

NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION
PINAL COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMARY OF AGENDA FOR MEETING
Thursday, March 21, 2024

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 (10 Minutes) *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 February 15, 2024 Regular Meeting Minutes
 - *b. Discussion/approval/disapproval of ARIZONA@WORK Pinal County Allowable Costs Policy
 - *c. Discussion/approval/disapproval of ARIZONA@WORK Pinal County Leveraged Resources Policy
 - *d. Discussion/approval/disapproval of the reappointment to the Pinal County Workforce Development Board Christina Riedel with Sunlife Health (Business Sector) Term of Service May 01, 2024 through April 30, 2026
 - *e. Discussion/approval/disapproval of the reappointment to the Pinal County Workforce Development Board Joel Villegas with Pinal County Education Service Agency (Workforce Sector) Term of Service is March 04, 2024 through March 03, 2026
 - *f. Discussion/approval/disapproval of appointment to the Pinal County Workforce Development Board David Nieves with Procter & Gamble (Business Sector) Term of Service April 04, 2024 through January 31, 2025 *NOTE: Mr. Nieves will be fulfilling Eric Craft's term*
 - *g. Discussion/approval/disapproval of the Partner Program Reports
 - Youth Program
 - Adult/Dislocated Worker Program
 - One Stop Operator
- (3) Board Chair Report
- (4) Operations Report
- (5) Discussion/approval/disapproval of the PCWDB Budget Report
- (6) Discussion/approval/disapproval of Funding opportunities provided to local workforce development boards via Alert 23-002 PU23/FY24 "Rapid Response Funds" and Alert 24-001 "One Time Funding Opportunities"
- (7) Discussion/approval/disapproval Adult Dislocated Worker Request for Proposal 243729
- (8) Discussion/approval/disapproval of revised Pinal County Workforce Development Board By-Laws
- (9) Discussion/approval/disapproval to authorize the Executive Team to recommend, on behalf of the Pinal

County Workforce Development Board, WIOA Title II (Adult Education) applications to provide services in Pinal County as requested by the Arizona Department of Education.

(10) 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)

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 March around 12:00 PM

NOTE: One or more members of the Board may participate in this meeting by telephonic or video conference call. The PCWDB may go into Executive Session for the purpose of discussion or consideration of records exempt by law from public inspection pursuant to A.R.S. § 38-431.03(A)(2).

Pursuant to A.R.S. 38-431.02(H), the public will have physical access to the meeting place fifteen (15) minutes prior to the start of the meeting.



AGENDA ITEM

March 21, 2024 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



AGENDA ITEM

March 21, 2024 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:

CONSENT AGENDA (10 Minutes) *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 February 15, 2024 Regular Meeting Minutes
- *b. Discussion/approval/disapproval of ARIZONA@WORK Pinal County Allowable Costs Policy
- *c. Discussion/approval/disapproval of ARIZONA@WORK Pinal County Leveraged Resources Policy
- *d. Discussion/approval/disapproval of the reappointment to the Pinal County Workforce Development Board Christina Riedel with Sunlife Health (Business Sector) Term of Service May 01, 2024 through April 30, 2026
- *e. Discussion/approval/disapproval of the reappointment to the Pinal County Workforce Development Board Joel Villegas with Pinal County Education Service Agency (Workforce Sector) Term of Service is March 04, 2024 through March 03, 2026
- *f. Discussion/approval/disapproval of appointment to the Pinal County Workforce Development Board David Nieves with Procter & Gamble (Business Sector) Term of Service April 04, 2024 through January 31, 2025 *NOTE: Mr. Nieves will be fulfilling Eric Craft's term*
- *g. Discussion/approval/disapproval of the Partner Program Reports
 - Youth Program
 - Adult/Dislocated Worker Program
 - 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

☐ [Meeting Minutes 2.15.2024](#)

☐ [Chapter 1500 Allowable Costs](#)

☐ [Chapter 1600 Leveraged Resources](#)

☐ [Youth Program Report](#)

☐ [Adult and Dislocated Worker Program Report](#)

☐ [One Stop Operator Report](#)

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

Thursday February 15, 2024,

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 2:00 PM

<p><u>Members Present:</u></p> <ol style="list-style-type: none"> 1. Harold Christ 2. Jim Garrett 3. Christina Riedel (Zoom) 4. Tim Tucker (Zoom) 5. Lynn Parsons 6. Andrew Clegg (Zoom) 7. Joshua Paine (Zoom) 8. Stacey Rich (Zoom) 9. Susan Aguilar (Zoom) 10. Eric Craft 11. Bryan Seppala (Zoom) 12. Andrew Clegg (Zoom) 13. Solomon Galyon <p>QUORUM MET</p>	<p><u>Members Absent:</u></p> <ol style="list-style-type: none"> 1. Jakob Andersen 2. Logen Kelly 3. Mary Fleck 4. Liz Harris Tuck 5. Samuel Kolapo 6. Richard Wilkie 7. Erica Ballesteros 8. Jack Beveridge <p><u>Staff Present:</u></p> <ul style="list-style-type: none"> • Laura Loiacono • Shannon McHenry • Moriah Robles • Carrie Fike <p><u>Staff Absent:</u></p> <ul style="list-style-type: none"> • Joel Millman
---	---

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 January 18, 2023 Meeting Minutes

Motion Entered by: Lynn Parsons

Second by: Eric Craft

Item Action: Approved

3. Discussion/approval/disapproval consideration of appointment to the Pinal County Workforce Development Board: Mike Cruz with Lucid Motors (Business Sector) Term of Service 3/7/2024-3/6/2026

Pinal County Workforce Development Board recommendation to appoint Mike Cruz will be forwarded to the Board of Supervisors for final approval. The item will be on the March 6, 2024 BOS Regular Meeting Agenda.

Motion Entered by: Andrew Clegg

Second by: Bryan Seppala

Item Action: Approved

4. Board Chair Report

Harold Christ updated members on the February 8th community event in Superior to gather information for the 2025-2028 ARIZONA@WORK Pinal County Workforce Development plan. He also encouraged members to attend the remaining events.

Item Action: Information Only

5. Operational Update

Moriah Robles provided a brief to the PCWDB on the following:

- a) The award of \$516,802 to the ARIZONA@WORK Pinal County for the “Intentional Design of Justice Involved Career Pathways”. This funding was awarded as part of the “One Time Funding Opportunity” issued by the Arizona Department of Economic Security. The funds must be expended by June 30, 2024
- b) Staff is exploring proposals to bring to the full board regarding the grant opportunity for the US Department of Labor’s “Building Pathways to Infrastructure Jobs”.
- c) The Arizona Department of Education will be providing the PCWDB proposals that were submitted to provide Workforce Innovation Opportunity Act (WIOA) Title II Adult Education services in Pinal County for the PCWDB review and recommendation. The PCWDB will be notified when the proposals are received.
- d) PCWDB staff are exploring the procurement of a Customer Relationship Management (CRM) system that will assist staff with the provision of business services.

Item Action: Information Only

6. Discussion/approval/disapproval of the PCWDB Budget Report

Carrie Fike presented the PCWDB Budget Report including expenditures through 12/31/2023.

Motion Entered by: Jim Garrett

Second by: Joshua Paine

Item Action: Approved

7. Presentation: Pinal Partnership Business and Education Committee/Youth Advisory Committee (Joel Villegas/Amanda Whatley)

Joel Villegas and Amanda Whatley gave a Youth Advisory Committee update. They provided an overview of its purpose, feedback received from youth participants on youth barriers and future goals.

Item Action: Information Only

8. Discussion Only: Creating a 501(C)(3) – Joy Biedermann Pinal County Attorney’s Office

Joy Biedermann led a brief discussion regarding interest in creating a 501(C)(3). She also provided information on statutory limitations and concerns related to the PCWDB members forming a 501 (C)(3).

Item Action: Discussion Only

9. Presentation: Heath Anderson, Western Electrical Contractors Association

Heath Anderson gave an overview of the Western Electrical Contractors Association Commercial Electrical Registered Apprenticeship Program. This program is a four year program that includes paid on-the-job-training. It is registered with Arizona’s Office of Apprenticeship.

Item Action: Information Only

10. Call to the Public

No Public Comment

11. Adjournment

Meeting Adjourned at 3:21 pm

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

1501 ALLOWABLE COSTS

Expenditures of Workforce Innovation and Opportunity Act (WIOA) Title I-B funds are allowable only for those activities permitted by the WIOA regulations. For the WIOA Title I-B Adult and Dislocated Worker programs, allowable activities include basic career, individualized career, and training services. Basic career and individualized career services are described in the ARIZONA@WORK Pinal County WIOA Title I-B Adult and Dislocated Worker Programs Policy, Section 206.1 and training services are described in ARIZONA@WORK Pinal County WIOA Title I-B Training Services policy, Section 400.

In addition, allowable activities include youth services that are provided as a requirement of the WIOA Title I-B Youth program elements. For a description of youth services, see the ARIZONA@WORK WIOA Title I-B Youth Program Section 500.

Costs are considered allowable by the United States Department of Labor (USDOL) if they are reasonable, necessary, and are allocable for the performance of the Federal grant.

1502 AUTHORITY

[2 CFR part 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements, subpart E and Appendices I through XI, including any exceptions identified by the Department at [2 CFR part 2900](#), [P.L. 113-128 Sections 184 and 188](#); [P.L. 116-94, Division A, Section 505](#); 20 CFR §§ [683.200](#), [683.260](#), [683.285](#), [683.620](#), [683.630](#), [684.630](#), Department of Labor Training and Employment Guidance Letter (TEGL) No. [02-12](#).

1503 DEFINITIONS

A. Allowable Cost:

A cost to a particular award or other cost objective, if the goods or services involved are chargeable or assignable to the award or cost objective in accordance with relative benefits received.

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

B. Award:

Any money, loans, or non-cash assistance, granted to the State (from the Federal government) — or granted by the State to a person or legal entity for furnishing by the State of assistance — whether financial or otherwise, to any person or entity to support a program authorized by law.

C. Buy-American and Build America, Buy America Acts:

A requirement that all funds authorized in Title I of WIOA and the Wagner-Peyser Act ([P.L. 73–30](#)) must be expended in compliance with Sections 8301 through 8305 of the Buy American Act ([41 U.S.C. 8301–8305](#)). All Federal financial assistance for infrastructure projects must also comply with the Build America, Buy America Act ([Pub. L. No. 117-58](#), §§ 70901-52), unless a waiver applies.

D. Capital Expenditure:

Expenditures to acquire capital assets, or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

E. Contract:

A legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award. (2 CFR § 200.1).

F. Contractor:

An entity that receives a contract. (2 CFR § 200.1).

G. Equipment:

Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (2 CFR § 200.1).

H. Expenditures:

Charges made by a non-Federal entity to a project or program for which a Federal award was received. (2 CFR § 200.1).

I. Funding for Food and Beverage:

The cost of food and beverages will not be considered an allowable cost unless the cost serves a public purpose.

Agencies sponsoring a conference may provide light refreshments to ARIZONA@WORK Pinal County staff attending an official conference. Light refreshments for morning, afternoon, or evening breaks are defined to include, but are not limited to: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips or muffins..

J. Lodging and subsistence:

Costs incurred by employees and officers for travel while working at a location other than the employee's or officer's normal duty station or home must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity (the employee must be acting in their official capacity as required by their work). Costs for meals during travel must justify that: participation of the individual is necessary to the Federal award; and the costs are reasonable and consistent with the non-Federal entity's established travel policy.

K. Conferences:

A conference is defined as a meeting retreat, seminar, symposium, workshop, or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award. The Federal awarding agency may authorize exceptions where appropriate for programs including Indian tribes, children, and the elderly. ([2 CFR § 200.432](#)).

L. Reasonable:

Just, rational, appropriate, logical, ordinary, or usual in the circumstance that is agreeable to reason or sound judgment, and not excessive. The reasonable cost for a food allowance in the WIOA program is based on the cost of food commodities and beverages in the participant's local area.

M. Subaward

An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. ([2 CFR § 200.1](#)).

N. Subrecipient:

An entity, usually but not limited to non-Federal entities that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. ([2 CFR § 200.1](#)).

O. Uniform Guidance:

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

The guidance at [2 CFR part 200](#), including any exceptions identified by the Department at [2 CFR part 2900](#), which recipients and subrecipients of a Federal award under Title I of WIOA and the Wagner-Peyser Act must follow.

1504 FEDERAL ALLOWABLE COSTS PRINCIPLES

The Pinal County Workforce Development Board (PCWDB) and ARIZONA@WORK Pinal County service providers must comply with the Federal allowable cost principles that apply to their organization.

