



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

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

Members Present:

Tim Willenborg, Loren Granger, Noelle Trinder, Shawn Hutchinson

Members Absent:

Anne Landers

Call to Order.

Chair Tim Willenborg called the meeting to order at 9:34 a.m.

Roll Call.

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

Welcome, Chair Opening Remarks.

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

Consent Agenda.

The consent agenda included: (a) Meeting Minutes: September 16, 2025

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

Loren Granger moved to approve the consent agenda. Shawn Hutchinson seconded the motion. Motion carried unanimously.

Information/Discussion/Possible Action.

a. Policy Approval.

Laura Malhoit, Compliance and Policy Manager, presented updates to three policies: the Needs Additional Assistance Policy, the Selective Service Policy, and the Youth Program Eligibility Policy.

- Needs Additional Assistance Policy:
 - Minor updates including spelling, grammar, wording revisions, updated Maricopa County branding
- Selective Service Policy:
 - 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
 - Minor updates including spelling, grammar, wording revisions, updated Maricopa County branding

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.

- Youth Program Eligibility Policy:
 - 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
 - Updated description to define when a youth becomes a WIOA participant
 - Noted state waiver for PY25
 - 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
 - Minor updates include spelling, grammar, minor wording revisions, updated Maricopa County branding
- Discussion:
 - Clarification that these policies are aligning with the Department of Economic Security

Chair Willenborg asked for a motion to approve the Needs Additional Assistance Policy, the Selective Service Policy, and the Youth Program Eligibility Policy revisions as presented.

Shawn Hutchinson moved to approve all four policies as presented. Noelle Trinder seconded the motion. Motion carried unanimously.

b. Targeted In-Demand Industries

Laura Malhoit, Compliance and Policy Manager, summarized the work completed in the Targeted In-Demand Industries and Occupations Focus Group.

- The Focus Group developed two lists for board consideration by using labor market information, regional economic development priorities, participant outcomes and service trends, and existing board and state priorities.
 - Targeted In-Demand Industries
 - Unchanged industries: Construction, Finance & Insurance, Healthcare & Social Assistance
 - Updated industries: Emerging Technologies, Advanced Manufacturing and Semiconductor, Transportation & Logistics
 - Targeted Occupations
- Discussion:
 - The new Emerging Technologies industry includes AI
 - Shifting “Advanced Manufacturing” to “Manufacturing” to ensure inclusion

Chair Willenborg asked for a motion to approve the new list of Targeted In-Demand Industries as presented, with the one change of “Advanced Manufacturing and Semiconductor” to “Manufacturing and Semiconductor”.

Loren Granger moved to approve the list as presented with the one change. Noelle Trinder seconded the motion. Motion carried unanimously.

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

Katelyn Harris-Lange, In-Demand Career & Apprenticeships Strategist, provided an update on the Central Arizona Regional Workforce Forum Series.

- The Spring Session will be virtual on April 21, 2026. This will be a collaborative event with the City of Phoenix and Pinal County. The event will have an opening speaker and two panels. The focus of the Spring Session will be on preparing Arizona's workforce for the age of AI.

Call to the Public.

Chair Willenborg called for public comment. No public comments were made.

Adjourn.

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

Shawn Hutchinson made a motion to adjourn. Noelle Trinder seconded the motion. Motion carried unanimously.

Meeting adjourned at 10:22 a.m.

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