



Phoenix Business and Workforce Development Board  
 Executive Leadership Meeting (ELC) OCT 16  
 October 16, 2025  
 9:00 am-10:30 am Mountain Standard Time

The Executive Leadership Committee meeting will be held on October 16, 2025 from 9:00am-10:30am.

This is a hybrid meeting.

Address: 200 W Washington St, 20th Floor, Phoenix, AZ 85003.

Webex information: <https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=mdf20bf11cc2548656686b7a69bbc19fb>

To join by phone:

+1-415-655-0001

Access code: 2338 567 9546

### **Call to Order/Roll Call/Introductions**

*(Patrick Fitzhugh)*

The Executive Leadership Committee (ELC) Chair, Patrick Fitzhugh, will call the ELC meeting to order. Roll call will be called to ensure a quorum is present. Committee members will introduce themselves.

### **Executive Leadership Committee June 12 and August 14, 2025 Meeting Minutes**

*(Executive Leadership Committee)*

ELC members will review and consider approval of the June 12 and August 14, 2025 ELC Meeting Minutes.

**RECOMMENDATION: This item is for information and approval.**

### **Board Chair Updates**

*(20 Minutes Patrick Fitzhugh)*

ELC Chair Patrick Fitzhugh will share Board updates with committee members, including action items and opportunities for Phoenix Business and Workforce Development Board (Board) Members to support Board strategic initiatives. Steering Committee chairs will be able to share committee updates with the ELC.

**RECOMMENDATION: This item is recommended for information and discussion.**

### **Governance and Board Recertification Updates**

*(10 minutes Laura Whitehead)*

ARIZONA@WORK City of Phoenix Performance Compliance Manager Laura Whitehead will provide updates about the Local Board Recertification, including information shared with Arizona Office of Economic Opportunity and the timeline for recertification.

**RECOMMENDATION: This item is recommended for information, and discussion only.**

### **Robert's Rules of Order**

*(20 minutes )*

City of Phoenix Sister Cities Director Rita Marko will lead a Robert's Rules of Order Presentation. The presentation will focus on how to effectively and transparently lead a public meeting.

**RECOMMENDATION: This item is for information, discussion and possible action.**

### **Board End-of-Year Networking**

*(10 Minutes Patrick Fitzhugh)*

ELC Chair Patrick Fitzhugh will discuss networking opportunities for Board members to strengthen connections, and community impact to assist in fulfilling the Board's mission.

**RECOMMENDATION: This item is recommended for information, discussion and possible action.**

### **Future Agenda Items**

*(Patrick Fitzhugh)*

### **Call to The Public & Announcements**

*(Patrick Fitzhugh)*

### **Adjournment**

*(Patrick Fitzhugh)*

# EXECUTIVE LEADERSHIP MEETING

October 16, 2025



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# OPENING

- Roll Call
- Introductions

# TODAY'S AGENDA

- Chair Updates
- Governance and Board Recertification Update
- Robert's Rules of Order
- Board End-of-Year Networking

# MINUTES

The Executive Leadership Committee's June 12, 2025 and August 14, 2025, meeting minutes are recommended for review and approval.