- A. Allowability of costs shall be determined in accordance with the cost principles in [2 CFR part 200](#) Uniform Administrative Requirements, Cost Principles, [subpart E, and Audit Requirements, subpart F](#).
- B. Circulars for the following may be found on the Internet:
 1. 2 CFR part 200 Uniform Administrative Requirements Cost Principles, and Audit Requirements.
 2. Electronic Code of Federal Regulations e-CFR.
- C. In addition to the requirements at [2 CFR §§ 200.317 through 200.327](#) (as appropriate), all procurement contracts between PCWDB and units of State or local governments must be conducted only on a cost reimbursement basis. [\(20 CFR § 683.200\(c\)\(4\)\)](#).
- D. When evaluating any expenditures, the following elements must be considered:
 1. Factors affecting allowability of the costs, except where otherwise authorized by statute, must meet the following general criteria in order to be allowable under Federal awards. Costs are considered allowable by the USDOL if they:
 - a. Are reasonable, necessary, and allocable for the performance of the Federal grant.

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

- b. Are consistent with policies, regulations, and procedures that apply uniformly to both Federally financed and other activities of the non-Federal agency.
 - c. Allow consistent treatment between direct and indirect costs.
 - d. Are determined in accordance with generally accepted accounting principles (GAAP), except for state and local governments and Indian tribes only.
 - e. Are not included as a cost or used as a cost share or to match requirements of any other Federally-financed program in either the current or a prior period.
 - f. Are adequately documented.
2. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is important when the non-Federal agency is mostly Federally-funded. Consideration must be given to:
- a. Whether the cost is recognized as ordinary and necessary for the operation of the non-Federal agency or the proper and efficient performance of the Federal award.
 - b. The requirements imposed by factors such as sound business practices, arm's-length bargaining, applicable laws and regulations, as well as terms and conditions of the Federal award.
 - c. Market prices for comparable goods or services for the geographic area.
 - d. Whether the individuals concerned acted with prudence regarding their responsibilities to the non-Federal agency, its employees, students or membership, the public at large, and the Federal Government.

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

- e. Whether the non-Federal agency significantly deviates from established policies and procedures, which may unjustifiably increase the Federal award's cost.

1505 WIOA TITLE I-B ALLOWABLE COSTS

.01 Advertising, Outreach and Public Relations

The use of promotional materials is allowable when the materials meet the basic standards of an advertisement or marketing campaign.

All promotional material must meet the following criteria:

- A. State the services offered.
- B. Contain a phone number, e-mail address, web address, or street address for customers to contact.
- C. State the funding source for the advertisement and include the state brand "ARIZONA@WORK Pinal County". Promotional materials may not solely promote the state or local agency.

Examples of the funding tagline and ARIZONA@WORK Pinal County branding include:

- 1. "Funded by the Department of Labor –WIOA Title I-B program that serves Youth, Adults and Dislocated Workers"; or "Funded by DOL WIOA Title I funds."
- 2. "ARIZONA@WORK Pinal County-A proud partner of the American Job Center Network" or "ARIZONA@WORK Pinal County" brand.
- 3. The tagline may be shortened to "Funded by DOL, WIOA Title I-B programs" when space is limited.

- D. Include a statement providing the following information, as required by the Stevens Amendment:

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

1. The percentage of the total costs of the program or project which will be financed with Federal money;
 2. The dollar amount of Federal Funds for the project or program; and
 3. The percentage and dollar amount of the total costs of the project or program that will be financed.
- E. Be able to be tracked to justify the effectiveness of the promotion.
- F. When applicable, be accompanied with an inventory control system.
- G. Advertising costs are the costs of advertising media and subsequent administrative costs. Advertising media include, but are not limited to, magazines, newspapers, radio, television, direct mail, exhibits, and electronic or computer transmittals. Allowable advertising costs must be directly related to the following:
1. The recruitment of personnel required to adequately perform WIOA Title I-B activities;
 2. The procurement of goods and services required to perform WIOA Title I-B activities;
 3. The disposal of scrap or surplus materials acquired in the performance of the Federal reward, except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; and/or
 4. Public relations include community relations and activities dedicated to maintaining the image of the non-Federal agency and the WIOA Title I-B programs to promote understanding and favorable relations with the community or public at large. The only allowable public relations costs are:
 - a. Costs specifically required by WIOA Title I-B; or

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

- b. Costs of communicating with the public and press pertaining to specific activities or accomplishments achieved by the WIOA Title I-B programs.

H. No form of advertising may be used to increase awareness or support a non-Federal entity.

.02 Employer Outreach and Job Development Activities

Allowable costs include outreach costs associated with promoting WIOA Title I-B program services, including ARIZONA@WORK Pinal County Business and Career Center location information and participant recruitment at job fairs in the local area.

Allowable employer outreach and job development activities must be directly related to training individuals, such as:

- A. Contacts with potential employers for the purpose of placement of WIOA Title I-B participants;
- B. Participation in business associations (such as chambers of commerce), joint labor management committees, labor associations, and resource centers;
- C. WIOA Title I-B staff participation on economic development boards and commissions, and work with economic development agencies to:
 - 1. Have contact with potential employers for purpose of placement of WIOA Title I-B participants;
 - 2. Participate in business associations (such as chambers of commerce), joint labor associations, and resource centers;
 - 3. Provide information about WIOA Title I-B programs;
 - 4. Coordinate activities in a region or local area to promote entrepreneurial training and microenterprise services;
 - 5. Assist in making informed decisions about job training needs;

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

6. Promote the use of first source hiring agreements and enterprise zone vouchers services;
- D. Active participation in local business resource centers (incubators) to provide technical assistance to small and new businesses to reduce rate of business failure;
- E. Subscribe to relevant publications;
- F. Disseminate information on WIOA Title I-B programs and activities;
- G. Conduct labor market surveys;
- H. Development of on-the-job opportunities; and
- I. Conduct other allowable WIOA activities in the private sector.

.03 Conferences

The cost of conferences, where the primary purpose is to provide technical assistance and is necessary and reasonable for successful performance under the Federal award is allowable.

Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary, and managed in a manner that minimizes costs to the Federal award. Examples of these costs include the rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award.

.04 Incentives

- A. Incentives for youth participants are permitted for recognition and achievements when directly tied to training activities and work experiences in accordance with ARIZONA@WORK Pinal County Policy Board 20-3 Title I-B Adult, Dislocated Worker. and Youth incentives.

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

- B. Incentives for adult and dislocated workers must only be paid for recognition and achievements when directly tied to training activities and work experiences in accordance with the PCWDB Policy Broadcast 20-3 Title I-B Adult, Dislocated Worker, and Youth incentives.
- C. The PCWDB must receive pre-approval to pay incentives using WIOA Title I-B adult and dislocated workers from the DERS Finance and Budget Unit for each program year. PCWDB must request pre-approval from the DERS Finance and Budget Unit using the WIOA Title I-B Adult and Dislocated Worker Incentive Approval Request Form (WIOA-1084A). The form can be located at the Title I-B Policy and Procedure Manual webpage, under the tab listed as Exhibits - Fiscal Policies, as [3-700A](#)).

.05 Travel Costs

- A. Travel costs are the expenses for transportation, lodging, subsistence, including meals, and related items incurred by employees who are traveling on pre-approved, official business, and are allowable.
- B. Official business travel must be approved using Pinal County travel policies or the service provider travel policy.

C. Mileage

Mileage Pursuant [to 2 CFR § 200.475](#), all award recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this Federal award cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees. The most current mileage reimbursement amounts may be found in the U.S. General Services Administration (GSA) [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#).

.06 Consultants

The USDOL Employment and Training Administration (ETA) has determined that fees paid to a consultant who provides services under

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

a program shall be limited to \$710 per person, per day (representing an eight hour workday). Consulting firms with two consultants will be eligible for \$1,420 per workday. Any fees paid in excess of this amount must not be paid without prior approval from USDOL. Any modification to this limit will be communicated via a revision to this policy.

.07 Food and Beverage

The purchase of food, non-alcoholic beverages, and other consumables for participants is permitted, but limited to specific allowable WIOA Title I-B activities (refer to 1506.D.2 of this policy).

- A. The cost of food and beverage must be appropriate, reasonable, necessary, and managed prudently to minimize expenses in order to serve **a public purpose specific to WIOA Title I-B activities necessary to meet the goals of the Federal award.**
- B. Service provider must send the request for imbursement through the standard process to the PCWDB. Service providers must maintain, for audit purposes, a justification of funds spent for recipients of WIOA Title I-B on food, refreshments, and other consumables
- C. Grantees must send the request for reimbursement through the standard process to the Arizona Department of Economic Security (ADES), DERS Finance and Budget Unit ([Fiscal Unit](#)). Grantees must maintain, for audit purposes, a justification of funds spent for recipients of WIOA Title I-B on food, refreshments, and other consumables.

1506 RESPONSIBILITY FOR ALLOWABLE COSTS

It is the responsibility of both the PCWDB and the service providers that are approving the expenditure of funds on any activity to ensure that the expenditures:

- A. Meet the objectives of the statute and regulations;

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

- B. Meet the benefit of the grant;
- C. Meet the urgency of the situation; and
- D. Are necessary, reasonable, and allocable to the standards of the Federal grant requirements.
 - 1. In cases where basic conditions are not met, the PCWDB must find other sources of funding.
 - 2. If food and beverages are provided at a conference, the conference brochure, flyer, or registration website must specifically state that food and/or beverages will be provided, and conference registration fees must be inclusive to cover the cost of the food and/or beverages for each individual.

1507 WIOA TITLE I-B UNALLOWABLE COSTS

All costs associated with an unallowable activity are considered unallowable costs, regardless of their allowability under other circumstances. The unallowable activities are as follows:

.01 WIOA Provisions

- A. Any legal expenses incurred for the prosecution of claims against the government. This includes appeals to the Administrative Law Judge of disallowed costs or other claims and civil actions where the Federal government is a defendant. ([2 CFR § 200.435\(4\)\(g\)](#)).
- B. The costs of construction or the purchase of facilities or buildings or other capital expenditures for improvements to land or buildings for all WIOA Title I-B programs ([20 CFR § 683.235](#)), except with prior written approval from the U.S. Department of Labor.
- C. Public service employment, except when authorized under Title I of WIOA. such as when public employment is offered as an on-the-job training, transitional employment, or a work experience. Public service

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

employment is defined as work normally provided by governments and includes, but is not limited to, work in the field of human betterment and community improvement; child care; healthcare; education; crime prevention; public transportation; streets and parks; solid waste removal; housing and neighborhood improvement; and rural development ([20 CFR § 683.250\(a\)\(2\)](#)).

- D. Under section 181(e) of WIOA, employment-generating activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, economic development activities, or similar activities, unless they are directly related to training for eligible individuals. For purposes of this prohibition, employer outreach and job development activities are directly related to training for eligible individuals. ([20 CFR § 683.245](#)).
- E. The wages of incumbent workers during their participation in economic development activities provided through a statewide workforce development system. ([20 CFR § 683.250\(a\)\(1\)](#)).
- F. Foreign travel and first-class airline tickets, except for situations listed in [20 CFR §200.475 \(e\) \(1\)](#);
- G. Employment or training programs for sectarian activities. This section does not prohibit the provision of services by faith-based organizations, unless those services are sectarian in nature. (20 CFR § 683.255).
- H. Unallowable advertising and public relations costs include the following: costs of meetings, conventions, convocations, or other events related to other activities of the entity; costs of promotional items and memorabilia, including models, gifts, and souvenirs; and costs of advertising and public relations designed solely to promote the non-Federal entity. ([2 CFR § 200.421\(e\)](#)).
- I. Expenses prohibited under any other Federal, state, or local law or regulation.

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

.02 Alcohol

Provision of alcoholic beverages is an unallowable cost and is not covered by WIOA Title I-B funds.

.03 Entertainment

Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency. ([2 CFR § 200.438](#)).

.04 Salaries and Bonuses

- A. WIOA Title I-B funds may not be used by the PCWDB or service provider to pay for the salary or bonus of an individual, either a direct or indirect cost, at a rate in excess of the annual rate of basic prescribed for level II of the Executive Schedule 5 U.S.C. 5313, which can be found at www.opm.gov.
- B. In instances where funds awarded under WIOA Title I-B pay only a portion of the salary or bonus, the WIOA Title I-B funds may only be charged for the share of the employee's salary or bonus that is attributable to the work performed on the WIOA Title I-B grant.
- C. The limitation described in paragraph .04.A of this section does not apply to contractors providing goods or services. Characteristics of a contractor include:
 - 1. Provides goods and services within normal business hours;
 - 2. Provides similar goods and services to many different purchasers;
 - 3. Normally operates in a competitive environment;

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

4. Providers goods and services that are supplementary to the operation of the Federal program; and
5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

D. When a recipient is working for the PCWDB or service provider in multiple offices that are funded by WIOA Title I-B, the PCWDB and service provider must ensure that the sum of the salaries or bonuses does not exceed the limit in [20 CFR § 683.290](#).

.05 Business Relocations

Pursuant to [20 CFR § 683.260](#), WIOA Title I-B funds are prohibited for business relocations that result in the loss of an employee's job at the original location in the U.S.

WIOA Title I-B funds must not pay for customized training, skill training, on-the-job training, incumbent worker training, transitional employment, or company specific assessments, of job applicants for employees of any business, or part of a business, that has relocated from any location in the U.S., until the company has operated at the location for 120 days, if the relocation has resulted in any employees losing their job.

