



HYBRID MEETING

**Phoenix Business and Workforce Development Board
Instill Hope Steering Committee
April 2, 2026
9:00am – 10:00am MST**

Location: Phoenix City Hall | 200 W. Washington St., 20th Fl, Phoenix, AZ 85003

Meeting Information:

CALL IN: +1-415-655-0001 | Access Code: 2348 261 5500

Webex Meeting Link:

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=m77bdc39615123c4955a8376eb17ed5d4>

1. Call to Order/ Roll Call

The Phoenix and Business Workforce Development (PBWD) Board Instill Hope Steering Committee (IHSC) Chair, Karen Carter, will call the IHSC meeting to order. Roll call will be completed by Board Staff to ensure a quorum is present.

2. Instill Hope Steering Committee January 22, 2026 Meeting Minutes

(See Attachment 2.A - 01/22/2026 Instill Hope Committee Minutes)

The January 22, 2026 Instill Hope Steering Committee meeting minutes are recommended for review and approval.

RECOMMENDATION: This item is for information and approval.

3. Advanced Business Services Community of Practice Update

ARIZONA@WORK City of Phoenix Project Manager James Montoya will share a review of the most recent Community of Practice convening on Advanced Business Services. The event was held on February 26 at Paradise Valley Community College. The Community of Practice is an initiative to bring together training providers and service providers to learn about the high-demand industries in Phoenix and to develop solutions for meeting the workforce needs of Phoenix employers.

RECOMMENDATION: This item is for information and discussion.

4. Artificial Intelligence Training Update

ARIZONA@WORK City of Phoenix Project Manager James Montoya will share an update on the Artificial Intelligence (AI) training sessions, hosted by Grand Canyon University (GCU). The training sessions were organized as a result of the Community of Practice convening held on “AI-Train-the-Trainer” last September 16, 2025 at GCU. GCU offered a no-cost training to workforce service providers, to share how they can use AI to support their participants.

RECOMMENDATION: This item is for information and discussion.

5. Upcoming Community of Practice Event: Trades & Apprenticeships

The IHSC will discuss upcoming Community of Practice meeting focused on Trades and Apprenticeships and support for the Community of Practice series. ARIZONA@WORK Project Manager James Montoya will share information about the upcoming meeting, including the agenda and work done to-date.

RECOMMENDATION: This item is for information and discussion.

6. Strategic Plan Tracker Update

The Instill Hope Steering Committee will review the Board’s Strategic Plan and Tracker. The tracker is a visual tool that connects the Board’s 2023-26 Strategic Plan goals and strategies to the actions and steering committees. The tracker will assist the committee in tracking the progress towards meeting their goals outlined in the Strategic Plan

RECOMMENDATION: This item is for information and discussion.

9. Call to The Public & Open Discussion

10. Matters for Future Discussion

11. Adjournment