

NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION
PINAL COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMARY OF AGENDA FOR MEETING
Thursday, May 18, 2023

2:00 PM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX
CONFERENCE ROOM (1st FLOOR)
135 N. PINAL STREET
FLORENCE, AZ 85132

BUSINESS BEFORE THE BOARD

- (1) Roll Call and Introductions
- (2) Consent Agenda: *All items indicated by an asterisk (*) will be handled by a single vote as part of the consent agenda, unless a Board Member, Board Staff, or member of the public objects at the time the agenda item is called.*

*a Discussion/disapproval/approval of the Pinal County Workforce Development Board Minutes April 20, 2023

*b Discussion/disapproval/approval of recommendation to add training programs to the statewide Eligible Training Provider List (ETPL). Arizona's ETPL is the list of training providers and their programs that have been approved to receive Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Program funds to train eligible participants. Central Arizona College has submitted the following training programs for consideration:
 - Phlebotomy Certificate
 - Microsoft Office Specialist: Word
 - Warehouse, Inventory and Logistics Specialist
 - Retail Industry Fundamentals Certificate
- (3) Discussion/Disapproval/Approval for the consideration for the reappointment to the Pinal County Workforce Development Board Jack Beveridge with Empowerment Systems Inc. (Business Sector) Term of service 7/1/2023-6/30/2025
- (4) Discussion/disapproval/approval of the Pinal County Workforce Development Budget Report:
 - a. Program Year 2023 Allocations
 - b. Work Based Learning
 - c. Budget Report
- (5) Discussion/approval/disapproval: 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA): The Workforce Innovation and Opportunity Act and associated Arizona State Policy set by the Workforce Arizona Council requires the Pinal County Workforce Development Board (PCWDB) to develop, execute, and maintain a MOU and IFA with ARIZONA@WORK Pinal County partner programs. The MOU documents the alignment, accessibility and quality of workforce development services made available by the ARIZONA@WORK Pinal County workforce system. The IFA serves as the financial plan to which the ARIZONA@WORK Pinal County partner programs, Pinal County Board of Supervisors, and the PCWDB have agreed will be

used to achieve their goals of delivering services in Pinal County.

- (6) Presentation of the Board Chair Report
- (7) Election of Pinal County Workforce Development Board Officers
- (8) Contractor Provider Reports:
 - a. Adult/Dislocated Worker Program
 - b. Youth Program
 - c. One Stop Operator
- (9) Featured Partner Presentation: Rolanda Cephas - Housing Program
- (10) Board Member Profile: Eric Craft

ADJOURNMENT

(SUPPORTING DOCUMENTS ARE AVAILABLE AT THE WORKFORCE DEVELOPMENT OFFICE)

NOTE: One or more members of the Board may participate in this meeting by telephonic conference call. The Board may go into Executive Session for the purpose of obtaining legal advice from the County's Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03 (A)(3).

In accordance with the requirement of Title II of the Americans with Disabilities Act (ADA), the Pinal County Workforce Development Board does not discriminate against qualified individuals with disabilities admission to public meetings. If you need accommodation for a meeting, please contact the Workforce Development Office at (520)866-6227, at least (3) three business days prior to the meeting (not including weekends or holidays) so that your request may be accommodated.

- (11) Call to Public -

Consideration and discussion of comments from the public. Those wishing to address the Pinal County Workforce Development Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

Posted on this 12th day of May 2023 around 11:00 AM

ZOOM MEETING JOINING INFORMATION: [https://us02web.zoom.us/j/81541244893?](https://us02web.zoom.us/j/81541244893?pwd=b3MvOCttMjMvcmpweURqTVNBaCtKUT09)
pwd=b3MvOCttMjMvcmpweURqTVNBaCtKUT09 Meeting ID: 815 4124 4893 Passcode: 159442 One
tap mobile +17193594580,,81541244893#,,,*,159442# US +12532050468,,81541244893#,,,*,159442# US



AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Roll Call and Introductions

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

[Click to download](#)

No Attachments Available



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May 18, 2023 ADMINISTRATION BUILDING A
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- Phlebotomy Certificate
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MOTION:

History

Time

Who

Approval

ATTACHMENTS:**Click to download**☐ [Meeting Minutes 4.20.23](#)☐ [Eligible Training Provider Program List](#)

**NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION PINAL COUNTY
WORKFORCE DEVELOPMENT BOARD ACTION SUMMARY**

Thursday, April 20, 2023

2:00 PM - CALL TO ORDER

**PINAL COUNTY ADMINISTRATIVE COMPLEX CONFERENCE ROOM (2nd
FLOOR)**

**135 N. PINAL STREET
FLORENCE, AZ 85132**

(1) Roll Call and Introductions

Meeting Called to Order at 2:01pm

Roll Call Taken. Quorum met.

Members Present:

- Liz Tuck (Chair)
- Harold Christ (Vice-Chair)
- Jack Beveridge (Zoom)
- Tim Tucker (Zoom)
- Richard Wilkie (Zoom)
- Christina Riedel (Zoom)
- Lynn Parsons (Zoom)
- Andrew Clegg
- Joshua Paine (Zoom)
- Erica Ballesteros (Zoom)
- Susan Aguilar (Zoom)
- Stacey Rich (Zoom)

Members Absent:

- Jakob Andersen
- Jim Garret
- Abram Cordell
- Logen Kelly
- Eric Craft
- Bryan Seppala
- Mary Fleck

Staff Present:

- Joel Millman
- Laura Loiacono
- Shannon McHenry
- Moriah Robles

- (2) **CONSENT AGENDA:** *All items indicated by an asterisk(*) will be handled by a single vote as part of the consent agenda, unless a Board Member, Board Staff, or member of the public objects at the time the agenda item is called..*

a. *Discussion/Approval/Disapproval of the PCWDB Draft Minutes March 16, 2023

b. *Discussion/Approval/Disapproval of recommendation to add PSV Trucking's Certified Driver's License (CDL) Training to the statewide Eligible Training Provider List. The training will prepare students to test for a Class A CDL. The training program consists of 40 hours classroom training, and over 100 hours of pre-trip, driving course training, and behind the wheel training. The total cost of the program is \$5500.00. Classes take place at Central Arizona College's Signal Peak campus. Class A CDL is a recognized credential per WIOA definition of an industry-recognized credential. Heavy and Tractor Trailer Truck Drivers are in-demand in Pinal County. Labor Market Information indicates that there will potentially be 376 openings in Pinal County through the end of 2023. The median hourly wage for a Heavy and Tractor-Trailer Truck Driver is \$22.89 based on 2021 wages.

c. *Discussion/Approval/Disapproval Extension of the contract with Equus Workforce Solutions for Program Year 2023 (July 1, 2023 – June 30, 2024) for the provision of Workforce Innovation and Opportunity Act Adult, Dislocated Program Services in accordance with the ARIZONA@WORK Pinal County Workforce Development Plan and all associated laws, regulations, policies and negotiated performance metrics. Based on availability of funds, the contract extension amounts are Adult Program: \$724,985 and Dislocated Worker Program: \$626,112.

d. *Discussion/Approval/Disapproval Extension of the contract with Central Arizona College for Program Year 2023 (July 1, 2023 – June 30, 2024) for the provision of Workforce Innovation and Opportunity Act Youth Program Services in accordance with the ARIZONA@WORK Pinal County Workforce Development Plan and all associated laws, regulations, policies and negotiated performance metrics. Based on availability of funds, the contract extension amount is \$664,707.

Motion entered by: Lynn Parsons

Second: Jack Beveridge

Item Action: Approved

- (3) **Discussion/Approval/Disapproval for the Reappointment to PCWDB:**

1. Timothy Tucker, Department of Economic Security (Government & Economic Development Sector) Term of service: 6/1/2023-5/31/2026

Motion entered by: Harold Christ Second: Richard Wilkie

2. Erica Ballesteros, The Change Project, (Workforce Sector) Term of service: 6/1/2023-5/31/2026

Motion entered by: Richard Wilkie, Second: Andrew Clegg

3. Joshua Paine, Arizona Operating Engineers Apprenticeship Program (Workforce Sector) Term of service: 6/1/2023-5/31/2026.

Motion entered by: Andrew Clegg, Second: Richard Wilkie.

4. Jakob Andersen, Saint Holdings LLC, (Business Sector) Term of service: 6/1/2023-5/31/2025.

Motion entered by: Harold Christ, Second: Andrew Clegg.

Item Action: Approved

- (4) **Presentation of the Board Chair Report:**

1. Joel Millman provided the Board with an update on the planning of the Arizona Workforce Summit scheduled for June 29-30, 2023.

2. Liz Harris Tuck shared the receipt of the 2023 WIOA Trailblazer Award at the National Association of Workforce Board's annual Forum in March held in Washington on behalf of the PCWDB, DC. She gave recognitions to all board members and staff on their hard work and dedication.

3. Liz updated the Board on status of PCWDB Officer Nomination process. Voting has been closed and staff will gather results and will notify the nominees to begin final steps.

Item Action: Information Only

- (5) **Youth Program Report:**

1. Amanda Whatley gave a brief update on program and participant status

Item Action: Information Only

(6) Featured Partner Presentation: TANF (Vicki De Los Reyes)

1. Vicki provided an overview of the services offered by the Temporary Assistance for Needy Families (TANF) Jobs Program. **Item Action: Information Only**

(7) Call to the Public

Consideration and discussion of comments from the public. Those wishing to address the Pinal County Workforce Development Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

No Public Comment

(8) Adjourn

Meeting adjourned at 3:47 pm

Arizona's Eligible Training Provider List (ETPL) is the statewide list of training providers and programs that have received approval from Pinal County Workforce Development Board (PCWDB), and other Local Workforce Development Boards in Arizona, to accept Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Youth Program funds to training eligible participants.

The following training programs have requested Pinal County Workforce Development Board's consideration for recommendation of the training programs to be listed on the ETPL. If the programs are recommended by the PCWDB, they will be forwarded to DES for final approval and then they will be added to the statewide ETPL.

Training Provider: Central Arizona College Training Program: Phlebotomy Certificate						
Program Description	Program Cost	Program Length	Type of Credential	Credential Name	Pinal County Labor Market Information	Median Wage in Pinal County Based on 2021 Wages
This course is an introduction to the basic knowledge, attitude, skills, and practical experience necessary for the safe and successful collection of blood samples. Via: venipuncture using a vacutainer, butterfly, syringe, and micro collection techniques on real patients in a hospital and doctor's office setting under supervision. Along with preparing the student in taking the National Exam in becoming a Certified Phlebotomist that insures a higher standard of Phlebotomy jobs.	\$945	16 weeks, 6 hours	Certificate	Phlebotomy Certificate	3 phlebotomist jobs projected in Pinal County in the next two years. A local employer also indicates that they are looking to hire 7 new phlebotomist for a new location, and that they are always looking to replace phlebotomists when the need arises.	\$18.27

Training Provider: Central Arizona College Training Program: Warehouse, Inventory or Logistics Specialist						
Program Description	Program Cost	Program Length	Type of Credential	Credential Name	Pinal County Labor Market Information	Median Wage in Pinal County Based on 2021 Wages
This course will help students understand the importance of supply chains and the flow of goods. They will see how warehouses are designed and operated and practice calculating and explaining key performance metrics. The student will learn about safety measures and explore critical warehousing roles and how to succeed in those jobs.	\$0, Program is offered to GED prep students only	8 weeks, 40 hours	Personnel Certification	Warehouse, Inventory and Logistics Specialist (Certification from National Retail Federation Foundation)	656 projected jobs	\$14.30

Training Provider: Central Arizona College Training Program: Microsoft Office Specialist: Word						
Program Description	Program Cost	Program Length	Type of Credential	Credential Name	Pinal County Labor Market Information	Median Wage in Pinal County Based on 2021 Wages
This certification demonstrates competency in the correct application of the principle features of Word by creating and editing documents for a variety of purposes and situations. An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level, and is ready to enter the job market. They can demonstrate the correct application of the principal features of Word and can complete tasks independently.	\$0, Program is offered to GED prep students only	4 weeks, 40 hours	Personnel Certification	Microsoft Office Word Associate (Certification from Microsoft)	262 projected jobs	\$16.32

Training Provider: Central Arizona College Training Program: Retail Industry Fundamentals Certificate						
Program Description	Program Cost	Program Length	Type of Credential	Credential Name	Pinal County Labor Market Information	Median Wage in Pinal County Based on 2021 Wages
This course will help students develop basic customer service skills and math skills to conduct sales transactions. They will gain an understanding of the retail industry, its impact on the economy and the diverse jobs available. Students will learn best practices for interviewing and exploring career paths.	\$0, Program is offered to GED prep students only	6 weeks, 30 hours	Personnel Certification	Retail Industry Fundamentals Certificate (Certification from National Retail Federation Foundation)	742 projected jobs in Pinal County.	\$13.39



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May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

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Discussion/Disapproval/Approval for the consideration for the reappointment to the Pinal County Workforce Development Board Jack Beveridge with Empowerment Systems Inc. (Business Sector) Term of service 7/1/2023-6/30/2025

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MOTION:

History		
Time	Who	Approval

ATTACHMENTS:

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No Attachments Available



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- a. Program Year 2023 Allocations
- b. Work Based Learning
- c. Budget Report

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Click to download

- ☐ [Work Based Learning Funding](#)
- ☐ [PY23-FY24 Minimum Allocation Funding](#)
- ☐ [5/18/2023 Budget Report](#)

Work-Based Learning (WBL) Funding
PY 2023 (07/01/2023 - 06/30/2024)

Good morning, Directors and Business Service Leaders,

As announced on Tuesday, March 22, 2023, during the ARIZONA@WORK Monthly Meeting, funding opportunities for Work-Based Learning (WBL) will be available soon. Support from the State Rapid Response Program will be provided in the form of instructions, templates, desk aids, resources, and the availability to meet with you. Below is the summary of the WBL Funding Opportunities.

This WBL Funding Opportunity is for PY 2023 which is July 1, 2023 – June 30, 2024.

The WBL Funding Opportunity is intended to increase current LWDB work-based learning programs, promote system alignment and partnership, and improve data sharing and data integrity.

The WBL programs include:

- ❖ Registered Apprenticeship
- ❖ Incumbent Worker Training
- ❖ On-the-Job Training
- ❖ Customized Training

This opportunity is for adults and dislocated workers and does not include youth activities.

Funding Components:

There are two components for the WBL Funding Opportunities. The first component is Base Allocation and the second is Additional Funding.

1. **Base Allocation** is the annual funding to provide stability to the local areas to run Work-Based Learning programs.
2. **Additional Funding** for PY 2023 is also available through a formal request and evaluation process. The total funding amounts available may change each year.

PY 2023 Funding Period:

July 1, 2023 - June 30, 2024.

- ❖ Allocated by June 30, 2024.
- ❖ Expended by September 30, 2024.

Funding:

Funding is available to expand local area capability to conduct Work-Based Learning (WBL) programs as part of the Workforce Innovation and Opportunity Act (WIOA) Rapid Response Funds.

The Base Allocation funding is intended to address operational and programmatic requirements such as partnership, service delivery, system alignment, project management, data collection, and reporting. The funding supports and strengthens the local area infrastructure to expand WBL programs.