A. To verify that a business establishment that is new or expanding is not, in fact, relocating the business domicile or employees from another area, a standardized pre-award review must be completed and documented by the Title I-B provider and the business, as a prerequisite to WIOA Title I-B assistance.

B. The pre-award review includes the:

1. Names under which the establishment does business, including the predecessors and successors in interest;
2. Name, title, and address of the company official certifying the information; and

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

3. Whether WIOA Title I-B assistance was sought in connection with past or impending job losses at other facilities, including whether WARN notices relating to the employer have been filed.

.06 Pre-Approval of Capital Expenditure

Capital expenditures for general purpose equipment are unallowable as a direct cost except when pre-approved. All single item vehicles and other equipment purchases, including software (all components that make the item functional), that cost \$5,000 or more must receive pre-approval from the Arizona Department of Economic Security (AZ DES), Division of Employment and Rehabilitation Services (DERS), Finance and Budget WIOA Unit (Fiscal Unit) by completing the WIOA Pre-Approval Questionnaire for Equipment and Vehicle Over \$5,000 form (WIO-1079A). This form is located at the [Title I-B Policy and Procedure Manual](#) webpage, under the tab Exhibits - Fiscal Policies, as [3-100A](#).

- A. Pursuant to [2 CFR § 200.439](#), the Finance and Budget WIOA Unit has the authority to grant or deny approval for selected items of cost requiring prior approval.
- B. Prior approval must be requested in writing and approved before the cost is incurred or the expenditure will be considered unallowable.
- C. Requests for pre-approval must be sent to wioafiscalreports@azdes.gov along with the following information:
 1. Explanation of the need for the expenditure; and
 2. Three competitive quotes for the expenditure.

1508 PROCUREMENT RESTRICTIONS

- A. WIOA Title I-B funds must be expended in compliance with sections 8301 through 8303 of the [Buy American Act](#) as stated in the WIOA Final Regulations. WIOA Title I-B funds for infrastructure projects must also be expended in compliance with the Build America, Buy America Act (Pub. L. No. 117-58, §§ 70901-52), unless a waiver applies.

Chapter 1500	Allowable Costs Adult, Dislocated Worker and Youth Programs
-------------------------	--

- B. Sub-awards or contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities are prohibited.

Chapter 1600	Leveraged Resources Adult, Dislocated Worker and Youth Programs
-------------------------	--

1600 LEVERAGED RESOURCES

Leveraged resources are all resources used to support Workforce Innovation Opportunity Act (WIOA) Title I-B grant activities and desired grant outcomes, whether or not those resources meet the standards required of allowable matches. This means that leveraged resources may fall into two categories:

- Allowable Match; or
- Non-Match.

References: 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements, subpart E and Appendices I through XII, including any exceptions identified by the Department at 2 CFR part 2900, WIOA Final Regulations, 29 CFR part 95, P.L. 113-128 Sec. 184 and 188; 20 CFR §§ 683.200, 683.285, 683.620, 683.630, 684.630, 667.270.

1601 ALLOWABLE MATCH

29 CFR § 97.24 and 29 CFR § 95.23, specify when cost sharing or matching is allowable. Match is defined as additional funds expended to support grant objectives when required either by statute or in the Funding Opportunity Announcement (FOA) as a condition of the award. All cost sharing or matching funds must be spent on allowable grant activities and in accordance with applicable cost principles.

- A. The grantee cannot claim both an allowable cost (to be reimbursed from grant revenue) and a match expenditure. In order to qualify as cost sharing or matching, the costs cannot have been paid from Federal funds, charged to program income, or used to match other Federal match requirements.
- B. Leveraged resources that are considered allowable cost sharing or matching are reported on the ETA 9130 Accrued Expenditure and Cash Report (see Exhibit 3-200A), as well as on the Performance Report (see Exhibit 3-200B).
- C. For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be

Chapter 1600	Leveraged Resources Adult, Dislocated Worker and Youth Programs
-------------------------	--

accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

1. Are verifiable from the non-federal entity's records;
2. Are not included as contributions for any other Federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under 2 CFR part 200, Subpart E Cost Principles;
5. Are not paid by the Federal government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs; and
6. Conform to other provisions of the law and regulations as applicable.

1602 TYPES OF MATCH

A. There are two types of match:

1. Cash. Cash match reflects additional funds or services (allowable costs) provided and paid for by the grantee and/or any subrecipient from non-Federal funds that support the grant objectives and outcomes. Cash match includes unreimbursed allowable indirect costs. Cash match is valued as the actual costs incurred as reflected in the grantee's and/or subrecipient's accounting system.
2. In-kind. In-kind contributions are the non-cash contributions that benefit a Federally assisted project or program and are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award. In-kind contributions must be valued consistent with 2 CFR § 200.306 and U.S. Department of Labor (USDOL) Leveraged Resources Guidance.

Chapter 1600	Leveraged Resources Adult, Dislocated Worker and Youth Programs
-------------------------	--

- B. The types of match costs and services must support allowable WIOA Title I-B grant activities and outcomes.
- C. The rules that apply to determining the value of such services are found at 29 CFR §§ 97.24(b) and 95.23(c-h).

1603 NON-MATCH

The cost of non-match leveraged resources may be paid for with either Federal or non-Federal funds. Non-match leveraged resources may fund a WIOA Title I-B participant's provided services, or pay for facilities or equipment used to further the goal of the grant activities.

- A. WIOA does not have a match requirement, but allowable match leveraged resources are required to be reported. Leveraged resources that are considered non-match are reported on the Performance Report (see Exhibit 3-200B).
- B. Under WIOA Title I-B programs, all leveraged resources must be allowable and auditable to include all regulations, circulars, and state-level requirements.
- C. The following cannot be used as match, however may be counted towards leverage:
 - 1. Non-Federal share of funds used for grant purposes;
 - 2. Paid with Federal funds (unless authorized by the program statute); and
 - 3. Used as match in another Federal program (However, at this time, none of the Federal statutes for programs currently administered by USDOL-Employment and Training Administration specifically allows the use of its funds as match for another Federal program).

Chapter 1600	Leveraged Resources Adult, Dislocated Worker and Youth Programs
-------------------------	--

1604 LEVERAGED RESOURCES DOCUMENTATION

The Pinal County Workforce Development Board (PCWDB) must have a written policy and/or procedures defining how leverage is calculated. The PCWDB must maintain records that support the cash match costs and be available for audit and review. For third party contributions, support for the value must be verifiable from sub-grantee records or be maintained by the grantee, including the methods used to determine the value.

- A. All purchases, rentals, and donations must be reasonable and must not exceed fair market value. Fair market value of donated services must be computed as described in 2 CFR § 200.306 Cost Sharing or Matching. The value of donated personnel must not exceed the rate and fringe benefits received by Arizona WIOA Title I-B personnel performing the same or similar duties. WIOA Title I-B funds must not be used to evaluate the leveraged resources value.
- B. Examples of leveraged resources activities and funding sources include, but are not limited to:
 1. Types of Leveraged Resources Activities
 - a. Training;
 - b. Tuition Grants;
 - c. Other Job Readiness Activities and Services;
 - d. Grants or matching funds for certification fees;
 - e. Grants for tools or other required job-specific supplies;
 - f. Construction or purchase of facilities for housing of grant activities;
and
 - g. Donated supplies, personnel services, equipment, or space.
 2. Types of Funding Sources for Leveraged Resources Activities:

Chapter 1600	Leveraged Resources Adult, Dislocated Worker and Youth Programs
-------------------------	--

- a. Federal Pell Grants;
- b. Public programs authorized by the WIOA of 2014;
- c. Trade Adjustment Assistance (TAA) program;
- d. USDOL National Dislocated Worker Grants (DWG); and
- e. Arizona State Funding (not from Federal funds granted to the State).

.01 Leveraged Resources Approvals

The WIOA Fiscal Unit will make all final decisions on activities and costs that qualify as leveraged resources and if they are to be reported on the Accrued Expenditure and Cash Report. Requests to utilize a service, item, or entity as leveraged resources must be sent to WIOAFiscalReports@azdes.gov.

A. Requests for approval must include:

- 1. The funding source;
- 2. The program's cost;
- 3. The activity or item; and
- 4. The benefit to the participant and/or program.

B. Examples of acceptable documentation the local area may submit to the WIOA Fiscal Unit include, but are not limited to:

- 1. A commitment letter or written agreement from an employer or training provider;
- 2. A training agreement with an employer detailing the employer's contribution; and
- 3. A copy of the Pell Grant award letter.

Chapter 1600	Leveraged Resources Adult, Dislocated Worker and Youth Programs
-------------------------	--

.02 Supporting Documentation for Leveraged Resources

- A. Records must be maintained that support the cash match costs within the grantee's accounting system and be available for audit and review. For third-party contributions, the support for the value must be verifiable from sub-grantee records or be maintained by the grantee, including the methods used to determine the value.
- B. Supporting documentation must meet the requirements that are in place for all costs charged to the grant program (i.e., time and effort records, and original invoices).

1605 REPORTING LEVERAGED RESOURCES

Once the PCWDB has consulted with the WIOA Fiscal Unit on the proposed leverage resources and received approval, the PCWDB will begin reporting the leveraged resources on the monthly Accrued Expenditure and Cash Report.

- A. Leveraged resources must be reported for each subsequent month thereafter, until the grant is closed.
- B. In reporting the leveraged resources, the Accrued Expenditure and Cash Report must include the following:
 - 1. Expended leverage resources will be reported in box 8D(b);
 - 2. Unliquidated leverage resources will be reported in box 8D(c); and
 - 3. Total leveraged resources obligations, will be reported in box 8D(d), which will be the sum of the aforementioned boxes.

1606 LOCAL REPORTING FISCAL REPORTING

Service providers for WIOA Title I-B Adult, Dislocated Worker and Youth Programs must provide monthly documentation summarizing prior month activity to the PCWDB.

- A. The documentation must include:

Chapter 1600	Leveraged Resources Adult, Dislocated Worker and Youth Programs
-------------------------	--

1. Line item invoices and detailed general ledgers for their respective programs;
 2. Detailed Career and Training Expenditure Reports;
 3. Completed Accrued Expenditure and Cash Reports for WIOA; and
 4. Out-of-School Youth/ In-School Youth reporting for the ARIZONA@WORK Pinal County Youth Program.
- B. Upon receipt, PCWDB staff must:
1. Review submitted documents;
 2. Reconcile each line item to General Ledger;
 3. Verify funding levels by Program Year (PY) and/or Fiscal Year (FY);
 4. Approve and process invoices for payment against established Purchase Orders;
 5. Complete DES forms 100, 101, 200, 201, 300, 301 utilizing reconciled provider invoices and Pinal County general ledger; and
 6. Verify all documents from internal and external sources balance and appropriate reimbursement request(s) are submitted to DES.
- C. The DES WIOA Fiscal Unit will compile, as needed or required, and audit all PCWDB reports for consolidation into the quarterly ETA 9130 report sent to USDOL Employment & Training Administration (ETA).

1607 PROFIT

Recipients of WIOA Title I-B funds may or may not be permitted to earn a profit under WIOA as follows:

- A. For-profit entities are eligible to be one-stop operators, service providers, and eligible training providers. Where for-profit entities are one-stop operators, service providers, and eligible training providers, and those

Chapter 1600	Leveraged Resources Adult, Dislocated Worker and Youth Programs
-------------------------	--

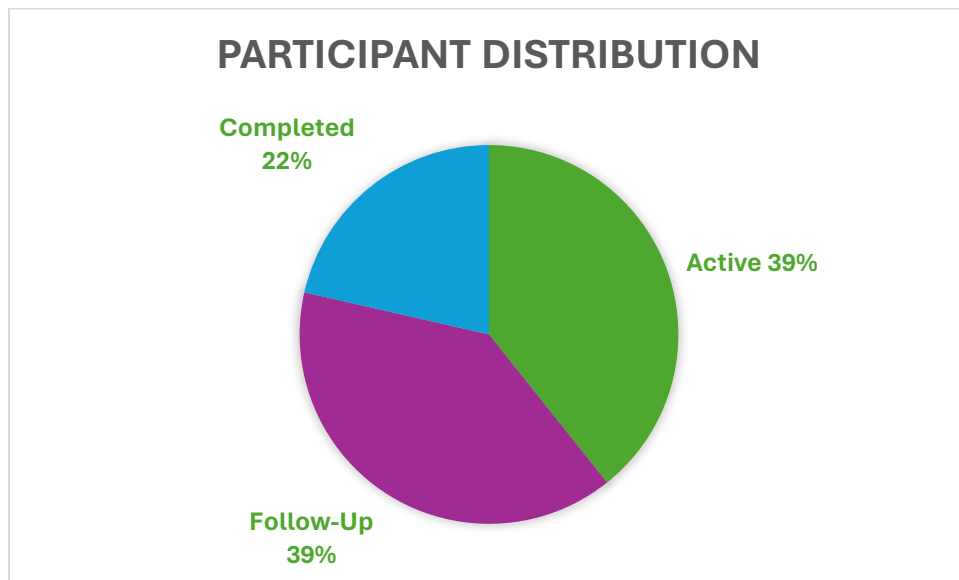
entities are recipients of WIOA Title I-B funds, the recipient or sub-recipient must follow 2 CFR § 200.323.

