

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

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

**Members Present:**

Pearl Esau	Jesus Love
Kaaren-Lyn Graves	Stephanie Rimmer
Samantha Hansen	Dean Scheinert
Mavrick Knoles	

**Public Attendees:**

Gregg Bach	Angie Parra
Mari Hicks	Terence Pinkston
LaSetta Hogans	Demitria Robles
Christina Lira	Athena Sanchez
Delsy Maldonado	Wathsna Sayasane
Luis A. Marquez	Brenda Urquidi
Hayden Maynard	Justin West
Jovanna Parkhouse	Laura Whitehead

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

**1. Call to Order / Roll Call:**

The Phoenix Business and Workforce Development Board (Board) Align Investment Steering Committee (AISC) Chair Stephanie Rimmer called 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 5<sup>th</sup> and 15<sup>th</sup>, 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 11<sup>th</sup> 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 6<sup>th</sup> 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.