Work-Based Learning (WBL) Funding
PY 2023 (07/01/2023 - 06/30/2024)

Base Allocation:

- ❖ \$100K Base: City of Phoenix, Maricopa, and Pima Counties
- ❖ \$125K Base + Rural component: All other Areas (excludes City of Phoenix, Maricopa, and Pima Counties)

This is the Base Allocation: Exhibit A

Local Area	Base (operational)	Rural component	= Annual allocation
City of Phoenix	\$100,000	0	\$100,000
Coconino	\$100,000	25000	\$125,000
Maricopa	\$100,000	0	\$100,000
Mohave/La Paz	\$100,000	25000	\$125,000
Northeastern	\$100,000	25000	\$125,000
NTN	\$100,000	25000	\$125,000
Pima	\$100,000	0	\$100,000
Pinal	\$100,000	25000	\$125,000
Santa Cruz	\$100,000	25000	\$125,000
Southeastern	\$100,000	25000	\$125,000
Yavapai	\$100,000	25000	\$125,000
Yuma	\$100,000	25000	\$125,000
Total	\$1,200,000	\$225,000	\$1,425,000

Additional Funding

Additional funds are available to each Local Area. These funds are intended to be utilized to develop new and/or expand current WBL programs.

WBL Additional Funding Breakdown:

- ❖ Local Areas that can expend their Base allocation may apply for Additional Funding up to \$200,000.
- ❖ Additional Funding is for the purpose of providing WBL participants with full and/or partial tuition, salary assistance, and/or related training expenses. Local

Work-Based Learning (WBL) Funding
PY 2023 (07/01/2023 - 06/30/2024)

Areas must utilize Base funding to apply for and receive Additional Funding.

Allowable Expenses include:

- ❖ Costs to operate and comply with program requirements;
- ❖ Full and/or partial tuition assistance for participants*;
- ❖ Salary assistance for participants*;
- ❖ Related training expenses for participants, such as books, materials, tools, and uniforms*.

*In accordance with both state and local area policies

This funding opportunity is meant to be used to expand your current WBL activity, not supplant funding of current activities.

Allowable Activities include:

- 1) Establishing new **Registered Apprenticeship Programs** (RAPs) as an industry-driven system of employment, OJT, and related technical instruction (RTI). (Per [Section 509 of the WIOA Training Services Policy](#))
- 2) Developing, funding, and managing **Incumbent Worker Training** (IWT) programs or other worker upskilling approaches designed to meet the special needs of an employer (including a group of employers) to retain a skilled workforce, or to avert the need to lay off employees (Per [Section 510 of the WIOA Training Services Policy](#))
- 3) Connecting businesses and workers to **On-The-Job** (OJT) under a contract with an employer or a RA sponsor (Per [Section 508 of the WIOA Training Services Policy](#))
- 4) The expansion or development of **Customized Training** Programs designed to meet the specific needs of an employer or group of employers committed to employing an individual upon successful completion of training. (Per [Section 511 of the WIOA Training Services Policy](#))

Base Allocation & Additional Funding Applications

Applications links are included in this email

Applications are due no later than COB Friday, April 28, 2023.

The following are required to apply:

- ❖ Completed Application Form(s):
 - [Base Allocation](#) (application form)
 - [Additional Funding](#) (application form) if applicable
 - [ISB template - WBL Funding](#) for Base and Additional Funding Application

Local Areas that are **not interested** in receiving funding must submit the [Opt-Out](#) form.

Work-Based Learning (WBL) Funding
PY 2023 (07/01/2023 - 06/30/2024)

Questions/Inquiries/Comments

We would like an opportunity for you to identify any questions you may have regarding this WBL funding so that we can address them in a timely manner. Please use the link: [WBL Funding Opportunity - Inquiry Form](#) to submit any questions or comments.

Support to Local Areas

We are your partners throughout this process. We have protected the following times to schedule one-on-one meetings for local area questions. Please use the WIOA@azdes.gov email to send your requested one-hour time slot(s). A member of the RRLA team will coordinate and send an invite, so please include the names/emails of your team members to be included.

- ❖ Friday **04/07/2023** 12 Noon - 5 PM
- ❖ Wednesday **04/12/2023** 9 AM - 12 Noon
- ❖ Wednesday **04/19/2023** 9 AM - 12 Noon

If these times do not work for you, please contact us and we will accommodate your schedule.

Minimum Funding PY23/FY24			
	YT	AD	DW
NEAZIWS(Navajo Consortium)	\$381,999	\$375,858	\$231,961
Cochise/Graham/Greenlee	\$498,081	\$506,871	\$867,395
Coconino	\$432,363	\$299,404	\$323,904
Maricopa	\$5,321,922	\$4,968,475	\$6,188,968
Mohave/LaPaz	\$773,541	\$837,741	\$462,437
Navajo Nation	\$1,118,365	\$1,034,705	\$405,214
*Not managed by ADES			
Phoenix, City of	\$4,394,317	\$4,147,362	\$3,977,972
Pima	\$2,591,618	\$2,482,837	\$3,072,915
Pinal	\$834,938	\$911,415	\$767,329
Santa Cruz	\$395,500	\$348,405	\$263,370
Tribal	\$1,552,861	\$1,463,917	\$627,871
Yavapai	\$467,909	\$491,424	\$482,064
Yuma	\$3,560,254	\$3,280,124	\$1,004,857

The Minimum Funding amounts listed above are minimums calculated in accordance with the Hold Harmless provision only. Actual allocations will be set by Workforce Arizona Council.

Per 20 CFR 683.215(a), "a local area must not receive an allocation percentage for a fiscal year that is less than 90 percent of the average allocation percentage of the local area for the 2 preceding fiscal years."

PINAL COUNTY WORKFORCE DEVELOPMENT BOARD
Programs Subrecipient Activity
Period: 07/01/22 - 06/30/23

Program Year 2021/Fiscal Year 2022											
Expenditure Period Ends June 30, 2023		Allocation				Expended				Year 2 Available	
Total Allocation		2,946,265									
						Target Expenditure %		0%			
TRANSFER											
Youth - Subrecipient (CAC)	754,688				526,531		70%		228,157		
Youth - Program - County	133,180				41,869		31%		91,311		
Youth - Admin - County	98,652				72,199		73%		26,453		
Youth - Program Total Allocation		986,520				640,599	65%			345,921	
Adult - Subrecipient (Equus)	899,523	354,682	1,254,205		1,149,283		92%		104,922		
Adult - Program - County	145,486	(40,000)			41,870		29%		63,616		
Adult - Admin - County	107,767				72,201		67%		35,566		
Adult - Program Total Allocation		1,467,458				1,263,354	86%			204,104	
DW - Subrecipient (Equus)	599,682	(314,682)	285,000		213,667		75%		71,333		
DW - Program - County	119,080				41,875		35%		77,205		
DW - Admin - County	88,207				72,204		82%		16,003		
DW - Programs Total Allocation		492,287				327,746	67%			164,541	
2,946,265											
NOTES:											
Date of Report 4/30/2023											
Expenditures through 3/31/2023											



AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Discussion/approval/disapproval: 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA): The Workforce Innovation and Opportunity Act and associated Arizona State Policy set by the Workforce Arizona Council requires the Pinal County Workforce Development Board (PCWDB) to develop, execute, and maintain a MOU and IFA with ARIZONA@WORK Pinal County partner programs. The MOU documents the alignment, accessibility and quality of workforce development services made available by the ARIZONA@WORK Pinal County workforce system. The IFA serves as the financial plan to which the ARIZONA@WORK Pinal County partner programs, Pinal County Board of Supervisors, and the PCWDB have agreed will be used to achieve their goals of delivering services in Pinal County.

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

Click to download

☐ [MOU/IFA](#)

**Memorandum of Understanding (MOU) and
Infrastructure Funding Agreement (IFA) Between:**

**Pinal County Workforce Development Board
and
Workforce Innovation Opportunity Act Partners (ARIZONA@WORK Pinal County)
July 1, 2023 – June 30, 2025**

I. INTRODUCTION/PURPOSE OF THE MOU/IFA

The Workforce Innovation and Opportunity Act (“WIOA”) and associated Arizona State Policy set by the Workforce Arizona Council (“WAC”) requires the Pinal County Workforce Development Board (PCWDB) to develop, execute, and maintain a memorandum of understanding with all core and required workforce partners.

- A. The purpose of this Memorandum of Understanding (MOU) is to document the alignment, accessibility and quality of workforce development services made available to a partner shared customer pool – collectively operating as ARIZONA@WORK Pinal County.

Additionally this MOU will serve as the framework by which the partners will realize the goals of the ARIZONA@WORK Pinal County Workforce Development Plan while implementing the vision of the plan and that of the PCWDB.

- B. In relation to this MOU/Infrastructure Funding Agreement (“IFA”), the PCWDB will:
1. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region;
 2. Assist in the achievement of the State’s strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
 3. Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.
- C. Through the IFA, this MOU provides the shared funding arrangements entered into by the partners of the ARIZONA@WORK Pinal County delivery system. Through this MOU the partners have identified those costs related to the operation and maintenance of the ARIZONA@WORK Pinal County delivery system that are of mutual benefit and have identified mechanisms for the payment of such costs.

- D. Partner programs who are parties to this MOU will participate as members of the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee.
- E. Whereas the PCWDB and partners to this agreement serve both business and job seeker communities, it is agreed that “**Business is the primary customer and job seekers are our most valued resource**”;
- F. Mission/Vision/Value Statements of ARIZONA@WORK Pinal County partner programs:

Mission: Our purpose is to strengthen and grow the economy for Pinal County and its residents, by providing innovative workforce solutions that effectively meet the demands of today’s workforce needs, and the needs of tomorrow.

Vision: To be the leading provider of innovative, comprehensive, and value-added service to businesses and job seeker customers in Pinal County.

Values: Integrity, Accountability, Professionalism, Teamwork, Communication Empathy and Positive Messaging

II. BACKGROUND

The PCWDB and staff, in conjunction with ARIZONA@WORK Pinal County partners developed this MOU to ensure that the following principles of the WIOA of 2014 are implemented:

- A. **Universal Eligibility:** All job seeking customers, including those with barriers to employment, will have access to job seeker services at each job center or other service delivery access point, designed to provide information to make career and labor market decisions. Career services, training and support services will be made accessible and available to all job seeking customers.
- B. **One-Stop System Approach:** All job seeking customers may explore work preparation and career development services and have access to information on a range of employment, training and occupational education programs. Services will be made available through the designated job centers and virtually by ARIZONA@WORK Pinal County partner programs who are parties to this MOU.

The system values the business community by engaging employers across the workforce sectors to align its training with industry needed skills and by matching employers with qualified workers.

- C. **Individual Choice:** Job seeking customers will have access to a multitude of career, skill, employment and training information to obtain the services and skills they need to enhance their employment opportunities, based on their individual needs, building on the guidance and counseling provided by ARIZONA@WORK Pinal County partner's staff.
- D. **Regional Development:** The ARIZONA@WORK Pinal County workforce development system will support the economic development efforts of Pinal County, by focusing on developing a talent pipeline to support the region's in-demand industries and occupations while planning for future targeted growth areas.
- E. **Cost-Effectiveness:** All customers will have access to a system that minimizes costs, enhances the participation of employers and serve job seekers through the system without the duplication of services.

III. ROLE OF THE PINAL COUNTY WORKFORCE DEVELOPMENT BOARD

The PCWDB serves as a strategic convener to promote and broker effective relationships between the Chief Local Elected Officials (Pinal County Board of Supervisors) and economic, education, and workforce partners throughout Pinal County. The PCWDB is responsible for developing a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth.

The PCWDB shall work to develop a comprehensive and high-quality workforce development system by collaborating with its workforce, education, and economic development partners to improve and align employment, training, and education programs under WIOA.

As provided in WIOA Sec. 107(d), the PCWDB must:

- A. Develop and submit a four (4) 4-year local plan for the local workforce development area (ARIZONA@WORK Pinal County Workforce Development Plan ["local plan"]), in partnership with the Pinal County Board of Supervisors (PCBOS) and consistent with WIOA Sec.108.
- B. If Pinal County is part of a state-designated planning region that includes other local areas, develop and submit a regional plan in collaboration with other local areas.
- C. Conduct workforce research and regional labor market analysis to include:
 - 1. Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;

2. Assist the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and
 3. Other research, data collection, and analysis related to the workforce needs of the regional economy as the PCWDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;
- D. Convene local workforce development system stakeholders to assist in the development of the local plan under 20 CFR § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the PCWDB and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the PCWDB.
- E. Lead efforts to engage with a diverse range of employers and other entities in the region in order to:
1. Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the PCWDB;
 2. Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
 3. Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
 4. Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors and/or occupations.
- F. With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- G. Lead efforts in Pinal County to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.

- H. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seekers, by:
 - 1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
 - 2. Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;
 - 3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 - 4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.
- I. In partnership with the Pinal County Board of Supervisors (PCBOS):
 - 1. Conduct oversight of youth workforce investment activities authorized under WIOA Sec. 129(c), adult and dislocated worker employment and training activities under WIOA Secs. 134(c) and (d), and the entire one-stop delivery system in the local area;
 - 2. Ensure the appropriate use and management of the funds provided under WIOA subtitle I-B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
 - 3. Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA Sec. 116.
- J. Negotiate and reach agreement on local performance indicators with the PCBOS and the Governor.
- K. Negotiate with the PCBOS and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with 20 CFR §678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;
- L. Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:
 - 1. Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the PCWDB determines there is an insufficient number of eligible training providers in Pinal County, the PCWDB may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);

2. Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;
 3. Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
 4. One-stop operators in accordance with 20 CFR §§ 678.600 through 678.635.
- M. In accordance with WIOA Sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving Pinal County and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- N. Coordinate activities with education and training providers in the local area, including:
1. Reviewing applications to provide adult education and literacy activities under WIOA Title II for Pinal County to determine whether such applications are consistent with the ARIZONA@WORK Pinal County Workforce Development Plan;
 2. Making recommendations to the eligible agency to promote alignment with such plan; and
 3. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
- O. Develop a budget for the activities of the PCWDB, with approval of the PCBOS and consistent with the local plan and the duties of the PCWDB.
- P. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*); and
- Q. Certify one-stop centers in accordance with 20 CFR § 678.800.
- R. No less than on a quarterly basis based on a calendar year, present to the PCBOS on activities conducted by the PCWDB and seek consensus on shared areas of responsibilities outlined in this agreement.

IV. REQUIRED PARTNERS OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ONE STOP SYSTEM

- A. Section 121(b)(1)(B) of WIOA identifies the following entities as required partners in the local one-stop delivery system (**denotes WIOA “Core Programs”*)
1. *Programs authorized under Title I of WIOA, serving:
 - a. Adults;
 - b. Dislocated workers;
 - c. Youth;
 2. Job Corps;
 3. Native American programs;
 4. Migrant and seasonal farmworker programs under Title I;
 5. *Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.); (WIOA sec. 121 (b)(1)(B)(ii));
 6. *Adult education and literacy activities authorized under Title II of WIOA; (WIOA sec. 121(b)(1)(B)(iii));
 7. *Programs authorized under parts A and B of Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.); (WIOA sec. 121(b)(1)(B)(iv));
 8. Senior community service employment activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.); (WIOA sec. 121(b)(1)(B)(v));
 9. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006;
 10. Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.); (WIOA sec. 121(b)(1)(B)(vii));
 11. Activities authorized under chapter 41 of title 38, U.S.C. (local veterans’ employment representatives and disabled veterans outreach programs); (WIOA Sec. 121(b)(1)(B)(viii));
 12. Employment and training activities carried out by the Department of Housing and Urban Development; (WIOA Sec. 121(b)(1)(B)(x)); and
 13. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law); (WIOA Sec. 121(b)(1)(B)(xi).)
 14. Programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) (WIOA Sec. 121(b)(1)(B)(xii).)
 15. Temporary Assistance for Needy Families (TANF) Programs authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C). (WIOA Sec. 121(b)(1)(B)(xiii).)

