



**Phoenix Business and Workforce Development  
Board  
Meeting Minutes  
January 8, 2026 – 9:00 a.m.**

**Board Members Present:**

Daniel Barajas	Meghan McGilvra
Christian Bearden	Stephanie Rimmer
Karen Carter	Brandon Ramsey
Kristin Emery	Alison Rapping
Lorraine Field	Claudia Reilly
Patrick Fitzhugh (Chair)	Jason Schaffner
Kaaren-Lyn Graves	Dean Scheinert
Scott Holman	Drew Trojanowski
Mavrick Knoles	Sam Wolo
Jesús Love	

**Board Members Absent**

Janice Bradford  
Neda Boyce  
Ginger Lane  
Claudia Reilly

**Public Attendees:**

Gregg Bach	Christina Lira
Eddie Barojas	Hayden Maynard
Erica Bennett	Krista McGarvey
Elissa Black	Lisa Mirabile
Mark Carlisle	Gustavo Nava
Dominic Cota	Jovana Parkhouse
Sandra Enriquez	Demitria Robles
Nick Fernandez	Athena Sanchez
Diana Figueroa	Wathsna Sayasane
Thomas Flynn	Amy Schofield
Matalie Hastings	Brenda Urquidi
Mari Hicks	Ariadna Valentin
LaSetta Hogans	Stephanie Varela
Eric Johnson	Justin West
Amanda Keams	Laura Whitehead

**1. Call to Order:**

Phoenix Business and Workforce Development Board (Board) Chair Patrick Fitzhugh called the January 8 2026, Board Meeting to order at 9:00 a.m. Roll call was completed and a quorum of 17 members were present.

**2. Approval of the November 13, 2025 Board Meeting Minutes:**

**A motion to approve the November 13, 2025 Board Meeting Minutes was made by Board Member Karen Carter and seconded by Board Member Christian Bearden.**

**Approved:** Daniel Barajas, Kristin Emery, Pearl Esau, Lorraine Field, Patrick Fitzhugh, Kaaren-Lyn Graves, Scott Holman, Mavrick Knowles, Jesús Love, Meghan McGilvra, Alison Rapping, Brandon Ramsey, Jason Schaffner, Dean Scheinert, Drew Trojanowski and Sam Wolo

**Opposed: None**

**Motion passed**

**3. Chair Update:**

Board Chair Patrick Fitzhugh provided a Board Chair Update:

- The ARIZONA@WORK City of Phoenix Business Services team received the 2025 Arizona Association for Economic Development Golden Prospector Award. The award was presented to ARIZONA@WORK Pinal County and ARIZONA@WORK City of Phoenix in recognition of their collaborative, regional effort in response to the Nikola Motors layoffs in 2025.
- Ryan Touhill, new City of Phoenix Economic Development Director was introduced to the Board. Ryan shared his experience/background and projects he has been a part of since starting his position in December 2025. He looks forward to identifying opportunities for collaboration, learning about the community and building upon Phoenix's momentum.
- Board Members participated in two volunteer opportunities at the Washington Street Shelter and Keys to Change campus where they engaged with each other and served the community. More Board-led opportunities will be hosted in the future.
- USAA and AZ Best Companies hosted The Patriot All America Golf Tournament from December 28-31. The event supported Veterans and first responders in West Phoenix. A hiring fair was hosted, 35 employers hired on the spot.
- Board attendance was shared and reviewed. Patrick thanked Board members for commitment to attending the Board meetings.

**Stephanie Rimmer joined the meeting at 9:09 a.m.**

**4. Board Committee Updates:**

- Align Investment Steering Committee Chair (AISC) Stephanie Rimmer shared the committee meets monthly, current barrier/pending item is finalizing the approval of the Memorandum of Understanding/Infrastructure Agreement that was being reviewed by City of Phoenix's Law Department. AISC recommended for the Board to accept the Industry Skills grant and approved a marketing strategy to share One-Stop System success stories.
- Instill Hope Steering Committee Chair (IHSC) Karen Carter shared the committee is on track to meet all the committee strategic goals this month. IHSC is working on coordinating the next Community of Practice focused on Business Services scheduled for February 26 and championed by IHSC Member Daniel Barajas. The committee is planning the next two Community Events in collaboration with Bloomberg Philanthropies scheduled for April and June. Karen asked Board Members for assistance with promoting and supporting the Community of Practice event. Board Chair Patrick Fitzhugh asked for a social media post to be created for Board Members to promote the upcoming Community of Practice event.
- National Model for Mobility Steering Committee Chair (NMMSC) Meghan McGilvra shared that the committee is working on updating/adjusting the language in the plan to align with industry standards, needs and requirements. NMMSC also worked on identifying accessible career ladders and will be connecting with IHSC to collaborate on a future Community of Practice event.

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

City of Phoenix Community and Economic Development Budget Supervisor Gustavo Nava presented a Fiscal and Forecast Update.

