



**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, May 18, 2023 – 9:30 a.m.**

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

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

The Agenda for the meeting is as follows:

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

1. Call to order.

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2. Roll Call.

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3. Welcome 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: March 16, 2023\*
  - b. Monthly Careers Pathway Strategist Reports\*
  - c. FY23 MCWDB 3<sup>rd</sup> Quarter Report\*
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5. Chair Report.

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6. Information/Discussion/Possible Action.

- a. In-Demand Industries Recommendation\*
  - b. Fiscal Report\*
  - c. Title IB 3<sup>rd</sup> Quarter Report\*
  - d. Memorandum of Understanding/Infrastructure Funding Agreement\*
  - e. FY24 MCWDB Committee Structure Proposal\*
  - f. FY24 MCWDB Meeting Schedule\*
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7. Call to Public.

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8. Adjourn.

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*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



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

Thursday, March 16, 2023 – 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:** Leah Hill, Bonnie Schirato, Joe Veres, Loren Granger, and Shawn Hutchinson  
(Note: All members present attended via GoTo meeting)

**Members Absent:**

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MEETING

1. **Call to Order.**

Chair Leah Hill called the meeting to order at 9:30 a.m. and requested a roll call vote.

2. **Roll Call.**

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

3. **Welcome and Opening Remarks.**

Chair Hill welcomed the Executive Committee and guests. Chair Hill also read the Maricopa County Workforce Development Board's Vision and Values.

4. **Consent Agenda.**

- a. Meeting Minutes: January 19, 2023
- b. Monthly Careers Pathway Strategist Report
- c. Title IA Governance Monitoring – 1<sup>st</sup> Quarter

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

Chair Hill called for an all-in favor vote:

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

**Opposed:** None

**Abstained:** None

Motion passed.

5. **Chair Report.**

Chair Hill noted the upcoming 2023 NAWB Forum that a handful of the MCWDB Members would be attending with MCWDB staff.

**6. Informational/Discussion/Possible Action.**

**a. In-Demand Industries Recommendation**

MCWDB Executive Director Steve Clark provided a presentation on behalf of MCWDB Employer Connection Chairman Subhash Chandra on the MCWDB Employer connection Committee’s In-Demand Industries Recommendation. Below are the highlights of the presentation.

- In-Demand industries WIOA Definition
- Importance of Identifying In-Demand Industries
- Ranking Variables
- Current In-Demand Industries (2018)
  - Information Technology
  - Manufacturing
  - Healthcare and Social Assistance
  - Finance and Insurance
  - Construction
  - Transportation and Warehousing
- Maricopa County 2022 Top Industries
- Employer Connection Committee Recommendation
  - Information Technology
  - Manufacturing
  - Healthcare and Social Assistance
  - Finance and Insurance
  - Construction
  - Transportation and Warehousing
  - Professional and Technical Services

The following questions and comments were provided by the Committee.

Question	Response
It is recommended that we review/approve every two years?	Yes, that is correct.
Is the current list (2018) ranked highest to lowest?	No, they are not prioritized or ranked.
Are we able to rank them?	Yes, you may rank them if you like.
What encompasses educational services under the Maricopa 2022 Top Industry by Overall Ranking?	That would be K-20, kindergarten through post-secondary, relating to all of those occupations.
Can you provide some sample jobs that fall under Professional and Technical Services?	We do not have any that currently fall under this section, similar to those under manufacturing and information technology. There could potentially be come that overlap. Provides an opportunity for those that overlap to be included in our ETPL. Continue to review over the next two years.
Is there a focus on entry-level positions? (i.e. Retail trade)	We could discuss in the future, however, it did not make the cut this time around as the focus was on career pathways.
Is Professional and Technical Services a subset of Information Technology?	No, they are two separate categories.

**MOTION:** Chair Hill asked for a motion to approve the MCWDB Employer Connection Committee’s In-Demand Industries Recommendation as presented. Bonnie Schirato made a motion; Joe Veres seconded the motion.

Chair Hill called for a “roll call” vote:

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

**Opposed:** None

**Abstained:** None

Motion passed.

b. Fiscal Report (Note: Item heard out of order. Item heard after Welcome and Opening Remarks.)  
MCWDB Fiscal Agent Nicole Forbes presented the Committee with the February WIOA Budget Actuals and Year-to-Date financials.

**MOTION:** Chair Hill asked for a motion to approve the Fiscal Report as presented. Loren Granger made a motion; Joe Veres seconded the motion.

Chair Hill called for a “roll call” vote:

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

**Opposed:** None

**Abstained:** None

Motion passed.

## 7. Information/Discussion Only.

### a. 2023 Arizona Workforce Summit

MCWDB Executive Director Steve Clark provided the Committee with a presentation on the 2023 Arizona Workforces Summit. Below are the highlights of the 2023 Arizona Workforce Summit presentation.

- Purpose of Summit
- Target Audience
- Summit Day 1 – Prioritizing Partnerships
- Summit Day 2 – Prioritizing Partnerships

### b. WIOA Performance Measures

Workforce Development Division Program Manager Tina Luke provided a presentation on the WIOA Performance Measures. Below are the highlights of the WIOA Performance Measures presentation.

- WIOA Performance Outline
- Negotiated Performance Levels
- Outcomes
- Statistical Adjustment Model (SAM)
- PY21 Final Performance
- PY22 YTD Performance
  - Adult
  - Dislocated Worker
  - Youth
- Performance Management

Chair Hill and MCWDB Executive Director Steve Clark thanked Ms. Luke for her presentation and all that the Title IB – Workforce Development Division (WDD)’s work that they complete on a regular basis.

c. FY24 MCWDB Committee Structure

MCWDB Executive Director Steve Clark provided the Committee with a presentation on the FY24 MCWDB Committee Structure. Below are the highlights of the FY24 MCWDB Committee Structure presentation.

- Current Structure
  - Youth Committee
  - Employer Connection Committee
  - Marketing and Outreach Committee
- Committee Successes
  - Youth Committee
  - Employer Connection Committee
  - Marketing and Outreach Committee
- Future Plans
  - Youth Committee
  - Employer Connection Committee
  - Marketing and Outreach Committee
- Other Committee Considerations
  - Talent Pipeline
  - Business and Workforce Engagement Committee
  - Regional Workforce Initiatives Committee

Vice Chair Schirato agreed that the Marketing and Outreach Committee has likely run its course and should think about refocusing on an alternative committee.