# CHAIR UPDATE

Presenter: Patrick Fitzhugh



# CHAIR UPDATE AGENDA

- Actions
- Opportunities
- Steering Committee Updates
- Attendance

# ACTION/UPDATES

- SEMICON West
- Full Board membership
- Youth RFP Issued

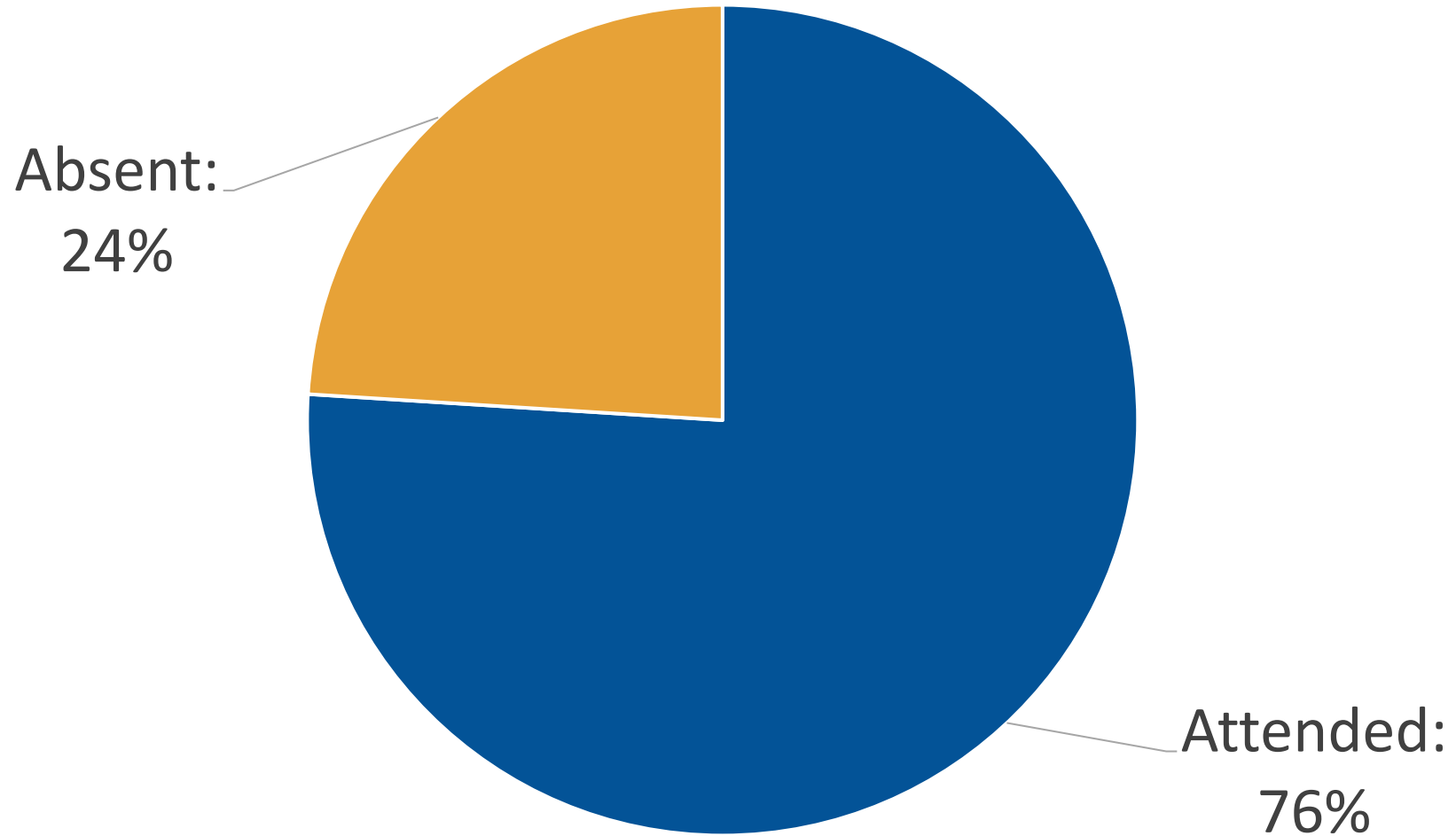
# OPPORTUNITIES

- October 24: NAWB Public Policy Power-Up
- Pre-planning for 2026-2029 Board Strategic Plan
- State Plan Updates

# ELC ATTENDANCE

Board Member	Absences
Karen Carter	
Pearl Esau Chang	
Patrick Fitzhugh	
Scott Holman	
Meghan McGilvra	
Brandon Ramsey	
Stephanie Rimmer	
Jason Schaffner	
Sam Wolo	

# OVERALL ATTENDANCE



# STEERING COMMITTEE UPDATES

- Align Investment Steering Committee
- Instill Hope Steering Committee
- National Model for Mobility Steering Committee

# GOVERNANCE AND BOARD RECERTIFICATION

Presenter: Laura Whitehead



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# BOARD RECERTIFICATION UPDATE

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- Approved By Workforce Arizona Council On 9/18/2025
- Internal Review In 1/2027
- Next Recertification Due 2027

# GOVERNANCE VS RECERTIFICATION

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## Governance

- Quarterly To Every 2 Years
- Department Of Economic Security To Office Of Economic Opportunity

## Recertification

- Every 2 Years
- Workforce Arizona Council Approval

# AREAS OF REVIEW - AGREEMENTS

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- Shared Governance Agreement
- Service Provider Agreement
- MOU/IFA
- One Stop Operator Contract

# AREAS OF REVIEW - BOARD

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- Memberships
- Standing Committee
- Bylaws
- Local Plan

# AREAS OF REVIEW - POLICIES

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- Conflict Of Interest
- Sunshine Provision
- Open Meeting Law

