

NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION
PINAL COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMARY OF AGENDA FOR MEETING
Thursday, September 21, 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/Approval/Disapproval of the August 17, 2023 meeting minutes

*b. Discussion/Approval/Disapproval: Equus Workforce Solutions Request to Transfer Funds. Workforce Innovation and Opportunity Act (WIOA) services are offered under the ARIZONA@WORK Pinal County brand. In Pinal County, delivery of Adult and Dislocated Worker Program services are contracted through Equus Workforce Solutions. WIOA allows the transfer of funds between the WIOA Adult and Dislocated Worker (DW) Program funding streams to allow local workforce development areas (Pinal County) the flexibility to provide services in areas of greatest need. Approval is requested for the transfer of Program Year 2022 funds in the amount of \$300,000 from the Dislocated Worker Program allocation to its Adult Program funding stream. These funds expire on 6/30/2024. The project anticipates the transfer will increase the number of Adults served by 24% and in part support the goal to enroll 136 Adults and 40 Dislocated Workers. The transfer will not impact the ability to continue to serve eligible Dislocated Workers.

*c. Discussion/Approval/Disapproval: Request for endorsement by the Pinal County Workforce Development Board (PCWDB) of the H3 Labor Market Information Occupation Tool. The tool provides an in-demand rating, the number of projected job openings in Pinal County in the next two years, the median hourly wage, the median annual salary, the typical entry-level education required of the occupation, and the typical on-the-job training required for each specific occupation. The H3 Labor Market Information Occupation tool is provided by the PCWDB for its service providers to inform job seekers of Pinal County labor market information, to support strategic and programmatic data based decisions.

*d. Discussion/Approval/Disapproval: Budget Report as of 7/31/2023

- (3) 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.

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.

Posted on the 19th day of September around 1:00 PM

ZOOM MEETING JOINING INFORMATION: [https://us02web.zoom.us/j/84883910088?](https://us02web.zoom.us/j/84883910088?pwd=MTA2bmxOWVFvZnBvb2NuVTRLTEZvQT09)
pwd=MTA2bmxOWVFvZnBvb2NuVTRLTEZvQT09 Meeting ID: 848 8391 0088 Passcode: 649509 ---
One tap mobile +12532050468,,84883910088#,,, *649509# US



AGENDA ITEM

September 21, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Department

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

ITEM:

[H3 Labor Market Information Occupation Tool.](#)

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

MOTION:

History

Time

Who

Approval

ATTACHMENTS:

Click to download

☐ [Meeting Minutes 8/17/2023](#)

☐ [Transfer of Funds Request - Dislocated Worker Program to Adult Program](#)

☐ [Fund Transfer Public Comment Notice](#)

☐ [Budget Report as of 7/31/2023](#)

**NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION PINAL COUNTY WORKFORCE DEVELOPMENT
BOARD MEETING LEGAL MINUTES**

Thursday, August 17, 2023

2:00 PM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX CONFERENCE ROOM (1st FLOOR)

135 N. PINAL STREET

FLORENCE, AZ 85132

1. Roll Call and Introductions

Meeting called to order at 2:01 pm roll call taken. Quorum met.

Members Present:

- Harold Christ
- Jack Beveridge
- Liz Harris Tuck (Zoom)
- Richard Wilkie (Zoom)
- Christina Riedel (Zoom)
- Andrew Clegg (Zoom)
- Susan Aguilar (Zoom)
- Bryan Seppala (Zoom)
- Mary Fleck (Zoom)
- Tim Tucker (Zoom)
- Erica Ballesteros (Zoom)
- Logen Kelly (Zoom)
- Joshua Paine (Zoom)

Members Absent:

- Jim Garrett
- Jakob Andersen
- Stacey Rich
- Eric Craft
- Lynn Parsons

Staff Present:

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

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 Meeting Minutes July 20, 2023

Motion entered by: Jack Beveridge

Second by: Tim Tucker

Item Action: Approved

- b. ***Discussion/Approval/Disapproval:** Revision 1 of the 2023-2025 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement. These revisions are necessitated by the following:

- Revised One Stop Operator name
- Cost allocation for five TRANSFR Headsets
- Addition of Job Corps as an ARIZONA@WORK Pinal County Partner
- Reallocation of space at the ARIZONA@WORK Pinal County Business Center in Casa Grande