Chair Hill agreed that the Youth Committee was essential and liked the idea of creating a talent pipeline committee.

MCWDB Executive Director Steve Clark suggested bringing the item back to the Committee at their May 18<sup>th</sup> meeting for further discussion and approval of the FY24 MCWDB Committee Structure to ensure that the Committee's are organized ahead of the new fiscal year.

**8. Call to the Public.**

No one spoke.

**9. Adjourn.**

Chair Hill thanked everyone for attending, noted that the next meeting was scheduled for Thursday, May 18, 2023, and adjourned the meeting at 10:40 a.m.

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



# Consent Agenda. Monthly Careers Pathway Strategist Report



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# Healthcare Careers Pathway Strategist Report

Jordan Dodeward

April 2023

## Committee Participation

In addition to regularly attending committee meetings, I have continued participating in the WESTMARC Healthcare Summit planning subcommittee. The event has been moved up to June 7th, and we are actively brainstorming and acquiring speakers and panelists!

## Arizona Workforce Summit

Continued assistance in planning of the first Arizona Workforce Summit, which is set to take place at Desert Willow Conference Center on **June 29th and 30th!**

## Refugees

I have continued to participate in the healthcare pilot stakeholder workgroup, and the launch of the program has experienced some hiccups but, is still on track to start early summer, 2023.



## Outreach, Events, and Meet & Greets

In the Month of April, I slowed down on events to make more open space for my apprenticeship accelerator planning. However, I was still able to introduce and participate in some hand-offs and meet & greets!

- **April 4**, brought our new Management Analyst to HSD Central to meet WDD's, Assistant Director and Managers!
- **April 14**, met PipelineAZ's team of website developers to start brainstorming an apprenticeship landing page.
- **April 20**, met with AZ Tech Council to touch base on IT/Tech workforce initiatives.
- **April 24**, introduced AAED Workforce Committee Chairs to VSUW's Community Development & Engagement Director with Workforce Development to discuss how to collaborate in their workforce development landscape map.

## 2023 Arizona CTE Summer Conference

I will be presenting at the 2023 Arizona CTE Summer Conference, which is hosted by the Association for Career and Technical Education of Arizona (ACTE AZ) and the Department of Labor. I am planning the presentation with members of our WDD team to help inform our Arizona CTE teachers, counselors, and professionals about ARIZONA@WORK!

## Healthcare Apprenticeships: The Next Accelerator!

With a tentative date in August selected, I have begun to create an agenda, invite presenters and panelists and have started to prospect a location. More information to come!

### TOP PROJECTS & NEW CONNECTIONS

## SAVE THE DATES

UPCOMING EVENTS!

CTE

### ACTE SUMMER CONFERENCE

Tucson, AZ  
17 July 2023  
*Presentation*

APPRENTICESHIP

### ARIZONA HEALTHCARE APPRENTICESHIP ACCELERATOR 2.0

Phoenix, AZ  
TBD August 2023  
*Event*  
"AHAA 2.0"



## Social Media

In the last month, with the hire of our new Management Analyst, I have transferred social media duties to Julia Maciel. Julia has already done a phenomenal job creating, scheduling, and posting social media content, thank you and..

**WELCOME JULIA!**





# Consent Agenda.

## FY23 MCWDB 3<sup>rd</sup> Quarter Report



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# MCWDB FY23 QUARTERLY REPORT

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COUNTY



Program Year 2022

3rd Quarter

October - December 2022

# Summary of Progress on Goals

During the 3rd Quarter (January – March 2023), the Maricopa County Workforce Development Board (MCWDB) continued to clarify progress toward goals and closely monitor requirements to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA) and the Department of Labor. The MCWDB, in partnership with the Chief Elected Official's liaison and the State of Arizona, has been successfully establishing procedures and timelines to ensure full compliance with WIOA and provide the best value-added services to the constituents of Maricopa County. During this quarter, the MCWDB finalized and submitted the required 2022 Recertification materials in early January, MCWDB actively working with the Arizona Office Economic Opportunity, City of Phoenix and Pinal County to develop the first regional June 29 – 30, 2023 Arizona Workforce Summit, MCWDB members and staff attended the 2023 National Association of Workforce Boards Forum in Washington, D.C., and MCWDB continues to receive a Department of Economic Security (DES) review with "no findings" for the required quarterly WIOA Title I-A Governance submissions.

## MCWDB Goals

- Create a High-Quality Workforce Development System
- Build Brand Awareness of Workforce Development to Increase Utilization
- Implement Regional Workforce Entity
- Build a Self-Sustaining System of Workforce Development
- Design and Utilize Performance-Based Metrics that Ensure Capacity Management and Improve System Outcome



# Actions on MCWDB Required Roles

## Strategic Functions

- 01 Monthly MCWDB budget financial reviews with the MCWDB Fiscal Agent to ensure open communication and proper management of MCWDB funds.
- 02 Weekly meetings with regional partners, including the Arizona Office of Economic Opportunity, City of Phoenix and Pinal County, in preparation for the first annual Arizona Workforce Summit in late June.
- 03 Final stages of the planning and development of a new Memorandum of Understanding - Infrastructure Funding Agreement.
- 04 Continued work with the MCWDB Board and partners to identify areas of improvement for employers and job seekers, as identified in the 2022 Strategic Plan.
- 05 Continued collaboration with postsecondary education and associated partners to identify career pathways by aligning occupational training in the targeted occupations and in-demand industries. As an example of this collaboration, MCWDB staff and community partners held several healthcare and manufacturing apprenticeship accelerator events this quarter. MCWDB staff are in the planning process for potential future events.
- 06 Continued collaboration with all workforce development local area stakeholders to ensure compliance.



2023 NAWB Forum: Bonnies Schriato, Elizabeth Valdez, Che Collins, Grenee Martacho, Konrad Kobichaud, Leah Hill, Steve Clark, Joe Veres, Jordan Dodeward, and Deseret Romero

## System Capacity Building

- 01 Regular engagement with community stakeholders and key partners to actualize the Board's vision of creating a best-in-class workforce system.
- 02 Engagement with the National Association for Workforce Boards by attending their 2023 Forum to identify best practices and trends for areas of improvement.
- 03 Ongoing efforts to solicit and refer potential Board member candidates to the Board of Supervisors Liaison based on vacancies and needs of the MCWDB.







» Contacted Title IV Vocational Rehabilitation DES partners and encouraged participation in Monthly meeting.

