



**NOTICE OF PUBLIC MEETING OF THE  
MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Maricopa County Workforce Development Board Executive Committee and to the general public that the Maricopa County Workforce Development Board Executive Committee will hold a meeting open to the public on:

**Thursday, March 19, 2026 – 9:30 a.m. - 10:30 a.m.**

<https://www.gotomeet.me/MaricopaCountyWDB>

**Phone: +1 (872) 240-3212; Access Code/Meeting ID: 167-097-701 #**

**The agenda for the meeting is as follows:**

*\*Indicates materials attached, please review/read prior to meeting.*

**1. Call to Order.**

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**2. Roll Call.**

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**3. Welcome, Chair Opening Remarks. (5 minutes)**

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**4. Consent Agenda. (5 minutes)**

***For Possible Action.***

**The Executive Committee will consider and vote on the items on the consent agenda. Consent agenda is established to efficiently dispense the business of the MCWDB. These items will not be discussed unless a Member of the Committee asks to remove an item from the consent agenda.**

**a. Meeting Minutes: January 22, 2026\***

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**5. Information/Discussion/Possible Action.**

**a. FY 27 Administrative Budget\* (10 minutes)**

**b. Targeted In-Demand Occupations\* (15 minutes)**

**c. 2026 Central Arizona Regional Workforce Board Retreat (10 Minutes)**

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**6. Information/Discussion Only.**

**a. Central Arizona Regional Workforce Forum Series Update\* (5 minutes)**

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**7. Call to the Public.**

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**8. Adjourn.**

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**NEXT REGULAR EXECUTIVE COMMITTEE MEETING: May 14, 2026**

*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.*



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# **Consent Agenda.**

## **Meeting Minutes**



**DRAFT**

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

Thursday, January 22, 2026 – 9:30 a.m. - 10:30 a.m.

**Members Present:**

Tim Willenborg, Loren Granger, Noelle Trinder, Shawn Hutchinson

**Members Absent:**

Anne Landers

**Call to Order.**

Chair Tim Willenborg called the meeting to order at 9:34 a.m.

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**Roll Call.**

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

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**Welcome, Chair Opening Remarks.**

Chair Willenborg 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: September 16, 2025

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

Loren Granger moved to approve the consent agenda. Shawn Hutchinson seconded the motion. Motion carried unanimously.

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**Information/Discussion/Possible Action.**

**a. Policy Approval.**

Laura Malhoit, Compliance and Policy Manager, presented updates to three policies: the Needs Additional Assistance Policy, the Selective Service Policy, and the Youth Program Eligibility Policy.

- Needs Additional Assistance Policy:
  - Minor updates including spelling, grammar, wording revisions, updated Maricopa County branding
- Selective Service Policy:
  - Removed requirements pertaining to transgender individuals as these had been removed from the Selective Service website and guidance
  - Added guidance for determining if failure to register for Selective Service was knowing and willful
  - Updated table for who must register to match guidance on Selective Service website
  - Added verbiage on documentation and how all forms of documentation must be uploaded into the AJC system
  - Minor updates including spelling, grammar, wording revisions, updated Maricopa County branding

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- Youth Program Eligibility Policy:
  - Updated definitions for English language learner, dropout, homeless or runaway youth, offender, parenting, and pregnant to match state definitions
  - Updated description to include program goal for youth to obtain employment along a career pathway, enrollment in postsecondary education or a Registered Apprenticeship prior to the end of participation or during follow up period
  - Updated description to define when a youth becomes a WIOA participant
  - Noted state waiver for PY25
  - Updated definition of low-income individual to match state policy
  - Updated determining family size section to match state policy
  - Added table of income inclusions and exclusions to clarify which income must be counted
  - Minor updates include spelling, grammar, minor wording revisions, updated Maricopa County branding
- Discussion:
  - Clarification that these policies are aligning with the Department of Economic Security

Chair Willenborg asked for a motion to approve the Needs Additional Assistance Policy, the Selective Service Policy, and the Youth Program Eligibility Policy revisions as presented.

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

#### **b. Targeted In-Demand Industries**

Laura Malhoit, Compliance and Policy Manager, summarized the work completed in the Targeted In-Demand Industries and Occupations Focus Group.