- c. ***Acknowledgement of Resignation of the following Pinal County Workforce Development Board Members:**

- Stacey Rich (CAVIT) effective August 18, 2023
- Abram Cordell (Abbott Nutrition) effective June 15, 2023

Motion entered by: Liz Harris Tuck

Second by: Richard Wilkie

Item Action: Approved

3. **Discussion/Approval/Disapproval:** Consideration of Soloman Galyon with Arizona Construction and Building Trade Council (Workforce Sector) to the Pinal County Workforce Development Board. Term of service: 9/1/2023-8/31/2026

Pinal County Workforce Development Board recommendation to appoint Soloman Galyon will be forwarded to the Board of Supervisors for final approval. The item will be on the September 6, 2023 Board of Supervisors' Regular Meeting Agenda.

Motion Entered by: Richard Wilkie

Second: Andrew Clegg

Item Action: Approved

4. **Discussion/Approval/Disapproval:** Consideration of Samuel Kolapo with Fred G. Acosta Job Corps Center (Workforce Sector) to the Pinal County Workforce Development Board. Term of service: 9/1/2023-8/31/2026

Pinal County Workforce Development Board recommendation to appoint Samuel Kolapo will be forwarded to the Board of Supervisors for final approval. The item will be on the September 6, 2023 Board of Supervisors' Regular Meeting Agenda.

Motion Entered by: Richard Wilkie

Second by: Mary Fleck

Item Action: Approved

5. **Discussion/Approval/Disapproval:** Consideration of Joel Villegas with Pinal County Education Service Agency/Pinal County School Superintendent Office (Workforce Sector) to the Pinal County Workforce Development Board. Term of service: 9/1/2023-8/31/2026

Pinal County Workforce Development Board recommendation to appoint Joel Villegas will be forwarded to the Board of Supervisors for final approval. The item will be on the September 6, 2023 Board of Supervisors' Regular Meeting Agenda.

Motion Entered by: Susan Aguilar

Second by: Eric Craft

Item Action: Approved

6. **ITEM ADDED: Discussion/Approval/Disapproval:** Consideration of Stacey Rich with Abbott Nutrition (Business Sector) to the Pinal County Workforce Development Board. Term of service: 9/1/2023-8/31/2025

Pinal County Workforce Development Board recommendation to appoint Stacey Rich will be forwarded to the Board of Supervisors for final approval. The item will be on the September 6, 2023 Board of Supervisors' Regular Meeting Agenda.

Motion Entered by: Richard Wilkie

Second by: Jack Beveridge

Item Action: Approved

7. Budget Report

Carrie Fike provided the current expenditures and allocations from the PY 22/23 budget report.

Motion Entered by: Christina Riedel

Second by: Liz Harris Tuck

Item Action: Approved

8. **Discussion/Approval/Disapproval:** Request to enter into a contract in the amount of \$16,500 with Sheila Murphy, LLC for the purpose of revising the 2020-2023 Pinal County Workforce Development Board Strategic Plan. This plan will also be used to inform the composition of the 2024-2027 ARIZONA@WORK Pinal County Workforce Development Plan in accordance with Workforce Innovation and Opportunity Act requirements.

Harold Christ gave a recap on the Board's efforts to develop strategic planning. Sheila Murphy gave the board a breakdown of her proposal to capture the mission and goals the PCWDB have for the upcoming years. Sheila provided a timeline of the 3 phase strategic planning implementation. Staff is to coordinate with the board dates and times to arrange the (3) two hour sessions.

Motion Entered by: Jack Beveridge

Second by: Erica Ballesteros

Item Action: Approved

9. Board Chair Report

Harold and Joel discussed how to prioritize the Board's vision and how we can use the next four years to build a solid foundation.

Item Action: Information Only

10. Board Member Profile

Jack Beveridge gave a brief presentation on his career background and shared some personal stories.

Item Action: Information Only

11. Board Member updates

Item Action: No comments

12. Call to the Public

Item Action: No public comment

13. Adjournment

Motion Entered by: Jack Beveridge

Second by: Erica Ballesteros

Item Action: Approved

Meeting adjourned at 3:46 pm

TRANSFER OF FUNDS REQUEST FORM

1. Contractor: _____ 2. Contractor ID Number: _____

WIOA Section 133 (b) (4) provides the authority for Local Workforce Development Boards (LWDBs) the ability to transfer, if such a transfer is approved by the Arizona Department of Economic Security (ADES), up to and including 100 percent of the funds allocated to the Local Workforce Development Area (LWDA) under paragraph (2)(A) or (3), and up to and including 100 percent of the funds allocated to the local area under paragraph (2)(B), for a fiscal year between– (A) adult employment and training activities; and (B) dislocated worker employment and training activities.