## MCWDB Policies

No policies were renewed at this time, as the MCWDB major policies were recently approved during the 1st Quarter. Policies will continue to be reviewed on a regular basis, as part of the MCWDB best-in-class practices.

## Anticipated Activities

This program year, the MCWDB, with support from their staff, will focus on carrying out the goals and strategies within the 2022 Strategic Plan, continue measuring the outcome and performance of the local area to ensure resources are being maximized, pursuing regional and collaborative opportunities, and identifying innovative ideas in workforce development. All while ensuring compliance of the WIOA and the 13 required functions of the MCWDB.

MCWDB Activities include, but are not limited to:

- Board Training & Engagement
- Continued Policy Review as Needed
- Carrying out the 2022 Strategic Plan Goals and Strategies
- Regional Collaborative Opportunities
- Innovation in Workforce Development
- 2023 Arizona Workforce Summit
- In-Demand Industry Focus

## System Alignment & Effective Operations

Ongoing meetings with Board of Supervisors' Liaison, Administrative Entity, and Career Service provider to ensure system and program oversight, alignment, and open and transparent communication.

## One-Stop Operator Quarterly Progress

» Advocate for all partners to ensure collaboration and commitment to integrated service and ensure open door policy on site, through phone or email.

» Facilitate monthly meetings and individual discussions to lead productive discussions aimed at improving customer service flow and establishing a seamless service delivery system.

» Visit each comprehensive career center location multiple times a week and attend all monthly meetings scheduled for each center to promote collaboration, encourage participation, and stay informed and up to date in all matter's day to day activities.

» Identified and contacted Title II partners and encouraged to have participation in the monthly meetings.





# Information/Discussion/Possible Action.

## In-Demand Industries Recommendation



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# In-Demand Industries Discussion/Recommendation Revisited

**Steve Clark**  
**May 18, 2023**



# Why are In-Demand Industries important?

- Determine workforce board membership
- Focus employer engagement efforts
- Support development of targeted career pathways for all WIOA programs' participants





# Why are In-Demand Industries important?

- Clarify which educational programs get approved for the Eligible Training Provider List (ETPL)
- Influence required local board decisions



# Current Maricopa County In-Demand Industries (2018)

1. Information Technology
2. Manufacturing
3. Healthcare & Social Assistance
4. Finance & Insurance
5. Construction
6. Transportation & Warehousing



# Employer Connection Committee Recommendation

(March 16, 2023)

1. Construction
2. Healthcare & Social Assistance
3. Manufacturing
4. Finance & Insurance
5. Transportation & Warehousing
6. Informational Technology
  - a) Professional, Scientific, & Technical Services

# Professional, Scientific, and Technical Services

- Activities performed include:
  - Legal advice and representation
  - Architectural, engineering, and specialized design services
  - Other professional, scientific, and technical services



# Suggestions

1. Keep all six current in-demand industries for FY24
2. Charge the ECC to more closely investigate Professional, Scientific, and Technical Services in FY24
3. Bring back any potential recommendation for changes in FY24



# Rationale

1. Professional, Scientific, and Technical Services (PSTS) appears to be too broad
2. Few, if any current employers in PSTS in AZ
3. Focus on our current performance in the current In-demand industries before adding any new ones



# Employer Connection Committee Recommendation

1. Construction
2. Healthcare & Social Assistance
3. Manufacturing
4. Finance & Insurance
5. Transportation & Warehousing
6. Informational Technology



# Questions?







# Information/Discussion/Possible Action. Fiscal Report



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# FY23 WIOA Financial & Budgetary Review





**FY23**

**WIOA Financial & Budgetary  
Review**

**Nicole Forbes  
Finance & Budget Manager**

# FY2023 WIOA Budget to Actual

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

Expended YTD as of April 30<sup>th</sup>, 2023

\$15,149,710

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

Expended YTD as of April 30<sup>th</sup>, 2023

\$724,936

**\*\*In FY23 at minimum \$12,929,488 must be Expended By June 30, 2023\*\***

84% Expended as of April 30<sup>th</sup>, 2023

# WIOA Funding by Category

Fiscal Year 07/01/2022-06/30/2023						
FY23 Service Provider (WDD)						
	FY23 Approved Budget	YTD FY23 AS OF 4/30/2023	% Spent YTD	Forecast	% Forecast	Balance Remaining
Roll Up						
ADULT	13,371,432	10,306,230	77%	12,044,748	90%	1,326,684
DW	1,337,143	698,292	52%	876,424	66%	460,719
YOUTH	7,577,145	4,145,189	55%	5,490,388	72%	2,086,757
<b>Total</b>	<b>22,285,720</b>	<b>15,149,710</b>	<b>68%</b>	<b>18,411,561</b>	<b>83%</b>	<b>3,874,159</b>
Fiscal Year 07/01/2022-06/30/2023						
FY23 Workforce Development Board (WDB)						
	FY23 Approved Budget	YTD FY23 AS OF 4/30/2023	% Spent YTD	Forecast	% Forecast	Balance Remaining
Roll Up						
ADULT	850,084	550,951	65%	711,739	84%	138,345
DW	78,297	50,746	65%	65,555	84%	12,742
YOUTH	190,150	123,239	65%	159,205	84%	30,946
<b>Total</b>	<b>1,118,532</b>	<b>724,936</b>	<b>65%</b>	<b>936,499</b>	<b>84%</b>	<b>182,033</b>