- B. For entities other than one-stop operators, service providers and eligible training programs that are authorized under WIOA Title I-B, 2 CFR § 200.400(g) prohibits earning and keeping of profit with WIOA Title I-B funds, unless authorized by terms and conditions of the Federal award;
- C. Income earned by a public or private not-for-profit entity may be retained by the entity only when the income is used to continue to carry out the WIOA Title I-B program.

Youth Program Report

March 2024

Updated Program Numbers PY23



- **Active Participants:** Currently, 55 individuals are engaged in the program, actively receiving training and support services.
- **Follow-Up:** 55 participants are in the follow-up phase, with their progress and workforce integration being monitored.
- **Completed:** 30 participants have completed the program since July 1, 2023, marking significant milestones in their professional development and workforce contribution.

Success Story

Despite facing significant family challenges, one determined individual's journey at Central Arizona College stands as a beacon of resilience and ambition. Approaching us with clear intentions, he set a goal to obtain his GED - not just as a dream, but with a set deadline. True to his word, he excelled, securing his GED with flying colors. But he didn't stop there; he's now taking bold steps into the future, enrolled in Software Development classes, and is participating in a Work Experience (WEX). The WEX has not been smooth sailing, but that is the incredible importance of the program. He is being coached through the soft skills he needs to develop to maintain employment once he earns his credential.

Instead of practicing showing up on time during his first job, he is receiving coaching and remediation now. His story is a testament to the power of determination and the doors that education and support can open.

Challenges and Solutions

A current challenge is the reduced availability of participants for Work Experience (WEX) placements, as many have transitioned to employment or job search following successful experiences in the fall. We



strategically placed a higher emphasis on fall WEX placements, preparing participants for career readiness upon completing their degrees. To be clear, this is a good challenge to have.

Now, our focus shifts to strategically placing new enrollees and developing a pilot summer program in partnership with the Eloy Fire Department, aimed at those needing work experience to secure employment. Youth Participants need work experience throughout the year, but this year we have some who are unable to participate due to training schedules or personal needs, building an alternative aimed at that sub-population is the next endeavor for the team.

Future Directions and Needs

The hiring process is underway to fill the vacancy left by Sophia Wahlgren. Our staff plays a crucial role in direct participant engagement, utilizing and empathetic personalized approach to career planning. The selection of a career planner is a challenging and critical process.

In March, the Economic Developer for Apache Junction will offer a personalized tour showcasing the area's future developments, new businesses, expansions, and growth. This initiative aims to enhance our understanding of forthcoming opportunities and the training requirements necessary for the area's youth. We are thrilled about this opportunity!

Highlighted Activities

In February, our staff participated in Central Arizona College's annual Development Day, engaging in professional development activities ranging from hiring processes to risk management, and even learning to make butter (yes, really!).

This year, we aimed to deepen our understanding of the evolving training landscape in Pinal County. We explored a wide array of occupational skills training (OST) opportunities at CAC, visiting various OST providers to learn about their programs and foster partnerships. Our focus spanned diverse areas such as diesel technology, taking a turn at welding, AIT, virtual reality learning center, healthcare (lab tech, phlebotomy, nursing, CNA), and heavy equipment operating to name a few. These visits are crucial for enhancing our ability to guide Pinal County's youth through informed career choices and for developing and maintaining partnerships that offer work experience opportunities, job shadowing, and tours to our participants. It's also critical to understand the changing landscape of training and expectations for those careers. Nothing looks like it did even a few years ago.



Collaborations and Community Engagement

Our youth program actively participates in PCWDB Community events and other countywide outreach efforts. These include presentations to Adult Education classes, high school visits and senior interview sessions, community resource events, and business visits. As usual, it has been a busy two months with little signs of a slowdown for our small but dedicated team.

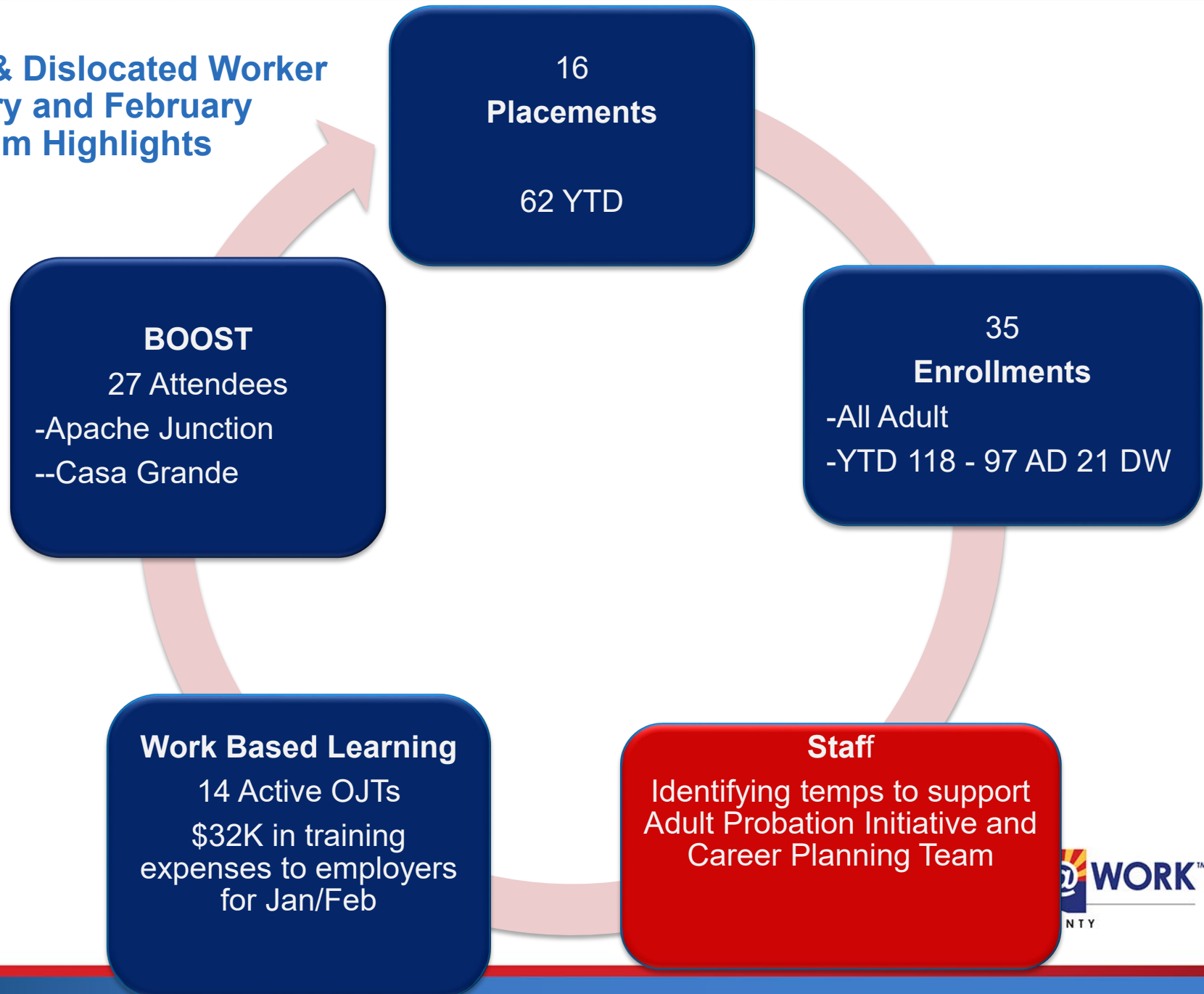


Eric R. @WORK

Program Updates for the Pinal County Workforce Development Board

Aaron Moon, Project Director
March 2024

Adult & Dislocated Worker January and February Program Highlights





Manufacturing 17

Health Services 36

Transportation Logistics 47

Skilled Trades 9

Other 19

Active Talent Development Pipeline



ADW Pony Express (Outreach and Community Engagement)

Apache Junction

- BOOST
- Resume Workshop
- Level Up Business Event
- Community Engagement

Copper Corridor

- Community Engagement

Coolidge

- Team Meeting
- Resume Workshop

Florence

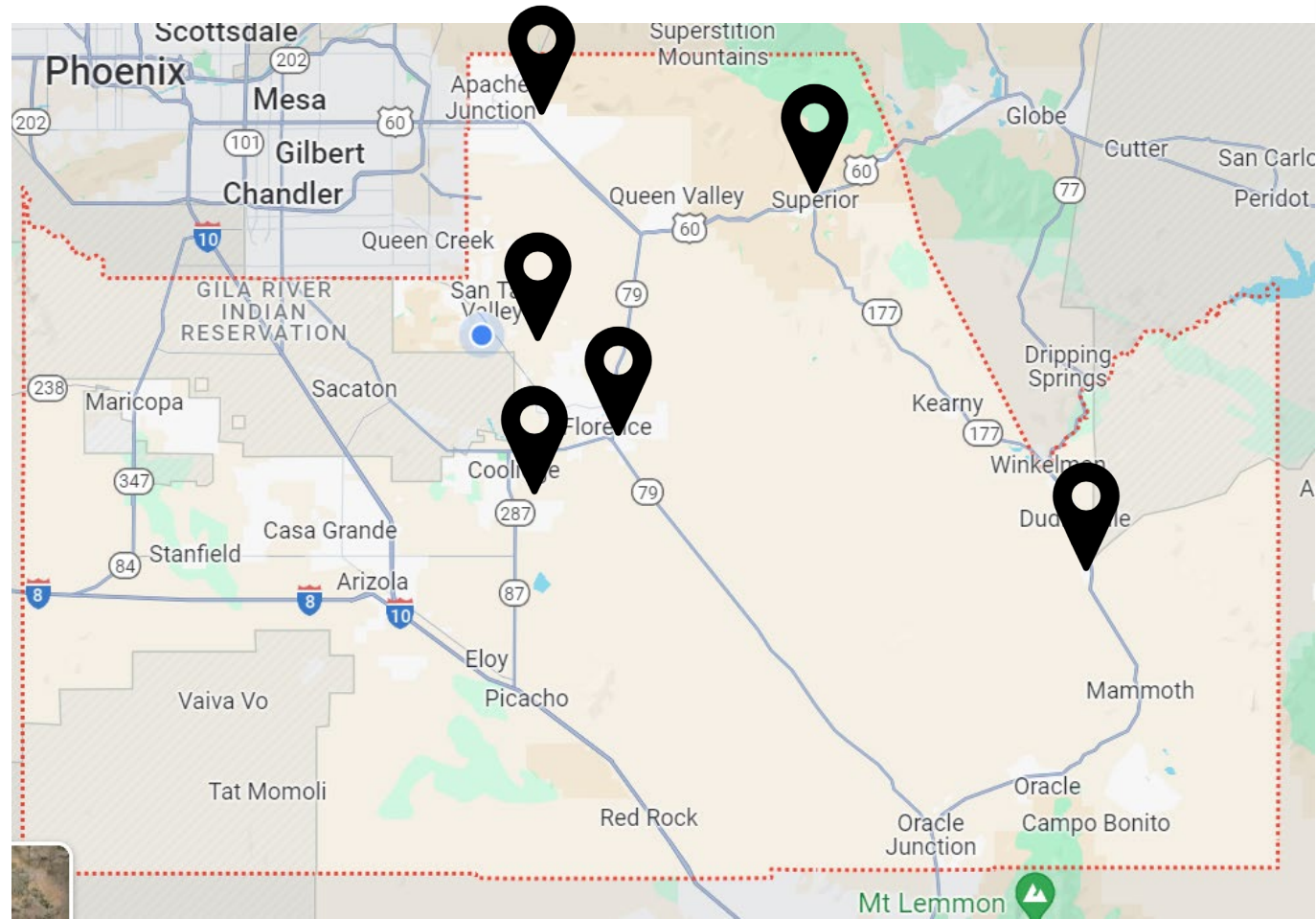
- High School Resumes

San Tan Valley

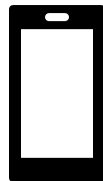
- Outreach

Superior

- Business Mixer
- Community Engagement



Contact Aaron for more information



(520) 333-7679



Aaron.Moon@EQUUSWORKS.com





PINAL COUNTY

Innovative Workforce Solutions

ARIZONAatWORK.com/pinal

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

One Stop Operator Report

...