- B. The following required partners provide services in the ARIZONA@WORK Pinal County service delivery area and are parties to this MOU:**
1. Programs authorized under Title IB of WIOA,:
 - a. Adult Program
 - b. Dislocated Worker Program
 - c. Youth Program
 2. Migrant and Seasonal Farmworker Programs under Title I of WIOA;
 3. Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*), as amended by WIOA title III;
 4. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law)
 5. Trade Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 *et seq.*);
 6. Jobs for Veterans State Grants programs authorized under chapter 41 of Title 38, U.S.C.;
 7. The Adult Education and Family Literacy Act (AEFLA) program authorized under Title II of WIOA;
 8. The Vocational Rehabilitation (VR) program authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C.)720 *et seq.*), as amended by WIOA Title IV;
 9. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006;
 10. The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 *et seq.*);
 11. Employment and training activities carried out by the Department of Housing and Urban Development (Resident Opportunity for Self Sufficiency (ROSS);
 12. Temporary Assistance for Needy Families (TANF) Programs authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 *et seq.*), subject to subparagraph (C). (WIOA Sec. 121(b)(1)(B)(xiii).)
(Jobs Program Only)
- C. Other required or additional entities may become parties to this MOU as service delivery is established in the stated service delivery area or at the discretion of the PCWDB.**
- D. The TANF Jobs Program offers employment services by a contracted vendor (with the Arizona Department of Economic Security). *See Infrastructure Funding Agreement.***

- E. The designated One Stop Operator for the ARIZONA@WORK Pinal County Workforce Development System is provided by a contracted vendor which reports to the PCWDB.

V. DURATION OF THIS MEMORANDUM OF UNDERSTANDING

The effective period shall be **July 1, 2023 - June 30, 2025**. The MOU may be revised during the effective period in accordance with Article VI below.

NOTE: *This Memorandum of Understanding, rescinds and supersedes **Revision #1** to the MOU covering the period of January 1, 2021 – June 30, 2023.*

VI. RENEWAL OF THIS MEMORANDUM OF UNDERSTANDING (MOU)

This MOU will be reviewed annually or more often as agreed to by the ARIZONA@WORK Pinal County Partners and/or the PCWDB.

- A. If substantial service delivery system changes have occurred, this MOU will be reviewed and revised accordingly to ensure appropriate funding and delivery of services. Substantial changes include but not limited to:
1. Changes to the signatory official of the Pinal County Board of Supervisors, PCWDB Chair or any of the ARIZONA@WORK Pinal County Partners;
 2. Changes to the status of participation of the partners to this agreement;
 3. Changes to the infrastructure funding and/or contribution by each partner;
 4. Changes to technological components of service delivery
- B. Any signatory or designee of this document may request in writing a modification or termination of this document. **Such requests must be submitted in writing to the Pinal County Workforce Development Board.**

VII. DESCRIPTION OF SERVICES

“The Pinal Way” is a set of guiding principles that were agreed upon by all ARIZONA@WORK Pinal County partners. ARIZONA@WORK Pinal County conducts all planning and service delivery using these principals. “The Pinal Way”, is based on the following principles:

1. WIOA is NOT a program – it is a law that includes all of the ARIZONA@WORK Pinal County partners
 2. Transformational focused as opposed to transactional
 3. Service focused as opposed to program focused
 4. Leveraging existing individual partner technology (short term) to determine what is needed long term
 5. Taking into account individual partner requirements – BUT with the focus on the customer experience
 6. A seamless service delivery system with similar in – person and virtual pathways to qualified assistance with minimal steps to point of service
 7. An ARIZONA@WORK Pinal County network of qualified partner staff - educated in the “Pinal Way”
- A. The Comprehensive Center (ARIZONA@WORK Pinal County Job Center) is located at the following address:
- 820 E. Cottonwood Lane, Building E
Casa Grande, Arizona 85122
- Additional partner service locations can be found in the Infrastructure Funding Agreement (IFA).*
- B. Partners who are a party to this MOU will provide applicable career services on-site, and via integrated technology, and an agreed upon referral process.
- C. Services offered by each partner program are outlined in the IFA Attachments E1 and E2 as well as detailed in the ARIZONA@WORK Pinal County Workforce Development Plan.
- D. A system-wide contact directory will be available at each ARIZONA@WORK Pinal County service delivery site. The directory will provide specific information about services provided by each partner along with eligibility information and contacts.
- E. In accordance with the WIOA, use of the ARIZONA@WORK Pinal County services will be universal and open to the public. Individuals may register in the statewide job matching system and may access additional services as determined by informal and formal work readiness assessments. Individuals are not required to physically come to a job center in order to register in the statewide job matching system.

- F. Individual programs may require eligibility documentation for enrollment. Each program will provide to customers their respective eligibility requirements and services offered.
- G. All partners agree to explore co-enrollment opportunities for participants. The objective of co-enrollment is to broaden the service options for participants, leverage resources, supportive services, and employment placement support needs. Co-enrollment in multiple partner programs is encouraged. Co-enrollment should be to the benefit of the participant.
- H. All parties to this MOU agree to conduct business in Pinal County in compliance with the Workforce Arizona Council Branding policy and local marketing strategies approved by the PCWDB.
- I. All parties to this MOU agree to provide agreed upon data requested by the One Stop Operator and/or the PCWDB in order to contribute to the overall evaluation of the ARIZONA@WORK Pinal County system.
- J. Partner specific initiatives and operational changes that could affect local area partner programs, will be shared with all partners.
- K. After collaborative discussion between the PCWDB and ARIZONA@WORK Pinal County partners, all parties will support proposed initiatives.
- L. To ensure coordination and avoid duplication of effort and leverage resources, community engagement efforts amongst partners will be shared with the One Stop Operator to assist with system wide alignment of effort.

VIII. ROLE OF THE ONE STOP OPERATOR

The PCWDB selects the One Stop Operator through a competitive procurement process. The role of the ARIZONA@WORK Pinal County One Stop Operator is:

- A. Coordination, and implementation of the partner program service delivery system as described in the ARIZONA@WORK Pinal County Local Workforce Development Plan (local plan).
- B. Direct the flow and delivery of services in accordance with federal, state and local workforce system policies,

- C. Use a high level of innovation and creativity in designing and implementing a human-centric workflow system that will benefit ARIZONA@WORK Pinal County customers;
- D. Coordinate the service delivery of required and participating ARIZONA@WORK Pinal County partners and service providers. The One-Stop Operator ensures that all partners work under the ARIZONA@WORK Pinal County brand and represent one unified message to customers.
- E. Oversee the ARIZONA@WORK Pinal County service locations throughout the county. At a minimum, the One-Stop Operator will visit each of the service locations once a month or as determined by the PCWDB; and.
- F. Act as the liaison between the ARIZONA@WORK Pinal County partners and the PCWDB.

IX. DESCRIPTION OF SERVICE DELIVERY MODEL

Service delivery will be consistent with the most current version of the ARIZONA@WORK Pinal County Workforce Development Plan and processes agreed upon by members of the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee and the PCWDB as applicable.

All Parties to this agreement shall comply with:

1. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016);
2. Title VI of the Civil Rights Act of 1964 (Public Law 88-352);
3. Section 504 of the Rehabilitation Act of 1973, as amended;
4. The Americans with Disabilities Act of 1990 (Public Law 101-336);
5. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor;
6. Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188;
7. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99);
8. Older Americans Act, as amended, PL 109-365, Title V 20 CFR Part 641 Senior Community Service Employment Program Performance Accountability, Final Rule

9. Health Insurance Portability and Accountability Act of 1996 Plain Writing Act of 2010;
 10. Confidentiality requirements governing the protection and use of personal information held by the Vocational Rehabilitation agency (34 CFR 361.38); The confidentiality requirements governing the use of confidential information held by the State Unemployment Insurance (UI) agency (20 CFR part 603); and
 11. All amendments to each and all requirements imposed by the regulations issued pursuant to these acts.
- A. The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.
- B. Additionally, all Parties agree to the following:
1. The ARIZONA@WORK Pinal County service delivery sites will be functionally aligned across the participating partners. This partnership will be based upon a shared vision, mission and resources as noted in the Introduction of this document.
 2. Participate in Operational Leadership Committee meetings and planning sessions. The Operational Leadership Committee is to be comprised of local, supervisory level decision makers. The Committee will be led by the One Stop Operator.
 3. A *closed-loop referral system* designed and agreed upon by the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee will facilitate the alignment between the various functions across the partners.
NOTE: "Closed loop" is defined as the act of referring an individual to a partner and resulting that referral and documenting its outcome. This requires documented communication between the partners facilitating the referral.
 4. Collaborate and assist each other in the development of necessary service delivery protocols for the services outlined in IFA Attachments E1 and E2 and the local plan.
 5. Use standardized forms, wherever possible, agreed to by all partners (e.g. initial assessment, individual employment plan, individual training account authorizations, on-the-job training contracts, work experience agreements, etc.);

6. Agree that the provisions contained herein are made subject to all applicable federal, state and local laws, implementing regulations, and guidelines imposed on all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
 7. Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser or agreed upon funding source after the termination of this agreement.
- C. All partners are expected to adhere to established standards for providing services in ARIZONA@WORK Pinal County service delivery locations. These standards include, but are not limited to:
1. Statutory compliance with all federal, state, and local laws and policies including those established by the PCWDB so far as they are not in conflict with the specific application of any law and regulation governing the partner program;
 2. Work collaboratively under the facilitation of the designated One-Stop Operator;
 3. Create a customer-friendly, seamless service delivery system;
 4. All partner staff are expected to practice a code of conduct which includes:
 - a. Presenting a professional appearance and always acting in a professional manner with each other and customers;
 - b. Maintaining model work habits, e.g., practicing common courtesy, maintaining a neat workspace, being punctual, appreciating diversity, exceeding customer expectations;
 - c. Compliance with a practice of established professional and ethical standards;
 - d. Maintaining adequate levels of staffing (**the Directory maintained by the One Stop Operator will be used for this purpose**) during all hours of operation including non-traditional hours; and
 - e. Shared responsibility for compliance with established security and emergency guidelines.
 5. Each partner is responsible for the provision of their unique services associated with the workforce delivery system and determining eligibility for their programs.
 6. The partners have agreed to maintain operational control and responsibility for staff assigned to the program activities provided under this MOU.
 7. Ensure all staff providing services as described in the local plan and this MOU are knowledgeable of their respective partner's programs to enable the provision of services within the agreed upon ARIZONA@WORK Pinal County integrated service delivery structure.

X. REFERRALS BETWEEN PARTNERS

- A. Under the guidance of the One Stop Operator, ARIZONA@WORK Pinal County partners agree to provide an integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to collaborate with each other to strengthen the referral system, provide referrals to customers and seek opportunities to co-enroll those individuals who are eligible for supplemental and complementary services and benefits under partner programs and/or other community resources.
- B. Partners are expected to follow agreed upon referral standards of work which shall include supporting a closed loop referral system including providing documentation, assessments, or other relevant information that will be sent with the referral once a release of information is signed by the customer being referred.

In addition, all partners agree to:

1. Develop materials summarizing their program requirements including, basic eligibility and participation requirements as well as available services and benefits offered making them available for Partners and customers;
 2. Develop and utilize common initial screening tool(s) in order to refer to other partners as appropriate;
 3. Evaluate on a quarterly basis using metrics agreed to by partners to this agreement in order to improve the referral process, including the use of customer satisfaction surveys and leveraging technology;
 4. Commit to robust and ongoing communication required for an effective referral process, and
 5. Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.
- C. Referral processes used between partner programs will be reviewed and modified as agreed by the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee.

XI. BUSINESS SERVICES

Business Services are defined as those services outlined in 20 CFR § 678.435 *"What are the business services provided through the one-stop delivery system, and how are they provided?"*

Business Services is a data driven element of the ARIZONA@WORK Pinal County system. The Business Service team will be committed to collecting relevant data in order to assist ARIZONA@WORK Pinal County to assess the effectiveness in serving the business community.

ARIZONA@WORK Pinal County partners to this MOU agree that:

The business community is the primary customer of the ARIZONA@WORK Pinal County business engagement system.

1. All Business Services will be conducted under the ARIZONA@WORK Pinal County brand.
 2. Business Services will be conducted in partnership with the Pinal County Economic and Workforce Development Department and PCWDB staff to ensure alignment of focus and to leverage resources.
 3. The approach to business engagement will be based upon a transformational approach – one that is strategically focused and aligned with the targeted and in-demand industries in Pinal County. It will be visionary, proactive and strategic; holistic in view; embraces uncertainty, risk and new approaches.
 4. Focusing solely on individual program goals (e.g. placements) can be detrimental to the goals of the larger business engagement and service offering effort.
- A. Business Service delivery will be consistent with the most current version of the ARIZONA@WORK Pinal County Workforce Development Plan in partnership with PCWDB staff. Processes will be agreed upon by members of the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee and the PCWDB.
- B. In addition to the guiding principles within the local plan, partners agree to:
1. Share business engagement activities with the PCWDB and its staff for tracking and analysis via a method to be determined;
 2. Avoid duplication of outreach. Outreach efforts are aligned with local plan;
 3. Ensure all staff are focused on sector strategies;
 4. Leverage program caseloads to support the labor exchange effort (e.g., job orders, hiring events and job fairs). Partners will develop a feedback mechanism for partners to provide to the Business Service Representative for job ready/referred participants; and
 5. Ensure Business Service Representatives contact all partners in support of scheduled events.
- C. **Specialized Recruitments**
1. Specialized recruitments are those that require dedicated focus of multiple partners within ARIZONA@WORK Pinal County's workforce development system and shall be designated as such by the PCWDB in consultation with its staff. Some examples that may be considered specialized recruitments are:

- i. A business within an in-demand industry is looking to hire 25 or more employees
 - ii. A new business within an in-demand industry is recruiting its initial workforce
 - iii. The PCWDB designates the business looking to hire as high profile based on its economic impact to the County
2. For specialized recruitments, a PCWDB staff member will coordinate internal and external resources which may include the integration of partner program functions and the associated program staff as required. ARIZONA@WORK Pinal County partners agree to participate in specialized recruitments as requested by the PCWDB. The One Stop Operator will facilitate the coordination of partners.
3. The One Stop Operator will facilitate the development and maintenance of a standard work document to be agreed upon by all partners for the purpose of planning, implementing, evaluating and adjusting specialized recruitment efforts to ensure the business customer needs are met.
4. Each specialized recruitment will include a method to ensure tracking of the following *but not limited to*:
 - a. Number of employers participating in the event
 - b. Job orders listed in the Arizona Job Connection offered through the event
 - c. Number of job seekers attending the event
 - d. The number of attendees who were assisted in obtaining employment

XII. CROSS TRAINING

- A. Partners will encourage, accommodate staff and/or provide training and cross-training, as deemed appropriate, to ensure that all partner staff are informed with all programs represented within the ARIZONA@WORK Pinal County workforce system in order to integrate services, reduce duplication, and improve overall service delivery.
- B. The ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee will coordinate a training calendar and will work with partners to schedule trainings.
- C. Utilize the partner developed core staff competencies to cross train staff in system service delivery.

