



**Phoenix Business and Workforce Development Board
Executive Leadership Committee Meeting Minutes
February 12, 2025 at 9 a.m.**

Committee Members Present:

Karen Carter
Patrick Fitzhugh (Chair)
Scott Holman
Meghan McGilvra
Brandon Ramsey (Vice-Chair)

Pearl Chang Esau
Stephanie Rimmer
Jason Schaffner
Sam Wolo

Public Attendees:

Gregg Bach
Erica Bennett
Sara Contreras
Dominic Cota
Diana Figueroa
Thomas Flynn
Matalie Hastings
Mari Hicks
LaSetta Hogans
Al Jernigan
Eric Johnson
Christina Lira
Delsy Maldonado
Luis Marquez

Hayden Maynard
James Montoya
Gustavo Nava
Jovanna Parkhouse
Angie Parra
Demitria Robles
Wathsna Sayasane
Amy Schofield
Rebecca Tierney
Brenda Urquidi
Ariadna Valentin
Stephanie Varela
Justin West
Laura Whitehead

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

1. Call to Order/ Roll Call and Introductions:

The Phoenix Business and Workforce Development Board (Board) Executive Leadership Committee (ELC) Chair Patrick Fitzhugh called the February 12, 2026 Phoenix Business and Workforce Development Board (Board) ELC Meeting to order at 9:00 a.m. Roll call was completed with a quorum of six members in attendance.

ELC Member Scott Holman joined the meeting at 9:01 a.m.

ELC Member Meghan McGilvra joined the meeting at 9:02 a.m.

2. Approval of Minutes for ELC October 16, 2025 Meeting Minutes:

A motion to approve the October 16, 2025 Board Meeting Minutes was made by ELC Member Karen Carter and seconded by ELC Member Sam Wolo.

Approved: Patrick Fitzhugh (Chair), Pearl Chang Esau, Scott Holman, Meghan McGilvra, Brandon Ramsey (Vice-Chair), and Pearl Chang Esau.

Opposed: None

Motion passed

3. Board Chair Updates:

ELC Chair Patrick Fitzhugh shared his Board Chair update. The Board Chair highlights included:

- Board Members will have an opportunity to contribute to the development of the Board's 2026-2029 Strategic Plan to help address the needs of employers at the strategic planning sessions scheduled for May 18 and 19. More information and resources prior to the in-person sessions will be shared. All members are encouraged to attend.
- Wallin Gustin with Arizona Department of Economic Security was appointed to the Board last month. He will be representing Title III on the Board.
- Boys and Girls Club is looking for volunteers for their upcoming speed networking session. Board Liaison Hayden Maynard will be sending the information once the date has been confirmed.
- Board attendance was shared and reviewed. Patrick thanked Board Members for their engagement and commitment.

4. Board Steering Committee Updates:

- ELC Member and Instill Hope Steering Committee Chair (IHSC) Karen Carter shared the next Community of Practice convening is scheduled for Thursday, February 26 at Paradise Valley Community College. The event will be focused on Business Services. The next two Community of Practice events are being planned in collaboration with Bloomberg Philanthropies and scheduled for April and June. IHSC Vice-Chair Jason Schaffner encouraged Board Members to attend and support the Community of Practice event.
- ELC Member and National Model for Mobility Steering Committee (NMMSC) Chair Meghan McGilvra shared that the committee reviewed a draft of a career pathway infographic that includes starting wages, training and education costs, and training provider information and other information for participants to understand career pathways.

NMMS Vice-Chair Scott Holman shared that the document provides detailed information and is easy to use. Patrick asked if this information can be shared at a Community of Practice event. Meghan said that is the goal and part of the single-front door (open access) to create/map out different careers. She shared that in the future the committee can focus on mapping out a career pathway that aligns with a Community of Practice event.

5. 300.301 – Youth Program Policy Updates:

Board Liaison Hayden Maynard shared the revisions made to the Youth Program policy. The recommended policy revisions were made to align with the Arizona Department of Economic Security (DES) policy. Some of the revision highlights include:

- Additions include clarifying language for:
 - Co-enrollment with WIOA Adult and Dislocated Worker services and other ARIZONA@WORK partners
 - Defined internships and job shadowing
 - Require Work Experiences (WEX) to meet State or federal minimum wage requirements, whichever is higher
 - Any medical information/records must be protected
 - Defined homeless youth or runaway youth
 - Clarify no geographical boundaries in Arizona for services provided in the state

ELC Member Karen Carter asked what WEX is. ARIZONA@WORK City of Phoenix Workforce Development Supervisor Rebecca Tierney said that WEX is a paid internship. Youth are placed at various work sites where they complete 320 hours of work experience.

- Removals include:
 - Individual Service Strategy must remain open in Arizona Job Connection until all planned services are completed
 - Requirement for Youth Workforce Development Supervisor to approve WEX agreements. Providers are responsible for their own internal program controls.
 - Additional revisions include updating links and grammar to ensure clarity.

Hayden shared the policy revisions were open for public comment from January 24 to February 4, 2026. No comments were received.

ELC Member Stephanie Rimmer joined the meeting at 9:17a.m.

ELC Vice Chair Brandon Ramsey made a motion to adoption the recommended changes to 300.301 – Youth Program Policy and ELC Member Stephanie Rimmer seconded the motion.

Approved: Karen Carter, Pearl Chang Esau, Patrick Fitzhugh, Scott Holman, Meghan McGilvra, Jason Schaffner and Sam Wolo.

Opposed: None

Motion passed.