**Thank You**



**WORKFORCE DEVELOPMENT BOARD  
BUDGET FY 2023  
YTD APR 2023**

<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>64,170</b>	<b>44,984</b>	<b>103,014</b>	<b>109,284</b>	<b>126,670</b>	<b>91,256</b>	<b>724,936</b>	<b>936,499</b>	<b>167,080</b>	<b>65%</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	31,638	17,271	50,077	27,765	54,468	37,142	336,486	428,096	49,504	70%
<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>31,638</b>	<b>17,271</b>	<b>50,077</b>	<b>27,765</b>	<b>54,468</b>	<b>37,142</b>	<b>336,486</b>	<b>428,096</b>	<b>49,504</b>	<b>70%</b>
<b>FRINGE BENEFITS</b>																	
TAXES	36,536	3,532	2,936	3,014	1,556	2,425	2,384	2,384	1,303	3,796	2,102	4,167	2,841	25,431	32,439	4,097	70%
RETIREMENT	58,124	5,664	4,713	4,861	2,176	3,915	3,850	3,850	1,845	6,094	3,379	6,629	4,520	40,348	51,497	6,627	69%
MEDICAL	81,792	6,816	6,816	3,408	7,316	2,340	5,680	5,680	2,840	6,816	5,112	6,816	6,816	52,824	66,456	15,336	65%
UNEMPLOYMENT & WORKERS' COMP	2,234	-	-	505	-	-	505	-	-	505	-	-	505	1,515	2,020	214	68%
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>11,914</b>	<b>5,988</b>	<b>17,212</b>	<b>10,593</b>	<b>17,612</b>	<b>14,683</b>	<b>120,118</b>	<b>152,412</b>	<b>36,774</b>	<b>63%</b>
<b>INDIRECT COSTS</b>														<b>92,850</b>			
INDIRECT COSTS	145,696	-	3,501	9,854	3,810	1,358	17,730	3,399	878	1,981	57,977	2,352	3,910	100,488	106,749	38,947	69%
<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>3,399</b>	<b>878</b>	<b>1,981</b>	<b>57,977</b>	<b>2,352</b>	<b>3,910</b>	<b>100,488</b>	<b>106,749</b>	<b>38,947</b>	<b>69%</b>
<b>TRAVEL &amp; TRAINING</b>																	
TRAVEL	35,000	306	162	-	-	134	351	15,626	6,302	3,042	12,745	-	-	38,668	38,668	(3,668)	110%
<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>15,626</b>	<b>6,302</b>	<b>3,042</b>	<b>12,745</b>	<b>-</b>	<b>-</b>	<b>38,668</b>	<b>38,668</b>	<b>(3,668)</b>	<b>110%</b>
<b>SUPPLIES</b>																	
OFFICE SUPPLIES	4,500	-	113	922	-	-	222	1,500	575	-	-	-	350	3,331	3,681	819	74%
FOOD	1,000	-	-	-	-	-	-	-	-	410	-	-	-	410	-	-	-
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>1,500</b>	<b>575</b>	<b>410</b>	<b>-</b>	<b>-</b>	<b>350</b>	<b>3,742</b>	<b>3,682</b>	<b>868</b>	<b>35%</b>
<b>CONTRACTUAL</b>																	
ONE STOP OPERATOR	200,000	-	-	-	40,525	31,524	-	-	13,940	29,376	-	52,147	32,489	115,364	200,000	(0)	58%
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>13,940</b>	<b>29,376</b>	<b>-</b>	<b>52,147</b>	<b>32,489</b>	<b>115,364</b>	<b>200,000</b>	<b>40,000</b>	<b>48%</b>
<b>OPERATING SERVICES</b>																	
ASSOCIATION/MEMBERSHIPS	8,000	5,418	247	636	-	-	-	-	-	-	-	-	590	6,301	6,891	1,109	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	92	31	916	204	92	92	2,094	2,278	1,222	60%
<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>92</b>	<b>31</b>	<b>916</b>	<b>204</b>	<b>92</b>	<b>2,682</b>	<b>10,071</b>	<b>6,891</b>	<b>4,655</b>	<b>49%</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>64,170</b>	<b>44,984</b>	<b>103,014</b>	<b>109,284</b>	<b>126,670</b>	<b>91,256</b>	<b>724,936</b>	<b>936,499</b>	<b>167,080</b>	<b>65%</b>





# Information/Discussion/Possible Action.

## Title IB 3<sup>rd</sup> Quarter Report



MARICOPA COUNTY

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May 2023

# **Quarter 3**

# **Report**

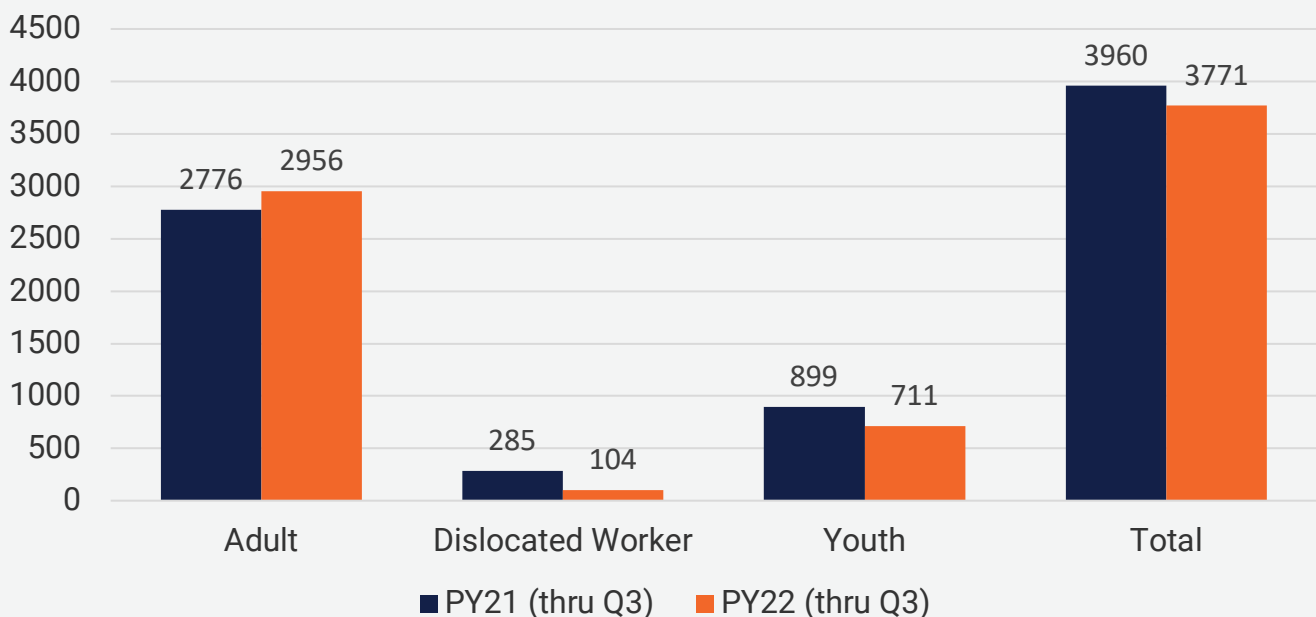
# **PY22**

**Maricopa County**  
**Human Services Department**  
**Workforce Development Division**

# Overall Participation

In the 3<sup>rd</sup> Quarter, we saw our first decrease in overall participation among the three core programs. This was expected as this is the first quarter in which Priority of Service was implemented for the Adult Program. The Youth Program has fully expended their occupational skills training funding for FY23 and is focused solely on supporting participants seeking Work Experience or Apprenticeships. There's been a 7% Increase in the Adult Program and a 21% decrease in Youth Program participants. The decrease in participation in the Dislocated Worker program is consistent with other Local Workforce Areas and reflective of our area's low unemployment rate.

