



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, January 19, 2023 – 10:00 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 and Opening Remarks.

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4. Consent Agenda.

*For Possible Action.*

The 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 the item from the consent agenda.

- a. Meeting Minutes: August 4, 2022\*
  - b. Monthly Careers Pathway Strategist Reports\*
  - c. One-Stop Operator PY2022 1<sup>st</sup> Quarter Report\*
- 

5. Chair Report.

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6. Information/Discussion/Possible Action.

- a. Fiscal Report\*
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7. Information/Discussion Only.

- a. MCWDB Strategic Plan: Progress Report\*
  - b. 2023 Central Arizona Regional Workforce Summit\*
  - c. 2022 Recertification Timeline\*
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8. Call to Public.

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9. Adjourn.

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**NEXT MEETING: March 16, 2023**

*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.*



# Consent Agenda.

Meeting Minutes



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

Thursday, August 4, 2022 – 9:30 a.m.

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

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

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**Members Present:** Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson  
**(Note: All members present attended via GoTo meeting)**

**Members Absent:** Leah Hill

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MEETING

**Call to Order.**

Vice Chair Bonnie Schirato called the meeting to order at 9:35 a.m. and requested a roll call vote.

**Roll Call.**

MCWDB Board Liaison Deseret Romero took roll call. A quorum was present.

**Welcome and Opening Remarks.**

Vice Chair Schirato welcomed the Executive Committee and guests.  
(Note: Chair Hill was unable to attend due to technical difficulties.)

**Consent Agenda.**

Meeting Minutes: May 19, 2022  
Monthly Careers Pathway Strategist Reports  
MCWDB 4<sup>th</sup> Quarter Report  
Negotiated Performance Levels

**MOTION:** Vice Chair Schirato asked for a motion to approve the Consent Agenda as presented. Loren Granger made a motion; Joe Veres seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed.

**Chair Report.**

Vice Chair Schirato noted the recent request to complete the predictive index survey in preparation for the August 25<sup>th</sup> retreat.

Informational/Discussion/Possible Action.

a. Fiscal Reports

MCWDB Fiscal Agent Nicole Forbes presented the Committee with the June WIOA Budget Actuals and Year-to-Date financials.

**MOTION:** Vice Chair Schirato asked for a motion to approve the Fiscal Reports as presented. Shawn Hutchinson made a motion; Loren Granger seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed.

b. MCWDB Policies Required for Recertification

MCWDB Management Analyst Kennedy Riley provided the Committee with a review of the recommended MCWDB Policies required for recertification for consideration. Policies include Conflict of Interest, Monitoring Oversight, Training Service Limits, and Work-Based Training Services. Below are the following highlights.

All Policies

**Description:**

The following language was added to all policies to ensure changes can be made to align with local, state or federal laws or programmatic updates if a board meeting does not occur during that month. The change(s) to the policy can be made by the Executive Director who will notify the Executive Committee. At the next scheduled board meeting, the policy changes will be reviewed and approved by the Executive Committee and Full Board.

**New Language:**

**Policy Management**

Administrative revisions to the policy which are consistent with local, state, and federal laws, may be made by the Maricopa County Workforce Development Board Executive Director, with notice to the MCWDB Board's Executive Committee. All other substantive revisions will go to the MCWDB's Executive Committee for review and recommendation to the full MCWDB for approval.

Conflict of Interest Policy

**Policy Purpose:**

To provide the Maricopa County Workforce Development Board (MCWDB) system with a Code of Conduct to maintain fairness and equity in its decision-making, awarding and allocation of Workforce Innovation and Opportunity Act (WIOA) Title I-B monies as well as any other monies received by the system. All staff, partners, subrecipients and any other organization funded with Federal dollars and other monies are expected to read, understand, and apply this policy to ensure system integrity.

**Policy Changes:**

Formatting updates, grammatical changes, added policy management.

Monitoring Oversight Policy

**Policy Purpose:**

**Policy Changes:**

The Maricopa County Workforce Development Board (MCWDB) has a responsibility to provide oversight and monitoring of programs and activities supported with funds that flow through the local area’s fiscal agent. This policy is intended to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA) and all state and local requirements while at the same time, providing guidance for continuous improvement and technical assistance.

Formatting updates, grammatical changes, added policy management

Training Service Limits Policy

**Policy Purpose:**

To establish funding limits for Individual Training Accounts (ITAs) for Adult, Dislocated Worker, and Youth Programs. Individual Training Accounts (ITAs) are created for Adults, Dislocated Workers, and Youth approved for occupational training services provided by an eligible training provider.

**Policy Additions:**

Funding is determined based on in-demand industries. Individuals receiving training in in-demand sectors outlined by the MCWDB are eligible for higher funding levels than those selecting non-targeted industries.

**Policy Changes:**

Formatting updates, grammatical changes, added policy management

**Funding Limits**

Type of Training	Adult/Dislocated Worker – Targeted	Adult/Dislocated Worker – Non-Targeted	Youth Targeted	Youth Non-Targeted
Occupational Skills	Up to \$10,000	Up to \$5,000	Up to \$12,000	Up to \$6,000
Apprenticeships	Up to \$7,000	Up to \$5,000	Up to \$7,000	Up to \$5,000

Work-Based Training Services Policy

**Policy Purpose:**

This policy outlines the work-based training services available to participants enrolled in WIOA Title I-B Adult, Dislocated Worker, and Youth programs provided by ARIZONA@WORK Maricopa County service providers. The policy covers business requirements, participant eligibility, performance requirements, and types of work-based training services.

**Policy Changes:**

Formatting updates, grammatical changes, added policy management.

Committee Member Shawn Hutchinson inquired if any of the apprenticeship programs were running up against the funding limit. Ms. Riley and Ms. Forbes noted that they were unaware of any, however, they would review the ETPL and report back.

Vice Chair Schirato inquired as to how often the in-demand industries were reviewed. Ms. Riley noted that the review would be at the Board’s discretion, however with a current review of the labor market, it does not appear that the in-demand industries are expected to change.

**MOTION:** Vice Chair Schirato asked for a motion to approve the MCWDB Policies Required for Recertification as presented. Shawn Hutchinson made a motion; Joe Veres seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed

c. 2022 Local Area Plan Modification

MCWDB Executive Director Steve Clark provided the Committee with a summary of the recommended MCWDB Local Area Plan Modifications for consideration. Below are the following highlights.

Local Area Plan Timeline

- 4 Year Plan
- 2 Year Modifications

Local Plan Modification Summary Report

- 2022-2023 Goals
- Aligning Regional Services Strategies
- County's Continuous Improvement Support
- Service Commitment (Job Seekers, Employers and High-Quality Career Opportunities)

**MOTION:** Vice Chair Schirato asked for a motion to approve the 2022 Local Area Plan Modifications as presented. Shawn Hutchinson made a motion; Loren Granger seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed

d. One-Stop Operator Year End Report

Maximus Project Director Gretchen Caraway presented the Committee with the One-Stop Operator Year End Report for consideration. Below are the following highlights.

