



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

Thursday, November 20, 2025 – 9:30 a.m. - 11:00 a.m.

Members Present:

Albert Blanco, Anna Yap, Anne Landers, Brittany Holmes, Che Collins, Danielle Lertique, Elias Medina, Gregg Ghelfi, JakinDee Kosaka, Loren Granger, Noelle Trinder, Scott Holman, Tim Willenborg, Tina Drews

Members Absent:

Danielle Goodman, Jacob Evenson, John Soto, Kathryn Ybarra, Michael Vazquez, Shawn Hutchinson

Call to Order.

Vice Chair Tim Willenborg called the meeting to order at 9:32 a.m.

Roll Call.

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

Welcome, Chair Opening Remarks.

Vice Chair Willenborg welcomed everyone to the meeting and announced Chair Bonnie Schirato's resignation from the Board. Vice Chair Willenborg introduced the new board members, Michael Vazquez, Albert Blanco, and Elias Medina. Albert Blanco and Elias Medina briefly introduced themselves.

Consent Agenda.

Vice Chair Willenborg introduced the consent agenda. The consent Agenda included: (a) Meeting Minutes: August 28, 2025, (b) One Stop Operator Quarter 1 Performance Assessment, (c) Supportive Services Policy, (d) Training Service Limits Policy, (e) MCWDB Membership Updates, and the (f) Monthly One Stop Operator Report.

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

Noelle Trinder moved to approve the consent agenda. Scott Holman seconded the motion. Motion carried unanimously.

Community Impact Statement.

Success Story.

Career Advisor Melissa Rivas shared a success story of Juan, an experienced aircraft maintenance professional. He turned to ARIZONA@WORK Maricopa County after being laid off and needing financial support to pursue his FAA A&P certification. With guidance from career advisor Melissa Rivas and funding through the WIOA grant, he completed his training and exams at America's Best AMT. This support led to a new full-time role as an AMT Instructor with the Aviation Institute of Maintenance, significantly advancing his career and earning potential.

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.

Information/Discussion/Possible Action.

Maricopa County Workforce Development Board Annual Report

Executive Director Steve Clark presented the Program Year 2024 Annual Report for the Maricopa County Workforce Development Board (MCWDB), highlighting accomplishments, performance, financials, and system-wide collaboration. The report is required by the Shared Governance Agreement and will be submitted to the Board of Supervisors for approval on December 10.

Highlights of the Annual Report include:

- **Strong Performance & Outcomes**: Maricopa County exceeded state targets across median earnings, measurable skills gains, credential attainment, and supported over 1,000 apprenticeships.
- **Key Achievements & Recognition**: Expanded partnerships, increased apprenticeship efforts, earned national awards, and strengthened regional collaboration with Phoenix, Pinal County, and others.
- **Strategic Priorities & Funding Outlook**: Continued focus on aligning systems, reducing silos, and pursuing sustainable funding as federal allocations decline, while leveraging data, demographics, and partner input to guide future planning.

Vice Chair Willenborg asked for a motion to approve the Program Year 2024 Annual Report.

Tina Drews moved to approve the Program Year 2024 Annual Report. JakinDee Kosaka seconded the motion. Motion carried unanimously.

Eligible Training Provider List Policy.

Policy and Compliance Manager Laura Malhoit presented updates to the Eligible Training Provider List (ETPL) Policy, noting that these were immediate revisions, with more changes planned in future updates. All revisions have been reviewed and approved by legal.

Key policy changes include:

- Removing the list of targeted industry sectors from the policy and replacing it with a link to the website for easier ongoing updates.
- Removing Smart Justice exceptions so all WIOA participants must train within MCWDB targeted/in-demand sectors due to funding limitations.
- Clarifying when programs *may* be removed vs. *must* be removed to align with state policy.
- Requiring hands-on components for training programs when practical skills are essential, due to the rise of virtual reality (VR)-only training models.
- Additional minor updates included terminology corrections, updated templates, clearer wording, and defining systems such as Tableau.

Vice Chair Willenborg asked for a motion to approve the Eligible Training Provider List Policy.

Albert Blanco moved to approve the Eligible Training Provider List Policy. Brittany Holmes seconded the motion. Motion carried unanimously.

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MCWDB Officer Election FY26-FY28

Due to recent board membership changes, the Board held new elections for Chair and Vice Chair, following MCWDB bylaws. The newly elected officers will serve through June 30, 2027.

Chair Election:

- Nominee: Tim Willenborg was nominated by Brittany Holmes, and he accepted the nomination.
- No additional nominations were made. The nomination was seconded by Albert Blanco.
- Result: A roll-call vote was conducted, and Tim Willenborg was elected Chair unanimously.

Vice Chair Election:

- Nominee: Noelle Trinder was nominated by Scott Holman, and she accepted the nomination.
- No additional nominations were made. The nomination was seconded by Anna Yap.
- Result: A roll-call vote was conducted, and Noelle Trinder was elected Vice Chair unanimously.

The updated Executive Committee, serving through June 30, 2027, will consist of:

Chair: Tim Willenborg

Vice Chair: Noelle Trinder

Second Vice Chair: Shawn Hutchinson

Youth Committee Chair: Anne Landers

Appointed Member: Loren Granger

Information/Discussion Only.

Artificial Intelligence Career Pathways in Workforce Development.

Diane Meza, Executive Director and Workforce IT Director for Maricopa Community Colleges, presented an overview of the district's rapidly expanding AI programs, including degrees, certificates, micro-credentials, and AI-embedded coursework across all CTE fields to meet growing industry demand. She highlighted partnerships with employers, the development of new training options such as generative AI micro-credentials and broad access courses and emphasized the importance of validating practical skills through badging. Diane also outlined the Business Industry Leadership Team (BILT) model, a national best practice that brings industry and faculty together to define needed knowledge and skills, ensuring programs stay aligned with fast-moving technologies like AI.

Manufacturing/ Semiconductor Workgroup Report.

Workforce Development Board Management Analyst, Nancy Avina presented an update on the Workforce Development Board's Manufacturing/Semiconductor Workgroup. The Workgroup held its kickoff meeting on October 30, 2025, to coordinate partners and strengthen Arizona's talent pipeline without duplicating existing efforts. The group identified several key areas of focus, including creating a regional directory of initiatives, improving awareness and educator engagement, developing industry-backed entry-level credentials, scaling successful national models, and expanding on-ramps for special populations. Upcoming steps include conducting national best-practice research, narrowing the priority areas to two or three actionable items, and reconvening the group in November or December.

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Central Arizona Regional Workforce/Economic Development Workgroup Report.

Workforce Development Board In-Demand Careers and Apprenticeship Strategist, Katelyn Harris-Lange, presented an update on the Central Arizona Regional Workforce/Economic Development Workgroup. The Workgroup brings together Maricopa County, Pinal County, and the City of Phoenix to improve coordination, employer engagement, and regional alignment. Key themes from the group's first meeting included creating a more unified and consistent entry point for employers, improving employer awareness of the workforce system, strengthening shared language and skills alignment, and increasing collaboration among workforce, education, and economic development partners. Early action items include developing a unified employer introduction document and coordinating regional business services efforts. This includes joint meetings, trainings, and enhancing engagement with economic developers. The next workgroup meeting is planned for December.

Call to the Public.

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

Adjourn.

There being no further business, Chair Willenborg thanked all attendees and asked for a motion to adjourn the meeting at 10:52 a.m.

Albert Blanco made a motion to adjourn. JakinDee Kosaka seconded the motion. Motion carried unanimously.

Meeting adjourned at 10:52 a.m.

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