WIOA Title I-B Fiscal Policy, Section 400-Transfer of Funds, allows LWDBs to request a transfer of unexpended Rapid Response funds to the WIOA Title I-B Dislocated Worker Program when dislocated worker funds in a LWDA have been fully expended for a Program Year.

This request does not change the amount of the allocation, but only the use of funds for respective programs.

Adult
PY22/ FY23

Original Allocation of \$ _____ To New Allocation of \$ _____

Dislocated Worker
PY22/ FY23

Original Allocation of \$ _____ To New Allocation of \$ _____

Unobligated Rapid Response
PY/ FY

Original Allocation of \$ _____ To New Allocation of \$ _____

**can only be transferred to DW when all DW funds have been expended.*

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Signature of Authorized Individual:

Typed Name: _____

Title: _____ Date: _____

CONTRACTOR

Signature of Authorized Individual:

Typed Name: _____

Title: _____ Date: _____

See page 3 for EOE/ADA disclosures

WRITTEN REQUEST

Date:

Local Workforce Development Board:

Funding Source of Transfer			Amount of Transfer Requested	Percent of Transfer Requested
Adult	DW	Rapid Response (to DW)	\$	%

1. Describe the situation that necessitates the LWDAs need to transfer funds. Include labor market information and other economic conditions that contributed to the need for this transfer request.
2. Explain how the transfer of funds will impact the participant levels in both the Adult and Dislocated Worker Programs. Provide an estimate of the number of Adult and Dislocated Worker expected to be served if the transfer is granted.
3. Explain the effect of the transfer on current providers of training and other services. Include the impact on jointly funded employment and training programs in the local ARIZONA@WORK Job Center.
4. Describe the expected improvement in WIOA performance outcomes in terms of percentage for both funding streams, if funding is better aligned with participants' needs in the LWDA.

ASSURANCES

I assure that the transfer of funds requested herein will not:

1. Adversely affect individuals needing services provided by the program subject to reduced funding.
2. Reduce the required rate of expenditure by the end of the program year for the funding source to which funds are transferred.

Name of LWDA Director (Printed)

Signature

Date

Name of LWDB Chairperson (Printed)

Signature

Date

SUBMITTAL INSTRUCTIONS

This form may be submitted electronically or by mail to the Department of Economic Security for review to:

Financial Manager, Division of Employment & Rehabilitation Services (DERS)

Finance and Budget Unit

Phone:

Email:

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

September 2023

Request to Transfer WIOA Funds from the Dislocated Worker Program to the Adult Program

Pinal County is a sub recipient of Workforce Innovation and Opportunity Act (WIOA –Public Law 113-128) grant funds to provide services for the WIOA Adult, Dislocated Worker and Youth Programs via an intergovernmental agreement with the Arizona Department of Economic Security. WIOA services are offered under the ARIZONA@WORK Pinal County brand. In Pinal County, delivery of Adult and Dislocated Worker Program services are contracted through Equus Workforce Solutions. Funds are allocated annually by Program Year (July 1 – June 30) and are available for a two year period.

WIOA allows the transfer of funds between the WIOA Adult and Dislocated Worker (DW) Program funding streams to allow Local Workforce Development Areas (Pinal County) the flexibility to provide services in areas of greatest need. The Pinal County Workforce Development Board (PCWDB) and chief elected official (Pinal County Board of Supervisors) may request to transfer up to 100 percent of its allocated funding for Adult and Dislocated Worker activities funds during a Program Year (PY) between the Title I-B Adult Program and Title I-B Dislocated Worker Program.

Labor market data specific to Pinal County, Arizona, underscores a notable surge in demand for skilled professionals across pivotal sectors: advanced manufacturing, healthcare, and technology. These sectors have experienced robust expansion, fueled in part by strategic economic development initiatives that have actively cultivated their growth within the region.