- Overview
- PY2021-2022 One-Stop Operator
  - o Performance Measures & Outcomes
  - o Activities & Achievements
- PY2021-2022 One-Stop Operator Data Tracking
- PY2022-2023 One-Stop operator Planned Activities & Recommendations
- PY2021-2022 One-Stop Operator Budget Review

**MOTION:** Vice Chair Schirato asked for a motion to approve the One-Stop Operator Year End Report as presented. Shawn Hutchinson made a motion; Joe Veres seconded the motion.

Vice Chair Schirato called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson

**Opposed:** None

**Abstained:** None

Motion passed

Vice Chair Schirato inquired if members could visit the ARIZONA@WORK centers. Mr. Clark welcomed the members and noted that MCWDB staff could organize a site visit for the members.

### Informational/Discussion Only.

#### a. One-Stop Operator Procurement

MCWDB Management Analyst Nancy Avina presented the Committee with a verbal update on the One-Stop Operator Procurement. The following

- 2023 Request for Participation (RFP) Solicitation
  - o Open July 29<sup>th</sup> for 15 days
  - o Community Announcement for Stakeholders
  - o New Scope of Work
  - o Title Partner Outreach

#### b. PY22 Allocations

MCWDB Executive Director Steve Clark presented the Committee with an update on the PY22 Allocations. Below are the highlights from Mr. Clark's presentation.

- PY22 Allocation Process
- Discretionary Allocation Methodology
- Arizona Allocation Summary
- PY22 Adult Allocations
- PY22 Youth Allocations
- PY22 Dislocated Worker Allocations
- Maricopa County – Annual Comparison

#### c. 2022 Recertification Timeline

MCWDB Executive Director Steve Clark provided the Committee with a review of the 2022 Recertification Timeline, including the recertification process and MCWDB staff's ongoing project management of the recertification requirements.

Vice Chair Schirato thanked Mr. Clark for his assurance of accountability and transparency of the requirements and process.

#### d. 2022 MCWB Retreat

MCWDB Executive Director Steve Clark shared with the Committee the draft 2022 Retreat Agenda noting the expected speakers and activities for the retreat.

Vice Chair Schirato thanked Mr. Clark and noted that she was looking forward to seeing everyone in person at the retreat and inquired about the number of confirmed participants.

Mr. Clark noted that after the Executive Committee meeting, MCWDB staff would be providing a communication to the Board seeking their confirmed attendance.

**Call to the Public.**

No one spoke.

**Adjourn.**

Vice Chair Schirato asked that the Committee please attend the retreat and complete the survey if they had not already done so.

Vice Chair Schirato adjourned the meeting at 10:40 a.m.

*\*For additional information, contact MCWDB staff at: [MCWDB@maricopa.gov](mailto:MCWDB@maricopa.gov)*

DRAFT





# Consent Agenda.

Monthly Careers Pathway Strategist Reports

# MCWDB Healthcare Careers Pathway Strategist Report

December 2022

Jordan Dodeward

## Ongoing Work

### Committee Participation

With the holidays and varying schedules, committee meetings were slow in the month of December. Attended the **WESTMARC** Education and Workforce Committee and recruited speakers for the January 2023 Healthcare Committee meeting.

### Events

Attended the 2022 Workforce Convening organized by the Arizona Office of Economic Opportunity on December 8, 2022, held at West-MEC South.

### One-Stop Operator

With our team making a minor shift with a leave of absence, I have helped in aiding the transition to our new One-Stop Operator.

### Outreach Efforts

Continued research for various avenues to make connections, seek partnerships and offer resources about Maricopa County Workforce Development and Maricopa County **ARIZONA@WORK**.



## Top Projects

### Refugees

With our employer partner confirmed, we are currently gathering information on initial enrollees. The goal is for the pilot to start in early spring 2023! I am now developing a report which will track and showcase our work thus far.

### Pipeline AZ Healthcare Hub

I have accepted the invitation to PipelineAZ's workgroup meetings starting in January and will be developing material for a joint press-release announcing the launch of the hub!

### Arizona Healthcare Registered Apprenticeship Accelerator

Healthcare Career Advancement Program (H-CAP) in partnership with the Arizona Registered Apprenticeship Office and **ARIZONA@WORK** hosted an event on November 1, 2022 that generated a lot of potential success!

To gain more traction, part two of the Apprenticeship Accelerator has been scheduled! This webinar will focus on the steps and processes on how to get started right away!

## New Connections

### Social Media

With the adoption of social media duties, our Instagram account has generated 32 new followers!

### MedCerts

More apprenticeship intermediaries have shown interest in Arizona with our first Accelerator event! MedCerts has recently lowered its training costs to be more cohesive with Arizona's needs and will be applying for a grant which may cover all training costs for students. I look forward to working with MedCerts!



## APPRENTICESHIP ACCELERATOR PT II

For those who attended the first event, the second part to this series is now scheduled!

**January 24, 2023**

December 2022

# MCWDB In-Demand Careers Pathway Strategist Report

Ron Drake

## Ongoing Work

### **Committee Participation**

Participated in ongoing committee meetings with AZ Association for Economic Development (AAED) Workforce Committee, AZ@Work Communications, AZ@Work Monthly Board Meeting, multiple Workforce AZ Council (WAC) Committees, WESTMARC Economic Development Committee and Education & Workforce Committee.

### **Attended Workforce Development Forums**

Attended the WESTMARC West Valley Pipeline Annual Workforce Forum, Office of Economic Opportunity (OEO) Annual Workforce AZ Convening. Attended a Valley of the Sun United Way (VSUW) Workforce Development Collaborative Action Team Meeting. Convened a call with Career Connectors to discuss potential partnership opportunities.

## Top Projects

### **Manufacturing Apprenticeship Accelerator Event**

With the Healthcare Apprenticeship Accelerator Event well underway, we are turning our focus to the Manufacturing Apprenticeship Accelerator Event scheduled for March 8th, 2023 from 9-11. We plan for one hour prior and one hour after for networking. The event will be held in the Copper Room at Gateway Community College. Very similar to the Healthcare Apprenticeship Accelerator event, we will provide light refreshments for the attendees. Our Kick-Off meeting for the event team will be on 1-28-23. We plan to have two panelists that will participate in the Q & A session. We will also have three intermediaries participating in the event as well. A Save-The-Date email has been sent out with a request that attendees register for the event and distribute it among their network of colleagues that attendees think would find interest in such an event.

### **Workforce Development Collaborative**

As mentioned last month, I and others are meeting and discussing a Workforce Development initiative to centralize all the Workforce Development efforts around the State into one central website or portal. Jordan Dodeward is also involved in these discussions. These are purely brainstorming sessions among a small group of us to see if this idea has merit and could be executed. Valley of the Sun United Way (VSUW) is working on a similar concept and has advanced the concept. VSUW convened a meeting to showcase their progress to date. I'm happy to report that I feel they are on the right path and we will wait and see how they progress, launch their work, see how it is received and how effective it becomes. As soon as any new developments occur, I will be glad to pass them along to the Board.



