



DRAFT

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

Thursday, March 19, 2026 – 9:30 a.m. - 10:30 a.m.

Members Present:

Tim Willenborg, Anne Landers, Loren Granger, Noelle Trinder, Shawn Hutchinson

Members Absent:

None

Call to Order.

Chair Tim Willenborg called the meeting to order at 9:31 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: January 22, 2026

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. FY27 Administrative Budget

Steve Clark, Executive Director, presented the proposed FY27 Administrative Budget for the five-member MCWDB team. The budget must be prepared ahead of final federal allocations, which are expected in the summer, with current projections indicating level funding or up to a 10% reduction. The proposed budget totals \$1,410,153, an increase of approximately \$81,000 from FY26. Major cost areas include employee-related expenses, professional services, and travel and training, with continued emphasis on professional development.

Steve Clark noted that adjustments may be made once allocations are finalized, with significant changes potentially requiring a budget amendment. The approval process includes Executive Committee review, Full Board approval on April 16, and final approval by the Board of Supervisors.

Chair Willenborg asked for a motion to approve the FY27 Administrative Budget.

Shawn Hutchinson moved to approve the FY27 Administrative Budget. Loren Granger seconded the motion. Motion carried unanimously.

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.

b. Targeted In-Demand Occupations

Laura Malhoit, Compliance and Policy Manager, summarized the work completed in the Targeted In-Demand Industries and Occupations Focus Group. The Focus Group developed a list of in-demand occupations for board consideration by using labor market information, regional economic development priorities, participant outcomes and service trends, and existing board and state priorities.

Discussion:

Laura Malhoit confirmed that this is the first time a Target Occupations List has been created. She also clarified that this list has not been created in collaboration with the City of Phoenix.

Chair Willenborg asked for a motion to approve the new list of Targeted In-Demand Occupations as presented.

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

c. 2026 Central Arizona Regional Workforce Board Retreat

Steve Clark, Executive Director, presented information about the 2026 Central Arizona Regional Workforce Board Retreat. He announced that the retreat will be on July 21, 2026, from 9:00am to 12:00pm at the Easy Valley Career Center in Mesa. The retreat will include the Leadership teams COP, Pinal County and Maricopa County. The retreat will have 3 priorities. The foundational priorities include regional governance and shared metrics. The operational priorities include unified partner outreach, skills alignment & credentialing, and work-based learning pathways. The strategic priorities include joint resource development, resource mapping & equity strategies, and digital collaboration & communication platforms. The focus of retreat will be to review 2025's priorities, confirm new priorities, and to continue regional collaboration.

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 a panel of speakers. 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.

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

Meeting adjourned at 10:08 a.m.

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