January & February 2024

Center interactions

Jan & Feb '24

<i>Walk In Customers</i>	883
<i>Calls Received</i>	193
Totals	1076

By the numbers:

In the month of January & February our Business & Career Center saw:

- **115** youth ages 18-24 years old
- **146** veterans
- **83** farmworkers
- **222** job seekers without a high school diploma/GED
- **579** job seekers who recently lost their job



AGENDA ITEM

March 21, 2024 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:

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:

[Click to download](#)

No Attachments Available



AGENDA ITEM

March 21, 2024 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:

Operations 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:

Click to download

- | |
|---|
| <input type="checkbox"/> Operational Update |
| <input type="checkbox"/> Local Workforce Development Plan |

Pinal County Workforce Development Board

Operations Update
March 21, 2024



Operations Update

- **Local Plan Development**
- **Community Events Update**
- **Job Center Certification**
- **Work Group Update**
 - *Career Pathways – Advanced Manufacturing**



ARIZONA@WORK Pinal County 2025-2028 Local Workforce Development Plan

LOCAL PLAN: The current plans covered the Program Years 2020- 2023. The new four-year Local plan will start on January 1, 2025.																									
NOTE 1: The State Plan is due to be finalized by May 2024.																									
NOTE 2: A new local plan is due by the end of the fourth year of the four year planning cycle (January 1, 2025). TARGET SUBMITTAL: Sept 2024																									
Entities to engage in local plan development: Local workforce boards/staff; partners who signed the local area MOU/IFA; chief elected officials; community partners; local public (comment period); DES (state administrative entity), Workforce Arizona Council Committees and full board.																									
ACTION STEPS	RESOURCES	START	TARGET END	Status																					
1. Share existing plan with immediate stakeholders (e.g., those who have signed the MOU/IFA, CEOs and local board) along with preliminary steps of how the local area will develop the 2025-2028 plan.	PCWDB/Board Staff/Partner Programs	11.27.23	11.28.23	12/4/23																					
2. Conduct Community Focus Groups (to inform PCWDB/staff – gain community stakeholder input) (NOTE: Notify partners who have signed the MOU/IFA, CEOs and local board) along with preliminary steps of how the local area will develop the 2025 plan.	PCWDB/PCWDB Staff	11/28/23	4/23/23																						
a. Create Workgroup of PCWDB members and PCWDB staff	PCWDB/PCWDB Staff	11/27/23	12/4/23	12/1/23																					
b. Identify elements of the local plan to focus on gaining input	PCWDB/PCWDB Staff	11/28/23	12/15/23	12/15/23																					
c. Identify / Schedule Locations and venues (local contacts)	PCWDB/PCWDB Staff	12/4/23	4/23/24																						
<table><tr><td>Location</td><td>Date (all times 11a-1p)</td><td>Venue</td></tr><tr><td>Superior</td><td>Thursday, February 8, 2024</td><td>Old Library (Media Center) 199 N Lobb Ave Superior AZ 85173</td></tr><tr><td>Apache Jct</td><td>Wednesday, February 28, 2024</td><td>Cent Az Coll Supstn Mtn - F115 805 S. Idaho Rd., Apache Junction, AZ 85119</td></tr><tr><td>Aravaipa</td><td>Thursday February 29, 2024</td><td>Cent Az Coll Aravaipa-Room E102 80440 E. Aravaipa Rd., Winkelman, AZ 85192</td></tr><tr><td>Casa Grande</td><td>Monday March 18, 2024</td><td>Cent Az Coll Signal Peak - Room I401 8470 N. Overfield Rd., Coolidge, AZ 85128</td></tr><tr><td>San Tan Valley</td><td>Monday April 1, 2024</td><td>Cent Az Coll San Tan Valley - Room A100 3736 E. Bella Vista Rd., San Tan Valley, AZ 85143</td></tr><tr><td>Maricopa</td><td>Thursday April 11, 2024</td><td>Cent Az Coll Maricopa - Room A101 17945 N. Regent Dr, Maricopa, AZ 85138</td></tr></table>					Location	Date (all times 11a-1p)	Venue	Superior	Thursday, February 8, 2024	Old Library (Media Center) 199 N Lobb Ave Superior AZ 85173	Apache Jct	Wednesday, February 28, 2024	Cent Az Coll Supstn Mtn - F115 805 S. Idaho Rd., Apache Junction, AZ 85119	Aravaipa	Thursday February 29, 2024	Cent Az Coll Aravaipa-Room E102 80440 E. Aravaipa Rd., Winkelman, AZ 85192	Casa Grande	Monday March 18, 2024	Cent Az Coll Signal Peak - Room I401 8470 N. Overfield Rd., Coolidge, AZ 85128	San Tan Valley	Monday April 1, 2024	Cent Az Coll San Tan Valley - Room A100 3736 E. Bella Vista Rd., San Tan Valley, AZ 85143	Maricopa	Thursday April 11, 2024	Cent Az Coll Maricopa - Room A101 17945 N. Regent Dr, Maricopa, AZ 85138
Location	Date (all times 11a-1p)	Venue																							
Superior	Thursday, February 8, 2024	Old Library (Media Center) 199 N Lobb Ave Superior AZ 85173																							
Apache Jct	Wednesday, February 28, 2024	Cent Az Coll Supstn Mtn - F115 805 S. Idaho Rd., Apache Junction, AZ 85119																							
Aravaipa	Thursday February 29, 2024	Cent Az Coll Aravaipa-Room E102 80440 E. Aravaipa Rd., Winkelman, AZ 85192																							
Casa Grande	Monday March 18, 2024	Cent Az Coll Signal Peak - Room I401 8470 N. Overfield Rd., Coolidge, AZ 85128																							
San Tan Valley	Monday April 1, 2024	Cent Az Coll San Tan Valley - Room A100 3736 E. Bella Vista Rd., San Tan Valley, AZ 85143																							
Maricopa	Thursday April 11, 2024	Cent Az Coll Maricopa - Room A101 17945 N. Regent Dr, Maricopa, AZ 85138																							

ARIZONA@WORK Pinal County 2025-2028 Local Workforce Development Plan

Coolidge/Florence/Eloy	Tuesday April 23, 2024	Coolidge City Council Chambers Training Room 911 S. Arizona Blvd., Coolidge, AZ 85128				
d. Synthesize input from Focus Groups/Crosswalk to Plan Goals			PCWDB/PCWDB Staff	4/23/24	4/23/24	
3. Conduct Workshops with Partners to share Community Input				4/23/24	4/30/24	
4. Labor Market Analysis Determine what level of labor market analysis will be conducted. Most current comprehensive analysis was conducted in March 2022 for the 2020-23 local plan modification and supplemented with updated data from Lightcast and OEO.			PCWDB and Board Staff (Laura Loiacono)	11/27/23	3/1/23/24	
5. Program/Stakeholder input/revise local plan narrative NOTE 1: The local plan should be based on the vision/strategies outlined in the PCWDB strategic plan and the State plan. NOTE 2: Operational practices updates aligned/connected to plan strategies NOTE 3: It is advised to not wait until labor market analysis is completed to update sections of the plan that may not be reliant on such data.			Programs/Stakeholders	4/23/24	5/16/24	
a. Preliminary draft based on State Plan			PCWDB Board Staff	4/1/24	5/24/24	
b. Preliminary draft overview with partner programs/stakeholders			PCWDB/Board Staff/Partner Programs/Stakeholders	5/24/24	5/31/24	
c. Update drafted revised plan incorporating partner/stakeholder operational updates.			PCWDB/Board Staff	5/31/24	6/14/24	
6. Preliminary Review by PCWDB Chair, selected Board members and staff b. Balance of Board to review during public comment period			PCWDB/Board Staff	6/14/24	6/25/24	

ARIZONA@WORK Pinal County 2025-2028 Local Workforce Development Plan

ACTION STEPS	RESOURCES	START	TARGET END	STATUS
7. Publish for public comment NOTE 1: 15 (calendar) day public comment period (NOTE: VERIFY WITH STATE POLICY GUIDANCE) NOTE 2: It is recommended to leverage this public comment period for PCWDB and BOS review period. NOTE 3: the PCWDB may wish to schedule public input sessions – these will have to be factored in to the timeline.	Board Staff	6/27/24	7/12/24	
8. Revise based on public, PCWDB and BOS comments	Board Staff	6/27/24	7/12/24	
9. Schedule BOS Work Session to review plan draft NOTE: Board of Supervisors agenda items are due in the Clerk of the Board's Office on Friday, 5:00 p.m. (no exception) Twelve (12) Days prior to Meeting. <ul style="list-style-type: none"> • Presentation due April xx, 2024 to Clerk of the Board • Presentation at Work Session scheduled for 4/xx/2024 	Board Staff/PCWDB Chair/Clerk of the BOS	7/12/24	7/24/24	NOTE: *NEEDS CONFIRMATION OF WORK SESSION SCHEDULE
10. Submit plan to OEO for review/preliminary approval NOTE: Per Previous State Policy/Guidance: <i>"Plans will be reviewed in the order received by ADE and DES. ADE and DES aim to provide responses to the LWDBs within 60 days. To ensure a timely response, it is recommended that plans are submitted using the structure, headings, and numbering sequence provided in this document. If an LWDB chooses not to use the provided format, it is requested that the LWDB submit clarification on where they answered the prompts in the local plan including page numbers.</i> <i>Plans should be submitted electronically in Word (.doc) to azwioacomment@azdes.gov. The submission must include the name, title, email address, mailing address, and phone number of the person to contact with questions regarding the plan."</i>	Board Staff	7/15/24	8/15/24	
11. Submit plan to PCWDB for approval /signatures NOTE: Signature of PCWDB Chair must be secured prior to submittal to BOS	PCWDB/Board Staff	8/15/24	8/15/24	
12. Submit plan to BOS for signatures NOTE: Board of Supervisors agenda items are due in the Clerk of the Board's Office on Friday, 5:00 p.m. (no exception) Twelve (12) Days prior to Meeting. Need to confirm BOS schedule.	Board Staff	8/16/24 ¹	8/28/24	
13. Submit PCBOS and PCWDB signed plan to WAC for Approval	Board Staff/DES/WAC Staff	9/2/24	9/6/24	
14. Receive written approval of plan from WAC	DES/WAC Staff	9/6/24	12/31/24	
15. Post 2020-2024 Plan to Website (ARIZONA@WORK Pinal County and Pinal County Online)	Board Staff/County PIO	1/2/25	1/2/25	

¹ Tentative - Dates of BOS meetings to be confirmed



AGENDA ITEM

March 21, 2024 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:

Discussion/approval/disapproval of the PCWDB Budget 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:

Click to download

☐ [Budget Report](#)

PINAL COUNTY WORKFORCE DEVELOPMENT BOARD

Programs Subrecipient Activity

WIOA Grant Period: 07/01/22 - 06/30/24

Program Year 2022/Fiscal Year 2023									
Expenditure Period July 1, 2022- June 30, 2024		Allocation		Expended		Balance Remaining			
Total Allocation		\$ 2,960,038							
Youth - Subrecipient (CAC)	\$ 664,707		664,707		374,475		56%	\$ 290,232	
Youth - Program - County	\$ 117,301				46,233		39%	\$ 71,068	
Youth - Admin - County	\$ 86,890				45,186		52%	\$ 41,704	
Youth - Program Total Allocation		\$ 868,898			465,894				\$ 403,004
Adult - Subrecipient (Equus)	\$ 724,985	300,000	1,024,985		840,542		82%	\$ 184,443	
Adult - Program - County	\$ 127,939				37,789		30%	\$ 90,150	
Adult - Admin - County	\$ 94,769				45,059		48%	\$ 49,710	
Adult - Program Total Allocation		\$ 1,247,693			923,389				\$ 324,304
DW - Subrecipient (Equus)	\$ 626,112	(300,000)	326,112		187,531		58%	\$ 138,581	
DW - Program - County	\$ 110,490				42,536		38%	\$ 67,955	
DW - Admin - County	\$ 81,845				45,149		55%	\$ 36,696	
DW - Programs Total Allocation		\$ 518,447			275,216				\$ 243,231
Work Base Learning - Sub (Equus)	\$ 112,500		112,500		23,609		21%	\$ 88,891	
Work Base Learning-Program - County	\$ 200,000		200,000				0%	\$ 200,000	
Work Base Learning- Admin - County	\$ 12,500		12,500				0%	\$ 12,500	
*Work Base Learning Program Total Allocation		\$ 325,000			23,609				\$ 301,391
One-Time Funding - Sub (Equus)	\$ 516,802		516,802				0%	\$ 516,802	
*One-Time Funding Total Allocation		\$ 516,802			0				\$ 516,802

\$ 3,476,840

1,688,108 49%

NOTES:		
Youth Program-OSY 75%	\$ 266,444	31%
Youth Program- WEX 20%	\$ 153,823	18%
*WBL Allocation 7/1/2023 DES ALERT#		
23-001 PY23/FY24	\$ 125,000	
*WBL Allocation 10/1/23 DES ALERT#		
23-002 PY23/FY24	\$ 200,000	
*One-Time Funding DES ALERT		
#24-002	\$ 516,802	
Date of Report 2/21/2024		
Expenditures through 1/31/2024		