# Consent Agenda.

One-Stop Operator 1st Quarter Report

ARIZONA@WORK MARICOPA COUNTY  
WORKFORCE DEVELOPMENT BOARD

**ONE-STOP OPERATOR**

# PY 2022 Q1 UPDATE



**NOVEMBER 2022**



Innovative Workforce Solutions

A proud partner of the [americanjobcenter](#) network

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Q1 PY 2022 -ONE-STOP OPERATOR: BUDGET OVERVIEW

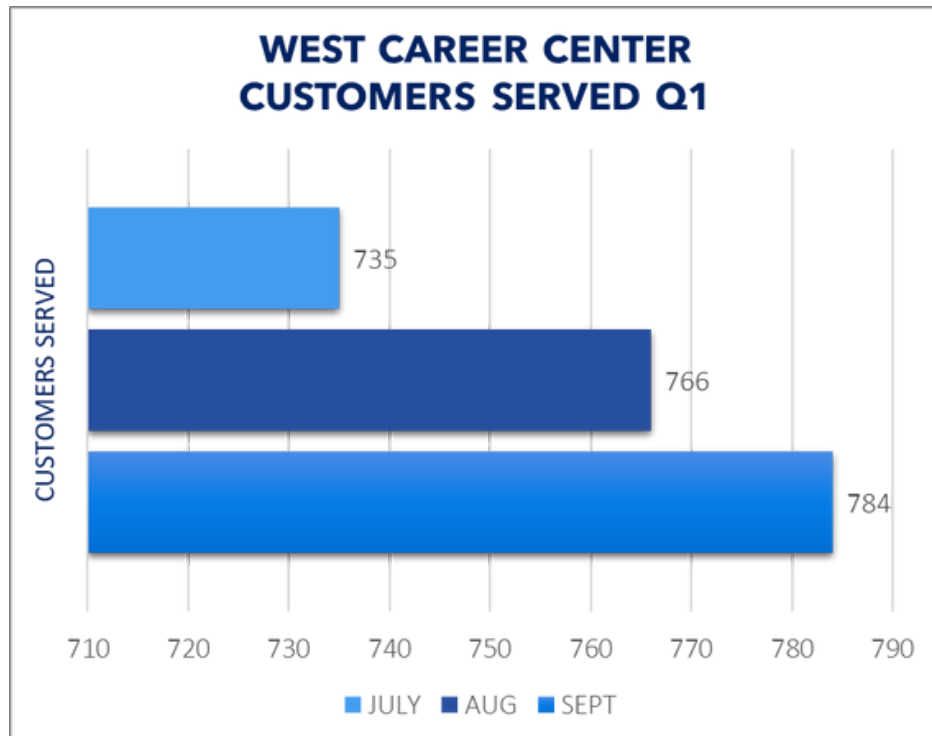
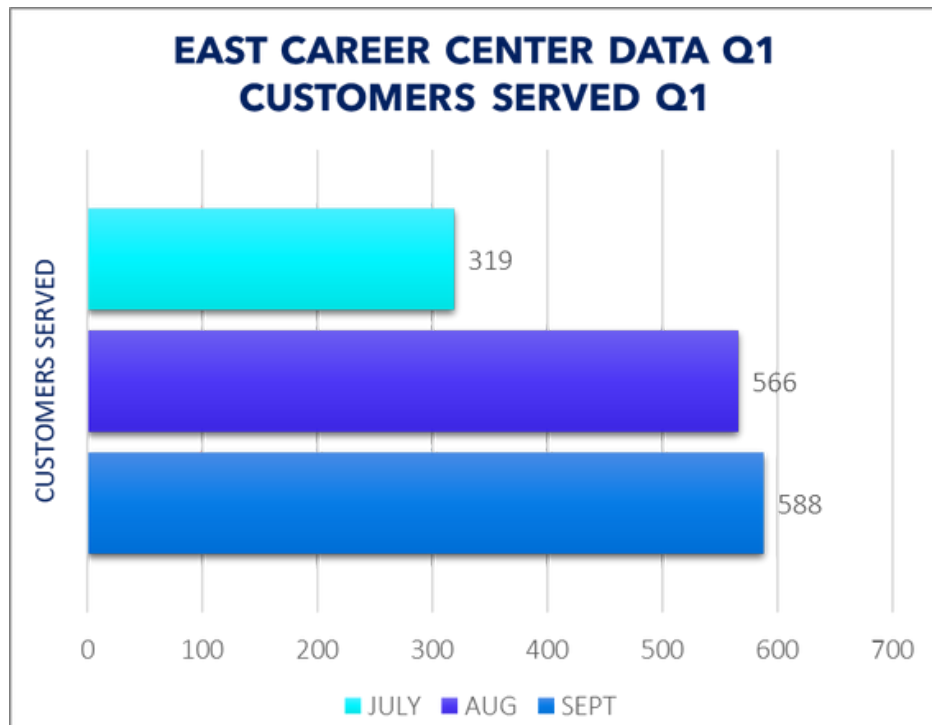
**13**

## PY 2022 Q1 MCWDB ONE-STOP OPERATOR UPDATE

<b>PROJECT NAME:</b>	ARIZONA@WORK MARICOPA COUNTY ONE-STOP OPERATOR
<b>PROJECT'S RECIPIENT ORGANIZATION:</b>	MAXIMUS US SERVICES, INC.
<b>RECIPIENT'S PROJECT CONTACT:</b>	STEVE CLARK, EXECUTIVE DIRECTOR OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD
<b>PROJECT MANAGER:</b>	GRETCHEN CARAWAY, PROJECT DIRECTOR
<b>PROJECT REPORT:</b>	MARICOPA COUNTY ONE-STOP OPERATOR Q1 PY 2022 - 2023 MCWDB UPDATE
<b>REPORTING PERIOD:</b>	JULY 01, 2022 ~ SEPTEMBER 30, 2022
<b>PROJECT REPORT AUTHOR:</b>	SUMMER HOUSTON, ONE-STOP OPERATOR MANAGER

