

MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Wednesday, July 22, 2020 – 9:30 a.m.

REMOTE MEETING

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871

Members Present: Bonnie Schirato (Ph.), Collin Stewart (Ph.), Loren Granger (Ph.), Mark Wanger (Ph.), Matthew McGuire (Ph.), Neal Dauphin (Ph.), Vanessa Andersen (Ph.), Shawn Hutchinson (Ph.), Stan Chavira (Ph.), Tina Drews (Ph.), Elizabeth “E” Cole (Ph.), Charisse Ward (Ph.), Christopher Tafoya (Ph.), Gregg Ghelfi (Ph.), Mark Lashinske (Ph.)

Members Absent: N/A

Call to Order

Chairman, Mark Lashinske, called the Maricopa County Workforce Development Board (MCWDB) meeting to order at 9:30a.m.

Roll Call

MCWDB Liaison, Nancy Avina took roll. Quorum was present.

Chairman Remarks

Chairman Lashinske, provided several opening meeting law reminders and informed that board staff would be scheduling an open meeting law training in the upcoming months for all board members to attend.

Consent Agenda

Chairman Lashinske asked for a motion to accept the consent agenda. Shawn Hutchinson made a motion. Stan Chavira seconded the motion.

In favor: Bonnie Schirato, Collin Stewart, Loren Granger, Mark Wanger, Matthew McGuire, Neal Dauphin, Vanessa Andersen, Shawn Hutchinson, Stan Chavira, Tina Drews, Elizabeth “E” Cole, Charisse Ward, Christopher Tafoya, Gregg Ghelfi, Mark Lashinske; **Opposed:** None; **Abstained:** None

All were in favor; motion carried unanimously.

Chairman Report

Chairman Lashinske provided brief welcoming comments including on the current method of meeting and expressed gratitude towards board members. He expressed hope to be able to meet in person soon.

Chairman Appointment to the Executive Committee

Chairman Lashinske spoke on the vacancy on the Executive Committee and confirmed interests from multiple members. Chairman Lashinske appointed Mr. Mark Wagner to the Executive Committee and thanked Mark for stepping up.

One Stop Operator Update

One Stop Operator (OSO) representative, Gretchen Carraway presented an overview on OSO past year accomplishments and goals for the upcoming year. She shared brief information on the staff of 3, on Maximus Inc., and the purpose/role of the OSO. Ms. Carraway touched on the 9 areas of performance defined in their contract, reviewed accomplishments in year 1, year 2 and year 3 and further shared on facilitating integrating service delivery and working collaboratively. Information was also shared on acting as a liaison, the delivery of ongoing training and technical assistance, and innovating technologies. Ms. Carraway ended her presentation with sharing key challenges, PY 2020-2021 key deliverables goals, and recommendations. She asked board members to think of the OSO as a resource and encouraged them to check out their 3 technology platforms and engage in dialogue with the OSO. A brief question and answer session was held after the presentation on efforts and the referral system.

Review, Discussion and Possible Action: Shared Governance Agreement (SGA)

Chairman Lashinske provided brief introductory comments on good governance and the shared governance agreement (SGA). He briefly shared historical information and comments made in relation to the SGA.

Chairman informed bringing forth documents approved by DES and the Audit Committee majority and asked as Chair, in good faith to meet requirements, for the approval of the document with updates relative to staff and appropriate reporting structure. Board member, Shawn Hutchinson raised concern regarding Board of Supervisors (BOS) disagreement and the passing of another SGA; and made a motion to reject documents on the agenda and move forward to adopt the documents already agreed to by the BOS. Stan Chavira seconded the motion.

Discussion was held on board member concerns regarding the various versions of the SGA. A member expressed concern in meeting DOL Audit report issues. Another member expressed the need to rely on County legal for vetting and need to approve BOS approved SGA, given the long-standing conflict. Chairman requested a review of motion by legal before proceeding; WDB staff informed legal was not present due to another meeting commitment.

The motion was put to vote based on the discussion.

In favor: Loren Granger, Shawn Hutchinson, Stan Chavira, Tina Drews, Gregg Ghelfi. **Opposed:** Mark Wagner, Neal Dauphin, Elizabeth E. Cole, Mark Lashinske. **Abstain:** Bonnie Schirato, Collin Stewart, Matthew McGuire, Christopher Tafoya. **Did not vote:** Vanessa Andersen, Charisse Ward

Motion did not pass.

Chairman moved to ask for a motion to approve the version as presented on the agenda. Elizabeth E. Cole made a motion. The motion was seconded by Neal Dauphin. Clarifications held on Board of Supervisors stance, vote counting and agreement versions.

In favor: Collin Stewart, Mark Wagner, Neal Dauphin, Elizabeth E. Cole, Mark Lashinske. **Opposed:** Matthew McGuire, Shawn Hutchinson, Stan Chavira, Gregg Ghelfi. **Abstain:** Bonnie Schirato, Loren Granger, Tina Drews, Christopher Tafoya. **Did not vote:** Vanessa Andersen, Charisse Ward

Motion did not pass.

Immediate next steps were discussed. A recommendation was made to call another Full Board meeting at the end of the week and provide both SGA versions for a side-by-side review. Shawn Hutchinson confirmed that was a motion. Stan Chavira seconded the motion. Discussion held.

In favor: Bonnie Schirato, Collin Stewart, Loren Granger, Mark Wanger, Matthew McGuire, Shawn Hutchinson, Stan Chavira, Tina Drews, Christopher Tafoya, Gregg Ghelfi. **Opposed:** Neal Dauphin, Elizabeth E. Cole; **Abstained:** Mark Lashinske. **Did not vote:** Vanessa Andersen, Charisse Ward

Motion passed.

Review, Discussion and Possible Action: Career Service Provider Agreement

Shawn Hutchinson moved to table agenda item until the Friday meeting. Stan Chavira seconded the motion. Discussion held on reason to postpone.

In favor: Bonnie Schirato, Collin Stewart, Loren Granger, Mark Wanger, Matthew McGuire, Shawn Hutchinson, Stan Chavira, Tina Drews, Christopher Tafoya, Gregg Ghelfi. Neal Dauphin, Elizabeth E. Cole. **Opposed:** None. **Abstained:** Mark Lashinske. **Did not vote:** Vanessa Andersen, Charisse Ward

Motion passed.

Activate Grievance Process at State/Federal Level

Chairman Lashinske informed on the purpose of the grievance process.

Chairman Lashinske asked for a motion to file a grievance. Elizabeth E. Cole moved to file the grievance. Mark Wagner seconded the motion. Discussion held on concerns.

Shawn Hutchinson asked to amend the motion to table agenda item until the Friday meeting. Gregg Ghelfi seconded the motion.

In favor: Bonnie Schirato, Collin Stewart, Loren Granger, Mark Wanger, Matthew McGuire, Shawn Hutchinson, Stan Chavira, Tina Drews, Christopher Tafoya, Gregg Ghelfi. Neal Dauphin, Elizabeth E. Cole. **Opposed:** None.

Abstained: Mark Lashinske. **Did not vote:** Vanessa Andersen, Charisse Ward

Motion passed.

Action Items Review & Board Member Announcements

Chairman Lashinske asked for a review of action items. WDB Staff informed of meeting to be scheduled for Friday.

Call to the Public

Chairman Lashinske made a call for public comment. No public comment was made.

Adjourn Full Board Meeting

Chairman Lashinske adjourned the Full Board meeting at 11:25 a.m.

**For additional information, contact MCWDB staff at: MCWDB@maricopa.gov*

MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Friday, July 31, 2020 – 8:00 a.m.

REMOTE MEETING

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871

Members Present: Bonnie Schirato (Ph.), Loren Granger (Ph.), Mark Wanger (Ph.), Matthew McGuire (Ph.), Neal Dauphin (Ph.), Shawn Hutchinson (Ph.), Stan Chavira (Ph.), Elizabeth “E” Cole (Ph.), Charisse Ward (Ph.), Christopher Tafoya (Ph.), Gregg Ghelfi (Ph.), Mark Lashinske (Ph.)

Members Absent: Collin Stewart, Vanessa Andersen, Tina Drews

Call to Order & Roll Call

Chairman, Mark Lashinske, asked for roll call prior to calling the meeting to order. MCWDB Liaison, Nancy Avina took roll. A quorum of the MCWDB was present.

Chairman Lashinske called the Maricopa County Workforce Development Board (MCWDB) meeting to order at 8:05 a.m. and provided brief meeting reminders including on, muting devices and Roberts rules of order. Chairman asked legal representative, Andrea Cummins for guidance/direction on bylaws throughout the meeting.

Line by Line Comparison, Review, Discussion and Possible Action of the Shared Governance Agreement (SGA) C-22-17-067-3-01 & Audit Committee Shared Governance Agreement (SGA) SGA-11072019

Chairman Lashinske provided brief background on a Workforce Arizona Council meeting regarding a call for immediate action on issues relating to service providers and shared governance agreement. Chairman Lashinske further informed on DES preliminary review of SGA 06/24/2020 and DES letter received – the document will be sent out to the board. Chairman Lashinske called for a motion to move SGA 06/24/2020 to DES for complete review. Clarification was sought on intention of line by line review by legal; guidance was provided on agenda items.