PINAL COUNTY WORKFORCE DEVELOPMENT BOARD									
Programs Subrecipient Activity									
WIOA Grant Period: 07/01/23 - 06/30/25									
Expenditure Period July 1, 2023- June 30, 2025	Allocation			Expended			Balance Remaining		
Total Allocation	\$ 2,301,393								
Youth - Subrecipient (CAC) *	\$ 537,432		537,432			0%		\$ 537,432	
Youth - Program - County	\$ 120,648					0%		\$ 120,648	
Youth - Admin - County	\$ 73,120					0%		\$ 73,120	
Youth - Program Total Allocation		\$ 731,200			0				\$ 731,200
Adult - Subrecipient (Equus) **	\$ 625,303		625,303			0%		\$ 625,303	
Adult - Program - County	\$ 140,375					0%		\$ 140,375	
Adult - Admin - County	\$ 85,075					0%		\$ 85,075	
Adult - Program Total Allocation		\$ 850,753			0				\$ 850,753
DW - Subrecipient (Equus) ***	\$ 528,788		528,788			0%		\$ 528,788	
DW - Program - County	\$ 118,708					0%		\$ 118,708	
DW - Admin - County	\$ 71,944					0%		\$ 71,944	
DW - Programs Total Allocation		\$ 719,440			0				\$ 719,440
\$ 2,301,393									
Date of Report 2/21/2024									
Expenditures through 1/31/2024									



AGENDA ITEM

March 21, 2024 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:

Discussion/approval/disapproval of Funding opportunities provided to local workforce development boards via Alert 23-002 PU23/FY24 *"Rapid Response Funds"* and Alert 24-001 *"One Time Funding Opportunities"*

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

☐ [Funding Opportunity Proposals](#)

Pinal County Workforce Development Board – Executive Team

March 7, 2024



ALERT 23-002 PY23/FY24 “Rapid Response (\$200,000)

(Funds Expire June 30, 2024) – Approved by DES



Actual ARIZONA@WORK

Client



The purpose of rapid response is to “*promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, responding to layoffs and dislocations, and preventing or minimizing the impact of layoffs of dislocations on workers, businesses, and communities.*” [20 CFR § 682.300(b)]

- **(ALERT 23-002): Purchase of signage** to be used to promote hiring events including those targeting dislocated workers as part of WARN and non-WARN rapid response activities.
- **(ALERT 23-002): Procure/conduct a labor market analysis** to focus on targeted industry in Pinal County to determine sector strategies that can be used by the PCWDB. A labor market analysis will supplement not supplant the analysis being conducted to meet the local plan requirements. Procurement will be conducted in concert with the Pinal County Purchasing Division and comply with state and federal WIOA related policies and regulations regarding procurement of services.
- **(ALERT 23-002): Subscription to CRM** to build and maintain a Pinal County Employer database to be used for analyzing data and information on dislocations and other economic activity in Pinal County;
- **(ALERT 23-002): Procure a third party vendor** to provide professional level work ready workshops (e.g., interviewing, resumes, financial literacy, professional (soft) skills, etc.). Funding would be used to procure the vendor with the ultimate goal for financial support provided by ARIZONA@WORK Pinal County partners via the IFA.
- **(ALERT 23-002): If RR funding can be confirmed to be allocated on an annual basis to cover this expense -** explore the hiring of a Business Service Representative who would be PCWDB staff. This person would be charged with coordinating/leading the overall delivery of ARIZONA@WORK Pinal County business services with emphasis on promotion of layoff aversion strategies, and leading sector strategy efforts as part of an overall Business Service model for employer engagement.

ALERT 24-001 PY21/FY22 One-Time Funding Opportunities

(Funds Expire June 30, 2024) – Cost to be determined

One Time Funding Opportunity) - Submit proposal to DES to pursue funding for a system such as ATLAS One Stop Operator Portal - a robust cloud-based platform that connects all partners in one centralized system.

- **Provides a 4-way real-time partner referral.**
- **Operates on accountability - once an online referral is executed real-time, the customer, the referring agency, the receiving agency, and OSO Admin. are simultaneously notified of the referral.**
- **Partners can view all available community resources and services, application information, locations, point of contact, review eligibility, program requirements and provide immediate referral access to customers identified resources.**
- **Generate reports by partner agency and service type.**



What is the Partner Portal?

Our OSO Partner Portal network is about building impactful, scalable community change- the more the merrier.



Streamlined Workflow

Allows partners to remain connected and exchange referrals amongst each other to address ongoing needs and challenges of your customers



Available Resources & Services

Awareness of available resources and services offered by the partners within the network. System users access information quickly to meet customer needs.



Connection & Communication

Closed loop dynamic referral system -submit referrals in real time to partner organizations within the network and manage all within one location.



Tracking Results

Able to export customized reports from the Partner Portal. You are able to identify a referral by main service type and other key elements.





AGENDA ITEM

March 21, 2024 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:

Discussion/approval/disapproval Adult Dislocated Worker Request for Proposal 243729

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

☐ [Workforce Board Award Memo](#)

☐ [Workforce Evaluation and Award Determination](#)



To: Pinal County Workforce Development Board
From: Lorina Gillette, Procurement Officer
Date: March 21, 2024
Re: Contract Award of RFP #243729 Adult and Dislocated Worker Service Provider

Background

Request for Proposal 243729 was published to solicit proposals from qualified suppliers to provide Workforce Innovation and Opportunity Act (ARIZONA@WORK Pinal County) adult and dislocated worker services.

Selection Process

Five proposals were received and opened on January 17, 2024, at 2:05 p.m. All five proposals were deemed responsive and responsible and were evaluated by a four person committee, including three members of the Pinal County Workforce Development Board. Proposals were scored on Capacity of the Responder, Method of Approach, Budget, Conformance to Terms and Conditions, and Statement of Work. Two proposers were asked to provide presentations that were also scored by the evaluation committee. A summary of the evaluation scores for each Responder is included in the attached Evaluation and Award Determination.

Responders:

Arbor E&T, LLC dba Equus Workforce Solutions
Career Team
Eckerd Connects
Journey Victory
Pinal County Community College District

Recommendation

After review and scoring of the proposals by the evaluation committee, it is recommended that the Board of Supervisors approve the award of contract 243729 Adult and Dislocated Worker Services to Eckerd Connects. The term of the proposed contract is an initial one (1) year term beginning July 1, 2024 through June 30, 2025 with four (4) one-year optional extensions. The estimated cost to the County for the initial contract term is \$1,153,000.00.

The Board is also requested to authorize the Office of Budget and Finance Director to approve and sign any resulting administrative documents.

Any questions regarding the outcome of this solicitation or resultant contract may be directed to Lorina Gillette, Procurement Officer.



Respectfully submitted,

Lorina Gillette

Lorina Gillette, CPPB
Procurement Officer
(520) 866-6262
Lorina.Gillette@pinal.gov

Attachment: Evaluation and Award Determination



PINAL COUNTY
WIDE OPEN OPPORTUNITY

March 21, 2024

**RFP 243729 Adult and Dislocated Worker Service Provider
Evaluation and Award Determination**

In accordance with the Pinal County Procurement Code, Eckerd Connects has been determined to be the most advantageous to the County based on the evaluation criteria set forth in the solicitation.

Score Tabulation

	Total	Capacity of Responder	Method of Approach	Cost	Conformance	Presentation
Supplier	/ 1,250.00 pts	/ 250 pts	/ 450 pts	/ 200 pts	/ 100 pts	/ 250 pts
Eckerd Connects	1,111.27	205	400	193.77	100	212.5
Arbor E&T, LLC dba Equus Workforce Solutions	1,049.71	219.5	418.25	161.96	100	150
Pinal County Community College District	889.63	204.25	403	182.38	100	
Career Team	862.47	205.5	396.75	160.22	100	
Journey Victory	628.04	81.5	288	158.54	100	

Any questions regarding the outcome of this solicitation or resultant contract may be directed to the Procurement Officer, Lorina Gillette.

Lorina Gillette, CPPB
Procurement Officer
(520) 866-6262
Lorina.Gillette @pinal.gov



AGENDA ITEM

March 21, 2024 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:

Discussion/approval/disapproval of revised Pinal County Workforce Development Board By-Laws

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

☐ [By-Laws Crosswalk](#)

☐ [By-Laws](#)

**PINAL COUNTY WORKFORCE DEVELOPMENT BOARD
2024 BY LAWS MAJOR REVISIONS CROSSWALK*
MARCH 2024**

***NOTES:**

1. For Articles not listed below, either no changes were made or minor formatting was completed.
2. In addition to the noted changes below, the listed articles may contain minor formatting which are not included.

ARTICLE	CURRENT	REVISED
ARTICLE V – MEMBERSHIP/COMPOSITION OF THE PCWDB	Defined the makeup of the PCWDB with specific membership totals of each member category.	Simplified language to state “The PCWDB shall have members in accordance with the WIOA”
	Defined target industry members for the Business Category	
ARTICLE VI – APPOINTMENT TO THE PCWDB	Each nominee must submit an application for membership to serve on the PCWDB. Interested individuals may access applications via the ARIZONA@WORK Pinal County website. Each business member must describe their optimum-policy making or hiring authority in the application, and include documentation of curriculum vitae, resume or work history supporting the qualifications of nomination.	Nominees that are representatives of businesses shall describe their optimum-policy making or hiring authority in the application, and include documentation of curriculum vitae, resume, or work history supporting the qualifications of nomination, <i>and shall submit a letter of nomination from a local business organization or business trade association.</i>
	All newly appointed Board members must complete PCWDB-approved onboarding within 60 days of being appointed to the board. Members who fail to complete the onboarding within the designated timeframe will be referred to the Executive Team for consideration of membership consistent with Article IX of these By-laws (Removal).	Adds following requirements for board newly appointed members: A. Receive a PCWDB Appointment Letter B. Shall review the Open Meeting Law at least one day before the day that person takes office pursuant to A.R.S. § 38-431.01(H) C. Shall take an Oath of Office and file the original with PCWDB staff.

ARTICLE	CURRENT	REVISED
	Innovative Workforce Solutions	<p>D. Must complete PCWDB-approved onboarding within sixty (60) days of being appointed, which may include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Open Meeting Law video training. 2. Laws and policies concerning conflicts of interest. 3. Review of Public Records Law and/or presentation on Public Records Law. 4. Being provided a PCWDB staff point of contact. 5. Acknowledgement and confirmation by newly appointed PCWDB member
<u>ARTICLE VII – TERMS OF OFFICE</u>	Term start date is the date the member is approved by the PCBOS. Term end date shall be the last day of the expiration month.	<p>Terms of PCWDB members shall be based on the following:</p> <ol style="list-style-type: none"> 1. For New Appointees (New Full Term). For a new appointee (not currently a PCWDB member) who is becoming a PCWDB member for the first time, appointment has an effective start date based on day after appointment by PCBOS. 2. For New Appointees (taking over term of a PCWDB member). For a new appointee (not currently a PCWDB member) who is taking over the term of a PCWDB member that did not complete the term of appointment, appointment has an effective start date based on day after appointment by PCBOS, <i>but term is based on term of the seat that was vacated.</i> 3. For re-appointment (current PCWDB member seeking to continue to serve for a new term). For a current PCWDB member, appointment or re-

ARTICLE	CURRENT	REVISED
	Innovative Workforce Solutions	appointment has an effective start date based on appointment date and term of appointment (appointment letter should reflect a retroactive date if necessary if re-appointment is made after the start of the new term).
<u>ARTICLE VIII – ATTENDANCE</u>	<p>B. Engagement as member of the PCWDB is critical to the goals of the board. It is preferred that all members attend meetings in person. However, in instances where in-person attendance is not feasible, members are expected to participate via video or telephone conferencing.</p> <ol style="list-style-type: none"> 1. As a member of the PCWDB each member shall attend all regularly scheduled meetings, as well as special meetings (including committee/workgroup/task forces to which they are a member). 2. A member's failure to attend three (3) regular board meetings within one calendar year may be asked to resign from the PCWDB by a majority vote of the PCWDB. 3. Any member in good standing may request a special meeting to review the attendance of a member on the PCWDB. 	<p>A. Engagement as a PCWDB member is critical to the goals of the PCWDB. It is preferred that all PCWDB members attend meetings in person. However, in instances where in-person attendance is not feasible, PCWDB members are expected to participate via video or telephone conferencing.</p> <ol style="list-style-type: none"> 1. It is preferred that all PCWDB members attend all regularly scheduled meetings, including special meetings and meetings of teams, committees, task forces, or work groups to which they are a member. 2. A PCWDB member's failure to attend four (4) PCWDB meetings within one calendar year may result in recommendation for removal by a majority vote of the PCWDB members at a regular or special meeting with a quorum present, and the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1). 3. A recommendation for removal must be approved by a majority vote of the PCWDB members at a regular or special meeting with a

ARTICLE	CURRENT	REVISED
	Innovative Workforce Solutions	quorum present and then must be forwarded to and approved by the PCBOS for removal.
<u>ARTICLE IX – VACANCIES, RESIGNATIONS AND REMOVAL OF PCWDB MEMBERS</u>	<p>C. At the request of the member under consideration for removal, the Executive Team will conduct a hearing with the member under consideration regarding the merits of the recommendation for removal.</p> <p>D. Should the Executive Team determine that it is in the best interest of the PCWDB to remove a member; a recommendation for removal will be presented to the PCWDB for official action to remove the member. The recommendation must receive a majority vote.</p> <p>E. Recommendations for removal of PCWDB members will be forwarded to the PCBOS for final approval.</p>	<p>C. PCWDB members may be requested to be removed by another PCWDB member or members. If a PCWDB member seeks to have another PCWDB member removed, the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1). The recommendation for removal may be approved by a majority vote of the PCWDB members at a regular or special meeting with a quorum present and forwarded to the PCBOS for consideration.</p> <p>D. Should the Executive Team determine that it is in the best interest of the PCWDB to remove a PCWDB member, a recommendation for removal will be presented to the PCWDB and the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1). The recommendation for removal may be approved by a majority vote of the PCWDB members at a regular or special meeting with a quorum present and forwarded to the PCBOS for consideration.</p>
<u>ARTICLE XI – ELECTION OF OFFICERS</u>	No later than the June meeting of the PCWDB: Full board votes for officers.	<p>No later than a June meeting of the PCWDB: the PCWDB will vote for officers.</p> <ul style="list-style-type: none"> a. A quorum of the PCWDB must be present. b. Voting will be by a verbal roll call of each attending PCWDB member. c. The candidate receiving the majority of votes of present quorum will be declared the winner for that office.