# DATA COLLECTED & TRACKED

## Q1 CAREER CENTER TRAFFIC





# DATA COLLECTED & TRACKED

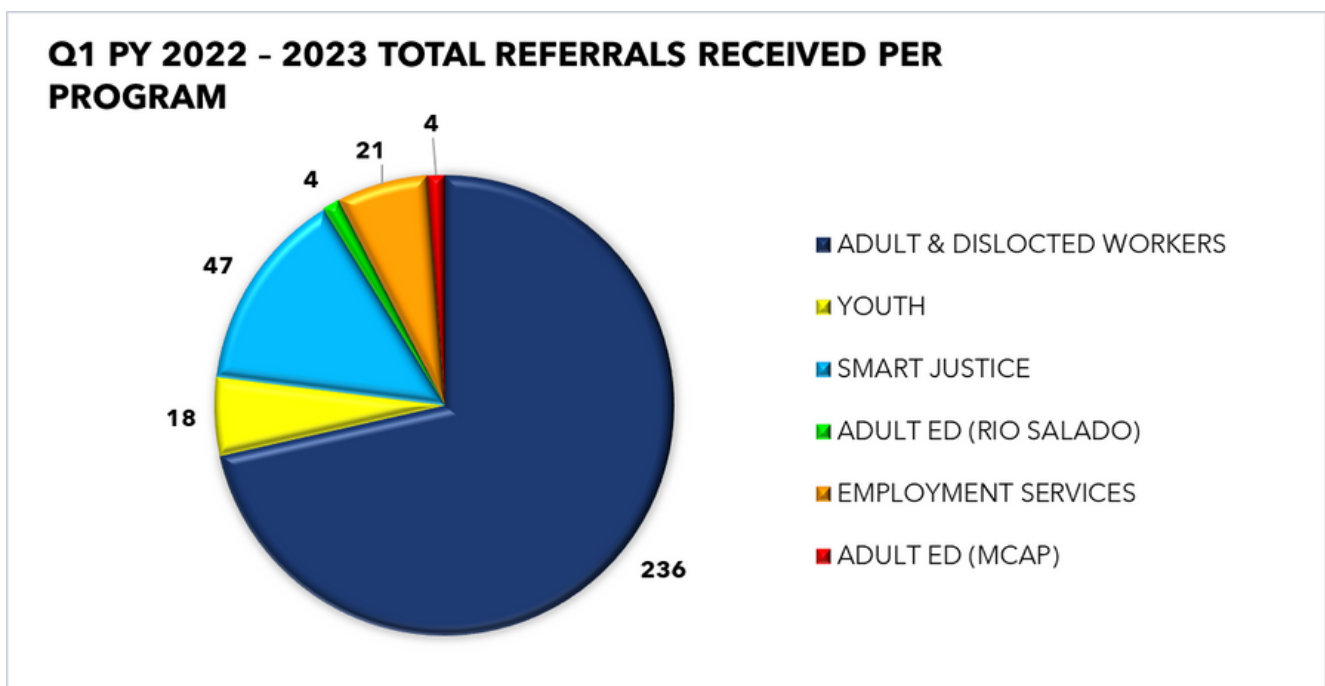
## Q1 PARTNERLINK REFERRAL RESULTS

Since launching the closed-loop referral pilot, over a thousand referrals have been submitted. Currently, there are five active program Partners submitting referrals.

# 1,343

TOTAL # OF REFERRALS SUBMITTED  
SINCE LIVE DATE OF DEC 2020

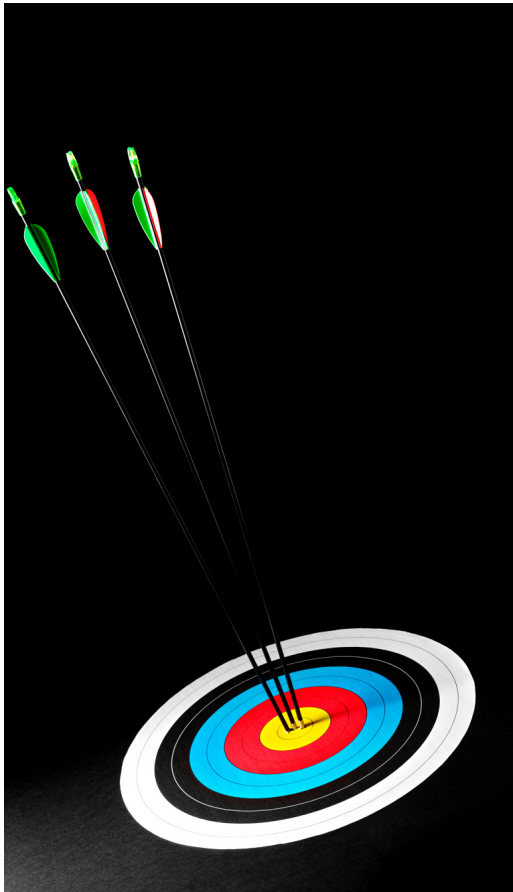
## TOTAL NUMBER OF REFERRALS EACH PARTICIPATING PROGRAM PARTNER RECEIVED FOR Q1 OF PY 2022-2023



# ACTIVITIES & ACCOMPLISHMENTS

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## ACTIVITIES & ACCOMPLISHMENTS SUMMARY



### **Q1 One-Stop Operator (OSO) summary of activities and achievements:**

- Regionalize Service Delivery & New Closed-Loop Referral System Implementation
- Partner Collaborations & Continuous Improvement Efforts
- Virtual Resources & Tools

# ACTIVITIES & ACCOMPLISHMENTS

## REGIONALIZE SERVICE DELIVERY & NEW CLOSED-LOOP REFERRAL SYSTEM IMPLEMENTATION

Led the effort to relaunch a comprehensive closed-loop referral system in partnership with the City of Phoenix's local Workforce Development Area (WDA) in order to:

- **Align and support the MCWDB's strategic plan goals for partnership, impact, and innovation.**
- **Reduce the local WIOA Partners shared between the county and city duplicative approaches to service delivery and expand customers' access to services.**
- **Co-manage, convene, and facilitate the first-ever regional collaboration event and soon workgroups for the local WIOA Partners shared between the county and city.**

### Q1 PY 2022 UPDATES

**IMPACTING 62+ LEADERS OVERSEEING OVER 19+ WIOA LOCAL COUNTY & CITY WDA WIOA PROGRAMS AND LEAD OVER 400+ STAFF POSITIONS**



**AUGUST 2022**  
CONVENED 1<sup>ST</sup> REGIONAL WORK GROUP COUNTY & CITY (ATTENDED NORTHERN REGION, PINAL AND PIMA LOCAL AREAS)  
IMPLEMENTATION MEETING W/VENDORS



**SEPTEMBER 2022**  
FOLLOW-UP MEETINGS W/VENDORS  
REGIONAL WORK GROUP COUNTY & CITY



**OCTOBER 2022**  
REGIONAL REFERRAL SYSTEM IT Q&A SESSION & DEMO  
MEETING W/COUNTY & CITY STAFF BOARD LEADERS & STAFF ARIZONA@WORK  
REGIONAL IN-PERSON WORKFLOW SESSION



**NOVEMBER 2022**  
ONBOARDING INDIVIDUAL PARTNER ORGANIZATIONS AND PROGRAMS

# ACTIVITIES & ACCOMPLISHMENTS

## PARTNER COLLABORATIONS & CONTINUOUS IMPROVEMENT EFFORTS



**Increased WIOA local partner cross agency and program collaborations since launching the bi-monthly collaboration group sessions in September 2018:**

- Average Partner participation in the bi-monthly collaboration group sessions increased from **8 Partners to 18 Partners** or **125% per session**
- Average programs represented per session increased from **11 to 23 programs** or **109%** represented per session

**Convened and facilitated joint collaboration efforts between local WIOA program Partners Highlights include:**

- Title I-B and TITLE II joint service delivery efforts on customer referrals and co-enrollment, including how to manage tracking of these two areas outcomes for each program Partner to access and view

# ACTIVITIES & ACCOMPLISHMENTS

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## VIRTUAL RESOURCES & RESOURCES



### **PartnerLink Virtual Collaboration Site Q1 updates:**

- Created a feature on site to link to the YouTube ARIZONA@WORK Maricopa County program briefings channel
- Created a feature and source on site to link out to various sources of learning and development including WIOA related regulations and policy

### **Customer Resource Center Referral Q1 updates:**

- Created a process and resources to refer customers entering the main career centers to co-located programs

# ACTIVITIES & ACCOMPLISHMENTS

## VIRTUAL RESOURCES & TOOLS

### PARTNERLINK VIRTUAL COLLABORATION SITE Q1 UPDATES:



Welcome to **PartnerLink** a virtual collaboration site designed exclusively for the Maricopa County Workforce Development Area (LWDA) Program Partners.