XIII. VETERANS PREFERENCE

All U.S. Department of Labor funded employment and training programs will employ a veteran priority process to ensure maximum employment and training opportunities to veterans and other eligible persons within each targeted group as established by applicable federal law and state and federal policy in the service area.

XIV. SUPERVISION

- A. Each partner agency will be responsible for supervising its own staff.
- B. The One Stop Operator will be responsible for the coordination and facilitation of services with partner agencies to ensure service delivery sites have coverage as outlined in a shared staffing plan and Service Matrix.

XV. DATA SHARING

- A. Partners agree to support state level development of a high-quality, integrated data system that will inform decisions made by policymakers, employers, and job seekers. Additionally, partners agree it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout a customer's interaction with the integrated system and allows information collected from customers at intake to be captured once.
- B. Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements and Partners agree that they are responsible for compliance with all federal and state privacy laws.
- C. All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:
 - 1. Customer PII will be properly secured in accordance with PCWDB policies and procedures regarding the safeguarding of PII.
 - 2. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
 - 3. All confidential data contained in Unemployment Insurance (UI) wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
 - 4. All personal information contained in Vocational Rehabilitation records must be protected in accordance with the requirements set forth in 34 CFR 361.38.

5. Customer data may be shared with other programs, for those programs' purposes, within the ARIZONA@WORK network only after the informed written consent of the individual has been obtained, where required.
 6. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
 7. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).
- D. All partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

XVI. CONFIDENTIALITY

- A. All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable

State and local laws and regulations. In addition, in carrying out their respective responsibilities, each partner shall respect and abide by the confidentiality policies and legal requirements of all of the other partners.

- B. Each partner will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.
- C. Each partner will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each partner expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

- D. To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.
- E. With respect to confidential UI information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.
- F. With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.
- G. With respect to the use and disclosure of personal information contained in Vocational Rehabilitation records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

XVII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

- A. All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of:
 - 1. Political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin;
 - 2. Sex or age, except when age or sex constitutes a bona fide occupational qualification; or
 - 3. The physical or mental disability of a qualified individual with a disability.
- B. The Parties specifically agree that they will comply with:
 - 1. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule;
 - 2. The Americans with Disabilities Act (42 U.S.C. 12101 et seq.);
 - 3. The Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended;
 - 4. The Age Discrimination Act of 1967, as amended;
 - 5. Title IX of the Education Amendments of 1972, as amended;

6. All applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.
- C. Partners agree to abide by an agreed upon Complaint System whereby customers may file complaints related to alleged discriminatory and non-discriminatory practices by any of the partners to this MOU in accordance with Section XXI of this MOU.
- D. The availability to file such complaints shall be clearly posted in all ARIZONA@WORK Pinal County services delivery sites listed in the IFA.

XVIII. ACCESSIBILITY

Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces.

A. Programmatic Accessibility

1. All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.
2. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law.
3. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.
4. All partners will cooperate with compliance monitoring that is conducted to ensure that all programs, services, technology, and materials are physically and programmatically accessible and available to all.
5. Partner staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level.
6. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the ARIZONA@WORK Pinal County network.

B. Physical Accessibility

1. ARIZONA@WORK Pinal County service delivery locations will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design.
2. Services will be available in a convenient, densely populated, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

C. Virtual Accessibility

1. The PCWDB will ensure that job seekers and businesses have equal access to information online as they do in a physical facility. Information will be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code.
2. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.
3. Partners may have their own web presence via a website and/or the use of social media, and coordinate with PCWDB staff to post content on the ARIZONA@WORK Pinal County website.
4. Each partner will include a link to ARIZONA@WORK Pinal County website and a link to each partner's site will be included in the ARIZONA@WORK Pinal County website.

D. Communication Accessibility

1. Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities.
2. All Partners agree that they will provide accommodations for individuals who have communication barriers including but not limited to individuals with limited English proficiency, those who are Deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

XIX. PERFORMANCE ACCOUNTABILITY

- A. To assure that services are responsive to the needs of the community, the One Stop operator will facilitate the development, dissemination and summary of a survey of customers to obtain feedback on customer satisfaction.
- B. All partners will participate in the ongoing development and improvement of the ARIZONA@WORK Pinal County service delivery procedures, policies and operational management through the PCWDB.
- C. All partners will be part of a process that will continuously review the needs of the workforce and business community and refine the services of the ARIZONA@WORK Pinal County service delivery sites based upon those needs.
- D. All partners agree to meet quarterly at a minimum to exchange information about performance goals and the attainment of such goals. Partners will develop strategies to assist each other in meeting the respective performance goals.

XX. PARTNER DISPUTE RESOLUTION PROCESS

In instances of service delivery or other instances where consensus cannot be reached amongst partners of ARIZONA@WORK Pinal County workforce system, those partners who are parties to the dispute and have signed this MOU, shall submit to the following dispute resolution process:

- A. If the partners are unable to resolve a dispute to the satisfaction of the members who are parties to the dispute, the complaint shall be submitted **in writing** to the PCWDB's Executive Committee or designated PCWDB staff within 30 days of the initial dispute.
- B. The PCWDB Executive Committee or designated PCWDB staff shall evaluate the merits of the dispute and render a decision based on the most current version of Article XV – Conflict Resolution as noted in the Pinal County Workforce Development Board By-Laws.

XXI. ADDRESSING CUSTOMER COMPLAINTS

- A. Any partner staff can receive a customer complaint.
- B. All partners agree to address complaints that are received by following the policy and associated procedures outlined in Chapter 700 of the ARIZONA@WORK Pinal County Policy Manual.

XXII. MONITORING

The PCWDB, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- A. Federal awards are used for authorized purposes in compliance with law, regulations, and State policies;
- B. Those laws, regulations, and policies are enforced properly;
- C. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;
- D. Outcomes are assessed and analyzed periodically to ensure that performance goals are met;
- E. Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
- F. All MOU terms and conditions are fulfilled.
- G. ARIZONA@WORK Pinal County Partners will notify the-PCWDB of program monitoring that is being conducted in Pinal County by their respective programs. Results of partner formal monitoring will be shared with the PCWDB. Coordination with the PCWDB or designee and other partners will occur *if* corrective action(s) require PCWDB or ARIZONA@WORK Pinal County partner direct involvement.

XXIII. SEVERABILITY CLAUSE

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect.

XXIV. INDEMNIFICATION

- A. Each party hereby agrees to indemnify, defend and hold harmless all other parties identified in Section I above of this MOU from and against all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU.
- B. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

XXV. OBLIGATIONS REGARDING ALLOCATED SPACE, ALTERATIONS AND SEPARATE EXPENSES

- A. Tenants/Partners shall at all times use and occupy the allocated space solely for the purposes of job training and employment services. Tenants shall not use the allocated space for any other purpose.
- B. Tenants shall comply with all laws, rules, regulations and procedures applicable to or affecting the allocated space. Tenants shall not place, deposit, store, release, maintain, or allow on the allocated space any hazardous substance, toxic material or pollutant as defined by applicable law or regulations.

XXVI. INFRASTRUCTURE FUNDING AGREEMENT (IFA)

NOTE: Attachment A represents the Infrastructure Funding Agreement

The IFA serves as the financial plan to which the one-stop partners, PCBOS, and the PCWDB, have agreed to achieve their goals of delivering services in Pinal County.

- A. All co-located partners will share an equitable and proportionate responsibility for the costs of the operational expenses of the ARIZONA@WORK Pinal County Job Center (comprehensive center) and other shared service delivery sites.
- B. Partners agree to cost sharing based on direct square footage used for each respective partner with dedicated space in the Job Center and a corresponding share of the common area costs. The IFA outlines, based on square footage, the estimated lease amounts for the co-located partners at shared service delivery sites. It is understood that lease amounts may vary based on monthly utility costs and other charges agreed to by the co-located partners.
- C. An ARIZONA@WORK Pinal County partner may appeal to the PCWDB regarding infrastructure costs which results in a change to the partner's infrastructure cost contributions. The IFA must be updated to reflect the final one-stop partner infrastructure cost contributions.
- D. Co-located partners shall not make independent changes to service delivery, provision of supplies, or reassignment of staff work space without consultation with other co-located partners and the One-Stop Operator. Such changes must be agreed upon by all partners, including associated costs.

Pinal County Workforce Development Board staff must be notified of such changes **within 60 days** of such proposed changes to allow for evaluation of the impact to the

overall ARIZONA@WORK Pinal County service delivery system and to revise the IFA to reflect such changes .

- E. Partners that do not have dedicated space in shared service delivery sites will negotiate with other partner programs in the service delivery area to determine an appropriate financial or in-kind arrangement for cost sharing. The current cost sharing spreadsheet is attached to this document.
- F. The IFA will be reviewed by the IFA signatories not less than once per calendar quarter to ensure costs are fairly evaluated and that each partner program is not required to contribute more than its proportionate share in accordance with the Uniform Guidance at 2 CFR part 200.
- G. Any necessary amendments to the IFA shall be in writing and approved by all partner IFA representatives and the PCWDB.
- H. Co-located partners agree to provide the equipment and supplies (e.g., paper, toner, etc.) for their own staff in order to carry out their respective program.
- I. All partners will submit updated budget (Attachment E-2 in the IFA) annually to ensure the IFA is reflective of the most recent funding levels for ARIZONA@WORK Pinal County basic and career services.

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Infrastructure Funding Agreement (IFA):

➤ **Local Workforce Development Area: ARIZONA@WORK Pinal County**

1. The period of time this agreement is effective

July 1, 2023 to June 30, 2025

2. Identification of all ARIZONA@WORK Job Center partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA (*See Attachment A*)

References:

- WIOA (Public Law 113-128) Section 121
- Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- WIOA Joint Final Rules:
 - Subpart B—One-Stop Partners and the Responsibilities of Partners
 - Subpart C—Memorandum of Understanding for the One-Stop Delivery System
 - Subpart E—One-Stop Operating Costs
- Training and Employment Guidance Letter WIOA No. 17-16
- Workforce Arizona Council: Job Center Service Delivery System (03-2016)
- Workforce Arizona Council: Job Center MOU and Infrastructure Cost (05-2016)
- ARIZONA@WORK: WIOA Joint Operational Guidance 2016-1 “Framework for One-Stop System Memorandum of Understanding”
- ARIZONA@WORK Joint Operational Informational Broadcast PB 17-004 (Memorandum of Understanding and Infrastructure Funding Agreement)

Parties to this Agreement:

In accordance with the Workforce Innovation and Opportunity Act (WIOA – Public Law 113-128, Sec. 121) the U.S. Department of Labor, in coordination with U.S. Department of Education, has established the one-stop centers, with American Job Centers (AJCs) as a unifying name and brand that identifies the online and in-person workforce development services as part of a single network (20 CFR 678.900, 34 CFR 361.900, and 34 CFR 463.900).

Under WIOA and its implementing regulations, consistent with the Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance), funding provided by the one-stop partners to cover the operating costs, including infrastructure costs, of the one-stop delivery system must be based on the partner program’s proportionate use of the system and relative benefit received (WIOA sec. 121(h)(1)(B)(i) and 121(h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR

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361.700 through 361.760, and 34 CFR 463.700 through 463.760).

The IFA serves as the financial plan to which the one-stop partners, chief elected officials (Pinal County Board of Supervisors), and the Pinal County Workforce Development Board (PCWDB) have agreed in the Memorandum of Understanding (MOU) that will be used to achieve their goals of delivering services in Pinal County. The MOU must contain, among other things, provisions describing how the costs of services provided by the one-stop system and how the operating costs of such system will be funded, including the infrastructure costs for the one-stop system (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b)).

This IFA is an agreement between the PCWDB and all program partners listed in Section IV (B) of the ARIZONA@WORK Pinal County MOU are parties to this agreement. **See Attachment A of the IFA.**

A. Parties to this agreement are categorized as the following:

1. **Co-Located:** Partner programs that provide services at the ARIZONA@WORK Pinal County job center located at the following location(s)
 - 820 E. Cottonwood Lane, Building E, Casa Grande, Arizona 85122
- A. Programs authorized under Title I of WIOA:
 - i. Adult Program
 - ii. Dislocated Worker Program
- B. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
- C. The Vocational Rehabilitation (VR) program authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C.)720 et seq.), as amended by WIOA Title IV;
- D. Jobs for Veterans State Grants programs authorized under chapter 41 of Title 38, U.S.C. (DVOP – itinerant);
- E. Temporary Assistance for Needy Families (Jobs Program Only)
2. **Non Co-located:** Partner programs that provide services in Pinal County but are not co-located at the ARIZONA@WORK Pinal County job center listed above:
 - A. Programs authorized under Title I of WIOA: Youth Program
 - B. The Adult Education and Family Literacy Act (AEFLA) program authorized under Title II of WIOA;
 - C. The Adult Education and Family Literacy Act (AEFLA) program authorized under Title II of WIOA/Arizona Department of Corrections;
 - D. Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act

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- E. The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
- F. Trade Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);
- G. Migrant and Seasonal Farmworker Programs under Title I of WIOA;
- H. Employment and training activities carried out by the Department of Housing and Urban Development; (WIOA Sec. 121(b)(1)(B)(x));
- I. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law); (WIOA Sec. 121(b)(1)(B)(xi).)
- J. TANF Programs authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C). (WIOA Sec. 121(b)(1)(B)(xiii).) – *Jobs Program Only*

3. Regulatory Requirements for Cost-Sharing:

Infrastructure Costs:

Each required partner must use a portion of funds made available to the partner's program, to the extent consistent with the Federal law authorizing the partner's program and with Federal cost principles in 2 CFR parts 200 and 2900 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable), to:

- (1) Provide applicable career services; and
- (2) Work collaboratively with the State and Local WDBs to establish and maintain the one-stop delivery system. **This includes jointly funding the one-stop infrastructure through partner contributions that are based upon:**
 - (i) A reasonable cost allocation methodology by which infrastructure costs are charged to each partner based on proportionate use and relative benefit received;
 - (ii) Federal cost principles; and
 - (iii) Any local administrative cost requirements in the Federal law authorizing the partner's program.

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Additional Costs:

- (1). Must Include Applicable Career Services
- (2). May Include Shared Operating Costs and Shared Services
 - (i) In addition to jointly funding infrastructure costs, one-stop partners listed in 20 CFR 678.400 through 678.410 must use a portion of funds made available under their programs' authorizing Federal law (or fairly evaluated in-kind contributions) to pay the additional costs relating to the operation of the one-stop delivery system. These other costs must include applicable career services and may include other costs, including shared services.
 - (ii) For the purposes of paragraph (a) of this section, shared services' costs may include the costs of shared services that are authorized for and may be commonly provided through the one-stop partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services. Shared operating costs may also include shared costs of the Pinal County Workforce Development Board functions.

4. Reaching consensus and/or an assurance that the Local Workforce Development Area followed guidance for the state infrastructure funding mechanism

Key stakeholders participated in joint discussions amongst ARIZONA@WORK Pinal County partner programs in the development of this agreement. These sessions were conducted and facilitated by staff of the PCWDB in order to reach consensus and ensure alignment with the tenets of the MOU and the ARIZONA@WORK Pinal County Workforce Development Plan.