ARTICLE	CURRENT	REVISED
<u>ARTICLE XIII – MEETINGS</u>	There will be six (6) full board meetings of the PCWDB per Program Year for the conduct of official board business. The date, time and place will be designated by the majority of the PCWDB. The meeting schedule shall be posted on the Pinal County public website and the ARIZONA@WORK Pinal County website.	PCWDB Meetings will be held at least quarterly per Program Year for the conduct of official business. The PCWDB will designate the date, time and place of PCWDB meetings. The meeting schedule shall be posted on the Pinal County public website and the ARIZONA@WORK Pinal County website.
<u>ARTICLE XV – CONFLICT OF INTEREST AND ETHICS</u>	<p>PCWDB members shall avoid both conflict of interest and the appearance of conflict of interest in the conduct of the PCWDB business. The PCWDB shall follow:</p> <ul style="list-style-type: none"> A. Arizona law on Conflict of Interest as set forth in Arizona Revised Statutes, Title 38 – Public Officers and Employees, Chapter 3 – Conduct of Office, Article 4 Section 38-447 and Article 8 Section 38-501 – 511. B. Arizona Department of Economic Security WIOA Policy Chapter 2, Section 1200(03)(L) By-Laws requirements. C. Workforce Arizona Council Local Governance Policy Section H (k) “Conflict of interest” and Workforce Arizona Council Conflict of Interest Policy. D. Pinal County Policies and Procedures: <ul style="list-style-type: none"> 1. ETHICS IN COUNTY EMPLOYMENT 2. CONFLICT OF INTEREST D. All abstentions must be recorded in the minutes of the Local Board 	Major revisions to this article. Board members are encouraged to read the entire revised article.

[illegible]

Pinal County Workforce Development Board By-Laws

Approved by Pinal County Workforce Development Board: _____, 2024
Approved by Pinal County Board of Supervisors: _____, 2024

ARTICLE I – NAME, AREA OF SERVICE, AND AUTHORIZATION

- A. This workforce development board will be known as the Pinal County Workforce Development Board (hereinafter referred to as “PCWDB”).
- B. The Chief Elected Officials are defined as the Pinal County Board of Supervisors (hereinafter referred to as “PCBOS”).
- C. The area of service shall be Pinal County, State of Arizona, inclusive of all municipalities and unincorporated areas.
- D. The PCBOS appoints all PCWDB members as prescribed in the Workforce Innovation and Opportunity Act (hereinafter referred to as “WIOA”), Public Law 113-128 and the Shared Governance Agreement between the PCWDB and the PCBOS.
- E. The PCWDB and any teams, committees, task forces, or work groups derive their authority from Section 107 of the WIOA. In execution of its business, the PCWDB must comply with the WIOA and its regulations, applicable Federal, State, and local Laws, and applicable Federal, State, and local rules and regulations and policies and procedures.

ARTICLE II – MISSION STATEMENT OF PCWDB AND PURPOSES OF WIOA

- A. The **mission** statement of the PCWDB is:

“The mission of the Pinal County Workforce Development Board is to fulfill the Six Purposes of WIOA.”

- B. The six purposes of the WIOA are:

- 1. Increase opportunities for individuals with barriers to employment;
- 2. Support alignment of services;
- 3. Improve quality and relevance;
- 4. Improve structure and delivery;
- 5. Increase prosperity of workers and employers; and
- 6. Enhance productivity and competitiveness.

ARTICLE III – VISION AND PURPOSE OF PCWDB

A. The **vision** statement of the PCWDB is:

“Pinal County: A vibrant, affordable community, home to a skilled, diverse workforce; providing innovative opportunities for job seekers, employers, and employees to learn, grow, and prosper.”

B. The purpose of the PCWDB is to:

1. Provide strategic and operational oversight of the ARIZONA@WORK Pinal County service delivery system in collaboration with partners and workforce stakeholders;
2. Serve, on behalf of the PCBOS, as the steward of WIOA grant funds allocated to Pinal County;
3. Assist in the achievement of the State’s strategic and operational vision and goals as outlined in the Arizona WIOA State Plan; and
4. Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.

ARTICLE IV – DUTIES AND RESPONSIBILITIES

A. The PCWDB is established in accordance with the requirements of WIOA Sec. 107(d).

B. The PCWDB shall operate on a Program Year basis. A **Program Year is defined as July 1 – June 30.**

C. As provided in WIOA Sec. 107(d), 20 CFR § 679.370, and the Shared Governance Agreement between the PCWDB and the PCBOS, the PCWDB must:

1. Develop and submit a 4-year local plan, in partnership with the PCBOS and consistent with WIOA Sec. 108.
2. If Pinal County is part of a planning region that includes other local areas as defined in WIOA Sec. 106, the PCWDB will develop and submit a regional plan in collaboration with those local areas. If Pinal County is part of a planning region, the local plan must be submitted as a part of the regional plan.

3. Conduct workforce research and regional labor market analysis to include:
 - a. Analyzing and providing regular updates of economic conditions, providing needed knowledge and skills, and providing workforce, and workforce development (including education and training). Activities should 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;
 - b. Providing assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and
 - c. Providing other research, data collection, and analysis, including input from stakeholders, related to the workforce needs of the regional economy, so the PCWDB can carry out its functions.
4. 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. Stakeholders may assist the PCWDB and its teams, committees, task forces, or work groups in carrying out, brokering, and leveraging functions at the direction of the PCWDB.
5. Lead efforts to engage with a diverse range of employers and other entities in the region in order to:
 - a. 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;
 - b. 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;
 - c. 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
 - d. 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 or occupations.

6. Lead efforts, with representatives of secondary and postsecondary education programs, to develop and implement career pathways within Pinal County by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
7. 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.
8. Develop strategies for using technology to maximize the accessibility and effectiveness of the ARIZONA@WORK Pinal County workforce development system for employers and workers and job seekers by:
 - a. Facilitating connections among the intake and case management information systems of the ARIZONA@WORK partner programs to support a comprehensive workforce development system in Pinal County;
 - b. Facilitating access to services provided through the ARIZONA@WORK Pinal County delivery system including access in remote areas;
 - c. 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 ARIZONA@WORK Pinal County delivery system, such as improving digital literacy skills; and
 - d. Leveraging resources and capacity within the ARIZONA@WORK Pinal County workforce development system, including resources and capacity for services for individuals with barriers to employment.
9. In partnership with the PCBOS:
 - a. Conduct oversight of youth workforce investment activities authorized under WIOA Sec. 129(c), adult and dislocated worker employment and training activities under WIOA Sec. 134(c) and (d), and the entire ARIZONA@WORK delivery system in Pinal County;
 - b. Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and ARIZONA@WORK delivery system in Pinal County; and
 - c. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA Sec. 116.

10. Negotiate and reach agreement on local performance indicators with the PCBOS and the Governor.
11. Negotiate with PCBOS and required partners on the methods for funding the infrastructure costs of ARIZONA@WORK Job Centers in Pinal County in accordance with 20 CFR § 678.715 or must notify the Governor if agreement is not reached at the local level and the Governor will use a State infrastructure funding mechanism.
12. Select the following providers in Pinal County, and where appropriate terminate such providers in accordance with 2 CFR part 200:
 - a. Providers of youth workforce investment activities through competitive grants or contracts; 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 pursuant to WIOA Sec. 123(b);
 - b. Providers of training services to be listed on the Eligible Training Provider List (ETPL) consistent with the criteria and information requirements established by the Governor and WIOA Sec. 122;
 - c. Providers of career services through the award of contracts, if the One-stop Operator does not provide such services; and
 - d. One-stop Operators in accordance with 20 CFR §§ 678.600 through 678.635.
13. Work with the State, in accordance with WIOA Sec. 107(d)(10)(E), to ensure there are sufficient numbers and types of providers of career services and training services serving Pinal County and providing services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
14. Coordinate activities with education and training providers in Pinal County, including:
 - a. 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 local plan;
 - b. Making recommendations to the eligible agency to promote alignment with such plan; and
 - c. 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.

15. 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.
16. Assess, on an annual basis, the physical and programmatic accessibility of all ARIZONA@WORK Job Centers in Pinal County, 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.*).
17. Ensure ARIZONA@WORK Job Centers are certified in accordance with 20 CFR § 678.800 and applicable policies issued by the State Workforce Development Board.
18. Ensure PCWDB members will complete tasks assigned by the PCWDB Chair and will carry out assignments from teams, committees, task forces, or work groups to which they have been appointed.
19. Ensure PCWDB members are knowledgeable about PCWDB related topics, including policy guidelines.
20. Ensure PCWDB members are assisting each other in orientation and education related to PCWDB responsibilities.

ARTICLE V – MEMBERSHIP/COMPOSITION OF THE PCWDB

- A. The PCWDB shall have members in accordance with the WIOA. PCWDB members must be appointed by the PCBOS consistent with criteria established under WIOA Sec. 107(b)(1) and criteria established by the Governor, and must meet the following requirements of WIOA Sec. 107(b)(2):
- B. The PCWDB members may not be employees or directors of grantees or sub-grantees of Arizona WIOA funds, except as required by WIOA.
- C. An individual may be appointed to represent more than one category. When an individual is appointed to represent more than one category, the individual must have policy-making authority in each category. Documentation is required indicating the dual/multiple role is acceptable based on a majority vote of the PCWDB members at a regular or special meeting with a quorum present.
- D. **The majority of PCWDB members must be representatives of businesses in Pinal County.** At least two PCWDB members must represent small business as defined by the

U.S. Small Business Administration. Business representatives serving on local workforce development boards may also serve on the State Workforce Development Board. Each business representative must meet the following criteria:

1. Be owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority. A representative with optimum policy-making authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
2. Provide employment opportunities in in-demand industry sectors or occupations, and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii).
3. As defined in WIOA Sec. 3(23), in-demand industry sector or occupation means:
 - a. an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or
 - b. an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate.
4. The determination of whether an industry sector or occupation is in-demand shall be made by the State Workforce Development Board or PCWDB, as appropriate, using State and regional business and labor market projections, including the use of labor market information.
5. Be appointed from among individuals nominated by local business organizations and/or business trade associations.

E. Not less than 20 percent of the PCWDB members must be representatives of the workforce. These representatives:

1. **Must include** two or more representatives of labor organizations who have been nominated by local labor federations, or other representatives of employees (for areas where labor organizations do not exist);

2. **Must include** one or more representatives (must be a training director or a member of a labor organization) of a joint labor-management, or union affiliated, registered apprenticeship program within the area. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists;
3. *May include* one or more representatives of community-based organizations (CBOs) that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
4. *May include* representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

F. The balance of PCWDB members must include:

1. *At least* one eligible provider administering adult education and literacy activities under WIOA Title II (Adult Education). When there is more than one Pinal County provider of adult education and literacy activities under Title II, nominations are solicited from those particular entities (WIOA Sec. 107(b)(2)(C)(i));
2. *At least* one representative from an institution of higher education providing workforce investment activities, including community colleges. When there are multiple institutions of higher education providing workforce investment activities nominations are solicited from those particular entities (WIOA Sec. 107(b)(2)(C)(ii)); and
3. *At least* one representative from each of the following governmental and economic and community development entities:
 - a. Economic and community development entities;
 - b. The State Employment Service Office under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*) serving Pinal County; and
 - c. The programs carried out under Title I of the Rehabilitation Act of 1973, other than section 112 or Part C of that Title.

G. In addition to the representatives enumerated above, the PCBOS may appoint individuals or representatives from other appropriate entities in Pinal County, including:

1. Entities administering education and training activities who represent local educational agencies or CBOs with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
2. Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
3. Philanthropic organizations serving Pinal County; and
4. Other appropriate individuals as determined by the PCBOS.