2022-2023 WIOA FEDERAL, STATE, AND LOCAL RESOURCES PROVIDED BY THE LOCAL WDA OSO	
RESOURCE	RESOURCE DETAILS
<a href="#">American Job Center Access 30-Second Training Series Online-Training</a>	<p><b>ONLINE TRAINING</b> 10 30 sec MODULES</p> <p>To access click MODULES CLICK THE LINKS under Related Content ONCE YOU ACCESS THE SITE LISTING ALL THE TRAININGS. Check out and download the Resource guide filled with just links AS WELL.</p> <p>As part of ongoing technical assistance, the Employment and Training Administration's DEI Technical Assistance Team, NDI, created a series of 30-Second Trainings that address Job Center Access. These trainings were developed for Disability Resource Coordinators and other workforce professionals to share with their Job Center staff and partners.</p>
<a href="#">WIOA 101 Series e-Learning module</a>	<p><b>ONLINE TRAINING</b></p> <p>Welcome to the WIOA 101 Series e-Learning module! This module provides an introduction to the Workforce Innovation and Opportunity Act (WIOA) performance accountability provisions and accompanying regulation. It explains WIOA legislation, performance indicators, and provides scenarios to help you better understand performance reporting requirements.</p>
<b>ONLINE TRAININGS WIOA RELATED</b> <b>CLICK LINKS ON RIGHT TO ACCESS</b>	<p><a href="#">State and Local Governance (10:32)</a></p> <p><a href="#">Target Populations and National Programs (4:12)</a></p> <p><a href="#">One-Stop Center Service Design (4:19)</a></p> <p><a href="#">Robust and Effective Services to Job Seekers and Workers (2:10)</a></p> <p><a href="#">Performance Accountability (5:09)</a></p>

CONTINUED ON NEXT PAGE...

# ACTIVITIES & ACCOMPLISHMENTS

## VIRTUAL RESOURCES & TOOLS

### CUSTOMER ON-SITE RESOURCE CENTER REFERRAL Q1 UPDATES:

The screenshot shows the 'ARIZONA@WORK' logo with the tagline 'Innovative Workforce Solutions'. Below it is a banner for 'MARICOPA COUNTY'. The main heading is 'CAREER RESOURCE CENTER CUSTOMER REFERRAL FORM'. A sub-heading reads: 'COMPLETE THIS FORM TO REFER CUSTOMERS VISITING A MARICOPA COUNTY LOCAL WORKFORCE DEVELOPMENT AREA (WDA) CAREER RESOURCE CENTER TO PROGRAMS AND SERVICES AVAILABLE ONSITE. THANK YOU!'. The form includes a 'LOCATION' section with three radio button options: 'MARICOPA - EAST', 'MARICOPA - WEST', and 'Other...'. To the right of the form is a vertical toolbar with icons for adding, deleting, and other actions.

PY 2022-2023 ARIZONA@WORK MARICOPA COUNTY

### RESOURCE CENTER CUSTOMER REFERRAL TRACKER

REFERRAL DETAILS			CUSTOMER DETAILS			
Timestamp	LOCATION:	REFERRAL REASON:	CUSTOMER FIRST NAME:	CUSTOMER LAST NAME:	CUSTOMER EMAIL:	CUSTOMER CONTACT #:

REFERRING PARTNER DETAILS				
PARTNER NAME:	ROLE	EMAIL	CONTACT #	PROGRAM

INCOMING REFERRAL STATUS DETAILS			PARTNER RECEIVING REFERRAL DETAILS				
SELECT INCOMING STATUS	TIMESTAMP	INCOMING REFERRAL STATUS NOTES (OPTIONAL)	PARTNER RECEIVING REFERRAL	ROLE	EMAIL	CONTACT #	PROGRAM



# PY 2022-2023 PLANNED ACTIVITIES

## PLANNED ACTIVITIES SUMMARY



### **CommunityCares powered by United US Referral System Implementation:**

- Introduce referral vendors to Program Leaders
- Identify tier one and tier two WIOA Partners and programs
- Facilitate and schedule vendor and WIOA Program Leaders on-boarding sessions

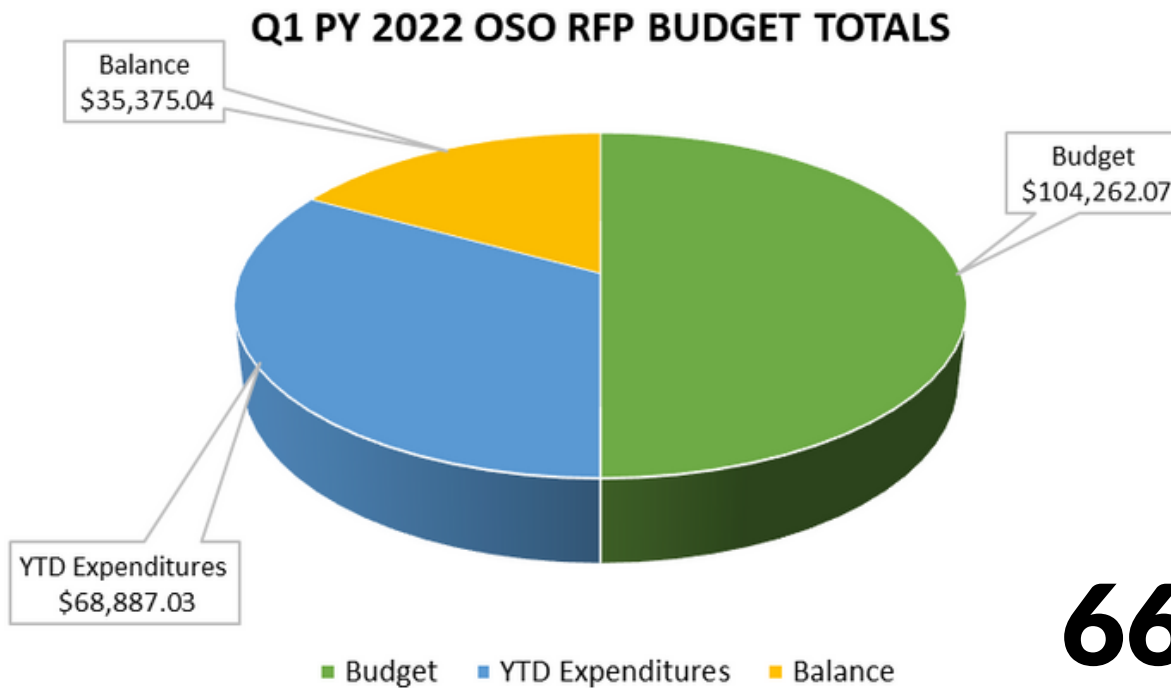
### **Partner training and development:**

