



**Phoenix Business and Workforce Development Board
Align Investment Steering Committee Meeting
February 18, 2026
10:00am**

VIRTUAL MEETING

Meeting Information:

CALL IN: 1-415-655-0001 | Access Code: 2339 066 6044#

MEETING LINK:

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=m8a26223ea4b873ac5bd4ad04ed255b0f>

PASSWORD:

cQ7EQhHZm47

1: Call to Order/ Roll Call

Align Investment Steering Committee (AISC) Chair Stephanie Rimmer will call the AISC meeting to order.

Roll call will be completed by Board Staff to ensure a quorum is present.

2: For Approval: December 17, 2025, Align Investment Steering Committee Minutes (See Attachment- 12/17/2025 Align Investment Steering Committee Minutes)

The December 17, 2025, AISC meeting minutes are recommended for review and approval.

RECOMMENDATION: This item is for information and approval.

3: Align Investment Steering Committee Strategic Plan Tracker (See Attachment- Align Investment Steering Committee Strategic Plan Tracker)

The Align Investment Steering Committee will review the Strategic Plan Tracker and make updates as agreed upon by the committee. The expected outcome is to ensure alignment with current priorities and demonstrate progress toward Board-approved goals.

RECOMMENDATION: This item is for information, discussion and possible action.

4: Title 1B PY25 Q2 Performance Outcome

City of Phoenix CEDD Business System Analyst, Justin West will share an update on ARIZONA@WORK City of Phoenix Adult, Dislocated Worker, and Youth Outcomes for the second quarter of Program Year 2025.

RECOMMENDATION: This item is for information and discussion.

5: Board PY25 Fiscal Report (Quarter 2)

Community and Economic Development Department Accountant Luis A. Marquez will share an ARIZONA@WORK City of Phoenix WIOA Budget update through the second quarter of Program Year 2025.

RECOMMENDATION: This item is for information, discussion and possible action.

6: Title IB Provider Program Updates

Community and Economic Development Department Workforce Supervisor Rebecca Tierney and Title IB Providers will share program updates through the second quarter of PY25

RECOMMENDATION: This item is for information and discussion.

7. Call to The Public/Announcements

8: Future Agenda

9: Adjournment

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

**December 17, 2025
10:00 a.m.**

Members Present:

Pearl Esau

Kaaren-Lyn Graves

Samantha Hansen

Mavrick Knoles

Jesus Love

Stephanie Rimmer

Dean Scheinert

Public Attendees:

Gregg Bach

Mari Hicks

LaSetta Hogans

Christina Lira

Delsy Maldonado

Luis A. Marquez

Hayden Maynard

Jovanna Parkhouse

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

Angie Parra

Terence Pinkston

Demitria Robles

Athena Sanchez

Wathsna Sayasane

Brenda Urquidi

Justin West

Laura Whitehead

1. Call to Order / Roll Call:

The Phoenix Business and Workforce Development Board (Board) Align Investment Steering Committee (AISC) Chair Stephanie Rimmer called December 17, 2025 meeting to order at 10:01 a.m. Roll call was completed and there was a quorum of seven members.

2. November 21, 2025, Align Investment Steering Committee Meeting Minutes:

A motion to approve November 21, 2025, Meeting Minutes was made by AISC Vice-Chair Pearl Esau and seconded by AISC Member Kaaren-Lynn Graves.

Approved: Samantha Hansen, Mavrick Knoles, Jesus Love, Stephanie Rimmer, and Dean Schienert

Opposed: None

Abstained: None

The motion was passed.

3. Industry Skills Grant:

Board Executive Director LaSetta Hogans shared information about the Industry Skills Grant awarded to Arizona. The State of Arizona named City of Phoenix, Maricopa County, and Pinal County Local Area Boards as subrecipients. Arizona received \$5 million from the Department of Labor and the City of Phoenix received \$1.5 million for advanced manufacturing training. The grant focuses on partnerships with local employers in the advanced manufacturing industry. This grant is the first of this kind. The grant will be disbursed over the three years, and could be a model for DOL to open another application process for continual funding.