## Program Participation



## Participation Trends

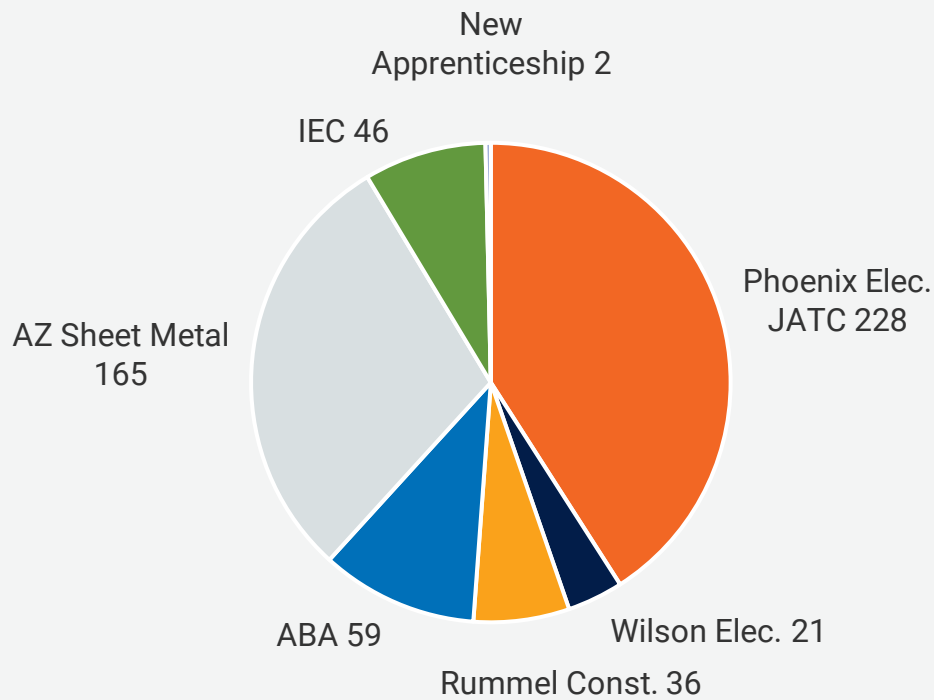
Due to Priority of Service and Budget we're not enrolling into OST's at the same pace we once were. The goal is to be more intentional with the participants we're serving to ensure those most in need are the ones receiving services. Transportation continues to be our most sought-after industry; however, we've seen an increase in healthcare/social service training supporting more than 125 participants in that industry during this past quarter.

# Apprenticeship Participation

During the 3<sup>rd</sup> quarter, the Maricopa County apprenticeship team supported 557 apprentices across our partner programs. Construction related fields continue to be our most sought-after programs, however, we are actively working with employers and training provider from other industries such as healthcare and manufacturing to expand the number of opportunities available to those seeking them.

## Breakdown

We currently assist in funding apprenticeship programs with 7 training providers. We have not supported any IT apprenticeships with Gateway due to the market and not being able to secure wages for the participants. We will continue to support Gateway in hopes re-engaging in the future when able.



## Manufacturing Accelerator Event

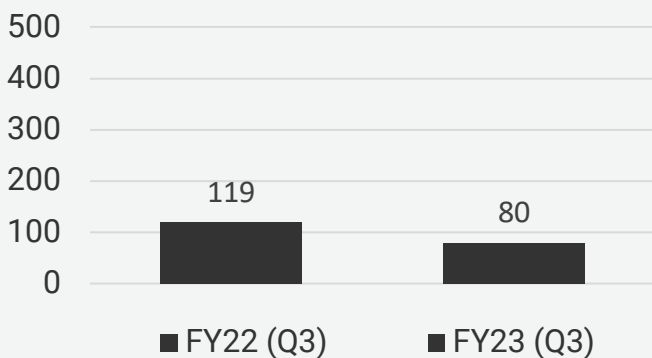
On March 8<sup>th</sup>, 2023 we attended and supported the Arizona State Apprenticeship Office in their hosting of the Advanced Manufacturing Apprenticeship Accelerator Event. The goal of this event was to encourage employers and training provider to create apprenticeship programs that would prepare participants for a career in Advanced Manufacturing. The event featured several speakers who spoke about the benefits of apprenticeship programs in this industry as well as way's we could support those interested.

# Work Experience

A Work Experience (WEX) is a planned, structured learning experience that takes place in a workplace for a limited time. Work Experiences may be paid or unpaid, as appropriate, and consistent with other laws, such as the Fair Labor Standards Act. A Work Experience provides participants with opportunities for skill development and includes academic and occupational education. The employer provides supervision and training to the participant as outlined in a Worksite Agreement. Work Experience wages are funded through the WIOA grant.

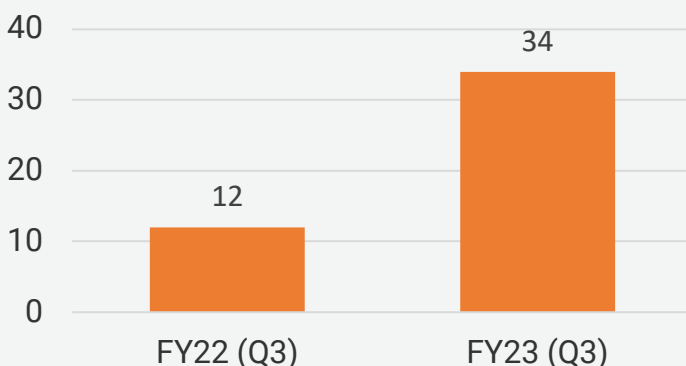
Hundreds of Maricopa County participants each year benefit from participating in paid work experiences. Whether it is their first exposure to the world of work, an opportunity for career exploration, or an externship to fulfill occupational training or licensure requirements, WEX's provide a customized opportunity to earn wages while pursuing an occupation related to the participant's long-term employment goal. Although the Work Experience is for a limited time, employers frequently offer full-time positions to the WEX participants to stay on permanently.