Gustavo provided a breakdown of the Workforce Innovation and Opportunity Act (WIOA) fund balance for PY25/FY 26:

## FY2025-26 Available Grant Balance by Program

Ending Grant Balances by Program	Carried Forward Balances	Current Year Allocation	Total Allocation Available	Prior Year Transfer	Recommened Transfer	Total Allocation Available After Transfers
<b>TOTAL</b>	<b>5,153,566</b>	<b>8,695,853</b>	<b>13,849,419</b>	-	-	<b>13,849,419</b>
Admin - General Fund	N/A					
Administration	545,199	849,986	1,395,185	-	-	1,395,185
Adult	1,254,689	2,351,844	3,606,533	2,792,820	2,650,000	9,049,353
Dislocated Worker	2,875,998	2,813,028	5,689,026	(2,792,820)	(2,650,000)	246,206
Rapid Response	142,501	195,997	338,498			338,498
<b>AD/DW/RR Combined</b>	<b>4,273,188</b>	<b>5,360,869</b>	<b>9,634,057</b>	-	-	<b>9,634,057</b>
Youth - In School	86,093	621,250	707,343	-	-	707,343
Youth - Out of School	249,086	1,863,749	2,112,835	-	-	2,112,835
<b>Youth Combined</b>	<b>335,179</b>	<b>2,484,998</b>	<b>2,820,177</b>	-	-	<b>2,820,177</b>



**A motion to authorize the transfer of funds in the amount of \$2,650,000 from the Dislocated Worker PY25/FY26 allocation to the Adult Program, as allowed under WIOA, based on the current economic conditions and the demands of the local labor market in the City of Phoenix was made by Board Member Stephanie Rimmer and seconded by Board Member Christian Bearden.**

**Approved:** Daniel Barajas, Karen Carter, Kristin Emery, Pearl Esau, Lorraine Field, Patrick Fitzhugh, Kaaren-Lyn Graves, Scott Holman, Mavrick Knowles, Jesús Love, Meghan McGilvra, Brandon Ramsey, Alison Rapping, Jason Schaffner, Dean Scheinert, Drew Trojanowski and Sam Wolo

**Abstained: None**


**Opposed: None**

**Motion passed**

Additionally, he shared the actual expenditures for FY 2024-25 and the budget for FY 2025-26 year:

## FY2025-26 WIOA Budget

Expenditures by Program	2024-25 Actuals	2025-26 Budget
<b>TOTAL</b>	<b>10,102,791</b>	<b>10,008,887</b>
Admin - General Fund	910,803	-
Administration	525,467	1,257,348
Adult	5,008,306	5,346,714
Dislocated Worker	192,449	167,769
Rapid Response	347,577	287,263
<b>AD/DW/RR Combined</b>	<b>5,548,331</b>	<b>5,801,746</b>
Youth - In School	825,831	740,317
Youth - Out of School	2,292,359	2,209,476
<b>Youth Combined</b>	<b>3,118,190</b>	<b>2,949,793</b>


  
CITY OF PHOENIX  
Approved partner of the [Arizona Career Network](#)

**A motion to approve the Workforce Innovation and Opportunity Act (WIOA) budget for Program Year 2025 (July 1, 2025 - June 30, 2026) was made by Board Member Stephanie Rimmer and seconded by Board Member Alison Rapping.**

**Approved:** Daniel Barajas, Karen Carter, Kristin Emery, Pearl Esau, Lorraine Field, Patrick Fitzhugh, Kaaren-Lyn Graves, Scott Holman, Mavrick Knowles, Jesús Love, Meghan McGilvra, Brandon Ramsey, Alison Rapping, Jason Schaffner, Dean Scheinert, Drew Trojanowski and Sam Wolo

**Abstained: None**

**Opposed: None**

**Motion passed**


Lastly, Gustavo shared a multi-year fund balance forecast through FY27-28. He noted that forecast assumes that the current levels of funding and expenditure will remain unchanged with adjustments made for inflation. Based on these assumptions, the program is funded/sustainable through FY27/28. Gustavo said the Fiscal team will continue to have internal City discussions regarding the forecast, evaluate grant fund balances compared to expenditures, and monitor federal and state guidance to ensure the team is prepared for any actions. Board

### WIOA GRANT BALANCE FORECAST

Ending Grant Balances by Program	2024-25 Actuals	Forecasted 2025-26	2026-27 Forecast	2027-28 Forecast
<b>TOTAL</b>	5,153,566	4,018,036	2,350,717	367,322
<b>Admin - General Fund</b>	N/A	N/A	N/A	N/A
<b>Administration</b>	545,199	137,837	(111,398)	(414,495)
Adult	4,047,509	3,729,937	2,469,036	950,262
Dislocated Worker	83,178	79,051	42,952	(2,905)
Rapid Response	142,501	51,235	(49,874)	(165,541)
<b>AD/DW/RR Combined</b>	4,273,188	3,860,223	2,462,114	781,816
Youth - In School	86,093	2,552	-	-
Youth - Out of School	249,086	17,424	-	-
<b>Youth Combined</b>	335,179	19,976	-	-

Assumptions:

- No increase/decrease in allocation
- Maintaining expenditures as loaded in FY2025-26 Budget
- Not including \$1M General Fund allocation to WIOA
- Assumes future transfers Between Adult/Dislocated Worker programs of \$2.65M



Chair Patrick Fitzhugh requested that the AISC continue to review staff forecasts and make necessary recommendations to the Board based on ongoing forecast analysis.