5. The process ARIZONA@WORK Job Center partners will use to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.

Partners will meet to seek resolution. The issue escalation process outlined in the PCWDB's By-Laws will be the basis for the issue escalation process. Where resolution cannot be reached, the PCWDB will seek technical assistance from the State.

5. Periodic modification and review process to ensure equitable benefit among ARIZONA@WORK Job Center partners.

This Agreement will be reviewed no less than on a quarterly basis by all partners including the PCWDB Finance Manager (Fiscal Agent) as described in the MOU. Any necessary amendments to the IFA shall be in writing and approved by the ARIZONA@WORK Pinal County partners (signatories to the MOU) and the PCWDB.

6. ARIZONA@WORK partner program contributions must be reviewed and reconciled against actual costs on an agreed upon cadence which is at least annually to ensure that each partner program is paying its fair share per the federal cost principles.

All partners to this agreement agree to provide requested information regarding program financial contributions to be reviewed no less than annually by all partners, including the PCWDB Finance Manager (Fiscal Agent), to ensure fair and equitable financial contribution by all partners to the ARIZONA@WORK Pinal County service delivery system.

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IFA Attachments

- A. ARIZONA@WORK Job Center Partners, Chief Elected Official(s), and the LWDB Participating in the IFA**
- B. ARIZONA@WORK Operating Budget: Infrastructure Costs**
- C. Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs**
- D. Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs When Sufficient Data is Available to Determine Relative Benefit and Proportionate Share**
- E. ARIZONA@WORK Operating Budget: Additional Costs (Applicable Career Services)**
- F. *OPTIONAL: ARIZONA@WORK Operating Budget: Additional Costs (Shared Operating Costs and Shared Services) and Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services***

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Attachment A:

Identification of all ARIZONA@WORK Job Center Partners, Chief Elected Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA

Local Workforce Development Board:

*Pinal County Workforce Development Board
 1891 Historic Courthouse
 PO Box 827
 135 North Pinal Street
 Florence, AZ 85132*

ATTN: Joel Millman, (520) 866-6816/joel.millman@pinal.gov

Chief Elected Official(s):

See Pinal County Board of Supervisors Home Page: <https://www.pinal.gov/374/Board-of-Supervisors>

Required WIOA and ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner Serves Local Area?	Point of Contact Information <i>Name, Title, Address, Telephone, Email</i>
Adult, Dislocated Worker (DW) Programs under Title I-B of WIOA	X	Aaron Moon Project Director EQUUS Workforce Solutions 820 E. Cottonwood Lane, Building E Casa Grande, AZ 85122 (520) 866-3600 aaron.moon@equusworks.com
Youth Programs under Title I-B of WIOA	X	Amanda Whatley Youth Program Director, Central Arizona College 805 S. Idaho Rd., B112 Apache Junction, AZ 85119 (480) 677-7720
Migrant and Seasonal Farmworker Programs (MSFW) under Title I of WIOA	X	Kari Hogan Deputy CEO PPEP, Inc. 802 E. 46th Street, Tucson, Arizona 85713 (520) 770-2500 khogan@ppep.org

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Required WIOA and ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner Serves Local Area?	Point of Contact Information <i>Name, Title, Address, Telephone, Email</i>
Adult Education and Family Literacy Act programs under Title II of WIOA	X	Susan Aguilar Director ABE/GED Program Central Arizona College 1015 E. Florence Blvd Casa Grande, AZ 85122 (520) 494-5960 susan.aguilar@centralaz.edu
Adult Education and Family Literacy Act programs under Title II of WIOA	X	Maria Silva Special Projects Director of Family Resource Center/Adult Ed Queen Creek Unified School District 20217 East Chandler Heights Road Queen Creek, AZ 85142 msilva@qcusd.edu
Wagner-Peyser under Title III of WIOA	X	Ismial Rangel Program Manager AZDES Workforce Development Administration O: (928) 247-8751/C: (928) 261-0249 IRangel@azdes.gov
State Unemployment Insurance (UI)	X	Sandra Canez UI Administrator AZDES (480) 868-7136 SandraCanez@azdes.gov
Trade Adjustment Assistance (TAA) under Title II of Trade Act	X	Chevera Trillo Administrator AZDES Workforce Development Administration 1789 W. Jefferson, Mail Drop 5111 Phoenix, AZ 85007 (480) 487-7806 CTrillo@azdes.gov

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Required WIOA and ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner Serves Local Area?	Point of Contact Information <i>Name, Title, Address, Telephone, Email</i>
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C. (Disabled Veterans Outreach Program [DVOP] only)	X	Ismial Rangel Program Manager AZDES Workforce Development Administration O: (928) 247-8751/C: (928) 261-0249 IRangel@azdes.gov
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C. (Local Veterans Employer Representative [LVER] only)		Kelly Hart Administrator AZDES Employer Engagement Administration 1789 W. Jefferson, Mail Drop 5111 Phoenix, AZ 85007 (602) 542-6013 KellyHart@azdes.gov
Vocational Rehabilitation under Title IV of WIOA	X	Mary Fleck Regional Program Manager AZDES Rehabilitation Services Administration/Vocational Rehabilitation 400 W. Congress St, Ste. 420 mfleck@azdes.gov
Senior Community Service Employment Programs (SCSEP) under Title V of Older Americans Act--State of Arizona	X	State Grantee: Crystal Newman Arizona Department of Economic Security Division of Employment and Rehabilitation Services (DERS) cnewman@azdes.gov Subgrantee: Jessica Howell Phoenix SCSEP Project Director AARP Foundation, SCSEP O) 602-841-0403/C) 480-415-7344 jhowell@aarp.org

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Required WIOA and ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner Serves Local Area?	Point of Contact Information <i>Name, Title, Address, Telephone, Email</i>
Senior Community Service Employment Programs (SCSEP)—National Grantees under Title V of Older Americans Act	N/A	N/A
Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act	X	Andrew Clegg Executive Director, Career and Workforce Training Central Arizona College 8470 N. Overfield Rd., Coolidge, AZ 85128 (520) 494-5296 andrew.clegg@centralaz.edu
Housing and Urban Development Employment and Training Programs	X	Rolanda Cephas Executive Director Pinal County Housing Department 970 Eleven Mile Corner Road Casa Grande, AZ 85194 (520) 866-7200 rolanda.cephas@pinal.gov
Additional ARIZONA@WORK Job Center Partners Approved by the LWDB and CEO(s)		
<p><i>Temporary Assistance for Needy Families (TANF) employment & training under part A of Title IV of Social Security Act* (Jobs Program Only)</i></p> <p><i>* Workforce Arizona Council, 03-2016: “The Governor notified the Secretaries of the U.S. Departments of Labor and Health and Human Services in writing that TANF will not be a required partner in Arizona, or within some specific local areas in the State. Local TANF programs may still opt to be a one-stop partner, or to work in collaboration with the ARIZONA@WORK Job Center.”</i></p>	X* (Jobs Program Only)	<p>State Grantee: Chevera Trillo Administrator AZDES Workforce Development Administration 1789 W. Jefferson, Mail Drop 5111 Phoenix, AZ 85007 (480) 487-7806 CTrillo@azdes.gov</p> <p>Service Provider: Jorge A Rivero Project Director EQUUS Workforce Solutions Office: (520) 269 6445 Cell: (520) 241 3876/jorgerivero@equusworks.com</p>

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<u>Attachment B1: ARIZONA@WORK Job Center and Partner Service Locations</u>	
Local Workforce Development Area: Pinal County	
<p>The following partners co-locate at the ARIZONA@WORK Pinal County Job Center (Comprehensive Center) ARIZONA@WORK Pinal County: 820 East Cottonwood Lane, Building E Casa Grande, AZ 85122 Jezreel Ramirez, Chicano Por La Causa (One Stop Operator)/(520) 866-3611</p>	
Adult/Dislocated Worker Programs	<p>Aaron Moon EQUUS Workforce Services 820 East Cottonwood Lane, Building E Casa Grande, AZ 85122 (520) 866-3600 aaron.moon@equusworks.com</p>
DES/Employment Service/Jobs for Veterans State Grant (DVOP)	<p>Ismial Rangel Program Manager AZDES Workforce Development Administration O: (928) 247-8751/C: (928) 261-0249 IRangel@azdes.gov</p>
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C. (Local Veterans Employer Representative [LVER] only)	<p>Kelly Hart Administrator AZDES Employer Engagement Administration 1789 W. Jefferson, Mail Drop 5111 Phoenix, AZ 85007 (602) 542-6013 KellyHart@azdes.gov</p>
DES/Vocational Rehabilitation	<p>Mary Fleck Regional Program Manager AZDES Rehabilitation Services Administration/Vocational Rehabilitation 400 W. Congress St, Ste. 420 mfleck@azdes.gov</p>
Temporary Assistance for Needy Families (TANF) employment & training under part A of Title IV of Social Security Act (<i>Jobs Program Only</i>)	<p>State Grantee: Chevera Trillo Administrator AZDES Workforce Development Administration</p> <p>Service Provider: Jorge A Rivero Project Director EQUUS Workforce Solutions Office: 520 881-0570/Cell: 520 275-5242/jorgerivero@equusworks.com</p>

ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025

Partner	Other Partner (Not Co-located) Locations (see IFA Attachment B2)	Addresses
Vocational Rehabilitation	Location 1	Mary Fleck Regional Program Manager AZDES Rehabilitation Services Administration/Vocational Rehabilitation 400 W. Congress St, Ste. 420, Tucson mfleck@azdes.gov A. 1155 N. Arizona Blvd. Coolidge, AZ 8518 B. 11518 E. Apache Trail #110, Apache Junction, AZ 85120 C. 401 N. Marshall, Casa Grande, AZ 85122
Youth Program	Location 2	Amanda Whatley Director ARIZONA@WORK Pinal County Youth Program (480) 677-7781 brandy.gonzalez@centralaz.edu A. Central Arizona College – San Tan Campus 3736 E Bella Vista Rd. San Tan Valley, AZ 85143 B. Central Arizona College – Signal Peak Campus 8470 N Overfield Rd. Coolidge, AZ 85128 C. Central Arizona College – Maricopa Campus 17945 Regent Dr. Maricopa, AZ 85138 D. Central Arizona College – Superstition Springs Campus - 805 S Idaho Rd. Apache Junction, AZ 85119 E. Central Arizona College – Aravaipa Campus 80440 E Aravaipa Rd. Winkelman, AZ 85192
Senior Community Service Employment Program	Location 3	State (sub) Grantee: Jessica Howell Phoenix SCSEP Project Director AARP Foundation, SCSEP O) 602-841-0403/C) 480-415-7344 jhowell@aarp.org

ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025

Partner	Other Partner (Not Co-located) Locations (see IFA Attachment B2)	Addresses
Career and Technical Education Programs (Post Secondary)	Location 4	Andrew Clegg Executive Director, Career and Workforce Training Central Arizona College 8470 N. Overfield Rd., Coolidge, AZ 85128 (520) 494-5296 andrew.clegg@centralaz.edu
HUD Employment and Training	Location 5	Rolanda Cephas Executive Director Pinal County Housing Department 970 Eleven Mile Corner Road Casa Grande, AZ 85194 (520) 866-7200 rolanda.cephas@pinal.gov
Adult Education and Family Literacy Act programs under Title II of WIOA	Location 6	Susan Aguilar, Director, ABE/GED Program Central Arizona College – Signal Peak Campus 8470 N Overfield Rd. Coolidge, AZ 85128 (520) 494-5960 susan.aguilar@centralaz.edu A. Central Arizona College – San Tan Campus 3736 E Bella Vista Rd. San Tan Valley, AZ 85143 B. Central Arizona College – Signal Peak Campus 8470 N Overfield Rd. Coolidge, AZ 85128 C. Central Arizona College – Maricopa Campus 17945 Regent Dr. Maricopa, AZ 85138 D. Central Arizona College – Superstition Springs Campus - 805 S Idaho Rd. Apache Junction, AZ 85119 E. Central Arizona College – Aravaipa Campus 80440 E Aravaipa Rd. Winkelman, AZ 85192 Maria Silva, Special Projects Director of Family Resource Center Queen Creek Unified School District 20217 East Chandler Heights Road Queen Creek, AZ 85142 msilva@qcusd.edu

ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025

Partner	Other Partner (Not Co-located) Locations (see IFA Attachment B2)	Addresses
Temporary Assistance for Needy Families (TANF) employment & training under part A of Title IV of Social Security Act* (Jobs Program Only)	Location 7	Jorge A Rivero Project Director EQUUS Workforce Solutions Office: 520 881-0570/Cell: 520 275-5242 / jorgerivero@equusworks.com A. 11518 E. Apache Trail, #115 Apache Junction, AZ 85120 B. 1155 N. Arizona Blvd Coolidge, AZ 85128
Migrant and Seasonal Farmworker Programs (MSFW) under WIOA Title I	Location 8	Kari Hogan Deputy CEO PPEP, Inc. 802 E. 46th Street, Tucson, Arizona 85713 (520) 770-2500 khogan@ppep.org

ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025

Attachment B2: ARIZONA@WORK Job Center Partners Co-located in Each ARIZONA@WORK Job Center Location

Local Workforce Development Area: Pinal County

(Place an "X" If the ARIZONA@WORK Job Center Partner is Co-located in the Identified ARIZONA@WORK Job Center or Service Location)

ARIZONA@WORK Job Ctr Partner	ARIZONA@WORK Pinal County Business and Career Center (Comprehensive Center)	Location #1 (See Att B1)	Location #2 (See Att B1)	Location #3 (See Att B1)	Location #4 (See Att B1)	Location #5 (See Att B1)	Location #6 (See Att B1)	Location #7 and 8 (See Att B1)
Adult/DW	X	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Youth	n/a	n/a	✓	n/a	n/a	n/a	n/a	n/a
Wagner-Peyser	X	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Voc Rehab	X	✓	n/a	n/a	n/a	n/a	n/a	n/a
Trade	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Veterans (JVSG/DVOP only)	X	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TANF/Jobs	X	n/a	n/a	n/a	n/a	n/a	n/a	7
SCSEP—State	n/a	n/a	n/a	✓	n/a	n/a	n/a	n/a
SCSEP—National	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Adult Ed	n/a	n/a	n/a	n/a	n/a	n/a	✓	n/a
Career/Tech Ed	n/a	n/a	n/a	n/a	✓	n/a	n/a	n/a
HUD E&T	n/a	n/a	n/a	n/a	n/a	✓	n/a	n/a
MSFW (Title I)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	8

ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025

<u>Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center</u>				
ARIZONA@WORK Job Center: (Comprehensive Center) 820 E. Cottonwood Lane, Bldg. E., Casa Grande, AZ 85122				
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Est. Cost (per month)</i>	<i>Est. Cost (annual)</i>	
Rent				
Rental of Facilities	Rent only	\$3,288	\$39,456	
Subtotal: Rental Costs		\$3,288	\$39,456	
Utilities and Maintenance and Other (estimated based on annual average)				
Electric	Based on average monthly costs	Included in rent	Included in rent	
Water	Based on average monthly costs	Included in rent	Included in rent	
Sewer	Based on average monthly costs	Included in rent	Included in rent	
High-Speed Internet	Based on average monthly costs	Included in rent	Included in rent	
Subtotal: Utilities and Maintenance Costs		Included in rent	Included in rent	
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS (All figures rounded)				
<i>Cost Category</i>		<i>Total Cost</i>	<i>Est. (per month)</i>	<i>Est. (annual)</i>
Subtotal: Rental Costs			\$3,288	\$39,456
Subtotal: Utilities and Maintenance Costs			0	0
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION			\$3,288	\$39,456