The goal of the grant is to help upscale and train in the field and work with the employers to provide on-the-job learning experiences.

There was a recommendation for the Board to enter into a three-year Intergovernmental Agreement with the Arizona Department of Economic Security (DES) to receive and administer the Industry Skills Grant for \$1.5 million plus administrative costs, with the option to accept additional funding based on reallocation.

LaSetta Hogans shared that the initial employer partners participating in the grant are TSMC and Lux Manufacturing. The funding is for the employer to help upskill individuals who are currently working with them or have just been hired by the company. It is the employer partner's decision where that training will occur, and is a cost reimbursement program. Employers will be responsible for completion of the training with participants and ensuring that they still employed, up to a year after completion.

AISC Chair Stephanie Rimmer asked LaSetta Hogans if the KPI and Inner Governmental agreement was already written and if so, can LaSetta provide input or is it pre-determined. LaSetta shared it is in the process of being written but not shared yet. When the agreement is complete, DES will send it over to the City of Phoenix Procurement team for review to ensure all necessary city terms and conditions are included and that the KPIs are included, as well as to confirm which program is responsible for executing the grant over the next three years.

LaSetta Hogans shared due to the government shutdown, the grant has been delayed and postponed from launching in the beginning of January. The State of Arizona is currently negotiating their application with the Department of Labor. The recommended action will be brought to the Board in January for discussion and action, pending a recommendation from AISC. AISC Member Dean Scheinert made a motion to recommend the Board enter into a three-year intergovernmental agreement with the Arizona Department of Economic Security to receive and administer the Industry Skills Grant for \$1.5M plus administrative costs, with the option to accept additional funding based on reallocation, AISC Member Kaaren-Lyn Graves seconded the motion.

Approved: Pearl Esau, Samantha Hansen, Mavrick Knoles, Jesus Love, and Stephanie Rimmer

Opposed: None

Abstained: None

The motion was approved.

Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA):

Board Liaison Hayden Maynard shared the purpose and definition of the One-Stop MOU/IFA, which is to define the operation and funding of the One-Stop Delivery System under the Workforce Innovation and Opportunity Act (WIOA) and to establish collaboration among the Phoenix Business and Workforce Development Board, the City of Phoenix, and partner organizations to streamline services.

Recommendations to update the MOU/IFA that were made by the Board May 8, 2025 consist of;

1. Updating the document to reflect the terms, locations, and contact information
2. Update partnerships currently in place
 - a. To capture length of partnerships between One-Stop partners to remove outdated partnership information and update information with our Mobile Career Unit
3. Update the Board Mission, Vision, and Goals to reflect the 2023-2026 strategic plan. The previous strategic plan was referenced in the previous MOU/IFA.
4. Referral System
 - a. One-Stop System partners should be using the Board's referral platform of record, which is currently UniteUs.

Additional recommendations that were made by the AISC and approved by the Board were that Title II providers worked together to provide Section VI. Of the document that outlines the shared system costs between Title II and Title IB. Board staff convened Title II providers and Title IB providers to work through the section and come to a consensus. This section outlines how Title II partners will use set-aside funds to contribute to the One-Stop System, to support the system and ensure a benefit to Title II participants. Shared responsibilities are outlined, including the shared performance metrics, shared responsibilities by title, including sharing outreach materials, referrals, shared training costs, and participating in partner events. The fund allocation section outlines what Title I-B can invoice Title II for the set-aside funds. The document outlines that up to 90% of funds be used for direct services to shared customers and up to 10% can be used to support the One-Stop System Costs. There is a provision that if there are funds left over on May 1 of a fiscal year, funds can be used to support the One-Stop Operator services or collaborations or initiatives between partners.