- Working with Program Leaders to schedule & deliver training needs for Partners identified during PY 2021-2022 training needs assessment



# Q1 OSO RFP BUDGET REVIEW

## RFP BUDGET



**CONTRACT SERVICE:** Arizona@Work Maricopa County One Stop Operator (OSO)  
**CONTRACT NUMBER:** 210210-RFP  
**CONTRACT PERIOD:** 07/01/2022 to 12/31/2022  
 the month of: October 2022

Budget Line Item	Budget	YTD Expenditures	Balance
I - PERSONNEL	\$ 54,285.77	\$ 41,066.23	\$ 13,219.53
II - EMPLOYEE RELATED EXPENSES	\$ 13,832.01	\$ 10,463.68	\$ 3,368.33
III - Temporary Help Staff	\$ -	\$ -	\$ -
IV - PROFESSIONAL AND OUTSIDE SERVICES	\$ 10,500.00	\$ (474.82)	\$ 10,974.82
V - LOCAL TRAVEL	\$ 512.50	\$ 68.49	\$ 444.01
VI - Other/Miscellaneous	\$ -	\$ -	\$ -
VII - MATERIALS AND SUPPLIES	\$ 1,645.91	\$ 1,658.95	\$ (13.04)
VIII - OPERATING SERVICES: Indirect Cost & Profit	\$ 23,485.89	\$ 16,104.51	\$ 7,381.38
<b>TOTAL</b>	<b>\$ 104,262.07</b>	<b>\$ 68,887.03</b>	<b>\$ 35,375.04</b>



# Information/Discussion/Possible Action.

Fiscal Reports



# Maricopa County FY23 WIOA (BTA) Budget to Actuals

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JANUARY 19, 2023

WIOA FISCAL AGENT-NICOLE FORBES

# FY2023 WIOA Budget to Actual

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**Service Provider Approved Budget \$22,285,720**

Expended YTD as of December 31, 2022

\$5,639,272

**WDB Approved Budget= \$ 1,118,532**

Expended YTD as of December 31, 2022

\$403,486

**\*\*In FY23 at minimum \$12,899,881 must be Expended By June 30, 2023\*\***

63% Expended as of December 31, 2022

# WIOA

## Funding by Category

Fiscal Year 07/01/2022-06/30/2023						
FY23 Service Provider (WDD)						
	FY23 Approved Budget	YTD FY23 AS OF 12/31/2022	% Spent YTD	Forecast	% Forecast	Balance Remaining
<b>Roll Up</b>						
ADULT	13,371,432	5,731,502	43%	11,793,050	88%	1,578,382
DW	1,337,143	331,366	25%	766,092	57%	571,051
YOUTH	7,577,145	2,576,404	34%	5,257,679	69%	2,319,466
<b>Total</b>	<b>22,285,720</b>	<b>8,639,272</b>	<b>39%</b>	<b>17,816,821</b>	<b>80%</b>	<b>4,468,899</b>
Fiscal Year 07/01/2022-06/30/2023						
FY23 Workforce Development Board (WDB)						
	FY23 Approved Budget	YTD FY23 AS OF 12/31/2022	% Spent YTD	Forecast	% Forecast	Balance Remaining
<b>Roll Up</b>						
ADULT	805,343	306,649	38%	605,476	75%	199,867
DW	100,668	28,244	28%	75,685	75%	24,983
YOUTH	212,521	68,593	32%	159,778	75%	52,743
<b>Total</b>	<b>1,118,532</b>	<b>403,486</b>	<b>36%</b>	<b>840,939</b>	<b>75%</b>	<b>277,593</b>



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QUESTIONS?

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THANK YOU FOR YOUR TIME.