## Youth Program



We have witnessed a slight decrease in Youth WEX participation during the 3<sup>rd</sup> quarter. Whereas we still are serving a number of youth we will continue to encourage participation into our WEX activities.

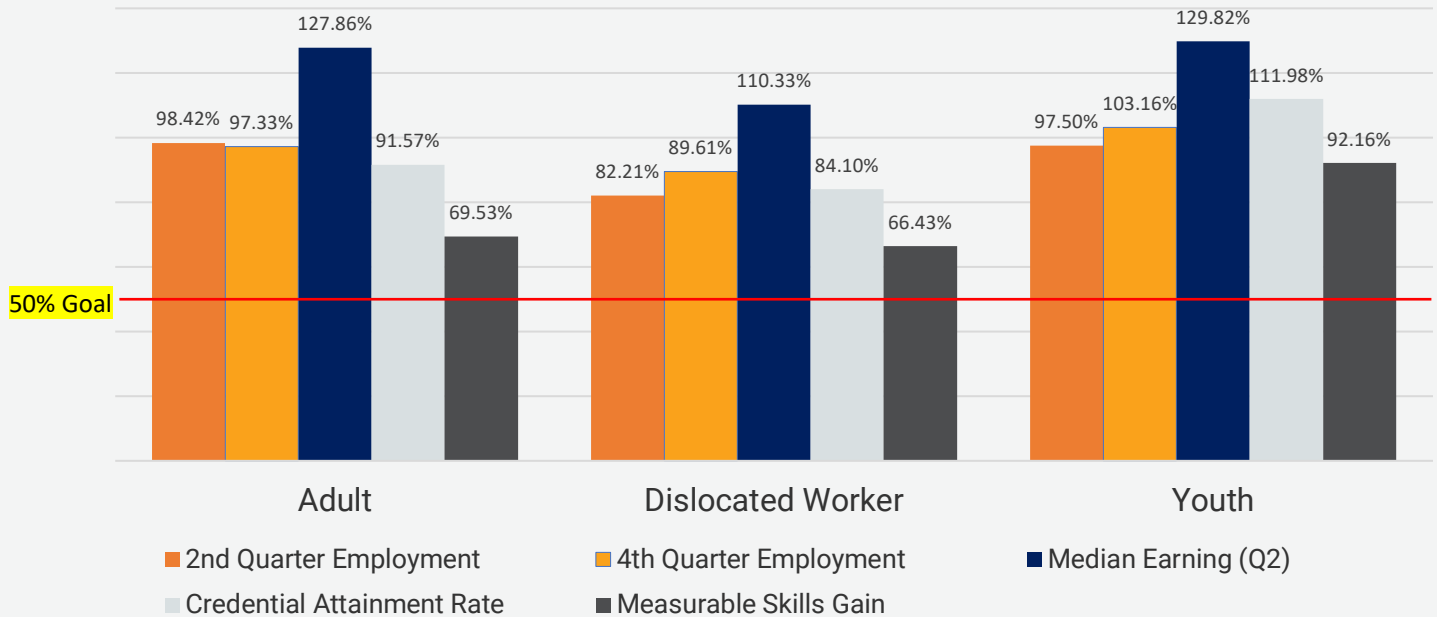
## Smart Justice



Our Smart Justice Team is serving roughly three times as many WEX participants as it did this time last year. WEX continues to be a great option for individuals who have been justice involved.

# WIOA Performance

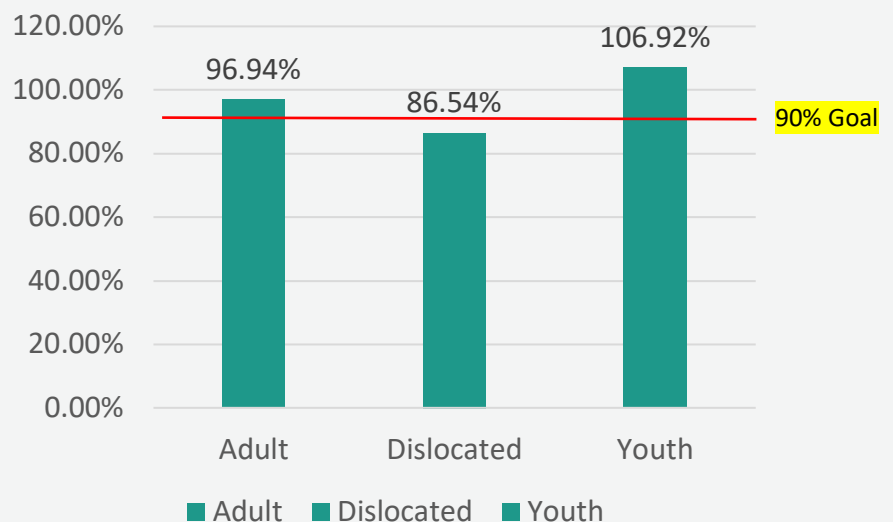
## Adjusted Performance Measures



**Adjusted Performance:** Within the adjusted performance metrics, we are currently above the targeted fifty percent line in all categories, across all programs. With the reduced number of participants in the Dislocated Worker Program, we are actively working on ways to better connect with them post program exit.

**Overall Scoring:** The overall scores for the three core programs are an average of the scores from the five performance measures displayed above. We are exceeding the goal in both our Youth and Adult Program. We are confident that by the end of the program year we will have captured more credentials and measurable skills gains in the Dislocated Worker Program to exceed the goal in this program as well.

## Overall Scores



# Program Highlights

## Youth Program

Community Partnership & Collaboration - The Youth Program continues to strengthen its Community Partnerships by meeting with MC Juvenile Probation, DES Vocational Rehab, The City of Tempe and The House of Refuge in the 3rd Quarter. In addition, The Youth Program participated in Career Fairs at Marcos De Niza HS, Ombudsman's Charter School, McClintock HS, Sun Valley School and Mesa Adult School.

WDD Internal Collaboration- The Youth Program created an internal Work Group to collaborate on ways we can deliver the 14 program elements in a more cost-effective way with higher quality of service. We are moving forward with internal delivery of 7 of the 14 elements, eliminating an estimated \$350,000 in outsourcing and allowing us to help 58 more Youth per year.