- The Focus Group developed two lists for board consideration by using labor market information, regional economic development priorities, participant outcomes and service trends, and existing board and state priorities.
  - Targeted In-Demand Industries
    - Unchanged industries: Construction, Finance & Insurance, Healthcare & Social Assistance
    - Updated industries: Emerging Technologies, Advanced Manufacturing and Semiconductor, Transportation & Logistics
  - Targeted Occupations
- Discussion:
  - The new Emerging Technologies industry includes AI
  - Shifting “Advanced Manufacturing” to “Manufacturing” to ensure inclusion

Chair Willenborg asked for a motion to approve the new list of Targeted In-Demand Industries as presented, with the one change of “Advanced Manufacturing and Semiconductor” to “Manufacturing and Semiconductor”.

Loren Granger moved to approve the list as presented with the one change. Noelle Trinder seconded the motion. Motion carried unanimously.

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**Information/Discussion Only.****Central Arizona Regional Workforce Forum Series Update.**

Katelyn Harris-Lange, In-Demand Career & Apprenticeships Strategist, provided an update on the Central Arizona Regional Workforce Forum Series.

- The Spring Session will be virtual on April 21, 2026. This will be a collaborative event with the City of Phoenix and Pinal County. The event will have an opening speaker and two panels. The focus of the Spring Session will be on preparing Arizona's workforce for the age of AI.

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**Call to the Public.**

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

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**Adjourn.**

Chair Willenborg thanked all attendees and asked for a motion to adjourn the meeting.

Shawn Hutchinson made a motion to adjourn. Noelle Trinder seconded the motion. Motion carried unanimously.

Meeting adjourned at 10:22 a.m.

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**Information/Discussion/  
Possible Action.  
FY27 Administrative Budget**

# FY 2027 Administrative Budget

**Steve Clark, Executive Director**  
**Spring 2026**

# FY 2027 Administrative Budget

Categories	FY 27	FY 26
Personnel Services	\$538,939	\$518,276
ERE	\$199,685	\$182,200
Indirect Totals	\$177,270	\$168,114
Professional Serv.	\$431,944	\$385,094
Travel/Training	\$45,790	\$45,790
Operating Services	\$16,525	\$24,050
Total	\$1,410,153	\$1,328,775

# FY 2027 Administrative Budget

## Approval Process

- **March 19 – Exec. Comm.**
- **April 16 – MCWDB**
- **June – Maricopa County Board of Supervisor's (HSD)**

# FY 2027 Administrative Budget

**Questions?**

**(Need a motion to approve)**



**Information/Discussion/  
Possible Action.  
Targeted In-Demand Occupations**



# Targeted In-Demand Occupations

Laura Malhoit : Compliance & Policy Manager : 3/19/2026



# Purpose

- Present focus group-driven recommendations for targeted in-demand occupations
- Share methodology used for recommendations
- Request Board approval of recommended occupations

# Targeted In-Demand Industries and Occupations Focus Group Overview

- Group included board staff, Workforce Development (WDD) leadership, and WDD Business Service Representatives (BSR)
- Met over multiple sessions to review data and validate findings
- Tasked with identifying industries and selecting a list of occupations that workforce area should focus for workforce and training activities
- Charged with identifying occupations that are in-demand and accessible to job seekers

# Targeted In-Demand Industries and Occupations Focus Group Outcome

Focus Group developed two lists for board consideration

## 1. Targeted In-Demand Industries

- Executive Committee- 1/22/26
- Full Board- 2/19/26

## 2. Targeted Occupations

- Executive Committee- 3/19/26
- Full Board- 4/16/26

# MCWDB Targeted In-Demand Industries

**Construction**

**Finance &  
Insurance**

**Healthcare &  
Social  
Assistance**

**Emerging  
Technologies**

**Manufacturing  
&  
Semiconductor**

**Transportation  
& Logistics**

Approved 2/19/2026

# Data and Inputs Used

- Labor Market Information (LMI)
  - [Employment Projections | Office of Economic Opportunity](#)
- Regional economic development priorities
- Participant outcomes and service trends
- Existing board and state priorities

# Criteria and Rationale for Selecting Industries and Occupations

- Strong projected job growth
- Competitive wages
- Availability of training programs/credentials
- Required educational level needed at entry
- Alignment with regional employers

# Focus Group Process

- Reviewed WDD training requests/approvals
- Analyzed LMI and employment trends
- Reviewed OEO list of occupations for consideration
- Discussed equity and training feasibility
- Reached consensus on recommendations

# Targeted In-Demand Industries and Occupations Focus Group

- After taking the feedback from the focus group and upon further investigation, the staff have finalized our recommendation for targeted in-demand occupation titles for discussion/approval
- List can be found in board packet following the slides of this presentation

# Impact on Workforce Programs

- Guides eligibility for training investments
- Support consistent case management, planning, and service delivery
- Enhances employer engagement
- Improves participant outcomes

# Next Steps

- Full Board Approval
- Policy Updates



# Questions

# Board Action Requested

A person in a yellow shirt and dark pants stands on a rocky ridge, looking out over a vast valley. The valley is filled with green vegetation and small structures, with mountains in the distance under a cloudy sky. The foreground shows large, rounded rocks.