Chairman Lashinske asked Executive Director, Patricia Wallace to review line items in question by DES on Shared Governance Agreement (SGA) C-22-17-067-3-01 06/24/2020 (BOS Approved) & Audit Committee Shared Governance Agreement (SGA) SGA-11072019. Executive Director, Patricia Wallace briefly reviewed the DES memo, as well as the SGA checklist and conflict of interest checklist.

A board member expressed concern on discussing documents not previously provided. Ms. Wallace continued the document review at the direction of Chairman Lashinske. Legal representative, Ms. Cummings asked for clarification on documents being reviewed and provided guidance. Chairman Lashinske clarified documents being reviewed by Ms. Wallace that were provided in the meeting materials. A board member inquired regarding proceeding under Roberts rules of order; the Chairman clarified the purpose of the review – discussion held on how to proceed; Ms. Cummings provided guidance.

Chairman Lashinske, called for a motion to have action on the Shared Governance Agreement approved by Board of Supervisors 06/24/2020. Shawn Hutchinson made a motion. Gregg Ghelfi seconded the motion. Clarification of the motion was requested – discussion was held. Chairman Lashinske asked Mr. Hutchinson to restate his motion. Mr. Hutchinson moved to approve the SGA 06242020 Board of Supervisors approved. Chairman Lashinske stated there was a second on the table and opened the floor for discussion. Clarity was sought by a board member on the various versions of the SGA and the purpose of the meeting in reviewing contentious items of the SGA’s. Board members expressed their understanding of the special meeting. Board members discussed and spoke to their position on each of the SGA’s and sought information on legal review of the SGA - historical information was provided by legal. Chairman Lashinske also provided input on his participation during legal review and his requests for additional information. Legal Representative, Ms. Cummings informed she would be looking at

references provided. Discussion continued amongst board members regarding WIOA Law, regulations and policies requests for clarification; and board members views and stance of both SGA versions as well as future revisions potentially needed. Board members also discussed the risks of not having and SGA and the potential of future revisions to a less than perfect agreement. Board members continued to express their views including, not having oversight of youth services. Chairman Lashinske went down roll call to ask for board member input on the discussion. Clarification was asked on when Ms. Cummings would have the references review complete; Ms. Cummings informed she would have the information requested by the end of August. Assistant County Manager, Lee Ann Bohn provided additional background information on the work done on the SGA and expressed concerns regarding upcoming deadlines. Additional discussion held on board member views. Legal representative, Ms. Cummings informed on executive sessions; Ms. Cummings also spoke to conflicting meeting between the MCWDB and the BOS, which limits her attendance. Additional guidance was provided by Ms. Cummings on her role and how she makes legally solid decisions on her reviews.

Board Liaison, Ms. Avina restated the motion as originally made by Mr. Hutchinson and seconded by Mr. Ghelfi. Clarification was asked on action vs. approving the Shared Governance Agreement. The motion was amended during the discussion to approve the Shared Governance Agreement (SGA) C-22-17-067-3-01 06/24/2020 (BOS Approved).

In favor: Bonnie Schirato, Loren Granger, Matthew McGuire, Shawn Hutchinson, Stan Chavira, Gregg Ghelfi

Opposed: Mark Wanger, Neal Dauphin, Elizabeth "E" Cole, Charisse Ward, Mark Lashinske

Abstained: Christopher Tafoya

Motion did not carry.

Legal clarification was sought on vote results. Ms. Cummings confirmed the motion did not pass.

Chairman Lashinske asked for a motion to accept Shared Governance Agreement 11/07/2019. A motion was made by Elizabeth E. Cole. Mark Wagner seconded the motion. Ms. Wallace was asked to provide background information on the SGA checklists. Extensive discussion was held - board members expressed their stance on Shared Governance Agreement 11/07/2019. Clarification was requested on why legal did not review SGA 11/07/2019. Board members expressed their frustration and concerns; and asked for clarification on process of development of the SGA. Assistant County Manager, Lee Ann Bohn provided background information and clarification on the process of SGA 11/07/2019 and Maricopa County's views. Ms. Cummings provided background on conflict of interest. Ashley Wilhelm to provided comment based on statements made by Ms. Bohn. Nancy Meeden, from DES provided comment on their review from a State level perspective against the checklists as well as, briefly how City of Phoenix compares to Maricopa County. Board members continued to shared on their perspectives of the content in the SGA documents. Ms. Meeden, provider further clarification on requirements of review and the department of labor.

In favor: Bonnie Schirato, Mark Wanger, Neal Dauphin, Elizabeth "E" Cole, Mark Lashinske

Opposed: Loren Granger, Matthew McGuire, Shawn Hutchinson, Stan Chavira, Gregg Ghelfi, Charisse Ward

Abstained: Christopher Tafoya

Motion did not carry.

Line by Line Comparison, Review, Discussion and Possible Action of the Career Service Provider Agreement CS-05152020 & BOS Approved Career Service Provider Agreement

Chairman Lashinske asked for a motion on the Career Service Provider Agreement CS-05152020. Shawn Hutchinson made a motion to approve the Board of Supervisors approved career service provider agreement. Gregg Ghelfi seconded the motion. Clarification held on the motion. The motion made was to approve the Board of Supervisors approved career service provider agreement. Legal clarification provided on the motion. Chairman Lashinske opened the floor for discussion. Discussion was held on the differences between both drafts of the Career Service Provider agreements and board member stance.

In favor: Loren Granger, Matthew McGuire, Shawn Hutchinson, Stan Chavira, Gregg Ghelfi

Opposed: Bonnie Schirato, Mark Wanger, Neal Dauphin, Elizabeth “E” Cole, Charisse Ward, Mark Lashinske

Abstained: Christopher Tafoya

Motion did not carry.

Chairman Lashinske asked for a motion to act on the Career Service Provider Agreement CS-05152020. Elizabeth E. Cole made a motion. No second was made.

Discussion of Activation of Grievance Process at State/Federal Level

Chairman Lashinske provided brief information on the Grievance process. Chairman called for a motion to move the document forward. Clarification was asked regarding inclusion of documents in the meeting materials. Board Liaison, Ms. Avina informed documents were provided in the last meeting. Legal clarification was requested. Chairman tabled item for a future meeting and asked for a motion to table.

Neal Dauphin made a motion to table. Mark Wagner seconded the motion.

In favor: Bonnie Schirato, Loren Granger, Mark Wagner, Neal Dauphin, Elizabeth E. Cole, Charisse Ward, Christopher Tafoya, Mark Lashinske

Opposed: Matthew McGuire, Gregg Ghelfi,

Abstained/Did not vote: Christopher Tafoya, Shawn Hutchinson, Stan Chavira

Motion carried.

Action Items Review & Board Member Announcements

Chairman Lashinske asked Board Liaison, Nancy Avina to inform on action items. Ms. Avina informed no action items noted, other than discussing next steps.

Call to the Public

Chairman Lashinske made a call for public comment. Ms. Cummings asked the board to consider adjusting the board meeting schedule to avoid conflicts with the Board of Supervisor meetings for attendance purposes.

Adjourn Full Board Meeting

Chairman Lashinske adjourned the Full Board meeting at 11:45 a.m.

**For additional information, contact MCWDB staff at: MCWDB@maricopa.gov*



MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Consent Agenda Committee and Workgroup Report

Chairs and Leads, Email your report to: mcwdb@maricopa.gov at least 2 weeks prior to the next committee/board meeting.

Report Type: Executive Director Report

Reporting Period: 7/1/2020 – 7/31/2020

Provide a brief summary, including highlights: During this reported timeframe staff assisted the MCWDB in addressing and taking appropriate action on the following matters: Planning, meeting support and documentation preparation for regular Full Board meeting. Monthly meetings held with MCWDB Chair, Youth Committee Chair, One Stop Operator (OSO), Fiscal Agent and Career Services Provider resulting in progress/performance updates. Additional meetings/activities included meeting with Maricopa County, legal counsel, State/Local Board Director and Chair meetings, State Business Services calls, AZ Workforce Association, ARIZONA@WORK State monthly meeting and Maricopa County Partner meetings facilitated by the OSO. Board orientation/onboarding completed with Bonnie Schirato.

Describe actions taken: See above narrative.

Describe upcoming actions and/or activities: In August MCWDB staff will provide planning/support to the Full Board, Executive Committee and Youth Committee meetings, monthly progress meetings with WDB Chairman, Youth Committee Chair, City of Phoenix WDB Executive Director, One Stop Operator, Fiscal Agent, Career Service Provider, State/Board Directors in response to COVID-19, Statewide Business Services calls, Phoenix EC meeting, WAC Performance Excellence Committee meeting and AWA Planning meeting. The MCWDB will continue to distribute/respond to MCWDB recruitment materials.

*Remember to attach this document to your email. Submit questions to staff via email at: mcwdb@maricopa.gov



MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD

Consent Agenda Committee and Workgroup Report

Chairs and Leads, Email your report to: mcwdb@maricopa.gov at least 2 weeks prior to the next committee/board meeting.

Report Type: Other

Reporting Period: 07-01-2020 – 07-31-2020

Provide a brief summary, including highlights:

Since the last One-Stop Operator's report out to the MCWDB Executive Committee for **July** 2020, the following actions were achieved (see "Describe Actions Taken" section for more detail).