## Adult/DW Program

During this quarter, the Adult/Dislocated Worker program continued to focus on serving high priority individuals which include veterans, eligible spouses of veterans, low-income individuals, and basic skills deficient individuals. During this quarter the team enrolled a total of 235 job seekers into individualized services. Of the 235 enrolled, 13 were dislocated workers, 13 received veteran status, and 216 were either low-income or basic skills deficient.

This quarter also saw collaboration between the Adult/Dislocated Worker program and the Youth. These two teams collaborated to co-enroll youth participants who met Adult Priority of Service or Dislocated Worker eligibility to provide dual services to participants. This has allowed for additional youth to receive OST funds.

# Program Highlights (continued)

## Smart Justice Program

In partnership with MCAPD the Smart Justice Team began coverage at 4 Probation Sites on a weekly basis to serve participants in the community. The sites include Western Regional Center (Glendale), Garfield Probation (Phoenix), Black Canyon Building (Phoenix), and the new Southeast Justice Center in Mesa.

The Smart Justice Team also began providing virtual and direct in person services in collaboration with DES & AZADC at the Phoenix West Second Chance Center. This effort is to bridge the gap between Reentry & Employment that supports our Second Chance individuals with a hand-up and a head start towards their Employment goals.

Job search assistance and Coaching in collaboration with the Youth Team led to an individual obtaining employment. The collaboration was key between Smart Justice and the Youth Team to assist the justice-involved individual with obtaining employment. Our Smart Justice Coach Marina Garcia was able to connect multiple Second Chance Employers to our Avondale WDC Mariela and 3 of the employers attended the Avondale Career Fair.

## Business and Community Services

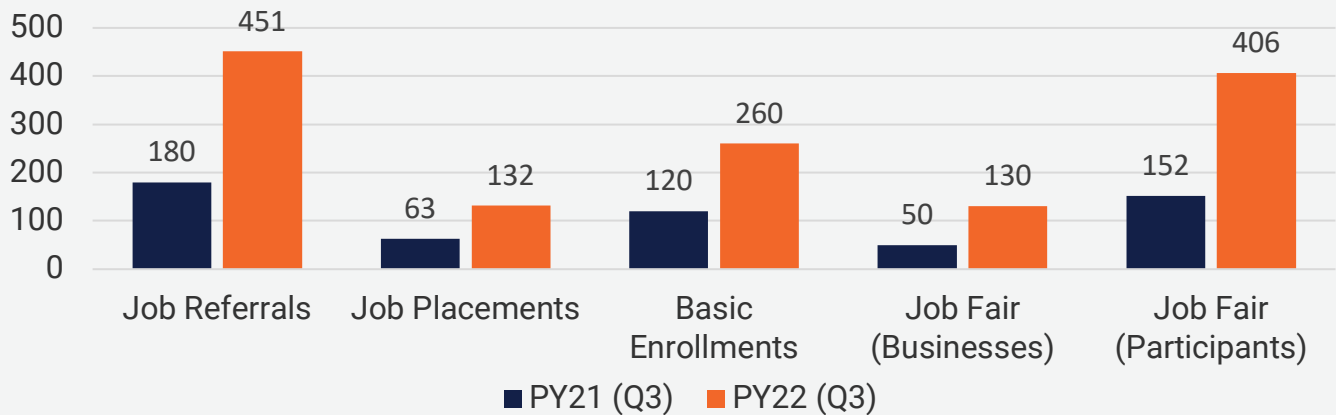
Workforce Development Coordinators and Trainers provide jobseeker workshops at community sites and partner locations where Workforce Development Coordinators and/or Community Action Programs are located. During the 3<sup>rd</sup> quarter of this program year, we have worked closely with the Community Services Division to develop a Financial Empowerment Curriculum that will meet the needs of both divisions. This curriculum seeks to provide job seekers and other residents of Maricopa County the skills and knowledge needed to manage their finances and become financially self-sustainable. Much of this material was learned during the MCHSD Learning Academy and additional material was captured from the Consumer Financial Protection Bureau (CFPB). This program is being piloted in the 4<sup>th</sup> quarter and will be offered at the 2 comprehensive centers and WDC sites starting July 2023.



# Business and Community Services

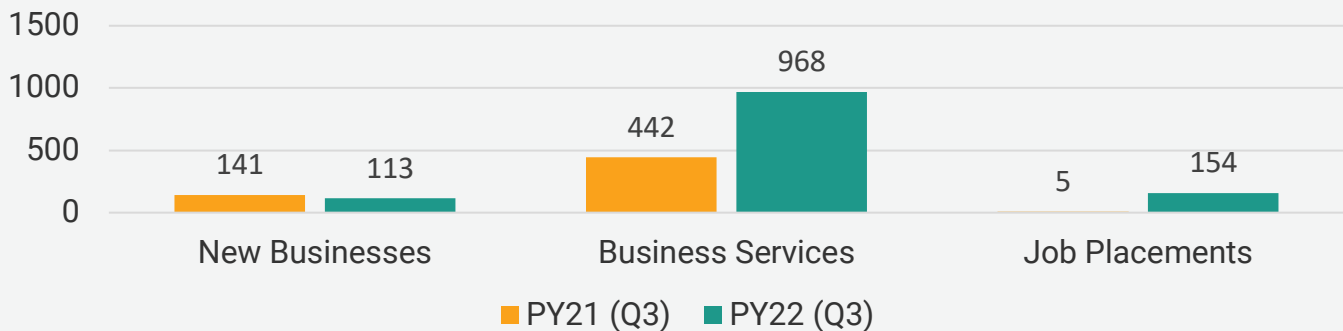
As announced in our last quarterly report we will be re-aligning our Business and Community Services (BCS) Team structure. Instead of operating and supervising by job title, we will have both an East and West Valley BCS team. This alignment will lead to a more intentional impact in the communities we serve by leverage the work being done by both the BSR's and the WDC's and allowing us as a division to regionalize the information and work being done.

## Workforce Development Coordinators



The Workforce Development Coordinators (WDC's) continue to work closely with the local municipalities in whom we share an agreement with. The WDC's are tasked with providing all services offered at our two main career centers in Glendale and Mesa.

## Business Service Representatives



The Business Service Representatives serve as the face of services available to local businesses on behalf of our department. We are committed to connecting employers with highly trained and talented job seekers throughout our communities. There have been increases in all major Key Performance Indicators amongst our BSR team. We are also now tracking follow up services provided to employers we work with to maintain excellent customer service.