# ROBERT'S RULES OF ORDER

Presenter: Hayden Maynard



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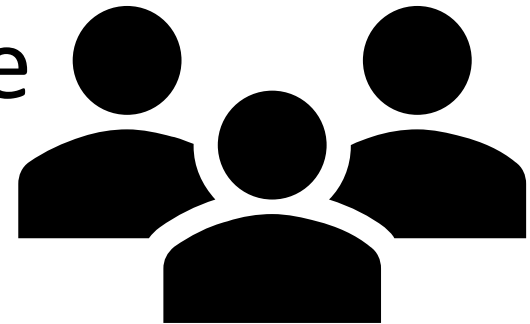
# AGENDA

- Purpose
- Key Principles
- Basic Rules
- Action Types
- Order of Business



# PURPOSE

- Published by Brigadier General Henry Martyn Robert in 1876
- Manual for parliamentary procedure
- Ensures all members have a voice
- Ensures public has access to meetings
- Considered the authoritative guide



# KEY PRINCIPLES

- Perception of fairness
- Orderly operation in a system of majority rule
- The rules protect:
  - rights of the minority to be heard
  - rights of assembly members
  - rights of absentees

# BASIC RULES

- Equality of Members
- Quorum Requirement
- Silence is Consent
- One Question at a Time
- Motions
- Voting Procedures



# TYPES OF MOTIONS

- Main Motion
- Subsidiary Motion
- Privileged Motion
- Incidental Motion
- Motion to Table
- Motion to Postpone

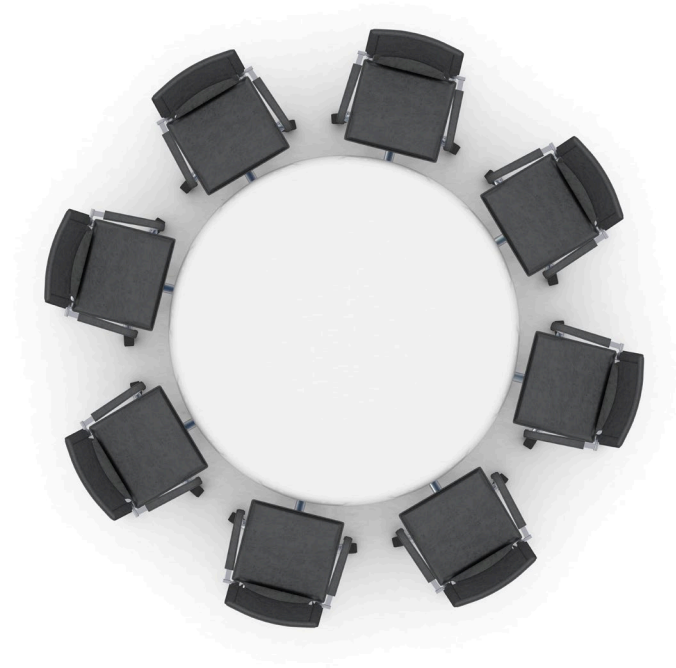


# AMENDMENTS

- Primary Amendment: Applies directly to the main question/motion
- Secondary Amendment: Change in pending primary amendment and **MUST** be germane to primary amendment
- Order of Voting

# MOTION STEPS

- Motion
- Second to the motion
- Motion restated
- Debate/Discussion
- Vote
- Vote announcement



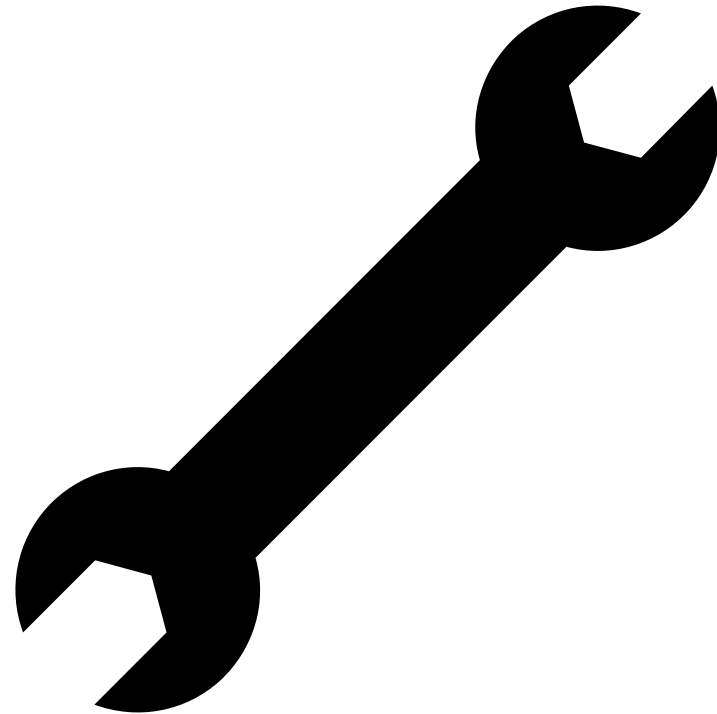
# ROLE OF CHAIR & VICE-CHAIR

- Stay neutral during debate
- Keep order and enforce rules
- Manage the time and agenda
- Step down if participating in a debate
- Ensuring quorum is maintained