Describe actions taken:

OSO Performance Area Update "FACILITATE INTEGRATED SERVICE DELIVERY (ISD)"

- Actions performed in preparation for PY 2020-2021 WIOA Program Partners Collaboration Work Group Session:
 - Generated survey to assess best time and day of week to schedule PY 20-21 Bi-Monthly Collaboration Sessions
 - Requested time to meet with all core WIOA Program Partners
 - Informed Collaboration Group participants by email the OSO's planned deliverables and goals for PY 20-21
 - Finalized the day and time for PY 20-21 bi-monthly virtual Collaboration Group sessions and sent meeting invites to WIOA Program Partners
 - Preparing agenda items and activities for August's Collaboration Group sessions plus reviewing methods to enhance Program Partner engagement and collaboration in a virtual environment.

OSO Performance Area Update for "WORKING COLLABORATIVELY"

- Requested to meet with TITLE I-B, II, TITLE III and TITLE IV WIOA core Program Partners for the purpose of:

- Staying connected to the Program Partners and updated about their programs since the option to visit their locations and staff is no longer an option.
- Informed Program Partners the OSO will schedule a reconnect session virtual every other month for a minimum of 30 minutes unless more time is requested to discuss items like but not limited to:
 - o Current state of program due to pandemic
 - o Potential barriers or challenges
 - o Top deliverables and goals for Q1 & Q2 for PY 20-21
 - o Key areas the OSO can support or provide guidance
- WIOA core Program Partners reconnect meetings scheduled, met and still waiting on a reply:
 - Scheduled and met with TITLE I-B WIOA Adult, Dislocated Worker, Youth, Business Services programs including TITLE I-B Training Services and Maricopa County SMART Justice Program Partners.
 - Scheduled and met with WIOA TITLE III Employment Services Program Partners.
 - Meeting scheduled in August to meeting with all WIOA TITLE II Program Partners to not only reconnect but to announce the Customer Referral Request system is complete and that the OSO Team will provide individual Program Partner training and technical assistance. We will also provide a brief a brief demo of new system and the virtual collaboration site PartnerLink.
 - No reply from WIOA TITLE IV Vocational Rehabilitation program
- Accepted City of Phoenix's One-Stop Operator invitation to attend their bi-monthly collaboration group session with the City of Phoenix's WIOA Program Partners. Purpose of attending is to support their efforts towards integration and assess opportunities to design regional integrated approaches to processes shared amongst COP and Maricopa.
- Attended the following meeting to assess opportunities to collaborate and stay informed on what's happening in workforce statewide and locally:
 - Attended City of Phoenix's full board meeting
 - Attended the WAC's Strategic Partnerships and Communications Committee topic use of ARIZONA@WORK branding and purpose, Attended WAC's Performance Excellence Committee meeting and Executive Committee Meetings.

OSO Performance Area Update for "ACT AS A LIAISON"

- Core WIOA quarterly Program Performance results actions performed:
 - Generated and sent a calendar reminders for 08/24 and 08/31 to the core WIOA Program Leaders reminding them on 8/31 the following items are due 08/31:
 - o PY 2019-2020, Q4 Program Performance Results

- PY 2019-2020, Q4 Program Success Stories (customer, employer or partner)
- PY 2019-2020, Year-End Report
- Received success stories from TITLE I-B and TITLE III Q4 Performance Results
- Preparing meeting invites and content for the MCWDB, WIOA Program Leaders and others WIOA Programs Primary Indicators of Performance Review Convening
- **OSO Performance Area Update for “DELIVERY OF ONGOING TRAINING & TECHNICAL ASSISTANCES”**
- Maricopa Community College Partner, Julie Stiak District Director of Workforce Strategies, contacted the OSO requesting guidance on the following:
 - Can a college offer a small group of courses that does NOT lead to an academic certificate of completion as an ETPL program?
 - Example: One college has 4 courses that include Bookkeeping training and a student could then sit for the Bookkeeping certification, but these 4 courses are only part of the larger Certificate of Completion Business academic program that would take another year to complete.
 - Would this cluster of courses meet the ETPL training requirement?
 - OSO responded yes, but with more detail and links to AZ DES ETPL policy and recommendations on the use of words when submitting with ETPL approval. More details available upon request.

OSO Performance Area Update for “INNOVATIVE TECHNOLOGIES”

- **VIRTUAL COLLABORATION SITE - PartnerLink**
 - PartnerLink’s July Site Revisions:
 - Revised main program page
 - Revised program type’s main page for programs categorized under:
 - Career Services
 - Veteran Services
 - Re-Entry Services
 - Self-Services
 - Revised Program Partner’s individual pages for:
 - TITLE I-B Adult, Dislocated Worker and Youth
 - TITLE III Employment Services
 - Maricopa County SMART Justice
- **VIRTUAL CUSTOMER REFERRAL REQUEST SYSTEM - Maricopa County Workforce Programs**
 - Virtual Customer Referral Request System site July site revisions:

- Revised main customer referral request page
- Revised the customer referral requests categories pages for:
 - Career Services
 - Veteran Services
 - Re-Entry Services
 - Self-Services
- Revised Program Partner's customer referral requests pages for:
 - TITLE I-B Adult, Dislocated Worker and Youth
 - TITLE III Employment Services
 - Maricopa County SMART Justice

OSO Performance Area Update for “ONE-STOP OPERATOR REPORTING REQUIREMENTS”

- Completed OSO MCWDB PY 2019-2020 Year-end Report
- Provided the full board an overview of the OSO MCWDB PY 2019-2020
- Provided monthly Executive Committee Report Out
- Met with Executive Director bi-weekly

DESCRIBE UPCOMING ACTIONS AND/OR ACTIVITIES:

Upcoming goals and deliverables for Q1 for PY 2020-2021: Assess if the Customer Referral Request system developed in joint collaboration with the Program Partners meets their needs and are they ready for a system-wide roll-out and training for staff.

Additional goals and deliverables planned for Q1 are to facilitate and convene WIOA Program Leaders and MCWDB members to discuss and review the WIOA programs primary indicators of performance. Continue our efforts towards facilitating integrating service delivery (ISD) with a strong focus on Program Partner engagement. Key areas of focus are an ISD approach to co-enrollment and continuous quality improvements to the Customer Referral Request ISD system.

*Remember to attach this document to your email. Submit questions to staff via email at: mcwdb@maricopa.gov