Approve the recommended list of In-Demand Occupations as presented

## MCWDB Proposed Target In-Demand Occupations

SOC Code	Title	INDUSTRY
47-2021	Brickmasons and Blockmasons	Construction
47-4011	Construction and Building Inspectors	Construction
47-2061	Construction Laborers	Construction
17-3023	Electrical and Electronic Engineering Technologists and Technicians	Construction
49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	Construction
47-2111	Electricians	Construction
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Construction
47-2152	Plumbers, Pipefitters, and Steamfitters	Construction
47-2211	Sheet Metal Workers	Construction
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	Construction
51-4121	Welders, Cutters, Solderers, and Brazers	Construction
15-2051	Business Intelligence Analysts	Emerging Technologies
15-1231	Computer Network Support Specialists	Emerging Technologies
15-1211	Computer Systems Analysts	Emerging Technologies
15-1299	Computer Systems Engineers/Architects	Emerging Technologies
15-1232	Computer User Support Specialists	Emerging Technologies
15-2051	Data Scientists	Emerging Technologies
15-1242	Database Administrators	Emerging Technologies
15-1212	Information Security Analysts	Emerging Technologies
13-1111	Management Analysts	Emerging Technologies
15-1244	Network and Computer Systems Administrators	Emerging Technologies
13-1161	Search Marketing Strategists	Emerging Technologies
13-1199	Security Management Specialists	Emerging Technologies
15-1254	Web Developers	Emerging Technologies
43-3021	Billing and Posting Clerks	Finance & Insurance
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Finance & Insurance
11-3121	Human Resources Managers	Finance & Insurance
33-3021	Intelligence Analysts	Finance & Insurance
43-6013	Medical Secretaries and Administrative Assistants	Finance & Insurance
29-2031	Cardiovascular Technologists and Technicians	Healthcare & Social Assistance
31-9091	Dental Assistants	Healthcare & Social Assistance
33-2011	Firefighters	Healthcare & Social Assistance
29-2099	Health Technologists and Technicians, All Other	Healthcare & Social Assistance
29-9099	Healthcare Practitioners and Technical Workers, All Other	Healthcare & Social Assistance
31-9099	Healthcare Support Workers, All Other	Healthcare & Social Assistance
31-1121	Home Health Aides	Healthcare & Social Assistance
29-2061	Licensed Practical and Licensed Vocational Nurses	Healthcare & Social Assistance
29-2012	Medical and Clinical Laboratory Technicians	Healthcare & Social Assistance
29-2011	Medical and Clinical Laboratory Technologists	Healthcare & Social Assistance
11-9111	Medical and Health Services Managers	Healthcare & Social Assistance
31-9092	Medical Assistants	Healthcare & Social Assistance
31-9093	Medical Equipment Preparers	Healthcare & Social Assistance
29-2072	Medical Records Specialists	Healthcare & Social Assistance
21-1023	Mental Health and Substance Abuse Social Workers	Healthcare & Social Assistance
31-1131	Nursing Assistants	Healthcare & Social Assistance
29-2057	Ophthalmic Medical Technicians	Healthcare & Social Assistance
29-2052	Pharmacy Technicians	Healthcare & Social Assistance
31-9097	Phlebotomists	Healthcare & Social Assistance
29-2053	Psychiatric Technicians	Healthcare & Social Assistance
29-1141	Registered Nurses	Healthcare & Social Assistance
29-9093	Surgical Assistants	Healthcare & Social Assistance
29-2055	Surgical Technologists	Healthcare & Social Assistance
31-9096	Veterinary Assistants and Laboratory Animal Caretakers	Healthcare & Social Assistance

27-1021	Commercial and Industrial Designers	Manufacturing & Semiconductor
17-2072	Electronics Engineers, Except Computer	Manufacturing & Semiconductor
17-3026	Industrial Engineering Technologists and Technicians	Manufacturing & Semiconductor
17-2112	Manufacturing Engineers	Manufacturing & Semiconductor
17-2131	Materials Engineers	Manufacturing & Semiconductor
51-9141	Semiconductor Processing Technicians	Manufacturing & Semiconductor
49-3011	Aircraft Mechanics and Service Technicians	Transportation & Logistics
49-3021	Automotive Body and Related Repairers	Transportation & Logistics
49-3023	Automotive Service Technicians and Mechanics	Transportation & Logistics
53-3051	Bus Drivers, School	Transportation & Logistics
53-7021	Crane and Tower Operators	Transportation & Logistics
53-3032	Heavy and Tractor-Trailer Truck Drivers	Transportation & Logistics
53-6099	Transportation Workers, All Other	Transportation & Logistics