# TOOLS FOR EFFICIENCY

- Previous question
- Limit debate
- Refer to committee
- Postpone



# FINAL TIPS

- Rehearse
- Keep a cheat sheet
- Resources
- Questions?



# BOARD END- OF-YEAR NETWORKING

Presenter: Patrick Fitzhugh



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# ELC MEETING

- ❖ Future Agenda Items
- ❖ Call to the Public/Announcements
- ❖ Adjournment





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

**Committee Members Present:**

Patrick Fitzhugh (Vice Chair)	Alison Rapping
Jesús Love	Claudia Reilly
Meghan McGilvra	Sam Wolo (Chair)

**Committee Members Absent:**

Brandon Ramsey  
Alison Rapping

**Public Attendees:**

Dominic Cota	Gustavo Nava
Diana Figueroa	Jovanna Parkhouse
Carol Gardner	Alexandra Platas
Matalie Hastings	Demitria Robles
Mari Hicks	Ariadna Valentin
LaSetta Hogans	Cynthia Vega
Patricia Lakandula	Laura Whitehead
Hayden Maynard	Hugh Wolf

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

**1. Call to Order/ Roll Call:**

Executive Leadership Committee (ELC) Chair Sam Wolo called the June 12, 2025 Phoenix Business and Workforce Development Board (Board) ELC Meeting to order at 9:05 a.m. Roll call was completed with a quorum of seven members in attendance.

**2. Approval of Minutes for ELC April 10, 2025 Meeting Minutes:**

ELC Meghan McGilvra made a motion to approve minutes for the April 10, 2025 ELC Meeting and ELC Member Claudia Reilly seconded the motion.

**Approved:** Jesús Love, Patrick Fitzhugh, and Sam Wolo

**Opposed:** None

**Motion passed.**

### **3. Ratification of prior action from the May 8, 2025 PBWD Board Meeting:**

ELC Chair Sam Wolo informed the committee members that due to an error on the date of the Open Meeting Law posting for the Phoenix Business and Workforce Development Board (Board) meeting, the ELC needs to ratify the action taken at the Board meeting on May 8. The items that need to be ratified are:

- The Economic Development presentation from City of Phoenix Economic Development Director Christine Mackay
- Approval of the March 27, 2025 Phoenix Business and Workforce Development Board Meeting minutes
- Approval of the consent agenda:
  - Sunset of ARIZONA@WORK City of Phoenix Policy 800.803: Rapid Response
  - Adoption of ARIZONA@WORK City of Phoenix Policy 800.804: Rapid Response and National Dislocated Worker Grant Policy
- Approval of the Board Fiscal Update
- Officer Elections Update
- Board Chair Update
- Approval of the recommended changes to the One-Stop System Memorandum of Understanding and Infrastructure Funding Agreement
- Approval of the Board Bylaws Update
- Performance and Compliance Update

ELC Vice-Chair Patrick Fitzhugh made a motion to ratify and approve action items from the May 8, 2025 Phoenix Business and Workforce Development Meeting and ELC Member Meghan McGilvra seconded the motion.

**Approved:** Jesús Love, Claudia Reilly and Sam Wolo

**Opposed:** None

**Motion passed.**

### **4. ARIZONA@WORK City of Phoenix Fiscal Report Update:**

COP Human Services Department (HSD) Accountant III Patricia Lakandula provided a fiscal update of the current Workforce Innovation and Opportunity Act (WIOA) Local Area budget allocations from PY23/FY24 and PY24/FY25 through April 30, 2025.

Patricia shared the remaining PY23/FY24 budget allocations will be spend down by June 30, 2025. This update will be reflected in the next report.

Sam asked if the Adult Program expenditures are on-track based on past years expenditures. Patricia shared in past years the Adult Program has

spent more. This year the Adult Program was able to leverage AZ QUEST funding that was used to cover this year's program expenditures and the reason why the remaining fund allocation is a bit high for this report out. Patricia reiterated the remaining allocations to be spend down by June 30, 2025.