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025**

<u>Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center</u> ARIZONA@WORK Job Center Location: 820 E. Cottonwood Lane, Bldg. E, Casa Grande, AZ 85122 Total Square Footage of the ARIZONA@WORK Job Center: 3,945 Square Feet Total Square Footage of Dedicated/Assigned Space For All Co-located ARIZONA@WORK Partners: 1,080 Square Feet		
<i>Co-located ARIZONA@WORK Job Center Partners</i>	<i>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned Space</i>	<i>ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space</i>
WIOA Title I-B Adult/Dislocated Worker	408	35.9%
One Stop Operator	96	8.4%
Wagner-Peyser/Employment Service	288	25.3%
Vocational Rehabilitation	120	10.5%
TANF/Jobs Program	168	14.8%
Disabled Veterans Outreach Program	58	5.1%
<i>Total Percentage of the Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners (may not equal 100% due to rounding)</i>		<i>100%</i>

ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025

Attachment B5: <u>Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner</u> ARIZONA@WORK Job Center Location: 820 E. Cottonwood Lane, Bldg. E, Casa Grande, AZ Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$3,288 (monthly) (See Attachment B3)				
Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space	Proportionate Share (est. per month)* <i>*includes common space</i> <i>(% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost = ARIZONA@WORK Job Center Partner Share)</i>	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
Adult/Dislocated Worker	35.9%	\$1,179	100%	\$0.00
Wagner-Peyser/Employment Service	25.3%	\$832	100%	\$0.00
Vocational Rehabilitation	10.5%	\$347	100%	\$0.00
TANF/Jobs	14.8%	\$485	100%	\$0.00
One Stop Operator	8.4%	\$277	100%	\$0.00
Disabled Veterans Outreach Program	5.1%	\$168	100%	\$0.00
Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash: \$3,288 <ul style="list-style-type: none"> (est. per month- may not equal due to rounding) (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center – see Attachment B3) 				

***ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025***

Attachment C:

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

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Attachment D:

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

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ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025

Attachment E1: Career Services Applicable to Each ARIZONA@WORK System Partner							
Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	X	X	X		X		
Outreach, Intake, Orient	X	X	X	X	X	X	X
Initial Assessment	X	X	X	X	X	X	X
Labor Exch/Job Search	X	X	X		X	X	X
Referrals to Partners	X	X	X	X	X	X	X
LMI	X	X	X		X	X	
Performance/Cost Info	X	X	X				
Support Service Info	X	X	X		X	X	X
UI Info/Assistance	X	X	X		X		
Financial Aid Info	X	X	X	X		X	
Basic Career Services	Career/Tech Ed	SCSEP	MSFW	TAA			
T-I Program Eligibility							
Outreach, Intake, Orient		X	X	X			
Initial Assessment		X		X			
Labor Exch/Job Search		X	X	X			
Referrals to Partners		X	X	X			
LMI		X	X	X			
Performance/Cost Info		X		X			
Support Service Info		X	X	X			
UI Info/Assistance		X	X				
Financial Aid Info				X			

ARIZONA@WORK Pinal County Infrastructure Funding Agreement
July 2023 – June 2025

Basic Career Services	Other Part	Housing	UI	JVSG (DVOP)	Other Part	Other Part	Other Part
T-I Program Eligibility							
Outreach, Intake, Orient				X			
Initial Assessment				X			
Labor Exch/Job Search				X			
Referrals to Partners				X			
LMI				X			
Performance/Cost Info							
Support Service Info				X			
UI Info/Assistance			X				
Financial Aid Info							

Individ Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	X	X	X			X	
Employment Plan	X	X	X		X	X	X
Career Plan/Counsel	X	X	X		X	X	X
Short-Term Prevoc	X	X	X			X	X
Internships/Wk Exper	X	X	X			X	X
Out-of-Area Job Search	X	X	X				X
Financial Literacy	X	X	X				
ELA/Integ Education	X	X	X	X			
Workforce Preparation	X	X	X	X	X		X

<i>Individ Career Services</i>	Career/Tech Ed	SCSEP	BLANK	BLANK	MSFW	BLANK	TAA
Comp Assessment		X			X		X
Employment Plan		X			X		X
Career Plan/Counsel		X			X		X
Short-Term Prevoc					X		X
Internships/Wk Exper		X			X		
Out-of-Area Job Search					X		X
Financial Literacy							X
ELA/Integ Education					X		X
Workforce Preparation					X		X
<i>Individ Career Services</i>	BLANK	Housing	UI	BLANK	JVSG (DVOP)	Other Part	Other Part
Comp Assessment					X		
IEP					X		
Career Plan/Counsel					X		
Short-Term Prevoc					X		
Internships/Wk Exper							
Out-of-Area Job Search					X		
Financial Literacy							
ELA/Integ Education							
Workforce Preparation					X		

Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services

The "Consolidated System Budget for the Delivery of Applicable Career Services" is the total actual or reasonably estimated amount of funds budgeted by the required ARIZONA@WORK Job Center partners for the delivery of the career services (that are applicable to their programs) and made available through the ARIZONA@WORK one-stop delivery system. This budget includes all costs, including personnel, related to the administration and delivery of these services.

Applic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AdEd	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$144,997	\$500,889	\$332,353	\$14,663	\$133,972	\$289,483	\$63,901
Applic Career Services	Tech Ed	SCSEP (State)	SCSEP (Nat'l)	MSF(NFJP)	TAA	Housing	UI
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$0	\$0	N/A	\$86,000	\$0	\$5,000	\$5,226
Applic Career Services	DES VETS						
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$65,389						

<i>Applic Career Services</i>	T-I Adult	T-I DW	T-I Youth	T-II AdEd	T-III WP	T-IV VR	TANF
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$579,988	\$125,223	\$332,353	\$14,516	\$16,669	\$65,596	\$63,901
<i>Applic Career Services</i>	Career/Tech Ed	SCSEP (State)	SCSEP (Nat'l)	MSF(NFJP)	TAA	Housing	UI
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$170,897	\$60,879	N/A	\$29,000	\$0		\$0
<i>Applic Career Services</i>	DES VETS						
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$73,437						

Attachment F1: Optional ARIZONA@WORK Job Center Partner Agreement to Share Other Costs and Services –

Type of Cost to be Shared:

Description of the Cost to Be Shared and What it Includes:

ARIZONA@WORK Job Center Partners Agreeing to Share This Cost

The following ARIZONA@WORK Job Center partners have agreed to share these costs:

The ARIZONA@WORK Job Center partners that agreed to share these costs will benefit by:

**Shared Cost Budget for
*(Identify the Type of Cost)***

<i>Line Item</i>	<i>Budget Detail</i>	<i>Cost</i>
<i>Total Budget for This Shared Cost</i>		<i>\$ N/A</i>

Agreed Upon Cost Allocation Methodology to Share This Cost

To be determined.

Proportionate Share for ARIZONA@WORK Job Center Partners Agreeing to Share These Costs (Identify the Type of Cost)				
Partners Agreeing	Agreed Methodology	Initial Partner Share	Amount in Cash	Amount in Non-Cash
Partner 1:				N/A
Total Budget for This Shared Cost				\$0

**2023-2025 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)**

By signing below, I attest that I agree to the terms prescribed in the 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Chief Elected Official (s): Pinal County Board of Supervisors

Signature: _____

Jeff Serdy
Representative

Pinal County
Organization Name

Chair
Title

31 N. Pinal St.
Florence, AZ 85132
Address

Phone

**2023-2025 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)**

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Local Workforce Development Board: Pinal County Workforce Development Board

Signature: _____

Liz Harris Tuck

Representative

Pinal County

Organization Name

Chair

Title

135 N. Pinal St.
Florence, AZ 85132

Address

Phone

**2023-2025 ARIZONA@WORK Pinal County
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Partner Program: WIOA Title IB - Adult and Dislocated Worker Programs

Signature: Aaron Moon

Aaron Moon
Representative

EQUUS Workforce Solutions

Organization Name

Project Director

Title

820 E. Cottonwood Lane, Bldg. E,
Casa Grande, AZ 85122

Address

6194717594

Phone

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Partner Program: WIOA Title IB - Youth Program

Chris Wodka Digitally signed by Chris Wodka
Date: 2023.05.04 15:53:35 -07'00'

Signature: _____

Chris Wodka
Representative

Central Arizona College
Organization Name

VP of Business Affairs/CFO
Title

8470 N. Overfield Rd., Coolidge, AZ
85128
Address

520.494.5230
Phone

**2023-2025 ARIZONA@WORK Pinal County
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Partner Program: WIOA Title II – Adult Education and Family Literacy

Signature: Chris Wodka Digitally signed by Chris Wodka
Date: 2023.05.04 15:53:57
-07'00'
Chris Wodka
Representative
Central Arizona College
Organization Name
VP of Business Affairs/CFO
Title
8470 N. Overfield Rd., Coolidge, AZ
85128
Address
520.494.5230
Phone

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Partner Program: WIOA Title II – Adult Education and Family Literacy

Signature: Maria J. Silva

Maria Silva
Representative

Queen Creek Adult Education
Program
Organization Name

Click here to enter text.
Title

Click here to enter text.
Address

Click here to enter text.
Phone



Innovative Workforce Solutions

**2023-2025 ARIZONA@WORK Pinal County
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Partner Program: WIOA Title III– Wagner-Peyser/Employment Service

Signature: Chevera Trillo 04.19.2023

Chevera Trillo

Representative

Arizona Department of Economic
Security/Workforce Development
Administration

Organization Name

Administrator

Title

1789 West Jefferson, Phoenix, AZ

Address

(480) 487-7806

Phone

**2023-2025 ARIZONA@WORK Pinal County
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Partner Program: WIOA Title IV– Vocational Rehabilitation

Signature: Kristen Mackey

Kristen Mackey

Representative

Arizona Department of Economic
Security/Rehabilitation Services
Administration

Organization Name

Administrator

Title

1789 W. Jefferson Street Phoenix, AZ
85007 - MD 5371

Address

480-665-6736

Phone

**2023-2025 ARIZONA@WORK Pinal County
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Partner Program: Career and Technical Education (Post-Secondary)

Signature: Chris Wodka Digitally signed by Chris Wodka
Date: 2023.05.04 15:54:18
-07'00'

Chris Wodka
Representative

Central Arizona College
Organization Name

VP of Business Affairs/CFO
Title

8470 N. Overfield Rd., Coolidge, AZ
85128
Address

520.494.5230
Phone

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Partner Program: Temporary Assistance for Needy Families (Jobs Program only)

Signature: Chevera Trillo 04.19.2023

Chevera Trillo

Representative

Arizona Department of Economic
Security/Workforce Development
Administration

Organization Name

Administrator

Title

1789 West Jefferson, Phoenix, AZ

Address

(480) 487-7806

Phone

**2023-2025 ARIZONA@WORK Pinal County
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Partner Program: Business Services (State)

Signature: Kelly Hart 2/27/2023

Kelly Hart
Representative

Arizona Department of Economic
Security
Organization Name

Employer Engagement
Administration

Title

1789 W Jefferson
Address

602-320-8766
Phone

**2023-2025 ARIZONA@WORK Pinal County
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Partner Program: Veterans (DVOP)

Signature: Chevera Trillo 04.19.2023

Chevera Trillo

Representative

Arizona Department of Economic
Security/Workforce Development
Administration

Organization Name

Administrator

Title

1789 West Jefferson, Phoenix, AZ

Address

(480) 487-7806

Phone

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Partner Program: Veterans (LVER)

Signature: Kelly Hart 4-27-2023

Kelly Hart

Representative

Arizona Department of Economic
Security

Organization Name

Employer Engagement
Administration

Title

1789 W. Jefferson, Phoenix, AZ 85007

Address


602-320-8766

Phone

**2023-2025 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)**

By signing below, I attest that I agree to the terms prescribed in the 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Partner Program: Employment and Training under Housing and Urban Development

Signature: 

Rolanda Cephas
Representative

Pinal County Department of
Housing

Organization Name

Executive Director
Title

970 N Eleven Mile Cr Rd
Casa Grande, AZ 85194
Address

520-866-7200
Phone

**2023-2025 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)**

By signing below, I attest that I agree to the terms prescribed in the 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Partner Program: Migrant and Seasonal Farmworkers under Title I of WIOA

Signature:



Kari Hogan
Representative

PPEP, Inc.
Organization Name

Chief Administrative Officer
Title

802 E. 46th Street Tucson, Arizona
85713
Address

520-770-2500
Phone



Innovative Workforce Solutions

2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA)

By signing below, I attest that I agree to the terms prescribed in the 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Partner Program: Senior Community Service Employment Program (State)

DocuSigned by:
Signature: Demetri Antzoulatos 5/4/2023
623F409E96E1430...

Demetri Antzoulatos
Representative


AARP Foundation
Organization Name

VP, Finance, Grants, and Operations
Title

601 E Street, NW, Washington, D.C. US
Address

202-434-2272
Phone

135 N. Pinal Street, Florence, AZ 85132 | (520) 866-8085 | ARIZONA@WORK.com/pinal

A proud partner of the  **americanjobcenter** network

**2020-2023 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)**

By signing below, I attest that I agree to the terms prescribed in the 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Partner Program: Trade Adjustment Assistance

Signature: Chevera Trillo 04.19.2023

Chevera Trillo

Representative

Arizona Department of Economic
Security/Workforce Development
Administration

Organization Name

Administrator

Title

1789 West Jefferson, Phoenix AZ

Address

(480) 487-7806.

Phone

**2023-2025 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)**

By signing below, I attest that I agree to the terms prescribed in the 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Partner Program: Unemployment Insurance

Signature: Sandra Canez

Sandra Canez

Representative

Arizona Department of Economic
Security, Unemployment Insurance
Administration

Organization Name

Unemployment Insurance Administrator

Title

1789 W. Jefferson St, Phoenix, AZ 85007,
Mail Drop 5671

Address

(480) 868-7136

Phone



AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Presentation of the Board Chair Report

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

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☐ [Board Chair Report](#)

Pinal County Workforce Development Board Meeting

Board Chair Report - Program Year 2022

(July 1, 2022 – June 30, 2023)

May 18, 2023

- Rapid Response
- Training Assessment: Presentation for Program Administrators
- Board Officer Nominations Update
- Arizona Workforce Summit June 29-30th
- Building Pathways to Infrastructure Jobs Grant
- Potential Reconfiguration of the Pinal County Workforce Development Board





AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Election of Pinal County Workforce Development Board Officers

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

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☐ [Election of Pinal County Workforce Development Board Officers](#)



Martha M. @WORK

Martha M. @WORK

May 18, 2023

Officer Election for Pinal County Workforce Development Board

Pinal County Workforce Development Board (PCWDB) Officers

Per PCWDB By Laws **ARTICLE X – OFFICERS**

The PCWDB shall have a Chair, Vice Chair, Immediate Past Chair and Fiscal Liaison.