**WORKFORCE DEVELOPMENT BOARD  
BUDGET FY 2023  
YTD Dec 2022**

<b>WDB-FY23</b>	<b>BUDGET</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD EXPENDED</b>	<b>FORECAST</b>	<b>BALANCE</b>	<b>YTD % EXPENDED</b>
<b>TOTAL COSTS</b>	<b>1,118,532</b>	<b>65,376</b>	<b>60,247</b>	<b>63,519</b>	<b>77,932</b>	<b>73,959</b>	<b>62,452</b>	<b>54,076</b>	<b>52,687</b>	<b>61,246</b>	<b>61,797</b>	<b>63,465</b>	<b>127,098</b>	<b>403,486</b>	<b>817,528</b>	<b>282,504</b>	<b>36%</b>
<b>Fund - 222</b>	<b>BUDGET</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD EXPENDED</b>	<b>FORECAST</b>	<b>BALANCE</b>	<b>YTD % EXPENDED</b>
<b>PERSONNEL</b>																	
REGULAR SALARIES	477,600	43,641	41,759	39,943	20,582	32,171	31,638	31,038	31,038	36,312	36,312	37,451	37,451	209,734	419,337	58,263	44%
<b>TOTAL PERSONNEL</b>	<b>477,600</b>	<b>43,641</b>	<b>41,759</b>	<b>39,943</b>	<b>20,582</b>	<b>32,171</b>	<b>31,638</b>	<b>31,038</b>	<b>31,038</b>	<b>36,312</b>	<b>36,312</b>	<b>37,451</b>	<b>37,451</b>	<b>209,734</b>	<b>419,337</b>	<b>58,263</b>	<b>44%</b>
<b>FRINGE BENEFITS</b>																	
TAXES	36,536	3,532	2,936	3,014	1,556	2,425	2,384	2,374	2,374	2,778	2,778	2,865	2,865	15,846	31,881	4,655	43%
RETIREMENT	58,124	5,664	4,713	4,861	2,176	3,915	3,850	3,777	3,777	4,419	4,419	4,558	4,558	25,180	50,688	7,436	43%
MEDICAL	81,792	6,816	6,816	3,408	7,316	2,340	5,680	6,816	5,680	5,860	6,816	6,816	6,816	32,376	71,180	10,612	40%
UNEMPLOYMENT & WORKERS' COMP	2,234	-	-	505	-	-	505	-	-	505	-	-	558	1,010	2,073	161	45%
TUITION REIMBURSEMENT	10,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,500	0%
<b>TOTAL FRINGE BENEFITS</b>	<b>189,186</b>	<b>16,011</b>	<b>14,465</b>	<b>11,788</b>	<b>11,048</b>	<b>8,680</b>	<b>12,419</b>	<b>12,968</b>	<b>11,832</b>	<b>13,562</b>	<b>14,013</b>	<b>14,239</b>	<b>14,797</b>	<b>74,411</b>	<b>155,822</b>	<b>33,364</b>	<b>39%</b>
<b>INDIRECT COSTS</b>																	
INDIRECT COSTS	145,696	-	3,501	9,854	3,810	1,358	17,730	9,769	9,517	11,072	11,172	11,475	11,599	36,253	100,858	44,838	25%
<b>TOTAL INDIRECT COSTS</b>	<b>145,696</b>	<b>-</b>	<b>3,501</b>	<b>9,854</b>	<b>3,810</b>	<b>1,358</b>	<b>17,730</b>	<b>9,769</b>	<b>9,517</b>	<b>11,072</b>	<b>11,172</b>	<b>11,475</b>	<b>11,599</b>	<b>36,253</b>	<b>100,858</b>	<b>44,838</b>	<b>25%</b>
<b>TRAVEL &amp; TRAINING</b>																	
TRAVEL	35,000	306	162	-	-	134	351	-	-	-	-	-	30,000	954	30,954	4,047	3%
<b>TOTAL TRAVEL &amp; TRAINING</b>	<b>35,000</b>	<b>306</b>	<b>162</b>	<b>-</b>	<b>-</b>	<b>134</b>	<b>351</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>954</b>	<b>30,954</b>	<b>4,047</b>	<b>3%</b>
<b>SUPPLIES</b>																	
OFFICE SUPPLIES	4,500	-	113	922	-	-	222	-	-	-	-	-	1,000	1,256	2,256	2,244	28%
FOOD	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
POSTAGE	50	-	-	-	-	1	-	-	-	-	-	-	-	1	1	49	0%
NON- CAPITAL EQUIPMENT	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>10,550</b>	<b>-</b>	<b>113</b>	<b>922</b>	<b>-</b>	<b>1</b>	<b>222</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,258</b>	<b>2,258</b>	<b>2,292</b>	<b>12%</b>
<b>CONTRACTUAL</b>																	
ONE STOP OPERATOR	200,000	-	-	-	40,525	31,524	-	-	-	-	-	-	27,951	72,049	100,000	100,000	36%
CONSULTANT	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000	0%
<b>TOTAL CONTRACTUAL</b>	<b>240,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,525</b>	<b>31,524</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,951</b>	<b>72,049</b>	<b>100,000</b>	<b>140,000</b>	<b>30%</b>
<b>OPERATING SERVICES</b>																	
ASSOCIATION/MEMBERSHIPS	8,000	5,418	247	636	-	-	-	-	-	-	-	-	2,000	6,301	8,301	(301)	79%
MARKETING	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
LABOR MARKET	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
PRINTING (COPIER)	6,000	-	-	-	1,675	-	-	-	-	-	-	-	2,000	1,675	3,675	2,325	28%
CELL PHONES/LAND LINES	3,500	-	-	377	291	92	92	300	300	300	300	300	300	852	2,652	848	24%
<b>TOTAL OPERATING SERVICES</b>	<b>20,500</b>	<b>5,418</b>	<b>247</b>	<b>1,012</b>	<b>1,966</b>	<b>92</b>	<b>92</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>4,300</b>	<b>8,828</b>	<b>8,301</b>	<b>(301)</b>	<b>43%</b>
<b>TOTAL COSTS</b>	<b>1,118,532</b>	<b>65,376</b>	<b>60,247</b>	<b>63,519</b>	<b>77,932</b>	<b>73,959</b>	<b>62,452</b>	<b>54,076</b>	<b>52,687</b>	<b>61,246</b>	<b>61,797</b>	<b>63,465</b>	<b>127,098</b>	<b>403,486</b>	<b>817,528</b>	<b>282,504</b>	<b>36%</b>



# Information/Discussion Only.

MCWDB Strategic Plan: Progress Report



# Maricopa County Workforce Development Board Strategic Plan: Progress Report

January 2023

## Partnerships

**Goal 1** | Optimize the culture of collaboration among the core partners and providers.

*Strategy 1.A: Deploy a unified platform for partnership and referrals and ensure universal adoption of the chosen platform*

### January 2023

We are investigating the best options for implementing a universal platform for tracking Title partner referrals and collaboration. Currently, Maricopa County Human Services Division (HSD)/Workforce Development Division (WDD) implemented the Dynamics platform a year or so ago. The UniteUS platform is utilized by all other AZ workforce areas. At this time, these platforms do not interface, but our plan is to continue working with our IT staff and our new One-Stop Operator (OSO), Equus, to develop ways that these platforms might interface.

**Goal 2** | Expand the role of the Maricopa County Workforce Development Board in regional economic development efforts.

*Strategy 2.A: Actively engage in partnerships with local and regional economic development organizations.*

### January 2023

We have seen limited progress in this area so far in 2023. These efforts will move forward when we begin engaging economic development partners in early spring 2023. Economic development is one of the three focus areas of the Annual Central Arizona Regional Workforce Summit in the summer of 2023. Economic development professionals will integrate with education and workforce development specialists in this collaborative event.

**Goal 3** | Expand the role of the Maricopa County Workforce Development Board in the local education ecosystem.

*Strategy 3.A: Actively engage with K-12 school districts in bridging the career readiness gap between K-12 and post-secondary education institutions.*

*Strategy 3.B: Convene employers and educational providers.*

*Strategy 3.C: Construct a career literacy initiative that will support the educational system in introducing students to the local labor market's high-value career pathways.*

### January 2023

Beginning in the fiscal year 2023, the MCWDB modified its bylaws to allow for the expansion of the MCWDB committees. This change set the stage for the inclusion of representatives from K-12, CTED's, and post-secondary entities. The Youth Committee added representatives from WestMEC, ElevateEdAZ, Grand Canyon University, and the Maricopa County Community College District. Current and ongoing recruitment is underway for representation from the K-12 community.

As a part of the Annual Central Arizona Regional Workforce Summit, we plan to include education as one of the three focus areas. Our hope is to convene employers and educational providers as we address collaborative workforce solutions.

## Goal 4

### Strengthen regional collaboration among the Maricopa County Workforce Development Board and other local workforce areas.

*Strategy 4.A: Explore best practices for regional collaboration.*

*Strategy 4.B: Investigate the potential to establish a regional entity to support the pursuit of grants and other opportunities*

*Strategy 4.C: Establish quarterly meetings to collaborate with other local workforce areas in addressing regional solutions to workforce development issues.*

#### January 2023

Our focus on a regional approach to workforce issues has gone from monthly discussions to the point where we are establishing the 1<sup>st</sup> Annual Central Arizona Workforce Summit. This collaboration involves three major workforce areas: Maricopa County, the City of Phoenix, and Pinal County. Additionally, we have convened the first collaborative meeting involving the Board Chair's from the three workforce areas along with the Executive Directors from these areas.