Patricia also shared the PY25/FY26 allocations approved by the Arizona Workforce Council on May 29, 2025 and highlighted the percentage change for next year's allocation due to decrease and explained how that translates into actual dollar amounts for the programs.

Sam asked how the Board can work to offset the decrease in funding through braided funding. Vice-Chair Patrick Fitzhugh agreed the Board will need to achieve nonprofit status first to seek braided funding. Board Executive Director LaSetta Hogans shared she is working with City of Phoenix Economic Development Director Christine Mackay and Bloomberg Associates on the development of a nonprofit organization/status. ELC Board Member Meghan McGilvra asked if Board staff can identify how the decrease in funds will impact the programs such as the number served. LaSetta shared a program update will be provided at the next Board meeting.

**Board Member Meghan McGilvra made a motion to approve the Workforce Innovation and Opportunity Act (WIOA) Budget Report for Program Year 23/Fiscal Year 24 and Program Year 24/Fiscal Year 25 through April 30, 2025 and ELC Vice-Chair Patrick Fitzhugh seconded the motion.**

**Approved:** Jesús Love, Claudia Reilly, and Sam Wolo

**Opposed:** None

**Motion passed.**

#### **5. Board Chair Updates:**

ELC Chair Sam Wolo shared his final report as the Board Chair. The most recent Board's achievements are:

- Board placemat that includes all the activities and achievements from fiscal year 2023 to-date
- Board Bylaws Updates
- Approval of the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA)
- Policies:
  - Sunset ARIZONA@WORK City of Phoenix Policy 800.803: Rapid Response

- Approve ARIZONA@WORK City of Phoenix Policy 800.804: Rapid Response and National Dislocated Worker Grant Policy

Sam expressed gratitude for the Board Members's dedication, hard work and active participation. He is looking forward to new leadership and transitioning into a support role as Chair Emeritus.

## **6. Board Policy: Board Policy Update: 900.908 – Eligible Training Provider List**

ARIZONA@WORK City of Phoenix Eligible Training Provider Coordinator Mari Hicks shared the revisions made to policy 900.908 – Eligible Training Provider List to align with the Workforce Arizona Council policy revisions and statewide Eligible Training Provider List (ETPL) coordinators workgroup recommendations approved in May 2024. The recommended policy revisions are:

- New definitions that were added for clarity:
  - Code of Conduct, Initial Eligibility, Continued Eligibility, Training Providers, WIOA Participants, Program Year, and Arizona Job Connections
- Policy:
  - Training Providers must register with sam.gov, a system for award management required for federal contracts or grants.
  - Training Performance Requirements: Added requirements for performance data reporting, including metrics such as the number of participants served, total exits, credential attainment, employment in second and fourth quarters, and median earnings (from second quarter).
  - Payment and Enrollment Process was renamed to Payment Process: Training providers must register as vendors with the City of Phoenix, with specific invoicing expectations.
  - Marketing and Outreach: Integrated into roles and responsibilities to enhance clarity and efficiency.
  - Reciprocal Agreements: Added detailed procedures for managing out-of-state training providers from reciprocal states such as Montana, Missouri, Nevada and Utah, to facilitate WIOA participants access to training programs not available locally.
  - Denial/Removal of Training Programs: Added clarifying language for removal
  - WIOA Participant Complaints and Concerns: Added link to Code of Conduct outlining the process for participant complaints.

- Grievances and Appeals for Training Providers: Summarized rights to appeal and outlined two-year suspension from ETPL. Training Program reinstatement is subject to Board approval.

Mari shared the policy revisions were open for public comment from May 22 to May 30, 2026. A total of 16 comments were received. Comments and responses are available for review in Govenda and link provided in presentation.

**ELC Member Claudia Riley made a motion to approve the revisions made to policy 900.908 – Eligible Training Provider List to align with Workforce Arizona Council ETPL policy and ELC Member Meghan McGilvra seconded the motion.**

**Approved:** Jesús Love, Patrick Fitzhugh, and Sam Wolo

**Opposed:** None

**Motion passed.**

#### **7. Board Recertification Update:**

ARIZONA@WORK City of Phoenix Performance and Compliance Manager Laura Whitehead provided an update on the Board Recertification requirements. The Board recertification process occurs every two years to ensure compliance with federal and state regulations. Laura shared the Board Recertification timeline of completed items, tasks/actions pending, and next steps.