**Information/Discussion/  
Possible Action.  
2026 Central Arizona Regional  
Workforce Board Retreat**

# 2026 Central Arizona Regional Workforce Board Retreat

- **Leadership Teams:**  
**COP, Pinal County & Maricopa County**
- **July 21, 2026**
- **East Valley Career Center – Mesa**
- **9:00 a.m. – 12:00 p.m.**

# 2025 Central Arizona Regional Workforce Board Retreat Review

Foundational Priorities	Operational Priorities	Strategic Enhancements
1. Regional Governance	3. Unified partner outreach	6. Joint resource development
2. Shared metrics and success indicators	4. Skills alignment and credentialing	7. Resource mapping and equity strategies
	5. Work-based learning pathways	8. Digital collaboration and communication platforms

# 2025 Central Arizona Regional Workforce Board Retreat Review

## 1. Regional Governance

All new Regional Board members will receive information that clarifies board roles to improve decision making and accountability structures.

# 2025 Central Arizona Regional Workforce Board Retreat Review

## 2. Shared Metrics and Success Indicators

Create a shared method for tracking and measuring success to determine Regional Board impact alignment and improve data-driven decision making.

# 2025 Central Arizona Regional Workforce Board Retreat Review

## 3. Unified Partner Outreach

Develop regionally consistent outreach tools and approach to create clear and regionally consistent points of access for employers.

# 2025 Central Arizona Regional Workforce Board Retreat Review

## 4. Skills Alignment and Credentialing

Create a skills-first, consistent regional training system, build credibility, and improve outcomes.

# 2025 Central Arizona Regional Workforce Board Retreat Review

## 5. Work-Based Learning Pathways

Broaden the concept of workforce and education ecosystems to align stakeholders and strengthen long-term outcomes.

# 2025 Central Arizona Regional Workforce Board Retreat Review

## 6. Joint Resource Development and Grant Strategy

Create Regional strategy to fund collaborative projects and reduce funding request redundancy.

# 2025 Central Arizona Regional Workforce Board Retreat Review

## 7. Resource Mapping and Equity Strategies

Assess resourced and accessibility areas to discover underserved communities/populations and increase relevant investment.

# 2025 Central Arizona Regional Workforce Board Retreat Review

## 8. Digital Collaboration & Communication Platforms

Consider innovations in the development of digital tools to facilitate transparent cross-agency referral, data sharing, and service delivery.

# 2026 Central Arizona Regional Workforce Board Retreat

## 2026 Retreat Focus

- Review 2025 priorities
- Compare selected priorities
- Confirm new priorities
- Continued regional collaboration

# 2026 Central Arizona Regional Workforce Board Retreat

Questions?



**Information/Discussion Only.**  
**Central Arizona Regional Workforce  
Forum Series Update**

# Central Arizona Regional Workforce Forum Series: Spring Session

Virtual – Webex Meeting

- [Preparing Arizona's Workforce for the Age of AI](#): Tuesday, April 21 from 9 a.m. – 11 a.m.



## CENTRAL ARIZONA REGIONAL WORKFORCE FORUM SERIES

### SPEAKERS+ PANELISTS

MINKY KERNACS  
Mercurio Analytics

KRISTIN EMERY  
Microsoft

PAUL ELLIOTT  
Republic Services

CHARLES WICKENS  
Arizona State University

DR. ROBERT LOY  
Grand Canyon University

ROBERT WALKER  
University of Advancing  
Technology

DR. ERIN CARR-JORDAN  
Institute for Digital  
Inclusion Acceleration

LISA BRADSHAW  
Casa Grande Elementary  
School District #4

## SPRING SESSION

You're invited to join us for the *spring session* of a series of virtual forums dedicated to collaboration, innovation & inspiration in workforce development.

### Preparing Arizona's Workforce for the Age of AI

Tuesday // April 21, 2026  
9:00 am - 11:00 am  
Virtual Webex Event

**REGISTER** *today*

[tinyurl.com/CAZspringsession](https://tinyurl.com/CAZspringsession)





**Call to Public.**



**Adjourn.**  
**Next Executive Committee Meeting:**  
**May 14, 2026**