Hayden Maynard continued to share previous actions/updates on the MOU/IFA

The Align Investment Steering Committee worked from October 2024 through April 2025 to collaborate with partners to get feedback on the previous MOU/IFA that would shape the new MOU/IFA. During this period One-Stop System partners were invited to participate in a survey created by members Micha Harris and now-Chair Stephanie Rimmer. Additionally, members were invited to AISC meetings to share feedback.

In April 2025, partners and AISC members were invited to working sessions, where participants went through the previous MOU to come to final decisions that were presented to the AISC in May as well as the Board.

In September 2025 City Council authorized the Board to enter into a MOU/IFA with the One-Stop System partners.

Since the May 8 approval, using templates sent by OEO, staff has completed the new Memorandum of Understanding, ensuring it represents services offered in the ARIZONA@WORK City of Phoenix One-Stop System.

On August 5th and 15th, the MOU was sent to system partners for review and information needed to complete the IFA was solicited. Partners include: Wagner-Peyser, Veterans services, Title I-B service providers, Title II, and Vocational Rehabilitation.

In August, the Community and Economic Development Department (CEDD) Procurement team and the City's Law Department reviewed the Memorandum of Understanding, ensuring it follows all applicable laws and regulations related to WIOA and the City's terms. Their second review, conducted in October, included partner feedback. WIOA Accountant Luis Marquez met with DES for technical assistance on the IFA. The IFA includes building usage information and how much programs budget for basic and individualized career services.

At the September 11th Board meeting, the Board approved the shared costs that any funds collected under the IFA could be utilized to pay for Costs include the One-Stop Operator, Lobby Management software, and training services. Using information provided by the partners, the Fiscal team has developed the IFA attachment, which will provide specific information regarding system costs and partner contributions.

Hayden Maynard also shared the next steps included with the MOU/IFA:

1. The IFA was completed and reviewed by staff and has been sent to Procurement who will review and then the Law Department.
2. After this review, both the MOU/IFA will be sent to partners for their final review.
3. After the MOU/IFA has been finalized, it will be routed for signature by partners, the Board Chair, and the City Manager
4. After execution of the MOU/IFA the AISC can look at a timeline for the six-month

AISC Chair Stephanie Rimmer recommended that this action be put on the 6th month review on the calendar for August in hopes it is signed by February 2026.

5. AISC Strategic Planning Review:

AISC Chair Stephanie Rimmer shared that the Strategic Planning tracker will be reviewed at every meeting to ensure that the AISC is staying focused on our goals. She also reminded all committee members present that the tracker will always be attached to the agenda in Govenda, but will always be available during our AISC Meeting for everyone as well. No recommended motions have been discussed at this time.

6. Success Stories:

AISC Chair Stephanie Rimmer discussed how members during the previous meeting expressed interest in deciding how to share success stories that the providers bring to the committee during the year, both with the Board and to larger audiences. She asked if any members have any ideas or platforms on ways to discuss the success stories platform. CEDD Public Information Officer Athena Sanchez shared ways she can help and support ways to promote success stories. She shared CED has several social media pages:

- Facebook
- LinkedIn
- Instagram
- Next Door
- Newsroom section on the COP homepage

AISC Member Jesus Love motioned for Board Staff to develop a strategy to support sharing program success stories, AISC Member Samantha Hansen seconded the motion.

Approved: Pearl Esau, Kaaren-Lyn Graves, Mavrick Knoles, and Stephanie Rimmer, and Dean Scheinert

Opposed: None

Abstained: None

The motion was approved.

7. Call to the Public:

None

8. Future Agenda Items:

None

9. Adjournment:

AISC Chair Stephanie Rimmer adjourned the meeting at 10:55 am.