- Completed Items:
  - Share and Governance Agreement (SGA) was approved on March 27.
  - Board Bylaws and the Memorandum of Understanding (MOU) Integrated Fiscal Agreement (IFA) were approved on May 8.
- Pending Tasks:
  - Signatures Required: SGA, MOU/IFA and Human Services Department's MOU. Once all signatures are obtained, the documents will be submitted to the Office of Economic Opportunity on behalf of the Workforce Arizona Council (Council).
- Next Steps:
  - Final submission: June 30
  - Executive Committee approval: August 14
  - Full Council approval: September 18
  - Board receives feedback from the Council: September 26.

**ELC Member Claudia Riley made a motion to approve the Board Recertification submission to the Office of Economic Opportunity and ELC Vice-Chair Patrick Fitzhugh seconded the motion.**

**Approved:** Jesús Love, Meghan McGilvra, and Sam Wolo

**Opposed:** None

**Motion passed.**

**8. North Job Center Update:**

Board Executive Director LaSetta Hogans provided an update on the Board's approval to close the North Comprehensive North Job Center by June 30, 2025 as recommended by the Instill Hope Steering Committee. LaSetta shared the Department of Economic Security (DES) made a request to consider transitioning the North Job Center to an affiliate site rather than closing it. DES would like to retain state staff that provide employment, training, and vocational rehabilitation services. DES requested a meeting to discuss this request and transition with the Board. Vice-Chair Patrick Fitzhugh will be attending the meeting with DES to discuss the request.

ARIZONA@WORK City of Phoenix Business and Workforce Operations Manager Deb Furlong shared transition plan for staff to the other two comprehensive job centers and partner sites.

ARIZONA@WORK City of Phoenix Performance and Compliance Manager Laura Whitehead outlined the requirements for an affiliate site, including making quality referrals to partner programs and maintaining a minimum 50% physical presence of program staff.

ELC Member Jesús Love shared that he is looking forward to the next update on this recommendation.

**9. Executive Leadership Retreat:**

Board Executive Director, LaSetta Hogans shared that she is planning a retreat with Pinal and Maricopa County Workforce Development Board Executive Directors to strengthen their regional partnership. The retreat's goal is to bring together the executive leaders from the three boards to discuss regional strategies and partnerships. The retreat is scheduled for Tuesday, July 22, from 9:00 to 11:30 AM. Invitations will be sent once the newly elected Board Chair, Patrick Fitzhugh, selects his cabinet.

**10. Future Agenda Items:**

None

**11. Call the Public and Open Discussion:**

ARIZONA@WORK City of Phoenix Business and Workforce Operations Manager Deb Furlong shared the last apprentice was enrolled in the new TSMC apprenticeship program.

**12. Adjournment:**

**The meeting adjourned at 10:11 a.m.**

DRAFT



**Phoenix Business and Workforce Development Board  
Executive Leadership Committee Meeting Minutes  
August 14, 2025 at 9 a.m.**

**Committee Members Present:**

Karen Carter	Jason Schaffner
Patrick Fitzhugh (Chair)	
Pearl Chang Esau	
Stephanie Rimmer	

**Committee Members Absent:**

Scott Holman  
Meghan McGilvra  
Brandon Ramsey (Vice-Chair)  
Sam Wolo

**Public Attendees:**

Victoria Aceveda	Delsy Maldonado
Eddie Barojas	Hayden Maynard
Dominic Cota	James Montoya
Kimberly Cruz	Gustavo Nava
Sandra Enriquez	Jovanna Parkhouse
Diana Figueroa	Angie Parra
Thomas Flynn	Demitria Robles
Carol Gardner	Deseret Romero
Matalie Hastings	Rebecca Tierney
Mari Hicks	Stephen Sparks
LaSetta Hogans	Amy Schofield
Eric Johnson	Brenda Urquidi
Amanda Keams	Ariadna Valentin
Teresa L.	Stephanie Varela
Hope Lopez	Laura Whitehead

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

**1. Call to Order/ Roll Call and Introductions:**

Executive Leadership Committee (ELC) Chair Patrick Fitzhugh called the August 14, 2025 Phoenix Business and Workforce Development Board (Board) ELC Meeting to order at 9:16 a.m. Roll call was completed with a quorum of five members in attendance.

ELC Chair Patrick Fitzhugh initiated the first meeting of the new Board term by asking all new ELC Members present to introduce themselves. Patrick shared that he is the Regional Site Director for USAA.

- ELC Member Stephanie Rimmer is with Rimmer Lighting and will be serving as the Chair for the Align Investment Steering Committee.
- ELC Member Jason Schaffner is with Redbarre Media and will be serving as the Vice-Chair of the Instill Hope Steering Committee.
- ELC Member Karen Carter is with Terros Health and will be serving as the Chair for the Instill Hope Steering Committee.
- ELC Member Pearl Chang Esau is with Shan Strategies and will be serving as the Vice-Chair of the Align Investment Steering Committee.