WIOA Program Allocations by County Fiscal Year

PY18/FY19 04/01/2018-06/30/2020					County FY2020					PY19/FY20 04/01/2019-06/30/2021					County FY2021				
County FY2019					County FY2020					County FY2020					County FY2021				
Year 1 Funding Program	Allocation	YTD FY19	Balance Remaining	% Spent YTD	Year 2 Funding Program	Allocation	YTD FY20 AS OF 07/31/2020	Balance Remaining	% Spent YTD	Year 1 Funding Program	Allocation	YTD FY20 AS OF 07/31/2020	Balance Remaining	% Spent YTD	Year 2 Funding Program	Allocation	YTD FY21 AS OF 07/31/2020	Balance Remaining	% Spent YTD
WDFYADADMN	334,456	10,689	323,767	3%	WDFYADADMN	323,767	323,767	0	100%	WDFYADADMN	186,194	-	186,194	0%	WDFYADADMN	186,194	-	186,194	0%
WDFYADADMN	62,815	203	62,612	0%	WDFYADADMN	62,612	62,612	-	100%	WDFYADADMN	35,028	-	35,028	0%	WDFYADADMN	35,028	-	35,028	0%
WDFYDWADMN	437,009	11,868	425,141	3%	WDFYDWADMN	425,141	425,141	(0)	100%	WDFYDWADMN	271,216	-	271,216	0%	WDFYDWADMN	271,216	-	271,216	0%
WDFYDWADMN	91,982	-	91,982	0%	WDFYDWADMN	91,982	91,982	-	100%	WDFYDWADMN	57,204	-	57,204	0%	WDFYDWADMN	57,204	-	57,204	0%
WDPYTHADM	429,389	350,878	78,511	82%	WDPYTHADM	78,511	78,511	-	100%	WDPYTHADM	242,348	234,468	7,879	97%	WDPYTHADM	242,348	-	242,348	0%
WDFYADULT	6,785,858	746,291	6,039,567	11%	WDFYADULT	6,039,567	6,039,567	-	100%	WDFYADULT	1,675,740	637,738	1,038,002	38%	WDFYADULT	1,675,740	-	1,675,740	0%
WDFYADULT	1,393,178	2,045	1,391,133	0%	WDFYADULT	1,391,133	1,391,133	-	100%	WDFYADULT	315,249	-	315,249	0%	WDFYADULT	315,249	-	315,249	0%
WDFYDISWRK	157,323	41,807	115,516	27%	WDFYDISWRK	115,516	115,516	-	100%	WDFYDISWRK	2,440,940	25,374	2,415,565	1%	WDFYDISWRK	2,440,940	-	2,440,940	0%
WDFYDISWRK	-	-	-	0%	WDFYDISWRK	-	-	-	0%	WDFYDISWRK	514,831	-	514,831	0%	WDFYDISWRK	514,831	-	514,831	0%
WDFYRPDRSP	522,625	54,853	467,772	10%	WDFYRPDRSP	467,772	467,772	-	100%	WDFYRPDRSP	325,459	12,879	312,579	4%	WDFYRPDRSP	325,459	-	325,459	0%
WDFYRPDRSP	110,379	-	110,379	0%	WDFYRPDRSP	110,379	110,379	-	100%	WDFYRPDRSP	68,644	-	68,644	0%	WDFYRPDRSP	68,644	-	68,644	0%
WDPYTHPRO	3,864,500	234,437	3,630,063	6%	WDPYTHPRO	3,630,063	3,630,063	-	100%	WDPYTHPRO	2,181,127	1,047,834	1,133,293	48%	WDPYTHPRO	2,181,127	-	2,181,127	0%
Total	14,189,514	1,453,071	12,736,443	10%	Total	12,736,443	12,736,443	0	100%	Total	8,313,976	1,958,294	6,355,682	24%	Total	8,313,976	-	8,313,976	0%
Roll Up					Roll Up					Roll Up					Roll Up				
ADULT	8,576,307	759,228	7,817,079	9%	ADULT	7,817,079	7,817,079	0	100%	ADULT	2,212,210	637,738	1,574,472	29%	ADULT	2,212,210	-	2,212,210	0%
Personnel					Personnel		3,511,128		45%	Personnel		169,693			Personnel				
Supplies					Supplies		48,489		1%	Supplies		7,949			Supplies				
Services					Services		4,219,090		54%	Services		460,096			Services				
Capital					Capital		38,373		0%	Capital					Capital				
DW	686,314	53,675	632,639	8%	DW	632,639	632,639	(0)	100%	DW	3,284,190	25,374	3,258,815	1%	DW	3,284,190	-	3,284,190	0%
Personnel					Personnel		606,647		96%	Personnel		8,011			Personnel				
Supplies					Supplies		(11,698)		-2%	Supplies		83			Supplies				
Services					Services		36,742		6%	Services		17,281			Services				
Capital					Capital		947		0%	Capital					Capital				
YOUTH	4,293,889	585,315	3,708,574	14%	YOUTH	3,708,574	3,708,574	-	100%	YOUTH	2,423,475	1,282,302	1,141,172	53%	YOUTH	2,423,475	-	2,423,475	0%
Personnel					Personnel		1,196,495		32%	Personnel		517,320			Personnel				
Supplies					Supplies		15,421		0%	Supplies		6,010			Supplies				
Services					Services		2,489,078		67%	Services		758,972			Services				
Capital					Capital		7,580		0%	Capital					Capital				
RR	633,004	54,853	578,151	9%	RR	578,151	578,151	-	100%	RR	394,103	12,879	381,223	3%	RR	394,103	-	394,103	0%
Personnel					Personnel		493,281		85%	Personnel		8,655			Personnel				
Supplies					Supplies		4,347		1%	Supplies		34			Supplies				
Services					Services		80,050		14%	Services		4,190			Services				
Capital					Capital		474		0%	Capital					Capital				
Total	14,189,514	1,453,071	12,736,443	10%	Total	12,736,443	12,736,443	0	100%	Total	8,313,976	1,958,294	6,355,682	24%	Total	8,313,976	-	8,313,976	0%



**WORKFORCE DEVELOPMENT BOARD
BUDGET FY 2020
YTD JUNE 2020
UNIT 2250**

WDB-FY20	BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUN YTD EXPENDED	FORECAST	BALANCE	YTD % EXPENDED
TOTAL COSTS	633,169	25,705	42,706	32,143	48,411	47,756	45,214	51,382	53,698	38,976	25,192	52,774	71,149	535,106	535,106	98,063	85%
Fund - 222	BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUN YTD EXPENDED	FORECAST	BALANCE	YTD % EXPENDED
PERSONNEL																	
REGULAR SALARIES	218,698	16,694	16,694	16,694	16,694	16,694	25,042	16,694	16,694	16,694	15,907	16,726	11,150	202,380	202,380	16,318	93%
TAXES	16,732	1,196	1,196	1,196	1,196	1,196	1,835	1,196	1,185	1,185	1,133	1,204	780	14,499	14,499	2,233	87%
RETIREMENT	26,486	2,022	2,022	2,022	2,022	2,022	3,033	2,022	2,022	2,022	1,686	2,025	1,350	24,268	24,268	2,218	92%
MEDICAL	35,568	2,964	2,964	2,964	2,964	2,964	2,964	2,964	2,964	2,964	1,976	1,976	1,976	32,604	32,604	2,964	92%
INDIRECT COSTS	66,239	2,761	7,633	4,886	5,093	5,093	7,313	5,093	5,091	5,091	4,611	4,884	3,402	60,952	60,952	5,287	92%
UNEMPLOYMENT & WORKERS' COMP	891	67	67	67	67	67	67	67	67	67	67	67	67	807	807	83	91%
TUITION REIMBURSEMENT	-	-	-	-	-	-	2,205	-	453	-	-	2,502	-	5,160	5,160	(5,160)	0%
TOTAL PERSONNEL	364,614	25,705	30,576	27,830	28,037	28,037	42,458	28,037	28,476	28,023	25,380	29,384	18,726	340,670	340,670	23,944	93%
SUPPLIES																	
OFFICE SUPPLIES	2,300	-	-	235	-	-	-	-	118	100	-	-	-	454	454	1,846	20%
POSTAGE	-	-	1	-	-	7	-	-	-	-	-	-	-	8	8	(8)	0%
PRINTING (COPIER)	-	-	-	-	-	-	-	1,626	-	-	-	-	4,409	6,036	6,036	(6,036)	0%
PARKING STICKERS/GARAGE	200	-	4	-	164	-	-	-	-	-	-	-	-	168	168	32	84%
CELL PHONES	1,500	-	-	-	306	146	146	152	128	-	66	115	71	1,128	1,128	372	75%
FOOD SUPPLIES	1,000	-	-	-	-	-	-	-	21	-	-	-	-	21	21	979	2%
TOTAL SUPPLIES	5,000	-	5	235	469	153	146	1,778	267	100	66	115	4,480	7,814	7,814	(2,814)	156%
TRAVEL & TRAINING																	
TRAVEL	24,000	-	-	2,153	394	430	2,609	1,076	-	10,853	(255)	-	(255)	17,007	17,007	6,993	71%
TOTAL TRAVEL	24,000	-	-	2,153	394	430	2,609	1,076	-	10,853	(255)	-	(255)	17,007	17,007	6,993	71%
CONTRACTS & SERVICES																	
ONE STOP OPERATOR	198,619	-	9,480	-	11,511	18,136	-	20,491	24,955	-	-	23,044	45,568	153,185	153,185	45,434	77%
WIOA NETWORK SERVICES	7,186	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,186	0%
STRATEGIC PLANNING	33,750	-	-	-	8,000	-	-	-	-	-	-	-	-	8,000	8,000	25,750	24%
ASSOCIATION/MEMBERSHIPS	-	-	2,644	1,925	-	1,000	-	-	-	-	-	232	2,629	8,430	8,430	(8,430)	0%
TOTAL SERVICES	239,555	-	12,124	1,925	19,511	19,136	-	20,491	24,955	-	-	23,276	48,198	169,616	169,616	69,939	71%
TOTAL COSTS	633,169	25,705	42,706	32,143	48,411	47,756	45,214	51,382	53,698	38,976	25,192	52,774	71,149	463,957	535,106	98,063	73%



WORKFORCE DEVELOPMENT BOARD
BUDGET FY 2021
YTD JULY 2020
UNIT 2250

WDB-FY21	BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL YTD EXPENDED	FORECAST	BALANCE	YTD % EXPENDED
TOTAL COSTS	633,169	11,150	16,390	16,390	16,390	24,586	16,390	16,390	16,390	16,390	16,390	24,586	16,390	207,832	207,832	425,337	33%
Fund - 222	BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL YTD EXPENDED	FORECAST	BALANCE	YTD % EXPENDED
PERSONNEL																	
REGULAR SALARIES	213,075	11,150	16,390	16,390	16,390	24,586	16,390	16,390	16,390	16,390	16,390	24,586	16,390	11,150	207,832	5,243	5%
TOTAL PERSONNEL	213,075	11,150	16,390	16,390	16,390	24,586	16,390	16,390	16,390	16,390	16,390	24,586	16,390	11,150	207,832	5,243	5%
FRINGE BENEFITS																	
TAXES	16,300	779	1,254	1,254	1,254	1,881	1,254	1,254	1,254	1,254	1,254	1,881	1,254	779	15,827	473	5%
RETIREMENT	25,803	1,363	1,985	1,985	1,985	2,977	1,985	1,985	1,985	1,985	1,985	2,977	1,985	1,363	25,182	621	5%
MEDICAL	36,024	2,128	2,964	2,964	2,964	2,964	2,964	2,964	2,964	2,964	2,964	3,192	3,192	2,128	35,188	836	6%
UNEMPLOYMENT & WORKERS' COMP	641	53	53	53	53	53	53	53	53	53	53	53	53	53	641	(0)	8%
TUITION REIMBURSEMENT	5,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,200	0%
TOTAL FRINGE BENEFITS	83,968	4,323	6,256	6,256	6,256	7,875	6,256	6,256	6,256	6,256	6,256	8,103	6,484	4,323	76,838	7,130	5%
INDIRECT COSTS																	
INDIRECT COSTS	64,789	3,423	5,028	5,028	5,028	7,206	5,028	5,028	5,028	5,028	5,028	7,257	5,078	3,423	63,185	1,604	5%
TOTAL INDIRECT COSTS	64,789	3,423	5,028	5,028	5,028	7,206	5,028	5,028	5,028	5,028	5,028	7,257	5,078	3,423	63,185	1,604	5%
TRAVEL & TRAINING																	
TRAVEL	24,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,000	0%
TOTAL TRAVEL & TRAINING	24,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,000	0%
SUPPLIES																	
OFFICE SUPPLIES	2,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,300	0%
FOOD SUPPLIES	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%
POSTAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
TOTAL SUPPLIES	3,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,300	0%
CONTRACTUAL																	
ONE STOP OPERATOR	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000	0%
WIOA NETWORK SERVICES	8,587	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,587	0%
STRATEGIC PLANNING	33,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,750	0%
TOTAL CONTRACTUAL	242,337	-	-	-	-	-	-	-	-	-	-	-	-	-	-	242,337	0%
OPERATING SERVICES																	
ASSOCIATION/MEMBERSHIPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
PRINTING (COPIER)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
PARKING STICKERS/GARAGE	200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	0%
CELL PHONES	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	0%
TOTAL OPERATING SERVICES	1,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
TOTAL COSTS	633,169	18,897	27,674	27,674	27,674	39,668	27,674	27,674	27,674	27,674	27,674	39,947	27,953	18,897	347,856	285,313	3%



