



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

Thursday, August 7, 2025 – 9:30 a.m. - 10:30 a.m.

**Members Present: Bonnie Schirato, Anne Landers, Loren Granger, Shawn Hutchinson, Tim Willenborg**

**Members Absent: N/A**

**Call to order.**

Chair Bonnie Schirato called the meeting to order at 9:29 a.m.

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**Roll Call.**

Roll call was conducted by Management Analyst Nancy Avina. All committee members were present. Quorum confirmed.

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**Welcome, Chair Opening Remarks.**

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

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**Consent Agenda.**

The consent Agenda included: (a) Meeting Minutes: March 20, 2025, (b) Monthly Careers Pathway Strategist Report, (c) Monthly One-Stop Operator Report, (d) Maricopa County Workforce Development Board Quarter 4 Report, (e) One Stop Operator Quarter 4 Performance Assessment, (f) Fiscal Report, (g) PY25 Final Funding Allocations.

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

Tim Willenborg moved to approve the consent agenda. Shawn Hutchinson seconded the motion. Motion carried unanimously.

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**Information/Discussion/Possible Action.**

**Maricopa County Workforce Development Board Workgroups Proposal.**

Executive Director Steve Clark presented a proposal for two workgroups: Advanced Manufacturing Semiconductor Workgroup and Regional Workforce & Economic Development Workgroup. Following the lead of the Office of Economic Opportunity and other counterparts, these workgroups aim to increase flexibility, stakeholder involvement, and operational efficiency while maintaining open meeting compliance. The presentation included additional details on structure, roles (including roles of staff as liaisons and providing reporting), and meeting logistics.

Chair Schirato asked for a motion to approve the Advanced Manufacturing/Semiconductor and Regional Workforce/Economic Development workgroups as presented.

Loren Granger moved to approve the creation of the two proposed workgroups. Tim Willenborg seconded the motion. Motion carried unanimously.

**Policy Revisions.**

*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.*

Laura Malhoit, Compliance and Policy Manager, presented updates to four policies: adult program eligibility policy, dislocated worker program eligibility policy, occupational skills training policy, and self-sufficiency policy. Policies were reviewed for compliance alignment, branding, and operational clarity. Brief discussion was held regarding the differentiation between right to work and eligible to work definitions, program duration and limitations, and upcoming expected federal guidance and implementation.

Chair Schirato asked for a motion to approve the adult program eligibility policy, dislocated worker program eligibility policy, occupational skills training policy, and self-sufficiency policy as presented.

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

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### **Information/Discussion Only.**

#### **2026 Compliance & Policy Preview.**

Laura Malhoit, Compliance and Policy Manager, presented a preview of initiatives and areas of focus for PY26, including on active monitoring of service providers, policy development and calendar (13 expected updates), equal opportunity (EO) monitoring, shared governance agreement, MOU/IFA updates, targeted industries and occupations stakeholder engagement, and eligible training provider list (ETPL) continuous improvement. The presentation included an overview of each initiative and area of focus, and the expected project timelines.

#### **Summary of Central Arizona Workforce Board Retreat.**

Chair Schirato and executive committee members recapped the Central Arizona Workforce Board Regional Retreat. Key reflections included strong regional collaboration, strategic alignment among counties, engagement from multiple board chairs and leadership.

#### **Round Table: Strategic Plan**

Item tabled until next meeting. A combined summary of the Central Arizona Workforce Board Retreat report recommendations and the strategic plan will be developed by staff to assist the Committee in determining priorities and focus.

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#### **Call to the Public.**

Chair Schirato called for public comment. No public comments made.

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#### **Adjourn.**

There being no further business, Chair Schirato thanked all attendees and asked for a motion to adjourn the meeting at 10:29 a.m.

Anne Landers made a motion to adjourn. Tim Willenborg seconded the motion. Motion carried unanimously.

Meeting adjourned at 10:29 a.m.

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