Committee Name	Status	Goal	Strategy	Action	Completed July 1, 2023 - June 30, 2025	Impediments/Dependencies	Begin July 1, 2025
Align Investment Steering Committee		Goal 2	2.1 Oversee alignment of return on investment (ROI) and value on investment (VOI) through a fiscal committee of the Board.	Build insights to inform goals for the workforce development system and investment decisions for the Board and individual organizations; Report on Board's ROI and Value for money.	Quarterly performance updates from providers; regular fiscal reporting to the Board		September 25, 2025: PY 24 Performance review of Title IB Programs; Beginning in November 2025 - Title partner performance review and monthly Fiscal review
		Goal 2	2.2 Braid funding to ensure access to services to specialty populations ensuring equitable access to programs and services	Design a model that braids funding, review, scale	Board staff has researched avenues so Board can pursue and accept braided funding and briefed Council and CMO, MOU/IFA; AZQUEST, Summer Youth RISE, ElevateEdAZ, MCU, Small Business Entrepreneurship Grants		Ongoing, Innovation 27, MOU/IFA; December meeting focused on braided funding.
		Goal 2	2.3 Reward achievements in earning of credentials, employment, retention, and indicators of economic prosperity.	Report on Board's ROI and Value for money; Help providers community colleges, and others to access additional funding streams	Reward successful WBL contracts with access to more contracts		9/11/2025: Board approved updated ETPL Policy, policy directly ties performance to place on the list.
		Goal 2	2.4 Ensure that workforce services remain relevant, well-known, and used by businesses and job seekers.	Build insights to inform goals for the workforce development system and investment decisions for the Board and individual organizations; Report on Board's ROI and Value for money.	Previously conducted by IHSC (Job Center Location Evaluation)		Continue to ensure services are offered in locations and methods that best serve participants
		Goal 4	4.4 Publicize performance results and success stories regarding economic mobility on a regular basis, emphasizing employer and job seeker services to the community,	Report on Board's ROI and Value for money	Weeklies, Provider Success stories to Board, performance outcome presentations		Leverage Board members to share successes, leverage The Quarterly to share WF information, develop marketing strategies

Legend
Complete
On Target/Ongoing
In Progress/Behind
Stalled

ALIGN INVESTMENT STEERING COMMITTEE

February 18, 2026



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OPENING

- Roll Call

MINUTES

The Align Investment Steering Committee
December 17, 2025, meeting minutes are
recommended for review and approval.

AISC STRATEGIC PLANNING REVIEW



PROGRAM YEAR 2025-26 WIOA TITLE IB PERFORMANCE – QUARTER 2

Presenter: Justin West



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ADULT PY25 Q2 PERFORMANCE

Measure	Negotiated Target	Actual Measure
2 nd Quarter Employment	70.0%	77.02%
4 th Quarter Employment	66.0%	71.05%
Median Earnings	\$8,500	\$9,570.69
Credential Attainment	71.0%	68.46%
Measurable Skills Gains	72.0%	28.57%

Achieved	100% or more of Negotiated Value
Not Achieved	Below 100% of Negotiated Value

DISLOCATED WORKER PY25 Q2 PERFORMANCE

Measure	Negotiated Target	Actual Measure
2 nd Quarter Employment	74.0%	61.11%
4 th Quarter Employment	72.5%	72.41%
Median Earnings	\$10,500	\$11,726.82
Credential Attainment	69.0%	40.00%
Measurable Skills Gains	73.0%	0%

Achieved	100% or more of Negotiated Value
Not Achieved	Below 100% of Negotiated Value

YOUTH PY25 Q2 PERFORMANCE

Measure	Negotiated Target	Actual Measure
2 nd Quarter Employment	73.0%	70.90%
4 th Quarter Employment	73.0%	76.17%
Median Earnings	\$6,100	\$4,701.24
Credential Attainment	57.0%	63.40%
Measurable Skills Gains	63.0%	19.72%

Achieved	100% or more of Negotiated Value
Not Achieved	Below 100% of Negotiated Value

ENROLLMENTS

Program	Enrollments – Q2	Enrollments – Total
Adult	235	529
Dislocated Worker	3	23
Youth	58	136
AZQUEST	0	77