## **2. Approval of Minutes for ELC June 12, 2025 Meeting Minutes:**

ELC Chair Patrick Fitzhugh continued the approval of the minutes from the June 12, 2025 meeting until the next scheduled meeting as none of the members present were in attendance at the July 12, 2025 ELC meeting.

## **3. Board Chair Updates:**

ELC Chair Patrick Fitzhugh shared his first update as the Board Chair. The Board Chair updates included:

- Department of Economic Security (DES) had requested the Board to consider transitioning the North Job Center to an affiliate site instead of closing it. DES expressed an interest in retaining state staff at the center to continue offering employment, training, and vocational rehabilitation services. However, since meeting with the Board chair and Board staff, DES has withdrawn their request.
- ELC Members were encouraged to attend events hosted by the National Association Workforce Boards (NAWB) and next Community of Practice Convening on Artificial Intelligence at Grand Canyon University.
- Recap of the Central Arizona Executive Leadership Retreat held on July 22: ELC Member Jason Schaffner shared the event provided a valuable opportunity for community connection and information sharing. ELC Member Stephanie Rimmer shared attendees expressed a strong desire for increased collaboration. A recurring theme in the discussions was the need for employers to have a more prominent role and voice in the process. A meeting summary report will be shared on the topics discussed and proposed actions. The report highlights the importance of community collaboration and employer involvement.

## **4. Job Corps Update:**

ARIZONA@WORK City of Phoenix Workforce Development Supervisor Rebecca Tierney and ARIZONA@WORK City of Phoenix Project Manager James Montoya shared the ARIZONA@WORK City of Phoenix assistance to Job Corps following the Department of Labor's (DOL) May 29, 2025 announcement of the suspension of the Job Corps program and closure of Job Corps centers by June 30th. Rebecca shared Job Corps is a free residential career training program that assists participants in attaining their high school equivalency diploma and training in high-growth industry sectors funded by the DOL and the Workforce Innovation and Opportunity Act (WIOA). The team convened community partners to connect participants with community resources focusing on housing and connection to the WIOA program. The participating community partners included: Maricopa County Adult Education, City of Phoenix Housing Department, Maricopa Association of Governments, Habitat for Humanity, City of Phoenix Human Services Department, YMCA, Neighborhood Ministries, and Jewish Family and Children's Services. On June 18, a community resource event was held at the downtown Job Corps center. Neighborhood Ministries and Jewish Family & Children's Services were able to connect with 50 participants. CPLC's YouthBuild Program connected with Job Corps construction program to engage any participants who may be eligible to enroll in their program.

ARIZONA@WORK James Montoya provided a high-level overview how the team was able to quickly respond, coordinate, and engage with Job Corps through a Rapid Response event:

- Rapid Response is when a company plans to lay off 50 or more employees, the team coordinates events for employees at no cost. Some of the resources include career counseling, resume and interview preparation assistance, education and training programs, community resources and services, access to community support, veteran priority services, unemployment services, and job fairs.
  - On July 10 and 17, job fairs were coordinated in collaboration with Job Corps, after a stay notification was released on June 25, 2025. Three job seekers were hired at these events.
  - Thirteen Job Corps participants were hired at a recent Mobile Career Unit Event.

ELC Board Member Karen Carter asked how long the stay notification was granted for. Executive Board Director LaSetta Hogans shared that the Department of Labor has not issued an official notification. Karen also asked if any of the Job Corps participants transitioned out of the program. Rebecca shared that no official numbers are known but can confirm some participants left the center after announcement. ELC Board Member Jason Schaffner asked if with the stay notification Job Corps is planning for a closure. LaSetta shared that they are still operating until an official notification is provided.

## **5. Strategic Plan/Tracker Update:**

Executive Board Director LaSetta Hogans shared the Board's Strategic Plan/Tracker (three-year strategic plan, the Board is currently in the last year) that highlights the Board committee's goal achievements, progress, and future objectives. LaSetta reviewed the tracker and explained the headings in detail and how the strategic plan goals are being tracked, including any dependencies and impediments that may impact progress. These dependencies could include recognizing external factors. LaSetta shared the tracker will be implemented into the committees to track their progress/goals. She also shared a 2026-29 Strategic Plan is being developed in collaboration with a Board consultant. An update will be provided later this year. Board Chair Patrick Fitzhugh shared the concept of "relentless prioritization" to emphasize a strategy moving forward. This involves continuously assessing and adjusting priorities based on changing circumstances and dependencies. He acknowledged that while the Board has significant authority, some dependencies are beyond their control. Therefore, the focus should be on strategies where Board Members can exert influence and prioritization. ELC Member Jason Schaffner asked if the goals are new for the fiscal year. Patrick shared that the goals are carried over from the three-year plan, through June 30, 2026. Board Liaison Hayden Maynard will share an Excel version of the tracker with the Board Members.

