



DRAFT

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

Thursday, June 4, 2026 | 9:30 a.m. – 11:00 a.m.

Members Present:

Anne Landers, Brittany Holmes, Chris Richardson, Che' Collins, Danielle Goodman, Danielle Lertique, Elias Medina, Gregg Ghelfi, JakinDee Kosaka, Loren Granger, Scott Holman, Shawn Hutchinson, Tim Willenborg, Tina Drews, Wallin Gustin

Members Absent:

Albert Blanco, Anna Yap, Jacob Evenson, Kathryn Ybarra, Michael Vazquez, Minky Kernacs, Noelle Trinder, Tom Saxon

Call to Order.

Chair Tim Willenborg called the meeting to order at 9:31 a.m.

Roll Call.

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

Welcome, Chair Opening Remarks.

Chair Willenborg welcomed everyone to the meeting and read the vision and values.

WDD Service Provider Update.

Jared Beard, Workforce Development Assistant Director, provided an update on Occupational Skills Training (OST) and Registered Apprenticeship programs through April 2026. Average OST costs across the Board's in-demand industries remained within the expected range of approximately \$3,000 to \$4,200 per participant. Staff also reported 626 registered apprenticeship enrollments and more than \$2.1 million in support provided during the fiscal year to date. Apprenticeship participation remains consistent with previous years and will help inform future funding decisions as ARPA funding concludes at the end of 2026.

Several workforce events were highlighted, including the Exceptional Worker Summit, which brought together employers interested in recruiting and supporting neurodiverse individuals, the annual Apprenticeship Fair, which attracted more than 500 attendees, and the Second Chance Job Fair, which connected 139 job seekers with employers and resulted in multiple interviews and follow-up opportunities.

Updates were provided on upcoming initiatives, including the third and final year of the Workforce to You program, which is serving 126 residents in Buckeye, Surprise, and Guadalupe through a variety of workforce training programs. The Industry Driven Skills Grant Notice of Funding Opportunity is also scheduled for release, providing training reimbursement opportunities for advanced manufacturing employers. In addition, staff highlighted participation in the upcoming Workforce Summit and recognition of employer partner Awake Windows and Doors as an Employer Workforce Champion of the Year.

Finally, Mr. Beard provided an update on the planned relocation of the West Valley Career Center to a county-owned facility in Goodyear in 2027, which is expected to reduce operating costs and increase resources available for participant services. Workforce services will continue to be available in Glendale, and plans are underway to

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establish a Northwest Workforce Hub in Surprise to improve service accessibility for residents in the northwest Valley.

Consent Agenda.

Chair Willenborg introduced the consent agenda. The consent agenda included: (a) Meeting Minutes: April 16, 2026 (b) Title 1B Quarterly Report, (c) MCWDB Membership Update

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

Che' Collins moved to approve the consent agenda. Chris Richardson seconded the motion. Motion carried unanimously.

Community Impact Statement.

Success Story

Career Advisor Angela Debrowski shared a success story of Brian. The success story highlighted the impact of the Smart Justice Program. Prior to enrollment, Brian, a justice-involved individual, faced challenges finding a stable career path after incarceration and felt limited in his employment opportunities. Through individualized career guidance, ongoing support, and career exploration with his advisor, Brian identified a pathway aligned with his goals of stability and long-term success.

In February, Brian secured full-time employment as an over-the-road driver with Western Express. The Smart Justice Program provided supportive services to assist with his transition into employment, including purchasing required work boots. Brian has achieved greater financial stability, increased confidence, and a renewed sense of purpose, crediting the program and his career advisor for helping him overcome barriers and recognize his potential.

Information/Discussion/Possible Action.

Service Provider Budget Proposal

Workforce Development Grants Accountant, Eddie Contreras, presented on the FY27 WIOA Service Provider Budget, totaling \$13.6 million. The budget includes \$8.9 million for Adult and Dislocated Worker programs, \$4.5 million for Youth programs, and \$184,091 for Rapid Response activities.

The FY27 budget reflects an increase of approximately 4% compared to FY26, consistent with the increase in the PY26 WIOA allocation. Overall, funding levels remain relatively stable, with no significant reductions in WIOA allocations anticipated for the coming fiscal year.

Chair Willenborg asked for a motion to approve the Service Provider Budget Proposal.

Che' Collins moved to approve the Service Provider Budget Proposal. Wallin Gustin seconded the motion. Motion carried unanimously.

Compliance Items

i. Shared Governance Agreement (SGA)

Policy and Compliance Manager, Laura Malhoit, presented an overview of the SGA and described its purpose. She then discussed the updates that are being made:

- Added the verbiage "his/her designee" to references of the Assistant County Manager
- Added a bullet under the local plan section: "The One Stop Operator may not convene system stakeholders to assist in the development of the local plan and prepare and submit local plans"
- Updated Article VI. BOS Roles and Responsibilities Part A/Section 3, after receiving feedback from the fiscal agent about BOS approval for funding allocations and budget modifications

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- Removed mention of workgroups in the Communication to Public section as workgroups are not public bodies under open meetings law

Chair Willenborg asked for a motion to approve the SGA.