WIOA PY25/FY26 Q2 Fiscal Report

ALIGN INVESTMENT STEERING COMMITTEE

Presenter: Luis A. Marquez



FY26 Budget Through 12/31/25

Program	Budget	Budget Actuals*	Budget Balance	% Spent	% Remaining	ISY - OSY %	% on WEX
Administration	\$ 1,257,348.00	\$ 653,870.60	\$ 603,477.40	52.0%	48.0%		
Adult	5,346,714.00	2,610,458.10	2,736,255.90	48.8%	51.2%		
Dislocated Worker	167,769.00	89,525.42	78,243.58	53.4%	46.6%		
Adult/DW	5,514,483.00	2,699,983.52	2,814,499.48	49.0%	51.0%		
Rapid Response	287,263.00	143,877.18	143,385.82	50.1%	49.9%		
Adult/DW/RR Total	5,801,746.00	2,843,860.70	2,957,885.30	49.0%	51.0%		
Youth - In-School	740,317.00	567,563.90	172,753.10	76.7%	23.3%	23.6%	23.2%
Youth - Out-School	2,209,476.00	1,834,625.10	374,850.90	83.0%	17.0%	76.4%	22.6%
Youth Total	2,949,793.00	2,402,189.00	547,604.00	81.4%	18.6%		22.8%
Total	\$ 10,008,887.00	\$ 5,899,920.30	\$ 4,108,966.70	58.9%	41.1%		

* Budget Actuals include amounts encumbered.

- 50% of the year elapsed and 58.9% of budget used
- Youth expenses OSY goal is minimum 75%
- Youth expenses WEX goal is 20%

RECOMMENDATION

Approval of the Workforce Innovation and Opportunity Act (WIOA) Budget Report for Program Year 25/Fiscal Year 26 through December 31, 2025.

TITLE IB PROVIDER UPDATES



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- Out-of-School Youth
- Needed assistance starting and completing educational program
- Worked with case manager to determine career interests and educational plan
- Completed high school equivalency
- Attending barber school
- Hopes to open his own barber shop



NEIGHBORHOOD
MINISTRIES

- August 2025: Participant began Certified Nurse Assistant (CNA) program
- September 2025: Completed program and passed her exam
- October 2025: began work as full-time CNA at Home Behavioral
- Participant works closely with her case manager focusing on the areas of: long-term career planning, leadership development, work readiness, occupational skills, support services





CHICANOS POR LA CAUSA

- Youth Participant enrolled and worked closely with his case manager to develop an Individual Service Strategy focusing on employment and high school equivalency (HSE) planning
- Participant completed Work Readiness Skills Training, received mentoring, and was placed into a paid Work Experience at a community center
- With the assistance of supportive services, he has maintained consistent attendance, performed well on the job, and remains actively engaged in services while continuing steps toward enrolling in an HSE

Maryvale Family YMCA



- “F” participated in RISE Summer Youth Program
- After completing RISE program, enrolled in Y achievers
- Completed Work Experience at her previous Youth RISE work site
- Received a job offer at YMCA Kid’s Club
- Works afternoons while continuing high school

City of Phoenix Human Services Department

October Job Fair Week at Safe Outdoor Space (SOS)

This initiative was a successful collaboration between the HSD Workforce Development Division, the Office of Homeless Solutions, and the Community and Economic Development Department.

Key Highlights:

- *Participant Preparation:* **21** individuals received direct support with resume writing and interview coaching.
- *Professional Attire:* All participants were provided with professional interview clothing donated through a partnership with the Salvation Army.
- *Employer Engagement:* **Six** local businesses participated in on-site interviews.
- *Employment Outcomes:* The event resulted in **18** conditional job offers for SOS participants experiencing homelessness.



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AISC MEETING

- ❖ Call to the Public/Announcements
- ❖ Future Agenda Items
- ❖ Adjournment