6. Strategic Plan Update:

Board Liaison Hayden Maynard provided an update about the development of the Board's 2026-2029 Strategic Plan. A timeline was shared to show activities planned for the development of the Strategic Plan. Hayden shared that a pre-survey was sent out in December 2025 to Board Members and Board staff to gauge the perception of the current plan and gather additional information that can be used in the planning sessions. A two-day strategic planning retreat is planned for May 18 and 19 at Terros Healthcare. The Strategic Plan is expected to be finalized and presented to the Board at the September 2026 meeting. ELC Member Stephanie Rimmer asked if there would be additional planning sessions and if a remote option would be available because she is unable to attend. Hayden shared there may be follow-up discussions about the development of the Implementation Plan, and Board consultant will be conducting interviews with Board Chair and Executive Director. Board Executive Director LaSetta Hogans said the goal is for the sessions to be in-person because of the planned hands-on activities. LaSetta said staff will work with the consultant to schedule a separate meeting with Stephanie.

Hayden reviewed the documents that will be used to develop the Strategic Plan include but not limited to the current 2023-2026 Strategic Plan, Small Business Roadmap, and Environmental Workforce Scan and Survey etc. Stephanie asked if these documents can be shared. Hayden said she is working with Board Chair Patrick Fitzhugh to send out these documents to Board Members prior to the planning sessions in May. ELC Member Meghan McGilvra asked if the Board could review the waivers that other local areas submitted to the state and how they are being used. LaSetta shared that the deadline to submit the waivers to the state has passed but they can share what Board staff submitted on behalf of the Board.

Additionally, Hayden concluded the presentation by sharing the outcomes the Board can expect at the conclusion of the planning sessions. They include Strategic Plan, Implementation Plan, visual tracker, meeting framework and stakeholder convening etc. Patrick asked if the Stakeholder convenings includes other local workforce areas to strategize on how they

can align the Board's Strategic Plan with the other local areas. Hayden said that it is possible to include other local areas. LaSetta shared she is working with Executive Board Directors from Pinal and Maricopa County on how they can align the local plans and Strategic Plans. Stephanie asked if the other local areas are also working on their own Strategic Plan. LaSetta shared that local plans are on the same timeline and they strategically collaborate when the Board updates the Strategic Plan (every three years). ELC Member Pearl Esau asked how the new guidelines, shared by Department of Labor/Education, in the use of WIOA funds at the state level impact the Board. LaSetta said there is no guidance from the state and asked Pearl if she could share the guidelines, to ensure it is the same information she has reviewed.

Lastly, Hayden shared the pre-survey results that will be used to develop the Strategic Planning session. ELC Member Sam Wolo asked if any examples can be shared about the feedback shared for "execution and accountability gaps." Hayden shared that since the responses were anonymous it is hard to follow-up, but these responses can be reviewed during the planning sessions.

7. Program/Fiscal Monitoring Update:

ARIZONA@WORK City of Phoenix Performance Compliance Manager Laura Whitehead provided a program monitoring update:

- Since July 1, 2025, three monitoring had been completed and include State, Advocate, Eligible Training Provider Programs and Board Recertification
- The seven pending/in progress monitoring include programmatic, contractual and programmatic, Rapid Response, Data Validation and Title 1A (Board) etc.
- Monitoring is subject to change due to a variety of factors such as new grants, and monitoring requirements
- Monitoring calendar 2026 includes an average of 16 to 20 monitorings

Board Chair Patrick Fitzhugh asked if Industry Skills is a new program. Laura shared that it's a new program. ELC Member Karen Carter asked if the monitoring/auditing results are shared with the Board. Laura shared the Patrick is copied in all the notifications and the team tracks all the results which are then shared/reported to the Board. Board Executive Director LaSetta Hogans also said that if Board Members wanted the monitoring reports/results can be shared if they would like. Karen said that would be great.

City of Phoenix Community Economic and Development Department Accountant III Luis Marquez provided a fiscal monitoring update:

- Overview of the Workforce Innovation and Opportunity Act (WIOA) – Title IB program services
- Purpose of fiscal review: ensure funds are used properly, compliance with federal and state regulations, identify risks and improve processes
- Information reviewed included: financial records (payroll), purchasing procedures and vendor selection is fair, and internal controls are recorded and documentation is maintained
- Arizona Department of Economic Security (DES) fiscal monitoring results for July 1, 2024 through June 30, 2025 exceeded expectations. No findings, observations or recommendations were reported
- Youth Providers were monitored by the contracted fiscal monitor from January 1 through December 31, 2024. No exceptions were reported.
- Upcoming fiscal monitoring activities include:
 - Youth Providers and One Stop Operator will be monitored by the contracted fiscal monitor on June 3, 2026
 - A one-time only internal review of the WIOA Adult and Dislocated Worker service provider will be conducted by City of Phoenix Community Economic Development Department Fiscal Agent
 - DES will conduct the next fiscal monitoring in fall of 2026 for the current fiscal (July 1, 2025 through June 30, 2026)

Luis noted that DES considers the City of Phoenix a very low-risk WIOA provider.

8. Call the Public and Open Discussion:

None

9. Future Agenda Items:

- ELC Member Stephanie Rimmer asked for an updated organizational structure of the Board and City of Phoenix. ELC Board Chair Patrick Fitzhugh asked for this information to also be shared during the strategic planning sessions.
- ELC Member Sam Wolo asked for a program overview/update to help employers connect to the Youth Program's Work Experience (WEX) program.

10. Adjournment:

The meeting adjourned at 9:59 a.m.