Loren Granger moved to approve the SGA. Wallin Gustin seconded the motion. Motion carried unanimously.

ii. Bylaws

Policy and Compliance Manager, Laura Malhoit, presented an overview of the Bylaws and described its purpose. She then discussed the updates that are being made:

- Updated the termination section to match the termination section in the SGA

Chair Willenborg asked for a motion to approve the updated Bylaws.

Che' Collins moved to approve the updated Bylaws. Chris Richardson seconded the motion. Motion carried unanimously.

iii. Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA)

Policy and Compliance Manager, Laura Malhoit, presented an overview of the MOU/IFA and described its purpose. She then discussed the updates that are being made:

- Dates and names of parties
- Finance information
- Utilized the updated IFA template provided by the state

Chair Willenborg asked for a motion to approve the MOU/IFA.

Che' Collins moved to approve the MOU/IFA. Wallin Gustin seconded the motion. Motion carried unanimously.

Information/Discussion Only.

Strategic Plan Progress End of Year Update

Management Analyst, Madison Ginsberg, provided an update on the Strategic Plan progress made toward the Board's strategic goals and outlining priorities for FY27.

Under Goal 1, the creation of a Targeted Industries and Occupations Focus Group, which evaluated labor market data, wages, education requirements, and projected job openings to update the Board's targeted industries and occupations. Artificial intelligence impact on the workforce was discussed, including adding AI professionals to the Board, hosting AI-focused presentations, developing training resources, and participating in regional AI workforce discussions. In FY27, staff will develop a workforce needs rubric and identify priority industries and occupations for targeted workforce investments.

Under Goal 2, the Funding Tracker was created, which documents funding opportunities pursued over the last five years. The analysis showed that more than \$16 million in funding beyond WIOA allocations was secured to support registered apprenticeships, industry-driven training programs, and targeted workforce initiatives. FY27 efforts will focus on sharing findings with stakeholders, identifying additional funding opportunities, and prioritizing funding strategies based on workforce needs.

Under Goal 3, the establishment of Manufacturing and Regional Workforce & Economic Development workgroups to strengthen partnerships and address workforce challenges. Staff also initiated a gap analysis of the Board's in-demand industries. FY27 priorities include completing the gap analysis framework and developing a Gap and Opportunity Impact Matrix to guide future partnership and workforce development efforts.

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Under Goal 4, ongoing collaboration with industry and education partners to develop a common workforce terminology framework aimed at improving alignment between employers, educators, workforce organizations, and job seekers. The work will continue in FY27 with additional stakeholder engagement and future Board review. Under Goal 5, staff noted the identification of targeted industries and occupations and outlined plans to develop a Comparative Review Matrix in FY27. The tool will help evaluate workforce opportunities based on factors such as industry alignment, career advancement potential, training connections, and existing partnerships.

Central Arizona Regional Workforce Board Retreat/Executive Team Planning Session

Executive Director, Steve Clark, provided information on the Central Arizona Regional Workforce Board Retreat and the Executive Team Planning Session. The second annual Central Arizona Regional Workforce Board Retreat will be held on July 21 and will bring together representatives from the City of Phoenix, Maricopa County, and Pinal County workforce boards. The retreat will focus on reviewing regional workforce successes, identifying future collaboration opportunities, discussing funding and partnership strategies, and exploring the role of workforce boards in advocacy and policymaking. The goal is to strengthen regional coordination and identify strategic priorities that align with existing workforce plans.

Mr. Clark also announced an Executive Committee Planning Session scheduled for August 13. The session will provide an opportunity for board leadership to review strategic goals, discuss the future role and priorities of the Youth Committee, evaluate existing workgroups and potential new workgroups, and identify key focus areas for FY27. The planning session is intended to support more in-depth strategic discussions that are difficult to accommodate during regular board meetings.

MCWDB Workgroup Updates

i. Regional Workforce/Economic Development Workgroup

Special Projects Manager, Katelyn Harris-Lange provided the update for the Regional Workforce and Economic Development Workgroup. The workgroup last met on May 11th and focused on regional business services, a unified employer facing document, the Regional Forum Series, and economic development updates in Pinal and Maricopa County. The next meeting will be on June 15, 2026.

ii. Advanced Manufacturing/Semiconductor Workgroup

Management Analyst, Nancy Avina, announced that there is no update to be provided.

MCWDB Committee Reports

i. Youth Committee

Youth Committee Chair, Anne Landers, shared the update on the Youth Committee. The last meeting consisted of youth program updates and presentations from WestMec and the SEMI Foundation.

Call to the Public.

Chair Willenborg called for a public comment.

A public comment was made by Jessica Dudley, founder of Smarter Way to Apply. She discussed that she has seen a shortage of automotive technicians and suggested that action be taken towards helping the shortage. Executive Director Steve Clark's contact information was provided for potential future discussion.

Adjourn.

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

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Chris Richardson made a motion to adjourn. Anne Landers seconded the motion. Motion carried unanimously.

Meeting adjourned at 10:33 a.m.

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