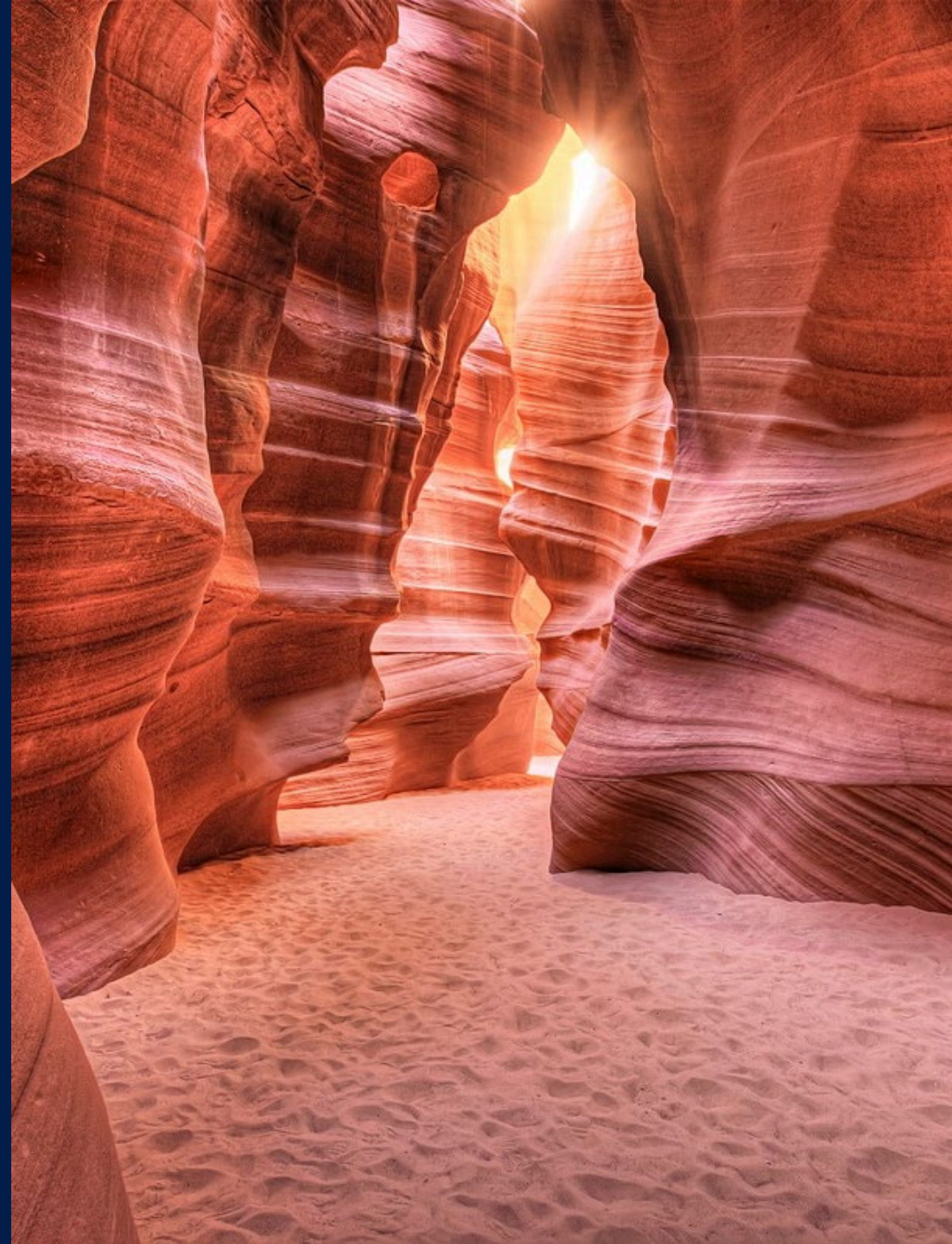


**Information/Discussion/
Possible Action.
Targeted In-Demand Industries**



Targeted In-Demand Industries Updates

Laura Malhoit : Compliance & Policy Manager : 1/22/2026



Purpose

- Present focus group-driven recommendations for targeted in-demand industries
- Share methodology used for recommendations
- Request Board approval of recommended industries

Targeted In-Demand Industries and Occupations Focus Group Overview

- Group included board staff, Workforce Development (WDD) leadership, and WDD Business Service Representatives (BSR)
- Met over multiple sessions to review data and validate findings
- Tasked with identifying industries and selecting a list of occupations that workforce area should focus for workforce and training activities
- Charged with identifying industries that are in-demand and accessible to job seekers