Dislocated Worker Program participants, being largely work-ready individuals seeking employment guidance and refinement, generally require less program expenditures compared to Adult participants. Conversely, the Adult Program is poised to continue the notable surge in enrollments as the program expands its support for the demand of skilled labor. The injected funds will bolster enrollment capacity enabling the introduction of targeted skill development initiatives tailored to the diversification of industry needs.

Equus Workforce Solutions has submitted a request to the Pinal County Workforce Development Board for the transfer of Program Year 2022 funds in the amount of \$300,000 from its Dislocated Worker Program allocation to its Adult Program funding stream. These funds expire on June 30, 2024. Transfer of such funds will allow ARIZONA@WORK Pinal County to continue to invest in Pinal County citizens who are eligible for Adult services. The transfer will not impact the ability to continue to serve eligible Dislocated Workers.

The Pinal County Workforce Development Board (PCWDB) is soliciting public comments related to this request through September 19, 2023 to be considered at during the September 21, 2023 PCWDB meeting. **Public comments may be submitted to:** arizonaatwork@pinal.gov

PINAL COUNTY WORKFORCE DEVELOPMENT BOARD

Programs Subrecipient Activity

Period: 07/01/22 - 06/30/23

Program Year 2021/Fiscal Year 2022										
Program Year 2022/Fiscal Year 2023										
Expenditure Period Ends June 30, 2024	Allocation				Expended			Year 1 & 2 Available		
Total Allocation	\$ 2,760,038									
Youth - Subrecipient (CAC)	\$ 664,707						0%	\$ 664,707		
Youth - Program - County	\$ 117,301				2,580		2%	\$ 114,721		
Youth - Admin - County	\$ 86,890				4,614		5%	\$ 82,276		
Youth - Program Total Allocation		\$ 868,898				7,194			\$ 861,704	
Adult - Subrecipient (Equus)	\$ 724,985				207,135		29%	\$ 517,850		
Adult - Program - County	\$ 127,939				2,580		2%	\$ 125,359		
Adult - Admin - County	\$ 94,769				4,617		5%	\$ 90,152		
Adult - Program Total Allocation		\$ 947,693				214,332			\$ 733,361	
DW - Subrecipient (Equus)	\$ 626,112				43,000		7%	\$ 583,112		
DW - Program - County	\$ 110,490				2,581		2%	\$ 107,909		
DW - Admin - County	\$ 81,845				4,681		6%	\$ 77,164		
DW - Programs Total Allocation		\$ 818,447				50,262			\$ 768,185	
Work Base Learning - Sub (Equus)	\$ 112,500						0%	\$ 112,500		
Work Base Learning- Admin - County	\$ 12,500						0%	\$ 12,500		
Work Base Learning Program Total Allocation		\$ 125,000				0			\$ 125,000	
\$ 2,760,038										

NOTES:

Date of Report 8/30/2023

Expenditures through 7/31/2023

Program Year 2023/Fiscal Year 2024										
Expenditure Period Ends June 30, 2024	Allocation				Expended			Year 1 & 2 Available		
Total Allocation	\$ 2,301,393									
Youth - Subrecipient (CAC)	\$ 559,368						0%		\$ 559,368	
Youth - Program - County	\$ 98,712						0%		\$ 98,712	
Youth - Admin - County	\$ 73,120						0%		\$ 73,120	
Youth - Program Total Allocation		\$ 731,200				0				\$ 731,200
Adult - Subrecipient (Equus)	\$ 650,826						0%		\$ 650,826	
Adult - Program - County	\$ 114,852						0%		\$ 114,852	
Adult - Admin - County	\$ 85,075						0%		\$ 85,075	
Adult - Program Total Allocation		\$ 850,753				0				\$ 850,753
DW - Subrecipient (Equus)	\$ 550,372						0%		\$ 550,372	
DW - Program - County	\$ 97,124						0%		\$ 97,124	
DW - Admin - County	\$ 71,944						0%		\$ 71,944	
DW - Programs Total Allocation		\$ 719,440				0				\$ 719,440



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September 21, 2023 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #: Economic Development

Dept. Name: Workforce Department

Director: James Smith

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Posted on the 19th day of September around 1:00 PM

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MOTION:

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Time		

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pwd=MTA2bmxOWVFvZnBvb2NuVTRLTEZvQT09 Meeting ID: 848 8391 0088 Passcode: 649509 One tap
mobile+12532050468,,84883910088#,,, *649509# US

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