2020-2021 Maricopa County Workforce Development Board Membership

Total Current Seats: 19

Seats Occupied: 14

Seats Vacant: 5

Business, at least 51% Per Section 107 (b)(2)(A) & Bylaws Article VI, Section 1 (F)(1)(2)(3)(4)								Ideal
Name	Affiliation	Title	Membership (Small Business at least 2)	Term End	Other/Notes	#	%	
1 Mark Wagner	The Hartford	Vice President of Learning	Insurance and Financial Services	6/30/2021		7	37%	51%
2 Vanessa Andersen	Rummel Construction, Inc.	Human Resources Manager	Construction	6/30/2021				
3 Neal Dauphin	Contracted Driver Services	Director of Sales	Transportation	6/30/2022				
4 Bonnie Schirato	Tivity Healthcase	Chief People & Culture Officer	Healthcare	6/30/2023				
5 Collin Stewart	Stewart Transportation	President	Transportation - Small Business	6/30/2023				
6 Loren Granger	Bank of America	AVP Corporate Recruiter	Finance	6/30/2023				
7 Matthew Mcguire	Arizona Healthcare Collaborative/ Dignity Health	Executive Director	Healthcare	6/30/2023				
8 Vacant				6/31/2021	Vacant as of 08/18/2020			
9 Vacant					Vacant as of 07/01/2020			
10 Vacant			Small Business		Vacant as of 07/01/2020			

Workforce, at least 20% Per Section 107 (b)(2)(B) & Bylaws Article VI, Section 1 (G)(1)(2)(3)(4)								Ideal
Name	Affiliation	Title	Membership	Term End	Other/Notes	#	%	
1 Shawn Hutchinson	Phoenix Electrical JATC	Apprenticeship Program Director	Labor Organization	6/30/2022		3	16%	20%
2 Stan Chavira	United Food & Commercial Workers - Local 99	Secretary-Treasurer	Labor Organization	6/20/2023				
3 Tina Drews	Salt River Project	Director, Talent Management	Apprenticeship	6/30/2022				
4 Vacant			Community Based Organization	6/30/2021	Vacant as of 05/06/2020			

Education & Training, Per Section 107 (b)(2)(C) & Bylaws Article VI, Section 1 (H)(1)(2)(3)(4)(5)								Ideal
Name	Affiliation	Title	Membership	Term End	Other/Notes	#	%	
1 Elizabeth Cole	Rio Salado College	Program Director - Outreach and Partnerships	Core Partner - Adult Education & Literacy - Title II	6/30/2021		1	5%	
2 Vacant			Higher Education		Vacant as of 07/01/2020			

Governmental, Economic, and Community Development, Per Section 107 (b)(2)(D) & Bylaws Article VI, Section 1 (I)(1)(2)(3)(4) and (J)								Ideal
Name	Affiliation	Title	Membership	Term End	Other/Notes	#	%	
1 Chris Tafoya	AZ DES Administration	Deputy Administrator	Core Partner - ES Wagner-Peyser Act - Title III	6/30/2021		3	16%	
2 Charisse Ward	AZ DES Vocational Rehabilitation	VR Unit Supervisor	Core Partner - Vocational Rehabilitation - Title IV	6/30/2021				
3 Gregg Ghelfi	Maricopa County IDA	Business Development Officer	Economic and Community Development	6/30/2023				

*Quorum 11

Current Seats Occupied	14
Total Seats	19

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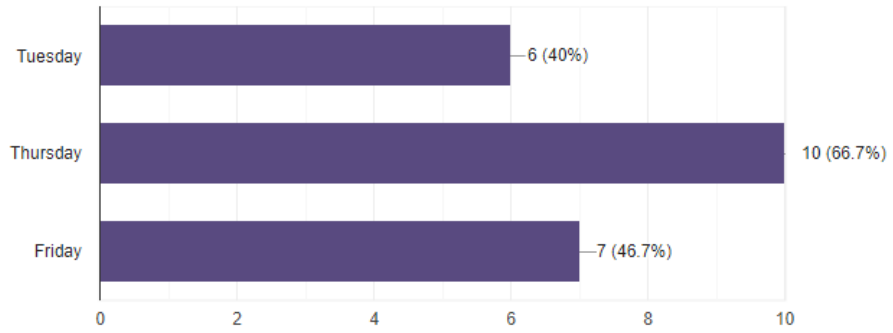
Arizona@Work: Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA); serving Employers by aiding job seekers, adults, dislocated workers and youth.

Note: Appointments/Resignations are effective upon Board of Supervisors approval.

MCWDB Meeting Schedule Revisions

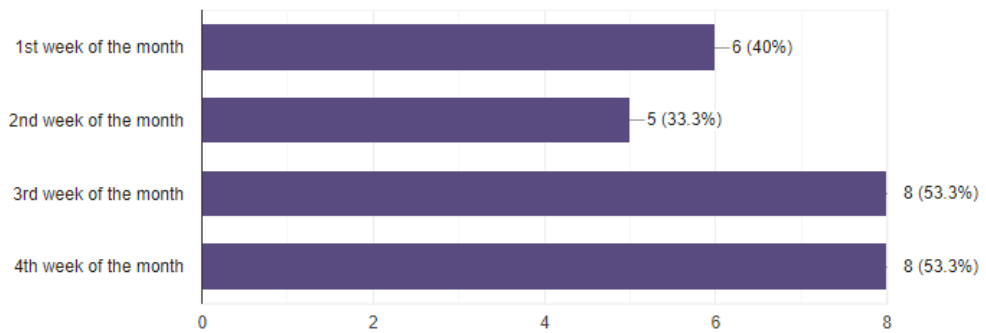
Which day of the week is most convenient for you to meet (9:30 a.m. - 11:30 a.m.) on a monthly basis, as a Full Board?

15 responses



What week of the month is most convenient you?

15 responses



<https://docs.google.com/forms/d/1DiktWT-GoWzKSEiITZK40ffXhULxINbdqYhqnfBk600/edit#responses>

Agenda 6A

Reference

Materials

ARIZONA @ WORK™

Innovative Workforce Solutions

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August 11, 2020

Honorable Supervisor Clint Hickman
301 West Jefferson Street
Phoenix, AZ 85003

Good Morning Chairman Hickman:

We know you care about Maricopa County, and write to let you know of deficiencies in the Maricopa County Workforce Development Board's (MCWDB) compliance with the Workforce Innovation and Opportunity Act (WIOA), that places its ability to continue receiving WIOA funding in jeopardy. The Maricopa County Board of Supervisors (BOS) has the responsibility to ensure the Local Workforce Development Board (LWDB) fulfills its roles, pursuant to 20 CFR 683.420 (a)(1).

The Arizona Department of Economic Security (DES) has not received documentation from the MCWDB, or the BOS, to resolve findings included in the 2019 U.S. Department of Labor (DOL) Monitoring Report (attached) for Maricopa County. DES, as the Governor's designee as the grant recipient of WIOA Title I funds, is responsible for resolving findings that arise from federal monitoring reviews of sub-recipients awarded funds through Title I of WIOA. The BOS, as the State's sub-recipient of WIOA Title I-B Adult, Dislocated Worker, and Youth formula funds, has the responsibility to ensure these funds are expended according to the requirements under WIOA.

As you may know, the Workforce Arizona Council has determined that nine of Arizona's twelve LWDBs have come into compliance with WIOA requirements for recertification. The MCWDB, however, has not met compliance requirements, and is on a path to decertification.