Current Officers:

- | | |
|--------------------------------|------------------------|
| ➤ <i>Chair:</i> | <i>Liz Harris Tuck</i> |
| ➤ <i>Vice Chair:</i> | <i>Harold Christ</i> |
| ➤ <i>Immediate Past Chair:</i> | <i>Vacant</i> |
| ➤ <i>Fiscal Liaison:</i> | <i>Susan Aguilar</i> |

Eligibility for Each Office

Workforce Arizona Council, in accordance with WIOA 107(b)(2), requires the following composition for each local workforce development board (LWDB):

- *The majority of the members of the LWDB must be representatives of business in the LWDA (WIOA 107(b)(2)(A)).*
- *The members of the LWDB must elect a chairperson from among the business representatives on the board. (WIOA 107(b)(3))*

Officers

CHAIR:

- *Shall perform the duties pursuant to these by-laws and procedural decisions resulting from a duly cast vote of the PCWDB. He/she is the attester to all documents containing necessary concurrences required by the Governor and/or the PCWDB recommendations deemed necessary to the Pinal County board of Supervisors.*
- *The term of office for the Chair shall be two years.*
- *No individual may hold this office for more than two consecutive terms.*

Officers

VICE CHAIR:

- *Shall perform the duties of the Chair in his/her absence and to perform such other duties as automatically pertain to such office or as may be designated by the Chair or Executive Team. The Vice Chair assumes the duties of the Chair, should the Chair resign before the Chair's term is completed.*
- *The Vice Chair shall be representative of the business category on the PCWDB*
- *The term of office for the Vice Chair shall be two years.*
- *No individual may hold this office for more than two consecutive terms.*



Officers

IMMEDIATE PAST CHAIR

- *The Immediate Past Chair may serve as a liaison to new Business Sector member recruitment as well as providing advice/assistance to new Chairs.*

FISCAL LIAISON

- *The Fiscal Liaison will provide fiscal oversight by reviewing fiscal reports prepared by the Pinal County Fiscal Agent which track WIOA funds allocated to Pinal County.*
- *The term of the Fiscal Liaison shall serve a term of one year with the option to extend by majority vote of the PCWDB.*

Election of Officers

Per PCWDB By Laws ARTICLE XI – ELECTION OF OFFICERS:

- **No later than February 1 of the election year:** dissemination of the “PCWDB Officer Nomination Form” to each eligible Board member
 - ***No later than April of the election year: Candidates are announced to the full board***
 - **No later than the June meeting of the PCWDB:** Full board votes for officers.
- Officer elections to be held during the June 15, 2023 PCWDB meeting
- The Chair, Vice Chair, and Fiscal Liaison will commence their terms on July 1 of the following Program Year in which they were elected.





AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Contractor Provider Reports:

- a. Adult/Dislocated Worker Program
- b. Youth Program
- c. One Stop Operator

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History

Time

Who

Approval

ATTACHMENTS:

Click to download

- ☐ [Adult/Dislocated Worker Report](#)
- ☐ [Youth Program Report](#)
- ☐ [One Stop Operator Report](#)



Martin D. @WORK

Presentation to the Pinal County Workforce Development Board

Aaron Moon, Project Director
May 18, 2023

Adult & Dislocated Worker Performance Highlights

Enrollment and Placements

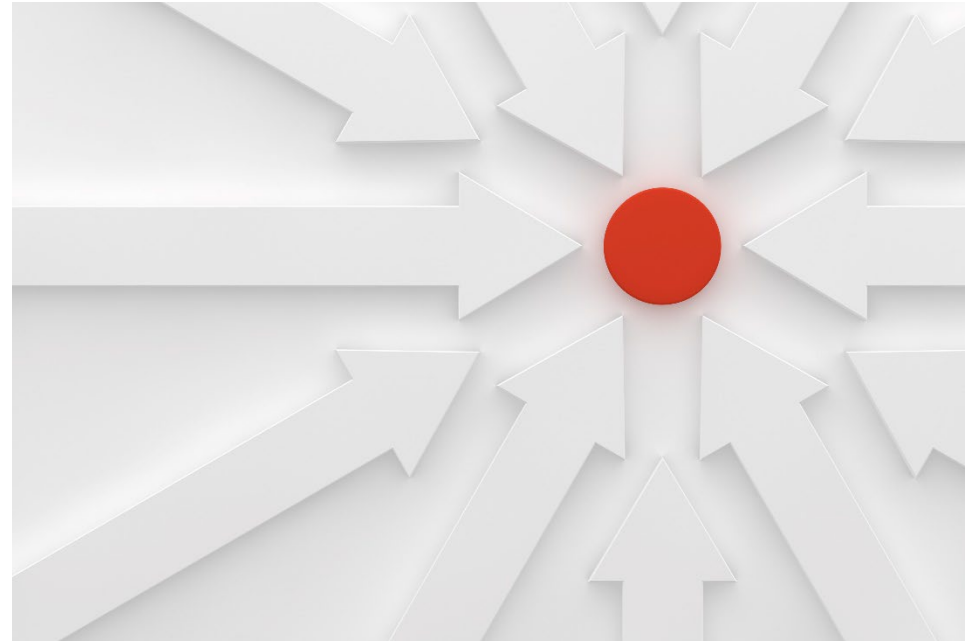
172 Enrollments is the Goal for PY22

- **158** YTD
 - **34** in March - April
 - **54% Increase** from (Jan-Feb 22)
 - **92 Percent** of Annual Enrollment Goal

120 Placements is the Goal for PY22

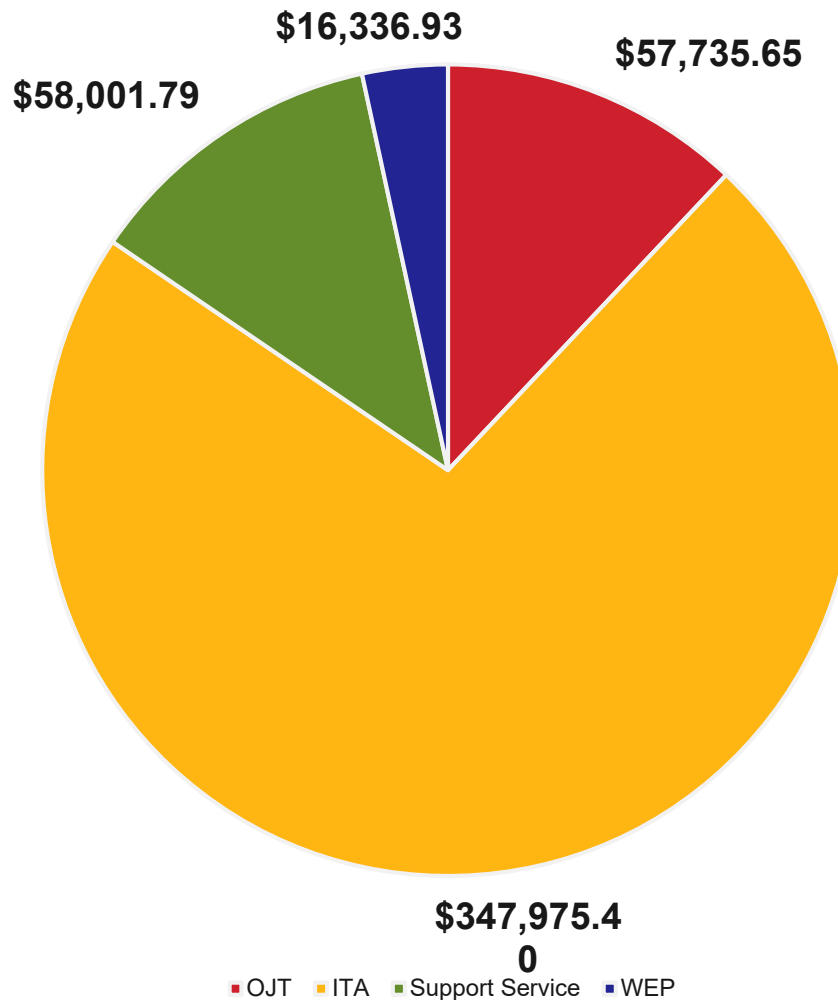
- **81** YTD
 - 14 in March-April
 - **17% Decrease** from (Jan Feb 22)
 - **68 Percent** of Annual Placement Goal

Supply Chain Manager - \$150,000/yr.
CDL Driver - \$65,000 annualized
CDL Driver - \$54,000 annualized



Expenditure and Participation Highlights

PY22 Adult Participant Investments

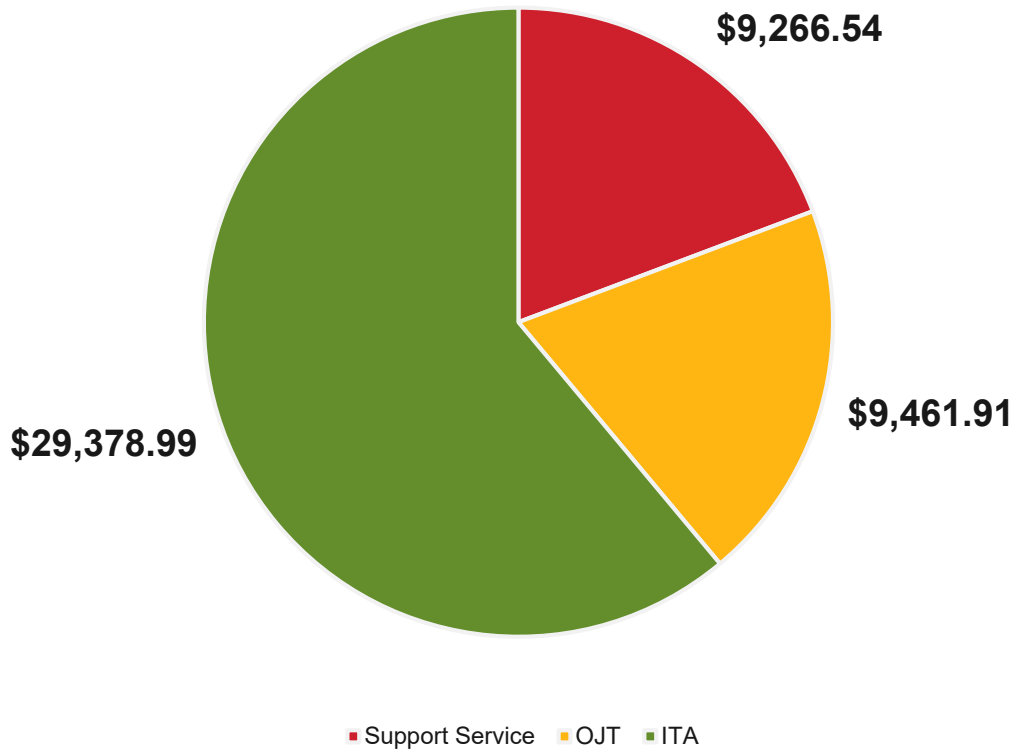


Adult Summary

- \$792,042 Total Participant Budget
- \$480,000 invested
 - 134 Participants
 - 2.3 percent of state total (5,568)
- \$89,000 in active obligations
- \$223,000 participant budget remaining

Expenditure & Participation Highlights

PY22 DW Participant Investments



DW Summary

- \$123,000 total participant budget
- \$48,000 invested
 - 24 participants
 - 5 percent of state total (492)
- \$27,000 in active obligations
- \$49,000 participant budget remaining

Key Happenings – Job Fairs!



- Central Arizona College
- 135 attendees
- 40 employers



JOB FAIR

Register now to meet with these employers and more!!





Click [here](#) to register or you can scan the QR code.

DATE:
April 24, 2023

TIME:
1:00 PM – 4:00 PM

LOCATION:
Casa Grande Recreation Center
1905 N. Peart Road, Casa Grande, AZ, 85122

Contact Linda Martinez at 520-231-1115 for any questions. linda.a.martinez@equusworks.com

For detailed information about specific job opportunities. Please visit www.azjobconnection.gov.



Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1

- Casa Grande Community Center
- 325 attendees



Featured Team Member – Linda Martinez – aka “88”



- Business Solutions Consultant
 - Been with Equus for four years
 - Covers Central and Western Pinal
 - Favorite thing about being a BSC:
 - Biggest Challenge with being a BSC:

Questions





Martha M. @WORK

Presentation to the Pinal County Workforce Development Board
Youth Program

May 18, 2023

Program Status

Active - 65
Follow Up - 53

118 in program

Active Participant Status

HSE – 35*
OST– 27
HS Diploma – 3

139 participants

Service goal 100-125



**46% participants
participated in
Occupational
Skills Training**

**31% in GED/HSE
classes**

**51% participated
in Job
Club/Workshops**

**36% Financial
Literacy**

**18% Work
Experience
through the YP**

ARIZONA@WORK™
PINAL COUNTY

Participants have widely varying interests

CNA	Dental Hygiene	Registered nurse	Welding	Manufacturing	Restaurant Owner	Author	911 Operator	
Administrative Assistant	Graphic Design	Physical Therapy	Respiratory Therapist	Graphic Comic Illustrator	AAS Diesel Technology	Web Design	Firefighter	
Dental Assistant	HVAC	Interpreter	Massage Therapist	Chef	Commercial Electrician	Plumber	Teacher	
Vet Tech	Medical Assistant	Phlebotomist	Esthetician	Software Engineer	Business Owner	Radiolo...	Undecided	Finance Manage...

And different needs

Abigayle entered the program with a diploma but had struggled to maintain a job without transportation or reliable childcare. She previously had to sell her car to pay for things for her baby, like diapers, a crib, and clothing.

She knew she needed a career quickly where she could earn enough to support herself and her daughter.

While in the program Abigayle participated in financial planning education, enrolled in a dental assisting program, was placed into a work experience, and was then able to obtain employment while finishing school.

She recently graduated and loves the field so much she wants to get the next credential and upskill.





Malanie started the program without a high school diploma. Her career planner encouraged her to return to GED classes and persist to earn her High School Equivalency Diploma.

She had previously been discouraged due to the price of the GED tests but finding out that she'd have the financial support encouraged her to start testing. She did not pass her first exam, but persisted, and after a semester of classes she passed her last test in July!

She faced homelessness along with other struggles, but with assistance from her career planner she was able to stick to the plan. 1. Earn her GED 2. become an esthetician and 3. find a job in her chosen field.

Malanie recently earned her Esthetician certificate and is working with her career planner to accomplish step 3.

We have no doubts she will succeed!

Austin's parents removed him from school in 3rd grade. Living off the grid was fun, but it did not provide many options for him or his brother to receive the education and training they would need to provide for themselves in the future.

Austin wanted to be able to provide for himself, and after some googling enrolled in the Adult Education program at CAC to earn his HSE. During his first class, his instructor recognized he would need some extra support and contacted the Youth Program.

Austin earned his HSE diploma in April and at the age of 24 just obtained his driver's license. Now that he had identification, he is very excited about getting his first job and beginning training to become a welder.



Odalys and Allen enrolled in training and the youth program together. Data show that support from friends and family increase a person's likelihood of staying in school, and these two are a prime example.

When one would forget about a workshop or a meeting with their career planner, the other would encourage attendance so they would be prepared with a great resume or better financial understanding.

They were also able to give each other rides to school, with the CP providing gas reimbursement. Both participants earned industry credentials, completed a work experience, and are now employed.

Odalys wants to continue her education and will be enrolling in CAC in the fall. She plans to continue working at her job while attending school.

Allen is happy working and being done with school.





MAY 8-10, 2023



NATIONAL ASSOCIATION OF
WORKFORCE DEVELOPMENT PROFESSIONALS
CONNECT. ADVANCE. INNOVATE

UNMASKING THE POTENTIAL

39TH ANNUAL CONFERENCE ✦ NEW ORLEANS, LA

Thank you for your time!

Questions?