Targeted In-Demand Industries and Occupations Focus Group Outcome

Focus Group developed two lists for board consideration

1. Targeted In-Demand Industries

- Executive Committee- 1/22/26
- Full Board- 2/19/26

2. Targeted Occupations

- Executive Committee- 3/19/26
- Full Board- 4/16/26

Data and Inputs Used

- Labor Market Information (LMI)
 - [Employment Projections | Office of Economic Opportunity](#)
- Regional economic development priorities
- Participant outcomes and service trends
- Existing board and state priorities

Criteria and Rationale for Selecting Industries and Occupations

- Strong projected job growth
- Competitive wages
- Availability of training programs/credentials
- Required educational level needed at entry
- Alignment with regional employers

Focus Group Process

- Reviewed current targeted industries
- Analyzed LMI and employment trends
- Reviewed OEO list of occupations for consideration
- Discussed equity and training feasibility
- Reached consensus on recommendations

Targeted In-Demand Industries and Occupations Focus Group

- After taking the feedback from the focus group and upon further investigation, the staff have finalized our recommendation for targeted in-demand industry titles for discussion/approval

Current MCWDB Targeted In-Demand Industries

Construction

**Finance &
Insurance**

**Healthcare &
Social
Assistance**

Information

Manufacturing

**Transportation &
Warehousing**

Proposed MCWDB Targeted In-Demand Industries

Construction

**Finance &
Insurance**

**Healthcare &
Social
Assistance**

**Emerging
Technologies**

**Advanced
Manufacturing
and
Semiconductor**

**Transportation &
Logistics**

Impact on Workforce Programs

- Guides eligibility for training investments
- Support consistent case management, planning, and service delivery
- Enhances employer engagement
- Improves participant outcomes

Board Action Requested

A person in a yellow shirt and dark pants stands on a rocky ridge, looking out over a vast valley. The valley is filled with green vegetation and small structures, with mountains in the distance under a cloudy sky. The scene is captured in a wide-angle shot, emphasizing the scale of the landscape.

Approve the recommended list of In-Demand Industries as presented



Questions



Thank You



Information/Discussion Only.
**Central Arizona Regional Workforce
Forum Series Update**

Central Arizona Regional Workforce Forum Series

Spring Session: Agenda

Date: April 21, 2026

Time: 9:00 am – 11:00 am

Format: Virtual (WEBEX)

Preparing Arizona's Workforce for the Age of AI

9:00 – 9:10 am	Welcome
9:10 – 9:25 am	Opening Speaker
9:35 – 10:05 am	Panel 1: Business & Industry Perspective How AI is Changing Work, Roles, and Talent Needs
10:05 – 10:15 am	Audience Q&A
10:15 – 10:45 am	Panel 2: Education Perspective Building the AI-Ready Workforce: Education & Training Responses
10:45 – 10:55 am	Audience Q&A
10:55 – 11:00 am	Close



Information/Discussion Only.

Youth Committee Appointments

Youth Committee Membership

	Name	Title	Affiliation	Notes/Special Circumstances
1	Anne Landers (Chair)	Chief Operating Officer	Junior Achievement of Arizona	MCWDB
2	Anna' Linchen A Yap	Director, Learning & Development	TSMC	MCWDB
3	Barbara Coakley	Director, MET Professional Academy	Peoria Unified School District	
4	Brittany Holmes	Associate Director, Professional Programs & Workforce Dev.	Arizona State University	MCWDB
5	Kathryn Che' Collins	Director of Training & Talent	Habitat for Humanity	MCWDB
6	Danielle Lertique	Program Supervisor	Arizona Department of Economic Security	MCWDB
7	Dr. Meredith Critchfield	Dean, College of Education	Grand Canyon University	
8	JakinDee Kosaka	Workforce Development Instructor	Maricopa County Adult Probation	MCWDB
9	Jessica Ruiz (Putton)	Director of Career Services	WestMec	
10	Jessica Rivera-Garcia	Executive Director	Arizona Head Start	
11	Marie Raymond	Community Health and Human Services Manager	Town of Tempe	
12	Robert Garcia	Executive Director, Workforce Development	Arizona Department of Education	
13	Tina Drews	Talent Management Director	Salt River Project	MCWDB
14	Yvonnda Shelton	Workforce Development Specialist	SciTech Institute	
15	Eric Cultum	Board Member	Agua Fria High School District Board	
16	Tiffany Bellows	Workforce Development Coordinator	Chandler Unified School District	
			Current Seats Occupied	16



Call to Public.



Adjourn.
Next Executive Committee Meeting:
March 19, 2026