DES disseminated the DOL Audit to all twelve LWDBs soon after it was received in May 2019. DES staff have worked extensively with the MCWDB to resolve these issues, as indicated in the attached timeline. However, over a year later, these issues remain and MCWDB has not provided documentation to resolve the following findings in the 2019 USDOL Monitoring Report:

1. Finding #2: Most LWDBs not fulfilling all required functions. DOL determined the signed Shared Governance Agreement (SGA) between MCWDB and the BOS provided to DOL during the 2019 audit is not compliant with 20 CFR 679.430 and Workforce Arizona Council Policy #1. DES has not received a revised SGA which resolves DOL's findings. An SGA, compliant with federal law and regulations and state policy is required to resolve this finding. WIOA requires a majority of the local workforce development board members to be business representatives to increase the voice of employers in determining where and how federal dollars are spent in workforce development solutions, and any SGA must meet their approval.
2. Finding #3: Non-Compliant or missing agreements to avoid conflict of interest for Organizations that perform more than one role. DOL cited four (4) specific

matters of non-compliance regarding MCWDB and the BOS. The revised SGA will also need to address how the BOS and MCWDB provide required firewalls to comply with 20 CFR 679.430 and Workforce Arizona Council policies #1 and #8 to resolve this finding.

3. Finding # 5: Not all partners contributing to the One-Stop Operator Costs. DOL reviewed the Memorandum of Understanding (MOU) Infrastructure Agreement (IFA) and determined that the IFA did not properly identify the infrastructure costs that all core partners would be required to fund and only included costs allocated to partners occupying space at the one-stop center. MCWDB must submit the infrastructure funding agreement for a compliance review by August 31, 2020.

DES has not received expected performance levels for the WIOA Title I-B Adult, Dislocated Worker and Youth Program for Program Year (PY) 2020 and PY 2021. The expected performance levels were due to DES on July 15, 2020. DES is not able to negotiate performance until the expected levels of performance are received.

The BOS and MCWDB need to submit a corrective action plan, timeline and expected levels of performance to TitleIPolicy@azdes.gov by September 1, 2020. It is the expectation of DES that the BOS ensure the MCWDB comes into compliance within 90 days of the missed August 1, 2020 Workforce Arizona Council deadline which is no later than November 1, 2020. Failure to resolve these findings by November 1, 2020 constitutes MCWDB'S willful and substantial violation of Federal and State requirements, not only of the Federal WIOA statutes regarding LWDB roles as stated in WIOA sec. 107(d), 20 CFR 679.370, and 20 CFR 679.310(b), but also of the Workforce Arizona Council's [Local Governance Policy](#) and [Conflict of Interest](#) Policies and the Federal Uniform Guidance provision.

Per 20 CFR 683.410(a)(1)-(3), DES as the recipient of WIOA Title I and III funds, must conduct oversight to ensure compliance with WIOA and take prompt corrective action if any substantial violation of provision is found, including the imposition of sanctions in the event of a sub-recipient's failure to take required corrective action on an issue of substantial violation. Possible sanctions pursuant to WIOA section 184(b)(1)(A) and (B)(i)-(v) include:

1. Revoking approval of all or part of the local plan affected; or
2. Imposing a reorganization plan, which may include decertifying the local board involved;
3. Prohibiting the use of eligible providers;
4. Selecting an alternative entity to administer the program for the local area involved;
5. Merging the local area into one or more other local areas;
6. Making such other changes as the Secretary or Governor determines to be necessary

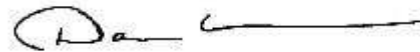
Please contact Moriah Robles, if you have any questions or need additional technical assistance, including assistance in creating a corrective action plan. We want to help ensure that no funding is forfeited that could have benefited the people of Maricopa County, especially during this time of significant job displacement.

Moriah Robles
Workforce Technical Assistance
Coordinator 602-771-1310
moriahrobles@azdes.gov

Thank you,

Heather Noble

Heather Noble
Interim Assistant Director
Division of Employment and Rehabilitation
Arizona Department of Economic Security



Dawn Grove
Chair
Workforce Arizona Council

enclosed: 2019 USDOL Monitoring Report and Maricopa County Workforce Development
Compliance Timeline

Cc:
Mark Lashinske, MCWDB Chairman
Patricia Wallace, MCWDB Executive Director

DRAFT

Corrective Action Plan Timeline for Compliance with WIOA Requirements

Compliance requirements : Program Performance Metrics, Infrastructure Funding Agreement, Shared Governance Agreement, Service Provider Agreement, Bylaws.

Date	Event	Action
8/26/2020	WDB Regular Meeting	WDB to have presentations and/or vote on Corrective Action Plan and timeline and performance metrics
8/27/2020	DES Meeting (Optional)	To agree on performance metrics. Meeting not required if notice is sent earlier.
8/31/2020	Due Date	Infrastructure Funding Agreement submitted to DES for review
8/31/2020	BOS Informal Meeting	BOS to vote on Corrective Action Plan and timeline, if necessary
9/1/2020	Due Date	Submit Corrective Action Plan, timeline
9/2/2020	BOS Formal Meeting	
9/3/2020	Workgroup meeting	Review 6/24/2020 SGA version and DES feedback from 7/30/2020; draft additional language or changes to respond to DES identified issues
9/11/2020	Workgroup meeting	Final review of amended SGA; send new version to DES for technical review
9/16/2020	BOS Formal Meeting	BOS to approve Infrastructure Funding Agreement (if feedback received by DES by this date)
9/18/2020	Workgroup meeting	Review 6/24/2020 Service Provider Agreement version; draft additional language or changes
9/23/2020	WDB Regular Meeting	WDB to approve Infrastructure Funding Agreement (if feedback received by DES by this date). Final review of new Service Provider Agreement; send to DES for review
9/25/2020	Workgroup meeting	Review Bylaws; draft additional language or changes
10/2/2020	Workgroup meeting	Final review of Bylaws; send to DES for review
10/7/2020	BOS Formal Meeting	
10/9/2020	Workgroup meeting	If needed to finalize documents
10/16/2020	Workgroup meeting	If needed to finalize documents
10/21/2020	BOS Formal Meeting	BOS to consider approval of updated SGA, Service Provider Agreement, and Bylaws
10/23/2020	Workgroup meeting	If needed to finalize documents
10/28/2020	WDB Regular Meeting	WDB to consider approval of updated SGA, Service Provider Agreement, and Bylaws
11/1/2020	Final submission	Final approved SGA, Service Provider Agreement, and Bylaws submitted to DES

Agenda 6B

Reference

Materials

Chairperson Grove and Assistant Director Noble:

Thank you for contacting County Supervisor Hickman's office regarding Maricopa County's compliance deficiencies with the WIOA. Please know that the Maricopa County Board of Supervisors (BOS) and the Maricopa County Workforce Development Board (MCWDB) believe that workforce services are vitally important to our community. Now, more than ever, we need to provide these services to job seekers and businesses. We take these deficiencies very seriously and submit this letter and attachment as evidence of our commitment to achieving compliance within the timeframes provided in your August 11th correspondence.

I am writing as the MCWDB selected me as the interim chairman at our August 20th meeting. I have shared with my fellow board members that my primary focus will be this board's recertification, ongoing compliance and overall excellence. I desire to lead the MCWDB quickly to recertification so that we can focus our efforts on the MCWDB strategic plan; a plan that will serve our community both in the short and long term.

Your August 11th letter identifies four areas of non-compliance. Two of these items relate to the Shared Governance Agreement. The attached Corrective Action Plan Timeline for Compliance addresses not only the timeline for development, review and final approval of the Shared Governance Agreement but also provides the same information for a new Service Provider Agreement and updated Bylaws. While the Agreement and Bylaws were not specifically cited in your letter, we are aware they are necessary for full compliance and will only serve to create a stronger foundation for Maricopa County's workforce system. The MCWDB also heard a presentation on the Performance Metrics at its August 26th meeting. Based on direction given at that meeting, staff met with DES staff on August 27th to finalize the metrics.

We have solidified a workgroup consisting of MCWDB members and County staff to ensure the completion of these documents. The workgroup plans to meet weekly through the months of September and October. While we believe both the BOS and the MCWDB can review and vote on the drafted documents during their regularly scheduled meetings (reflected on the timeline), as interim chair of this board, and in constant contact with County leadership, I will work to see that additional meetings are scheduled if necessary to meet the November 1st deadline.

Finally, the third item - the need to establish a Memorandum of Understanding Infrastructure Funding Agreement – will be addressed at our September meetings. The draft MOU/IFA will be submitted to DES for review to ensure full compliance. Once DES feedback is received and incorporated, this document will be voted on by both the BOS and MCWDB.

Thank you for your support and patience as Maricopa County works to achieve full compliance.

Sincerely,

Matt McGuire

Interim Chairman, Maricopa County Workforce Development Board

Agenda 6C

Reference

Materials

From: [Rachael Tashbook](#)
To: [Patricia Wallace \(HSD\)](#); [Lee Ann Bohn \(COA\)](#); [Clint Hickman \(BOS\)](#); [District 4 Dist List: vandersen@rummelconstruction.com](#); [shutchinson@pejatc.org](#)
Cc: [Nancy](#); [Robles, Moriah](#); [Jeramia Garcia Ramadan](#); [DEFS Title I Policy - DES](#)
Subject: PY2020-PY2023 Local Plan Completion Requirement
Date: Tuesday, August 18, 2020 12:03:10 PM

Good morning,

As of August 17, 2020, the Maricopa Local Workforce Development Board (LWDB) has not provided a draft of the Maricopa PY2020-PY2023 Local Plan (local plan) to the Arizona Department of Economic Security (DES).