# Success Stories

*Client: Jarvis T.*

Jarvis came to ARIZONA@WORK Maricopa County seeking the WIOA training grant to attend the first year of his Sheet Metal Apprenticeship and to receive the tools. Jarvis has just been assigned “dispatched” to work for AACO, full time. Prior to this, Jarvis had been released from prison, and both he and his brother decided to apply, and both were accepted, to Arizona Sheet Metal Apprenticeship JATC. Both attend class the same week, and both drive to the same location for work. They said this is holding each one of them accountable to be at school and work at the same time.

Both individuals are doing well with their 1st year of training and are very happy they enrolled in this program. Both individuals applied for and received supportive services of work boots and clothing. Jarvis also selected a hat because the location they are working at does not have heat, and he gets cold very quickly. Jarvis is so impressed with this program, he recommended his son to attend the same training, and he also is enrolled to begin his training this month and is working for the same employer at the same location.

*Client: TTEC*

In January, ARIZONA@WORK Maricopa County Business and Community Services, received a WARN notice from TTEC, reporting they would be laying off 308 employees at their Tempe facility. We organized two events that included partners from Maricopa County Human Services Department Community Services Division, Arizona Department of Economic Security Employment Services, and Arizona Unemployment Insurance.

On March 9, the above listed organizations provided Rapid Response workshops for the affected employees. The workshops consisted of Unemployment Insurance Orientation (70+ attendees), Rental and Utility Assistance Orientation (44 attendees), and Job Description Labor Market Information Review (57 attendees). Additionally, we offered individual assistance in registering for the Arizona Job Connection (32 participants) and developing targeted resumes (20 participants).

We organized and held a reverse job fair on March 16<sup>th</sup> for the affected employees. Four businesses with openings utilizing transferable skill sets and 76 affected employees attended.

Business Service Representatives provided continued support to the employees and businesses after the event. The four employers have conducted almost 40 interviews, have completed 3 hires and may be in the process of hiring an additional 6.



Maricopa County  
Human Services Department  
Workforce Development Division  
[Maricopa.gov/WDD](http://Maricopa.gov/WDD)



# Information/Discussion/Possible Action. Memorandum of Understanding/ Infrastructure Funding Agreement



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# Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA) Revisions Update

May 18, 2023

# Background

## MOU & IFA

- Renew and approve every 3-years, with semi-annual reviews to ensure MOU & IFA are always up-to-date.
- MOU *“the agreement between the Maricopa County Workforce Development Board (MCWDB) and One-Stop partners that identify the roles of each partner, and the methods or means of providing customers access to partner program services.”*
- IFA *“the financial plan to fund the one-stop delivery system's services and operational costs.”*
- Renewed Term for MOU & IFA: 7/1/2023 – 6/30/2026. ✓

# Summary of Revisions

## MOU

- Updates to term, Definitions, ARIZONA@WORK One-stop center locations,
- Alignment with Arizona Workforce Council policy,
- Partner feedback additions: ensuring universal access for individuals earning secondary diplomas, keeping employer informed with labor market information, priority of service to include veterans,
- Central Registry background check language updates,
- Grammar and spelling updates.

## IFA

- Updates to Partner point-of-contact, ARIZONA@WORK One-stop center locations and specialized centers,
- Partner Services,
- ARIZONA@WORK One-stop center locations Infrastructure budget, co-located occupancy.

## 01 Complete

- MCWDB Staff Research
- MCWDB staff redline revisions

## 02 Complete

- Fiscal Agent review, input, and redline revisions
- Contracts review, input and redline revisions
- Partner input and feedback
- MCWDB staff partner redline revisions

## 03 In progress

- Obtain Partner Signatures



# Next Steps

## Timeline

- 05/18/2023 Executive Committee presentation
- **06/15/2023 Full Board presentation & approval**
- **06/28/2023 Board of Supervisor Approval**
- **07/2023 Final executed documents submitted to DES and provided to partners**

# Thoughts? Questions?





# Thank You



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# Information/Discussion/Possible Action.

## FY24

### MCWDB Committee Structure Proposal



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**FY 2024**

**Maricopa County  
Workforce Development Board  
Committee Structure  
Discussion**



**Steve Clark  
May 18, 2023**



# Current Structure

- Executive Committee
- Youth Committee
- Employer Connection Committee
- Marketing & Outreach Committee



# Future Plans

## Youth Committee (Mandatory)

- Continue to bridge the gap between youth and career pathways
- Continue to broker relationships between K-16 and the workforce
- Overseeing a comprehensive youth program



# Future Plans

## Employer Connection Committee

- Continue to build capacity with employers
- Continue to analyze trends in the in-demand industries
- Recommend system enhancements to Executive Committee
- Analyze the talent pipeline
  - Project future workforce needs





# Future Plans

## Marketing & Outreach Committee

- Sunset in FY23
- Integrate marketing efforts with Human Services Department



# New Committee Considerations (March 16)

- Talent Pipeline Committee
- Business and Workforce Engagement Committee
- Regional Workforce Initiatives Committee



# New Committee Considerations (March 16)

- Talent Pipeline Committee
  - Imbed talent pipeline into Employer Connection Committee
- Regional Workforce Initiatives Committee-new committee



# Proposed New Committee

## Regional Workforce Initiatives Committee

- Focusing on outcomes of the Arizona Workforce Summit
- Regionalism is encouraged by WIOA legislation
- Include members from COP, Pinal, and MC



# FY 2024 Recommendation

1. Sunset Marketing & Outreach Committee
2. Add Regional Workforce Initiatives Committee



# FY24 Committee Summary

- Executive Committee
- Youth Committee
- Employer Connection Committee
- Regional Workforce Initiatives Committee



# Thought/Suggestions?





# Information/Discussion/Possible Action.

## FY24

### MCWDB Meeting Schedule



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# FY24 Board/Committee Meeting Schedule

Month (# of meetings)	MCWDB Full Board	Executive Committee	Youth Committee	Employer Connection Committee	TBD Committee
July - 0	Begin New Fiscal Year-No Meetings				
August - 2	8/24	8/3			
September - 3		9/21	9/7		9/7
October 2	10/19			10/5	
November - 3		11/16	11/2		11/2
December - 2	12/21			12/7	
January - 2		1/18	1/4		
February - 3	2/15			2/8	2/1
March - 2		3/21	3/7		
April - 3	4/18			4/11	4/4
May - 2		5/16	5/2		
June - 1	6/20				