## Impact

## Goal 5

### Increase participation of individual job seekers and businesses served across all Maricopa County Workforce Development Board title partner programs<sup>1</sup>

*Strategy 5.A: Develop and implement marketing and outreach strategies to drive participation and public awareness of the title partner programs in the ARIZONA@WORK system.*

*Strategy 5.B: Build and leverage relationships with community-based organizations and local businesses to encourage partnerships with the title partner programs in the ARIZONA@WORK system.*

*Strategy 5.C: Annually review, identify, and prioritize the in-demand industry sectors in Maricopa County.*

*Strategy 5.D: Assess in-demand industry needs and education programs to identify gaps.*

*Strategy 5.E: Convene in-demand sector stakeholders to develop career pathways to alleviate labor market shortages.*

#### January 2023

Our staff works closely with many community partners in developing new initiatives and marketing strategies to drive participation in title partner programs in the ARIZONA@WORK system. With the recent onboarding of a new OSO, we anticipate a significant increase in awareness of Titles II, III, and IV. Much work is needed to include increased participation and awareness of these specific partner programs. The scope of work and involvement of all title partners is included in the OSO contract and will be monitored regularly to ensure title partner inclusion.

The current Maricopa County In-demand industries are being analyzed and reviewed for potential recommended modification by the Employer Connection Committee to the Executive Committee and MCWDB Full Board for consideration. The most recent review was conducted in 2018. A new MCWDB-approved selection of in-demand industries will be the goal for spring 2023.

## Goal 6

### Maximize the scope of services available to individuals served by our title partner programs.

*Strategy 6.A: Evaluate community resources to increase services and assets available to ARIZONA@WORK participants.*

*Strategy 6.B: Increase the number of providers on the Eligible Training Provider List (ETPL)*

#### January 2023

MCWDB staff works closely with WDD to monitor and evaluate the scope of services available to individuals served by ARIZONA@WORK. The services and assets will be reported at the MCWDB Full Board meetings on a regular basis.

Providers listed on the approved Eligible Training Provider List (ETPL) are evaluated on a regular basis. Our goal is to transfer monitoring of the ETPL to the MCWDB staff instead of the service provider side (WDD). This will be accomplished as we fill open staff positions on the MCWDB staff in spring 2023. This transfer of oversight will bring the ETPL procedure more in line with WIOA guidelines and will facilitate routine reporting and evaluation of the ETPL.

<sup>1</sup> Title Partners include Workforce Development Activities (Title I), Adult Education and Literacy (Title II), and Wagner-Peyser Act (Title III), Rehabilitation Act of 1973 (Title IV).

## Goal 7

**Position the Maricopa County Workforce Development Board as a forward-thinking strategic leader.**

*Strategy 7.A: Research global best practices in workforce development.*

*Strategy 7.B: Create best practices for engaging the public on the topic of Maricopa County workforce trends*

### January 2023

MCWDB staff has established and maintained a presence on social media platforms including Instagram and LinkedIn. Routine and regular communication of activities and special events will continue to expand with the use of additional social media platforms.

MCWDB staff attends many local and regional conferences and seminars to remain engaged with national, state, and local partners. In March 2023, four staff members and seven MCWDB members plan to attend the National Association of Workforce Boards (NAWB) Forum in Washington D.C. This will provide many opportunities for innovative research and discussion from workforce boards across the nation. MCWDB staff will present a follow-up report to the MCWDB Full Board soon after attending the NAWB Forum.

## Goal 8

**Create system-wide standards derived from implemented best practices that improve the scope and quality of services from partners and providers.**

*Strategy 8.A: Document and evaluate past strategies and initiatives*

*Strategy 8.B: Identify and compile successful practices from core partners and providers*

### January 2023

A compilation of best practices from core partners will be disseminated later in the fiscal year. Many of these will be the result of a closer relationship with our OSO and a regular examination of the quality of services provided.



# Information/Discussion Only.

2023 Central Arizona Regional Workforce Summit

## 2023 Central Arizona Regional Workforce Summit Agenda

8:30 am – 9:00 am	Check-In/Networking
9:00 am – 9:15 am	Welcome
9:15 am – 9:35 am	<b>National</b> Workforce Perspective (NAWB)
9:40 am – 9:55 am	<b>State</b> of Arizona Workforce Perspective-Workforce Arizona Council
10:00 am – 10:30 am	<b>Local Elected Officials</b>
10:30 am – 10:45 am	<b><u>BREAK</u></b>
10:50 am – 11:30 am	<b>Local WDB Chair Panel</b> (Best Practices/Challenges) 10 minutes each (Facilitator-Ron Painter)
11:30 am – 12:15 pm	Lunch & Networking
12:15 pm – 1:00 pm	<b>Regional</b> Workforce Development Perspective (15 minutes each) (Facilitator-Ron Painter)
1:05 pm – 1:50 pm	<b>Regional</b> Education Perspective-( <u>K-12/CTED/MCCCD/or Elevate Ed AZ</u> )-15 minutes each
1:50 pm – 2:05 pm	<b><u>BREAK</u></b>
2:05 pm – 2:50 pm	<b>Regional</b> Economic Development Perspective (15 minutes each) (Facilitator-Ron Painter)
2:55 pm – 3:10 pm	Wrap Up/Acknowledgements/Next Steps/Closing Comments/Evaluations



# Information/Discussion Only.

2022 Recertification Timeline

# 2022 Recertification

LWDB: Document	Q1 Review		Q2 Review		Q3 Review		Q4 Review		Notes
	Date	Reviewer	Date	Reviewer	Date	Reviewer	Date	Reviewer	
Membership Roster	12.19.2022	DR							Q1: Membership Roster Updated
Employee Listing	12.22.2022	DR							Q3: Employee Listing Updated
Organizational Chart	12.22.2022	DR							
Standing Committees List & Members	12.19.2022	DR							Q1: Standing Committees List & Members Updated
Bylaws	12.22.2022	DR							
Consortia Agreements (IA)	Does not apply	DR							
Shared Governance Agreement	12.22.2022	DR							
Service Provider Agreement(s)	12.22.2022	DR							
Local Plan	12.22.2022	DR							
LWDB Monitoring Oversight	12.22.2022	DR							
One Stop Operator Procurement(s)	01.03.2023	DR							Q1: New OSO Procurement effective 01.01.2023
OSO Monitoring	01.03.2023	DR							Q1: OSO Monitoring document updated per the new OSO Procurement effective 01.01.2023
Memorandum of Understanding	12.22.2022	DR							MOU/IFA are combined into one pdf document
Infrastructure Funding Agreement(IFA) Amendments	12.22.2022	DR							MOU/IFA are combined into one pdf document
Job Center Certification	12.22.2022	DR							
Conflict of Interest Policy	12.22.2022	DR							
WIOA 1-B Adult Program Budget	12.19.2022	DR							
WIOA 1-B Dislocated Worker Budget	12.19.2022	DR							
WIOA 1-B Youth Program Budget	12.19.2022	DR							
Administrative Budget	12.22.2022	DR							