On June 30, 2020, the Council's Performance Excellence Committee approved an extension request from the Maricopa LWDB, to allow the LWDB until August 15, 2020 to submit the local plan. This extension has now passed.

Under WIOA sec. 108 and [20 CFR §679.550\(a\)](#), and [20 CFR §679.370\(a\)](#), each LWDB must, in partnership with the appropriate Chief Elected Officials (CEOs), develop and submit a comprehensive 4-year plan to the Governor. Not submitting a local plan by August 25, 2020 could be considered a substantial violation of the LWDB and CEO responsibilities which may subject the LWDB to decertification based on the Workforce Arizona Council's (Council's) [WIOA Local Governance Policy \(SWP #1\)](#).

Questions and concerns can be directed to myself, Rachael Tashbook, DES WIOA Project Specialist, at RTashbook@azdes.gov and/or 480-466-4140.

Sincerely,

Rachael Tashbook

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Rachael Tashbook

Workforce Innovation and Opportunity Act Project Specialist

Arizona Department of Economic Security | Division of Employment and Rehabilitation Services

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Corrective Action Plan Timeline for Local Plan

Date	Event	Action
8/26/2020	WDB Regular Meeting	WDB to have presentation and/or vote on Corrective Action Plan and timeline
8/31/2020	Staff assignment	Complete consultant scope of work
9/1/2020	Staff assignment	Begin five day solicitation period
9/9/2020	Workgroup meeting	Select consultant
9/14/2020		Consultant to begin work
9/14/2020- 11/1/2020		Consultant work time; interim deliverable dates will be provided in final contract
10/7/2020	WDB Executive Meeting	Interim report from consultant
11/1/2020	Consultant deliverable	First draft of local plan due
11/8/2020	Consultant deliverable	Consultant will incorporate all feedback on local plan draft; consultant will publish draft local plan for public comment (on or about this date)
11/30/2020		End of public comment period
12/8/2020	Consultant deliverable	Consultant will submit final version of local plan
12/16/2020	BOS Formal Meeting	BOS final adoption of local plan
12/23/2020	WDB Regular Meeting	WDB final adoption of local plan

Maricopa County Workforce Development 2020-2024 Local Plan Scope of Work

The Maricopa County Workforce Development Board (LWDB) is seeking to contract a workforce development expert to update Maricopa County's four-year Local Plan. Some sections will be updated by County/WDB staff, as indicated below, but consultant will be responsible for integrating all plan elements into a final document to be submitted to State.

1.0 Required Elements:

- 1.1 Infrastructure (This section will be completed by County/WDB staff)
 - 1.1.1 Description of the ARIZONA@WORK system in Maricopa County
 - 1.1.2 Description of regional planning/coordination efforts
 - 1.1.3 Description of steps that will be taken to implement State strategies
- 1.2 Strategic Planning Elements
 - 1.2.1 Economic analysis
 - 1.2.1.1 Economic conditions, including existing and emerging in-demand industry sectors and occupations
 - 1.2.1.1.1 To include explanation of industries and occupations, and full list available as appendix
 - 1.2.1.2 Employment needs of businesses in existing and emerging in-demand industry sectors and occupations
 - 1.2.2 Workforce analysis
 - 1.2.2.1 Description of knowledge and skills needed to meet employment needs of the businesses in Maricopa County, including employment needs in in-demand industries and sectors
 - 1.2.2.2 Regional workforce needs including:
 - 1.2.2.2.1 Current labor force employment and unemployment data
 - 1.2.2.2.2 Information on labor market trends
 - 1.2.2.2.3 Information on educational and skill levels of the workforce, to include individuals with barriers to employment
 - 1.2.3 Workforce development, education, and training activities analysis
 - 1.2.3.1 Description of current activities
 - 1.2.3.2 Assessment of strengths and weaknesses with regard to the education and skill needs of the workforce in general, but also with specific regard to:
 - 1.2.3.2.1 Individuals with barriers to employment
 - 1.2.3.2.2 Employment needs of businesses
 - 1.2.4 Vision to support growth and economic self-sufficiency (This section will be completed by County/WDB staff)
 - 1.2.4.1 Overall description of the strategic vision to support regional economic growth and economic self-sufficiency, to include:
 - 1.2.4.1.1 Goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment)

**Maricopa County Workforce Development
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Scope of Work**

- 1.2.4.1.2 Goals relating to the performance accountability measures based on performance indicators
- 1.2.5 Workforce development capacity
 - 1.2.5.1 Assessment of workforce development capacity
 - 1.2.5.2 Description of the strategy to work with the entities that carry out the core programs and required ARIZONA@WORK partners to align resources available to achieve the strategic vision and goals
- 1.2.6 Statewide strategy assurances
- 1.2.7 Statewide strategy support
 - 1.2.7.1 Description of plan to implement the state strategies over the next four-years including:
 - 1.2.7.1.1 Entities the board will work with to implement the state strategies
- 1.3 ARIZONA@WORK system coordination**
 - 1.3.1 Description of how WDB will work with the entities carrying out the core programs in order to:
 - 1.3.1.1 Expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment
 - 1.3.1.2 Facilitate the development of career pathways
 - 1.3.1.3 Facilitate the coordination of co-enrollment with ARIZONA@WORK partners
 - 1.3.1.4 Improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable)
 - 1.3.2 Description of the WDB's strategies and services and how they will be used within the local area to:
 - 1.3.2.1 Facilitate engagement of businesses, including small businesses and businesses in in-demand industry sectors and occupations, in workforce development programs
 - 1.3.2.2 Support a local ARIZONA@WORK system that meets the needs of businesses in the local area
 - 1.3.2.3 Better coordinate workforce development programs and economic development
 - 1.3.2.4 Strengthen linkages between the local ARIZONA@WORK system and Unemployment Insurance programs
 - 1.3.2.5 Implement the following initiatives to support the strategies described above:
 - 1.3.2.5.1 Incumbent worker training programs
 - 1.3.2.5.2 Customized training programs
 - 1.3.2.5.3 Industry and sector strategies
 - 1.3.2.5.4 Utilization of effective business intermediaries
 - 1.3.2.5.5 On-the-job training program

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- 1.3.2.5.6 Registered apprenticeships
- 1.3.2.5.7 Work experience programs
- 1.3.2.5.8 Other business services and strategies designed to meet the needs of regional employers
- 1.3.3 Explanation of the role of the WDB in the Eligible Training Provider (ETP) program approval process to include:
 - 1.3.3.1 Local ETP program requirements or performance standards
 - 1.3.3.2 Description of WDB's outreach to employers and training providers to identify and develop training program related to in-demand occupations in the local area
- 1.3.4 Description of how the WDB will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area, and how the WDB will promote entrepreneurial skills training and microenterprise services
- 1.3.5 Description of how the LWDB will evaluate if the ARIZONA@WORK Job Centers in the local area need to be open beyond normal business hours to provide services to meet the workforce need
- 1.3.6 Copies or link to executed cooperative agreements (MOU) which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop delivery system
- 1.3.7 Definition for the following for the WIOA Title I-B Dislocated Worker Program:
 - 1.3.7.1 General announcement
 - 1.3.7.2 Unlikely to return to previous occupation or industry
 - 1.3.7.3 Unemployed as a result of general economic conditions in the local area, or as result of a natural disaster
- 1.3.8 Description of how the LWDB will coordinate workforce investment activities carried out in the local area with state-wide rapid response activities, including layoff aversion activities
- 1.3.9 Description and assessment of the type and availability of youth workforce investment activities in the local area, including:
 - 1.3.9.1 Description of activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities
 - 1.3.9.2 Design framework for youth programs and how the 14 program elements required in 20 CFR 681.460 are to be made available within that framework
- 1.3.10 Description of how training services will be provided, including:
 - 1.3.10.1 Limitations for ITA amount and duration, if included in policies
 - 1.3.10.2 Whether contracts for training services will be used and the process for their use

**Maricopa County Workforce Development
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- 1.3.10.3 Description of how the LWDB will ensure informed consumer choice in the selection of training programs regardless of how the training services are to be provided
- 1.3.11 Description of how the LWDB will coordinate Title I workforce investment activities with the provision of transportation (including public transportation), and other appropriate supportive services in the local area and region
 - 1.3.11.1 List of types of supportive services that will be provided using WIOA Title I-B funds in the local area, per policy, including if needs-related payments will be provided to participants of WIOA Title I-B training services
- 1.3.12 Description of how the LWDB determines if a youth or adult “is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society” as included in the definition of “basic skills deficient” in WIOA 3(5)
- 1.3.13 Description of how the LWDB will ensure the WIOA Title I-B Adult Program for priority of service to low-income individuals, recipients of public assistance, and individuals who are basic skills deficient
- 1.3.14 Description of how the LWDB will provide Veterans Priority of Service; strategies must include processes in place to ensure that veterans and eligible spouses are identified at the point of entry and given an opportunity to take full advantage of priority of service for all types of career and training services
- 1.3.15 Definition of “underemployed”
- 1.3.16 Definition and eligibility documentation for “requires additional assistance to enter or complete an education program, or to secure and hold employment” for:
 - 1.3.16.1 Out-of-school youth
 - 1.3.16.2 In-school youth
- 1.3.17 Description of the competitive procurement process to be used to award the subgrants and contracts in the local area for activities carried out under this title with assurance that all federal, state and local procurement laws, regulations and policies are followed
- 1.3.18 Description of how the LWDB will coordinate relevant secondary and postsecondary education programs and activities, including Adult Education and Literacy programs, to coordinate strategies, enhance services, promote participation in Integrated Education & Training programs, and avoid duplication of services
 - 1.3.18.1 Name of the Title II adult education provider grantee(s) in the local area that were included in this coordination
 - 1.3.18.2 Description of how the LWDB will coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II, to include how the LWDB will carry out the review of local applications submitted under Title II consistent with