## 6. Industry Skills Grant

Board Executive Director LaSetta Hogans shared information about the Industry Skills Grant awarded to the State of Arizona Department of Economic Security (DES) by the Department of Labor (DOL). DES was awarded \$5 million and the City of Phoenix will receive \$1.5 million (disbursed over three years) for advanced manufacturing training. The City of Phoenix, Maricopa County, and Pinal County Local Area Boards were named as subrecipients to receive the award. The grant is designed with a focus on employers to meet their business needs while building a talent pipeline in the advanced manufacturing industry.

LaSetta shared DES is expecting to receive the official Notice of Award from DOL by the end of January 2026. She also shared a few grant highlights:

- Grant is expected to end by June 2029 with no extensions allowed.
- Employers will be reimbursed based on performance/milestones met:

50% upon training completion and certificate earned; 80% (maximum allowed) upon six month employment retention.

Board Member Meghan McGilvra asked if the certificate must be a nationally recognized certificate or if it can be employed-informed certificate. LaSetta said she will get clarification from the state. Board Member Sam Wolo asked what the maximum reimbursement amount employers can receive. LaSetta shared the maximum reimbursement amount is 80% of the total training costs.

**A motion to approve entering into a three-year Intergovernmental Agreement with the Arizona Department of Economic Security, upon receipt of Notice of Award, to receive and administer the Industry Skills Grant, in the amount of \$1.5M plus administrative costs, with the option to accept additional funding based on reallocation was made by Board Member Scott Holman and seconded by Board Member Kaaren-Lyn Graves.**

Board Member Sam Wolo asked who is responsible for tracking the grant metrics beyond the six-month retention. LaSetta said the subrecipients would be responsible. Board Member Alison Rapping asked if advanced manufacturing industry is open for fair chance employment. LaSetta said the advanced manufacturing industry offers more training opportunities for people to upskill and allows for second chance opportunities and others seeking to upskill and earn a living wage.

**Approved:** Daniel Barajas, Christian Bearden, Karen Carter, Kristin Emery, Pearl Esau, Lorraine Field, Patrick Fitzhugh, Mavrick Knowles, Jesús Love, Meghan McGilvra, Alison Rapping, Brandon Ramsey, Stephanie Rimmer, Jason Schaffner, Dean Scheinert, and Sam Wolo

**Abstained:** Drew Trojanowski

**Opposed:** None

**Motion passed**

## **7. Apprenticeship Update:**

ARIZONA@WORK City of Phoenix Project Management Assistant Brenda Urquidi shared a few highlights of the Apprenticeship programs:

- Pilot cohort of eight apprentices completed 18-month training:
  - Earned a certificate of completion and journeyman card
  - Hired by TSMC as full-time Facilities Technicians ending with an average wage of \$31 per hour
- Industry Standards were revised to ensure apprentices were better equipped and able to progress into long-term employment in the industry. Apprentices will continue their education through the new 18-month Subfloor Facilities Program funded by SEMI Foundation.
- The Facilities Technician, Equipment Technician and Process

Technician cohorts are beginning their second semester.

Board Member Sam Wolo asked if apprentices have employer-based sponsors to ensure their continued success. Brenda shared that she assists apprentices with any potential barriers and connects them to available resources. She also shared apprentices are provided with one-on-one mentorship through their instructors, supervisors who oversee their training and employer-based support such as counseling, Human Resources needs, etc. Board Member Stephanie Rimmer asked how the apprentices were recruited for the pilot cohort. Brenda shared some of the apprentices were under-skilled TSMC incumbent workers and others were recruited. Board Member Pearl Esau added that the pilot cohort were all part-time contract workers at TSMC and were recommended by full-time TSMC staff as having potential to be successful in this industry. For the first cohort, TSMC's recruitment efforts targeted incumbent workers and then broadened its search for subsequent cohorts. Board Member Daniel Barajas thanked Pearl for her involvement in the development of this Apprenticeship Program.

**8. Call to the Public:**

None.

**9. Future Agenda Items:**

None.

**10. Adjournment:**

**PBWD Board Chair Patrick Fitzhugh adjourned the meeting at 10:08 a.m.**