Monthly Report

April 2023



Jezreel Ramirez,
One-Stop Operator
820 E Cottonwood Lane,
Casa Grande, AZ 85122

485 center interactions

APR 23

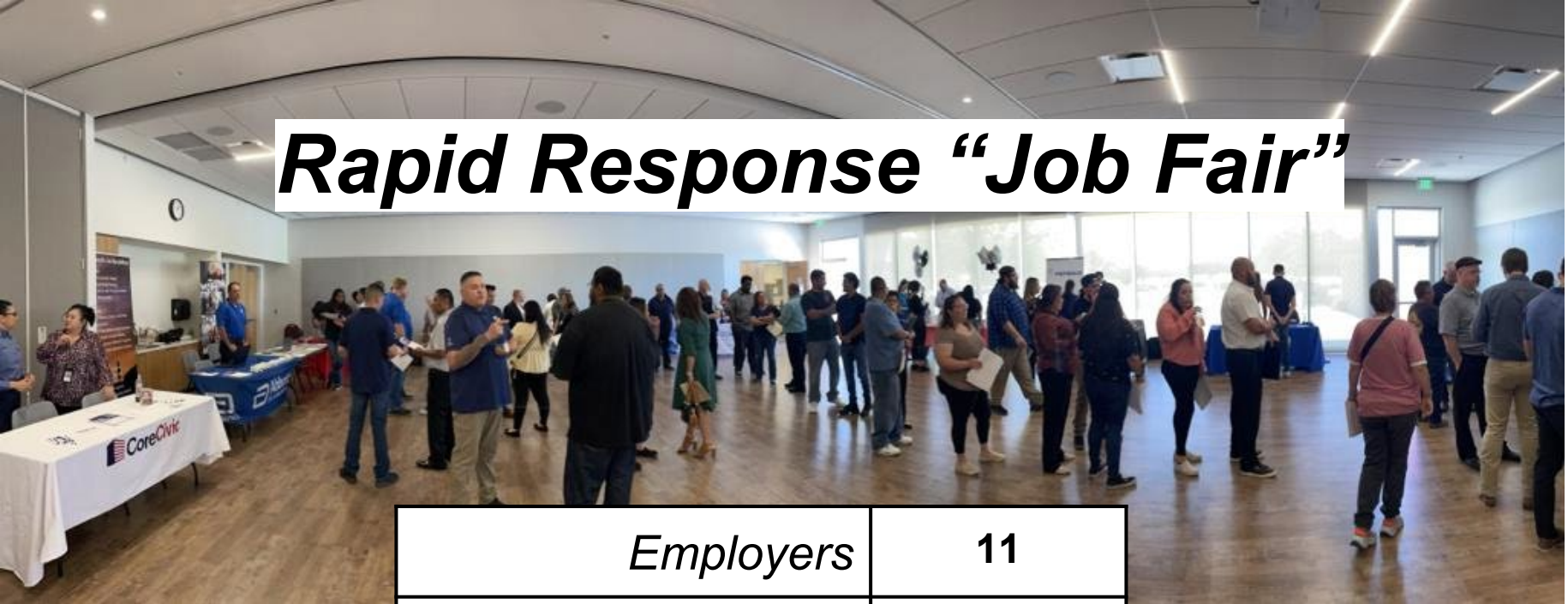
YEAR TO DATE

<i>Walk In Customers</i>	429	1,573
<i>Calls Received</i>	39	77
<i>RESEA</i>	12	49
<i>Contact Us Form</i>	5	5
Totals	485	1,704

1,102 Referrals to Partners

	<u>APR 23</u>	<u>YEAR TO DATE</u>
<i>Youth Services</i>	3	14
<i>SCSEP</i>	1	15
<i>Adult Dislocated Worker</i>	46	285
<i>Employment Services</i>	116	621
<i>Migrant Seasonal Farm Worker</i>	3	16
<i>Adult Education</i>	2	13
<i>Vocational Rehabilitation</i>	4	21
<i>Veteran Services</i>	10	95
<i>Community Resources</i>	2	22

Rapid Response “Job Fair”



<i>Employers</i>	11
<i>Participants</i>	313



Our Community Impact:

	<u>APR 23</u>	<u>YR TO DATE</u>
<i>Enrollments</i>	86	406
<i>Credentials</i>	8	27
<i>Placements</i>	56	335
<i>Training related employment</i>	9	50
<i>Special Events</i>	27	90
<i>People Served</i>	967	3,149



Arizona Career Readiness Credential (ACRC)

	<u>APR 23</u>	<u>YEAR TO DATE</u>
<i>Interested Customers</i>	6	6
<i>Scheduled Testing</i>	1	1
<i>Completed ACRC</i>	0	0





Thank you.

Jezreel Ramirez ,
One-Stop Operator
*820 E Cottonwood Lane
Casa Grande, AZ 85122*





AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Featured Partner Presentation: Rolanda Cephas - Housing Program

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

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☐ [Pinal County Housing Authority](#)




RESIDENT OPPORTUNITY FOR SELF SUFFICIENCY


Pinal County
Housing Authority



What is ROSS



The Resident Opportunity and Self Sufficiency is a program designed to promote self-sufficiency among Public Housing residents.







HOW THE PROGRAM WORKS


The ROSS Program Coordinator evaluates the participant needs and coordinates available resources within the community and beyond to meet the identified needs. The ROSS program has five primary focus areas and is utilized to improve self-sufficiency.

- Participants schedule an appointment to meet with the Coordinator to discuss how the program can assist them.
- Discuss personal goals with an assessment to outline goals to be accomplished in the program.
- Participant is provided resources and referrals for community services available to meet their needs.
- Evaluation of participants progress to ensure success in the program.

Who can participant



ROSS is a voluntary program available to Pinal County Housing Authority Public Housing Residents.



SMART GOALS

Employment: Provide career guidance service and referrals for job readiness and skills assessment programs, resume writing, interview skills, and referrals for business professional clothing.


Education: Services provided through Central Arizona College for GED, ELS, secondary education, and vocational training.

Financial Literacy: Provide referrals to homeownership programs, budget/credit assistance, monetary aid resources with eviction/turn-off notices


Health: Provide referrals to appropriate Agency for disability assessment and services, substance abuse treatment and mental health services, referral for health insurance services, encouragement of annual medical examination by health care provider; also provide programs aimed at more excellent health knowledge and awareness.

Housing: Provide counseling and encouragement to public housing residents with housing related barriers. Provide referrals for house keeping issues, eviction prevention, and provide residents with referrals for homeownership workshops.





WHAT CAN YOU EXPECT FROM THE ROSS PROGRAM



A plan specifically
tailored to your
individual or family
goals.

Links to community
organization geared
towards education, job
training and placement
programs, computer
and financial literacy
and increased self
sufficiency.

An advocate and
supporter to help
individuals work
through barriers
preventing self
sufficiency.

R O S S

EDUCATION

JOB PLACEMENT/TRAINING

FINANCIAL LITERACY

SUBSTANCE ABUSE

PARENTING/LIFE SKILLS

FOOD ASSISTANCE

RE-ENTRY PROGRAM

ELDERLY/DISABILITY ASSISTANCE

HEALTH AND WELLNESS



Pinal County Housing Authority
970 North Eleven Mile Corner
Casa Grande, AZ 85194

Heather Wilson
Phone: 520-866-7211
Cell: 520-858-2433
Email: heather.wilson@pinal.gov



AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Board Member Profile: Eric Craft

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		


ATTACHMENTS:

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☐ [Board Member Profile](#)

Eric's Leadership Perspective

A peek into me...

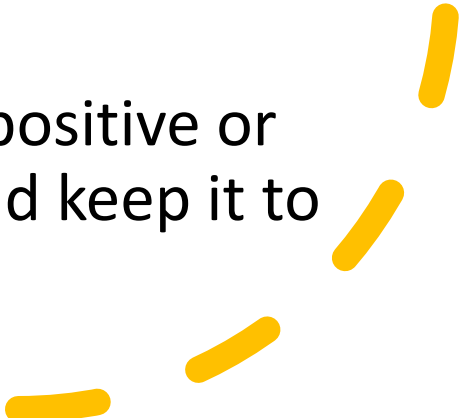


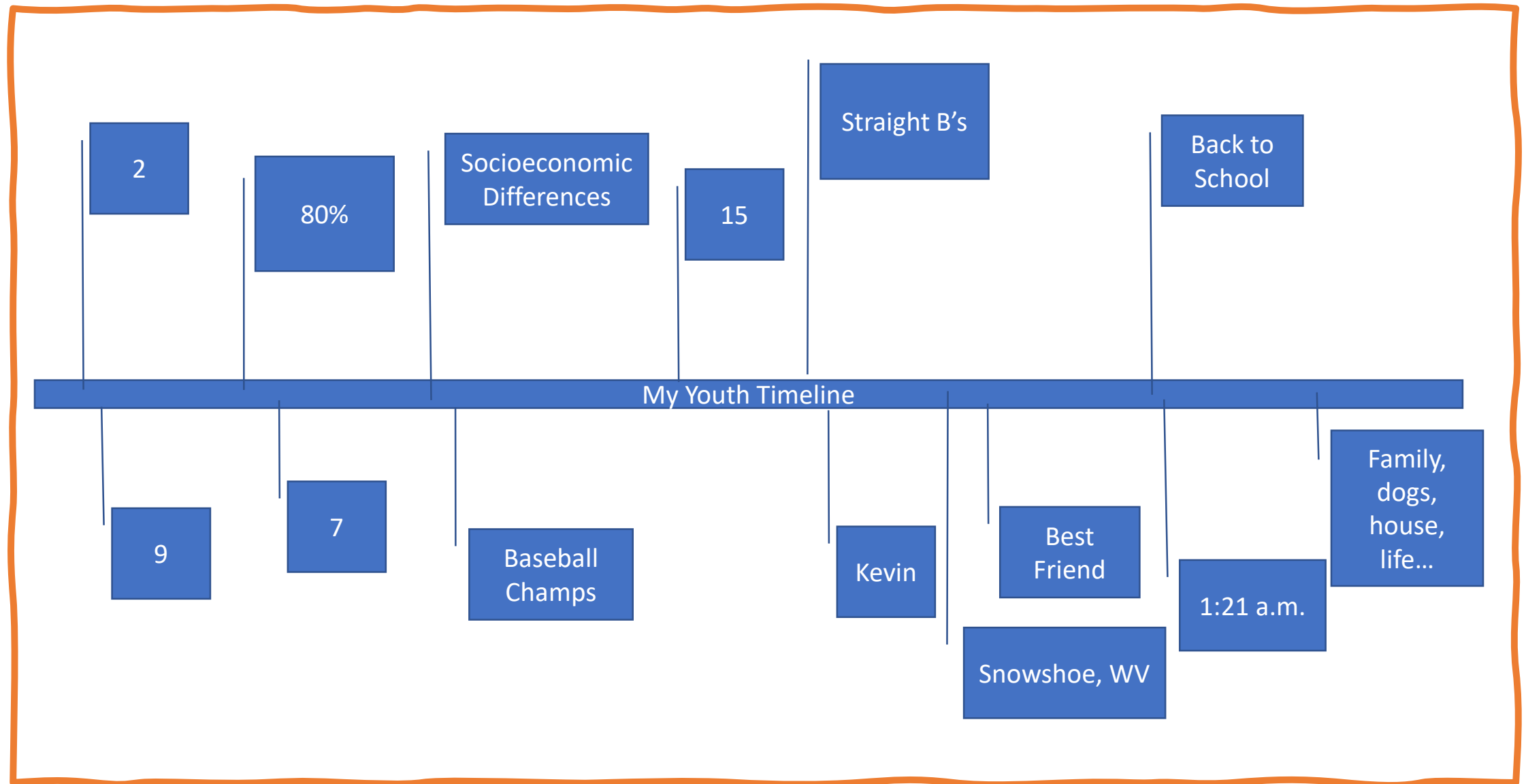
“Work is either fun or drudgery. It depends on your attitude. I like fun.” —Colleen C. Barrett.

"Alone we can do so little; together we can do so much." – Helen Keller

“A real friend is one who walks in when the rest of the world walks out.”
– Walter Winchell

“Everything we say should either be positive or helpful. If neither, we probably should keep it to ourselves.” - Kim Corbitt









Braylon
Crosby

Eric Craft, NA Fabric Care PS, Director

Fun & Hobbies



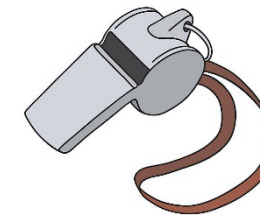
RUNNING



SPORTS



YOUTH SPORTS



COOKING

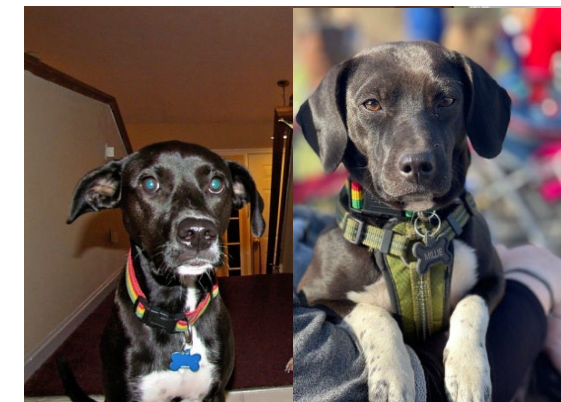


MUSIC



Type Coach: ESTJ

Zola & Millie



Assignment History

- Home Care Engineering/NA Home Care GTM, Director
- Baby Care/Fem Care R&D (HR), Senior Manager
- Baby Care, Dover Wipes Plant (HR) - Organization Effectiveness Leader
- Global HR Operations (HR) – IOD Special Assignment
- Global Talent Supply (HR)– Workforce Planning & HR Analytics
- NA Talent Supply (HR) – Recruiting, Gillette Integration
- Corporate Trainer (Ongoing) – Presentation Skills & Bus. Writing**

Education

- Xavier University, BLA Organizational Leadership
- California Coast University, MBA



My Passions:

- Developing Others**
- Systems Improvement**
- Talent Management**

My Leadership Values

- Power of collaboration & teamwork
- High energy, high positivity
- Relationships last and it's how we get work done
- Work hard, play harder
- Let's have fun any chance we get!
- And give back to the community any chance we get!

You Can Only Impact Today

1. Make sure the things you say are *positive* or helpful
2. Make yourself and others around you better
3. Stay on front side of the energy map & take high road
4. Exercise
5. Eat healthy (or at least healthier!)



“We are better 9-5 when we are our whole selves 24-7”
– Sam Brinton



AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Development Board

Director: James Smith

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Posted on this 12th day of May 2023 around 11:00 AM

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

[Click to download](#)

No Attachments Available



AGENDA ITEM

May 18, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #:

Dept. Name:

Director:

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

ZOOM MEETING JOINING INFORMATION: [https://us02web.zoom.us/j/81541244893?](https://us02web.zoom.us/j/81541244893?pwd=b3MvOCttMjMvcmoweURqTVNBaCtKUT09)
pwd=b3MvOCttMjMvcmoweURqTVNBaCtKUT09 Meeting ID: 815 4124 4893 Passcode: 159442 One tap
mobile+17193594580,,81541244893#,,, *159442# US+12532050468,,81541244893#,,, *159442# US

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History		
Time	Who	Approval

ATTACHMENTS:
Click to download
No Attachments Available