**6. Board Policy Updates and Adoptions: 300.308-Support Services Categories, Cost and Guidelines and Needs Related Payments and 300.309 – Supportive Services Categories and Cost Guidelines:**

Board Liaison Hayden Maynard shared the revisions made to Youth Program policies. The recommended policy revisions are:

- Sunset 300.308-Support Services Categories, Cost and Guidelines and Needs Related Payments and replace them with two new policies: 300.308-Youth Supportive Services and 300.309-Supportive Services Categories and Cost Guidelines to provide better clarity for Service Providers:
  - Adopt 300.308 Policy:
    - Outlines the requirements for making supportive services available.
    - Defines who is eligible to receive these services.
    - Specifies that youth participants are eligible for supportive services during the year of follow-up after completing training.
    - Details allowable and prohibited supportive services.
    - Provides guidelines for reimbursements and needs-related payments for youths enrolled in training.
    - Lists documentation requirements for providing supportive services.
  - Adopt 303.309 Policy:

- Categories of supportive services such as work or training-related expenses and emergency expenses.
- Includes allowable transportation and childcare assistance, along with other services.
- Establishes cost guidelines ensuring services are necessary and reasonable.

Hayden shared the policy revisions were open for public comment from August 4 to August 11. Only one comment was received for Policy 300.308 and as result the update was made to the policy for better clarity. Comments and responses are available for review in Govenda. ELC Member Karen Carter asked for clarification on the actual change to the policy. Hayden shared that question about obtaining multiple quotes for small-dollar purchases. In response, Section 5: A.2 has been updated to clarify and ensure that products or services are acquired at prices consistent with comparable market rates. This is achieved by comparing quotes from two or more vendors. This update acknowledges that some supportive services may already be considered reasonable by sub-recipients and sub-grantees who have engaged in formal procurement processes. By doing so, it aims to streamline procedures while maintaining fiscal responsibility and transparency.

**ELC Member Stephanie Rimmer made a motion to approve the sunset of Policy 300.308-Support Services, Cost Guidelines and Needs Related Payments and adoption of policies 300.308-Supportive Services Eligibility and 300.309-Supportive Service Categories and Cost Guidelines and ELC Member Jason Schaffner seconded the motion.**

**Approved:** Karen Carter, Pearl Chang Esau, and Patrick Fitzhugh

**Opposed:** None

**Motion passed.**

**7. Future Agenda Items:**

None

**8. Call the Public and Open Discussion:**

None

**9. Adjournment:**

**The meeting adjourned at 9:57 a.m.**

# ROBERT'S RULES OF ORDER **CHEAT SHEET**

## TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (if it needs debate, vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table/ Postpone:** Kills a motion or delays the vote to another meeting

## EVERY MOTION HAS 6 STEPS

1. **Motion:** A member signals the chairperson to speak and makes the motion.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion (only if its a complicated motion or needs clarification).
4. **Debate:** The members discuss the motion.
5. **Vote:** The chairperson restates the motion (if needed), and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

**COMMITTEE TIP:** If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, the motion is adopted." If a member objects, first ask for debate, then vote and announce the vote.

## REQUESTING POINTS

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

## ROBERT'S RULES OF ORDER

### Tips and Reminders for Chairs

Follow the agenda to keep the group moving toward its goals.



Control the flow of the meeting by recognizing members who ask to speak.



Let the group do its own work; don't over-command.

Let all members speak once before allowing anyone to speak a second time.



When discussions get off-track, gently guide the group back to the agenda.



Model courtesy and respect, and insist that others do the same.



Help to develop the board's skills by properly using motions and points of order.



Give each speaker your undivided attention.



Keep an emotional pulse on the discussions.



Allow a consensus to have the final authority of the group.



CITY OF PHOENIX

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Action	What to say	Can speaker be interrupted?	Need a second?	Can this be debated?	Can this be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes (but not on the merits of item)	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by _____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Verity voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
* Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of it scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

\*A member may make a motion to reconsider something that was already decided; however, the reconsidered motion must be made by a member in the original majority and may not be subsequently reconsidered.