**Maricopa County Workforce Development
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WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232. (20 CFR 679.560(b)(12))

- 1.3.19 Description of plans and strategies for, and assurances concerning, maximizing coordination, improving service delivery, and avoiding duplication of Title III - Wagner-Peyser Act (29 U.S.C. 49 et seq.) services (20 CFR 679.560(b)(11))
 - 1.3.19.1 Plans and strategies should specifically include how the broader one-stop delivery system and LWDB will incorporate Title III services into the service delivery system
- 1.3.20 Description of how the LWDB will coordinate relevant programs and activities, to support strategies, enhance services, promote cross-partner referrals with Title IV services, and avoid duplication of services

1.4 Performance and continuous improvement

- 1.4.1 Descriptions of how the ARIZONA@WORK Job Centers are implementing an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by one-stop partners
- 1.4.2 Local levels of performance for Title I-B for Program Years 2020-2021
 - 1.4.2.1 Description of the economic conditions experienced and the characteristics of the actual individuals served supporting the proposed levels of performance
- 1.4.3 Expected levels of performance relating to the performance accountability measures based on primary indicators of performance
 - 1.4.3.1 Including the expected levels of performance relating to the performance accountability measures based on primary indicators of performance

1.5 Public comment

- 1.5.1 Description of process used to provide public comment prior to submission of plan, including opportunity to have input into development of the plan
 - 1.5.1.1 Emphasis on public comment opportunities for representatives of businesses, education, and labor organizations
- 1.5.2 Inclusion of any comments received expressing disagreement with local plan

2.0 Timeframes

- 2.1 At the commencement of the project, the consultant is to provide a timeline of estimated completion for each major section of the plan, and deliver these sections as they are completed so that WDB and County review can be continuous and ongoing
- 2.2 Consultant is to schedule and arrange for any meetings with WDB members or staff, County staff, or partner agencies required to complete the local plan
 - 2.2.1 County will identify and make available a workgroup to support the local plan update effort
- 2.3 Consultant is to provide a first draft of the entire local plan no later than November 1, 2020
- 2.4 The consultant will incorporate all feedback received from the WDB and County by November 8, 2020

**Maricopa County Workforce Development
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- 2.5 The consultant will coordinate the publication of the local plan for a two-week period, to be completed no later than November 30, 2020
- 2.6 The consultant will incorporate any public feedback received and deliver final product no later than December 8, 2020
- 3.0 Minimum Qualifications
 - 3.1 Five or more years of experience working with local workforce development boards on strategic planning and local plan development
 - 3.2 Arizona-based experience preferred
- 4.0 Attachments
 - 4.1 Local Plan Checklist (Attachment A)

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Agenda 6D

Reference

Materials



Martin D. @WORK

ARIZONA@WORK – Maricopa County Workforce Development Division

Performance Measures

PY 19 Performance Measures

Maricopa County WIOA Title I-B Performance Indicators		Program Year 2019		
		ADULT PROGRAM	DISLOCATED WORKER PROGRAM	YOUTH PROGRAM
2nd Quarter Rate	Target	76.00%	78.50%	69.50%
	Actual	70.26%	74.14%	68.61%
4th Quarter Rate	Target	68.00%	72.00%	71.00%
	Actual	71.18%	65.85%	67.35%
Median Earnings	Target	\$6,400.00	\$8,200.00	Baseline
	Actual	\$8,204.22	\$9,737.79	\$4,504.92
Credential Attainment	Target	67.00%	66.00%	44.50%
	Actual	76.60%	66.67%	70.90%
Measurable Skill Gains	Target	Baseline	Baseline	Baseline
	Actual	72.44%	58.33%	83.91%

Key
Exceeds
Meets (90% of Target)
Fails

- Title 1-B, Maricopa County Workforce Development Division “meets” or “exceeds” all 11 measures in PY 19.
- Maricopa County vs. Statewide – Maricopa County has better performance in 8 of the 15 measures

Maricopa County in Comparison to the State

The following measures indicate where Maricopa County had better performance in comparison to the State:

Adult:

- 4th Quarter Rate
- Credential Rate
- Median Earnings
- Measurable Skill Gains

Dislocated Worker:

- Median Earning
- Measurable Skill Gains

Youth:

- Credential Rate
- Measurable Skill Gains

State PY 20 Recommendations

	Maricopa					
	PY19 Actual as of 5/11/2020	LWDA Predicted from the Model	State Targets PY2020	State Targets PY2021	State suggested for Maricopa PY2020	Maricopa Proposed for PY20
Adult Program						
Employed 2 nd quarter after exit	69.4%	69.2%	71.4%	71.4%	71.4%	71.4%
Employed 4 th quarter after exit	70.9%	67.3%	67.5%	67.5%	67.5%	67.5%
Median Wage	\$8,181.39	\$7,158.00	\$6,500	\$6,500	\$7,158	\$7,158.00
Credential	76.5%	71.1%	74.8%	74.8%	74.8%	74.8%
Measurable Skills Gain	51.3%		59.2%	59.2%	59.2%	59.2%
Dislocated Worker Program						
Employed 2 nd quarter after exit	72.8%	78.4%	78.0%	78.0%	78.4%	75.0%
Employed 4 th quarter after exit	66.7%	71.3%	73.2%	73.2%	73.2%	71.0%
Median Wage	\$9,589.32	\$8,795.00	\$8,646	\$8,646	\$8,795	\$8,795.00
Credential	68.4%	79.7%	72.8%	72.8%	79.7%	79.7%
Measurable Skills Gain	45.0%		50.0%	50.0%	50.0%	50.0%
Youth Program						
Employed (or in postsecondary education) 2 nd quarter after exit	65.4%	71.4%	75.0%	75.0%	75.0%	75.0%
Employed (or in postsecondary education) 4 th quarter after exit	65.4%	67.8%	67.0%	67.0%	67.8%	67.8%
Median Wage	\$4,504.20		\$4,500	\$4,500	\$4,500	\$4,500.00
Credential	69.5%	59.0%	54.0%	54.0%	59.0%	59.0%
Measurable Skills Gain	42.4%		52.8%	52.8%	52.8%	52.8%

Recommendation: Adopt the performance measures from the State Recommendation except for Dislocated Worker Measures

- As Maricopa County's 2nd and 4th Quarter Rates will be disproportionately impacted by this historic increase in unemployment and a significant amount of Basic Career Service participants, we request a target rate lower than that generated by the Statistical Adjustment Model (SAM).
- While it is our understanding that the SAM will eventually account for economic conditions, at the time the State-issued targets were presented to local areas the SAM had not yet accounted for COVID-related layoffs, furloughs, and closures.
- It will be a challenge for Maricopa County to meet the State suggested targets for the Dislocated Worker Program. **If possible, Maricopa County service provider proposes the targets to be adjusted to what is listed in the chart below.**

Dislocated Worker Program	State Suggested for Maricopa PY20	Maricopa County Proposed PY20
Employed 2 nd quarter after exit	78.4%	75.0%
Employed 4 th quarter after exit	73.2%	71.0%



Thank you!

ARIZONA@WORK – Maricopa County, Workforce Development Division

Performance Measure Overview

The Workforce Innovation and Opportunity Act (WIOA) identifies the primary indicators of performance under Title I, Chapter 4 – Performance Accountability (Sec. 116) and, in agreement with the Chief Elected Official (CEO), the Workforce Development Board is responsible for oversight of program performance. The performance indicators measure employment and educational outcomes of WIOA program participants, and include:

Employment Rate (2nd Quarter After Exit): The percentage of participants who are in unsubsidized employment (or education/training activities for Youth Program participants) during the second quarter after exit from the program

Employment Rate (4th Quarter After Exit): The percentage of participants who are in unsubsidized employment (or education/training activities for Youth Program participants) during the fourth quarter after exit from the program.

Median Earnings (2nd Quarter After Exit): The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Credential Attainment: The percentage of those participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma/equivalent, during participation in or within one year after program exit.

Measurable Skill Gains: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

Effectiveness in Serving Employers: Effectiveness of the core programs in serving employers.



ARIZONA@WORK – Maricopa County, Workforce Development Division

Business Services Performance

Retention with the Same Employer: Percentage of participants with wage records who exit and were employed by the same employer in the second and fourth quarters after exit.

Employer Penetration: Percentage of employers using WIOA core program services out of all employers in the State.

Repeat Business Customers: *–Not Reported to DOL:* Percentage of employers who have used WIOA core program services more than once during the last three reporting periods.

	PY 19 (YTD)
Performance Indicator	Rate
Repeat Business Customers	61.15%
Employer Penetration	0.56%
Retention with Same Employer	68.01%