ARTICLE VI – APPOINTMENT TO THE PCWDB

- A. Individuals are appointed to the PCWDB by the PCBOS in accordance with State criteria established under WIOA Sec. 107(b)(2). The PCWDB is to be certified by the Governor every two years, in accordance with Sec. WIOA Sec. 107(c)(2).
- B. Each individual that wishes to be appointed to the PCWDB must submit an application as a nominee for membership to serve on the PCWDB.
- C. Nominees that are representatives of businesses shall describe their optimum-policy making or hiring authority in the application, and include documentation of curriculum vitae, resume, or work history supporting the qualifications of nomination, and shall submit a letter of nomination from a local business organization or business trade association.
- D. Applications will be reviewed by PCWDB staff for qualification, including, but not limited to, the following:
 1. Strategic alignment with and composition of PCWDB;
 2. Categorical requirements of membership, including optimum-policy making or hiring authority, if applicable;
 3. Time commitments; and
 4. Qualifications that benefit the PCWDB.
- E. Qualified applications will be presented to the PCWDB for a vote at a PCWDB meeting.
- F. A majority vote of the PCWDB members at a regular or special meeting with a quorum present in favor of the appointment is required for letter(s) of recommendation to be provided to the PCBOS.

- G. PCBOS appointments will be evidenced in PCBOS minutes.
- H. All newly appointed PCWDB members shall receive a PCWDB Appointment Letter.
- I. All newly appointed PCWDB members shall review the Open Meeting Law at least one day before the day that person takes office pursuant to A.R.S. § 38-431.01(H).
- J. All newly appointed PCWDB members shall take an Oath of Office and file the original with PCWDB staff.
- K. All newly appointed PCWDB members must complete PCWDB-approved onboarding within sixty (60) days of being appointed, which may include, but not be limited to:
 - 1. Open Meeting Law video training.
 - 2. Laws and policies concerning conflicts of interest.
 - 3. Review of Public Records Law and/or presentation on Public Records Law.
 - 4. Being provided a PCWDB staff point of contact.
 - 5. Acknowledgement and confirmation by newly appointed PCWDB member.
- L. Newly appointed PCWDB members who fail to complete the onboarding within the designated timeframe will be referred to the Executive Team for consideration of membership and the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1).

ARTICLE VII – TERMS OF OFFICE

Staggered appointments ensure that only a portion of the PCWDB members terms expire in a given year.

- A. The terms of the PCWDB members that are representatives of businesses shall be for **two years**.
- B. The terms of the PCWDB members that are not representatives of businesses shall be for **three years**.
- C. Terms of PCWDB members shall be based on the following:
 - 1. For New Appointees (New Full Term). For a new appointee (not currently a PCWDB member) who is becoming a PCWDB member for the first time, appointment has an effective start date based on day after appointment by PCBOS.

2. For New Appointees (taking over term of a PCWDB member). For a new appointee (not currently a PCWDB member) who is taking over the term of a PCWDB member that did not complete the term of appointment, appointment has an effective start date based on day after appointment by PCBOS, *but term is based on term of the seat that was vacated.*
 3. For re-appointment (current PCWDB member seeking to continue to serve for a new term). For a current PCWDB member, appointment or re-appointment has an effective start date based on appointment date and term of appointment (appointment letter should reflect a retroactive date if necessary if re-appointment is made after the start of the new term).
- D. PCWDB members may serve multiple terms, but must be re-appointed by the PCBOS. PCWDB members that are representatives of businesses will have the option to re-apply for a term of two years. PCWDB members that are not representatives of businesses will have the option to re-apply for a term of three years.
- E. Ninety (90) days prior to the end of a PCWDB member's term, PCWDB staff will try to notify a PCWDB member that the PCWDB member's term is ending.
- F. 90 days prior to the end of a PCWDB member's term, the PCWDB member will notify the PCWDB if the PCWDB member is interested in re-appointment.
1. If a PCWDB member is interested in re-appointment, a new PCWDB application must be completed.
 2. If a PCWDB member does not commit to re-appointment 60 days before the expiration of the PCWDB member's term, a replacement may be sought to fill the vacancy, and the PCWDB staff will notify the PCBOS of the vacancy.
- G. PCWDB members shall serve without compensation except for reimbursement for travel and subsistence expenses as permitted by law.

ARTICLE VIII – ATTENDANCE

- A. All PCWDB members are expected to attend all regularly scheduled meetings. All PCWDB members shall confirm no later than two (2) business days prior to a scheduled meeting whether they plan to attend.
- B. Engagement as a PCWDB member is critical to the goals of the PCWDB. It is preferred that all PCWDB members attend meetings in person. However, in instances where in-

person attendance is not feasible, PCWDB members are expected to participate via video or telephone conferencing.

1. It is preferred that all PCWDB members attend all regularly scheduled meetings, including special meetings and meetings of teams, committees, task forces, or work groups to which they are a member.
2. A PCWDB member's failure to attend four (4) PCWDB meetings within one calendar year may result in recommendation for removal by a majority vote of the PCWDB members at a regular or special meeting with a quorum present, and the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1).
3. A recommendation for removal must be approved by a majority vote of the PCWDB members at a regular or special meeting with a quorum present and then must be forwarded to and approved by the PCBOS for removal.

ARTICLE IX – VACANCIES, RESIGNATIONS, AND REMOVAL OF PCWDB MEMBERS

A PCWDB member must notify the PCWDB if there is a change in position or status as a representative of businesses, the workforce, or governmental and economic and community development entities or if the PCWDB member is no longer eligible under the WIOA and its implementing regulations. The PCWDB will assess the PCWDB member's eligibility and determine whether that PCWDB member may remain on the PCWDB.

PCWDB members must resign immediately or be removed by the PCBOS if they are determined to be ineligible to be a PCWDB member.

VACANCIES:

- A. If a vacancy occurs, the vacancy shall be filled in accordance with law and these By-Laws.
- B. In the event of a vacancy, PCWDB staff will notify the Pinal County Clerk of the Board for the purpose of informing the PCBOS.
- C. In order to comply with State Workforce Development Board Local Governance Policy, PCWDB vacancies must be filled within one hundred twenty (120) days of the vacancy.
- D. In the event a vacancy cannot be filled within 120 days, the PCWDB must request a waiver in writing from the PCWDB Chair or designee of the State Workforce Development Board with an explanation as to why a vacancy was not filled in the 120-day timeframe and a description of the process used to fill the vacancy. The PCWDB must maintain the written approval of the waiver request by the PCWDB Chair or designee of the State Workforce

Development Board and will be monitored according to the process outlined in the approved waiver request.

RESIGNATIONS:

- A. Resignation by a PCWDB member shall be submitted in writing to the PCWDB Chair.
- B. An agenda item will be placed on a PCWDB meeting for the PCWDB to “acknowledge” that PCWDB member’s resignation. The resignation will then be forwarded to the Pinal County Clerk of the Board to inform the PCBOS.

REMOVAL:

- A. PCWDB members may be removed by the PCBOS, including, but not limited to, if any of the following occurs:
 - 1. Ongoing or repeated absences;
 - 2. Documented conflict of interest;
 - 3. Failure to meet PCWDB member representation requirements;
 - 4. Documented proof of malfeasance, fraud, or abuse; or
 - 5. A PCWDB member fails to fulfill the requirements of membership.
- B. The state administrative entity reserves the right to conduct an investigation regarding allegations of wrongdoing that result in the removal of a PCWDB member. The PCBOS Chair and the PCWDB Chair will be formally notified in advance of any such investigation and of the results.
- C. PCWDB members may be requested to be removed by another PCWDB member or members. If a PCWDB member seeks to have another PCWDB member removed, the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1). The recommendation for removal may be approved by a majority vote of the PCWDB members at a regular or special meeting with a quorum present and forwarded to the PCBOS for consideration.
- D. Should the Executive Team determine that it is in the best interest of the PCWDB to remove a PCWDB member, a recommendation for removal will be presented to the PCWDB and the PCWDB may consider action pursuant to A.R.S. § 38-431.03(A)(1). The recommendation for removal may be approved by a majority vote of the PCWDB members at a regular or special meeting with a quorum present and forwarded to the PCBOS for consideration.

- E. PCWDB recommendations for removal of PCWDB members will be forwarded to the PCBOS, and the PCBOS will approve or disapprove the request.

ARTICLE X – OFFICERS

The PCWDB shall have Officers, including, but not limited to, a Chair, Vice Chair, and Fiscal Liaison. The PCWDB may also have an Officer that is the Immediate Past Chair.

A. PCWDB Chair

1. The PCWDB Chair shall be a representative of businesses.
2. The PCWDB Chair shall be elected by a majority vote of the PCWDB members at a regular or special meeting with a quorum present.
3. The PCWDB Chair shall perform the duties pursuant to the WIOA, pursuant to these By-Laws, and as prescribed by the PCWDB. The PCWDB Chair is the attester to all documents containing necessary concurrences required by the Governor and/or the PCWDB recommendations deemed necessary to the PCBOS.
4. The PCWDB Chair shall be the Lead Officer of the PCWDB and shall preside at all PCWDB meetings.
5. The term of office for the PCWDB Chair shall be two years.
6. In the event the PCWDB Chair cannot fulfill the terms of appointment for any reason, the PCWDB Chair must submit in writing to the PCBOS the intention to resign as PCWDB Chair. Voting for a new PCWDB Chair will be conducted at a PCWDB meeting.
7. No individual may be PCWDB Chair for more than two consecutive terms.

B. PCWDB Vice Chair

1. The PCWDB Vice Chair shall be a representative of businesses on the PCWDB.
2. The PCWDB Vice Chair shall be elected by a majority vote of the PCWDB members at a regular or special meeting with a quorum present.
3. The PCWDB Vice Chair shall perform the duties of the PCWDB Chair when the PCWDB Chair is absent and shall perform such other duties as may be designated by the PCWDB Chair or as prescribed by the PCWDB.

4. The PCWDB Vice Chair automatically assumes the duties of the PCWDB Chair if the PCWDB Chair is removed, unable to serve, or resigns before the PCWDB Chair's term is completed.
5. The term of office for the PCWDB Vice Chair shall be two years.
6. In the event the PCWDB Vice Chair cannot fulfill the terms of appointment for any reason, the PCWDB Vice Chair must submit in writing to the PCWDB Chair the intention to resign as PCWDB Vice Chair. Voting for a new PCWDB Vice Chair will be conducted at a PCWDB meeting.
7. No individual may be PCWDB Vice Chair for more than two consecutive terms.

C. Immediate Past PCWDB Chair

1. The Immediate Past PCWDB Chair may serve as a liaison to representatives of businesses for member recruitment as well as providing advice/assistance to the new PCWDB Chair.
2. The Immediate Past PCWDB Chair position is not required to be filled.

D. Fiscal Liaison

1. The Fiscal Liaison will provide fiscal oversight by reviewing fiscal reports and tracking WIOA funds allocated to Pinal County.
2. The Fiscal Liaison will provide fiscal reports during PCWDB meetings and may make expenditure recommendations to the PCWDB.
3. The Fiscal Liaison shall serve a two-year term with the option to extend by majority vote of the PCWDB members at a regular or special meeting with a quorum present.

ARTICLE XI – ELECTION OF OFFICERS

- A. Election of officers will try to be held during the last meeting of each Program Year.
- B. Elections will be conducted by the following schedule:
 1. **No later than February 1 of the election year:** The “PCWDB Officer Nomination Form” will be provided to each eligible PCWDB member.

2. **No later than April of the election year:** Candidates are announced to the PCWDB.
3. **No later than a June meeting of the PCWDB:** the PCWDB will vote for officers.
 - a. A quorum of the PCWDB must be present.
 - b. Voting will be by a verbal roll call of each attending PCWDB member.
 - c. The candidate receiving the majority of votes of present quorum will be declared the winner for that office.
- C. The PCWDB Chair, PCWDB Vice Chair, and Fiscal Liaison will commence their terms on July 1, which should be the commencement of the following Program Year in which they were elected.
- D. Results of the PCWDB elections will be forwarded to the Pinal County Clerk of the Board in order to inform the PCBOS.

ARTICLE XII – TEAMS, COMMITTEES, TASK FORCES, OR WORK GROUPS

B. Teams, Committees, Task Forces, or Work Groups

1. The PCWDB has authority to establish teams, committees, task forces, or work groups in order to address specific issues and to accomplish strategic goals of the PCWDB.
2. Recommendations to form teams, committees, task forces, or work groups are to be presented to the PCWDB.
3. The PCWDB Chair may appoint PCWDB members to serve on teams, committees, task forces, or work groups.
4. The PCWDB may establish an Executive Team. If an Executive Team is established, then the Executive Team:
 - a. Shall consist of an odd number of PCWDB members;
 - b. Shall consist of the PCWDB Chair, PCWDB Vice Chair, Fiscal Liaison, and at least two other PCWDB members, which may include the Immediate Past PCWDB Chair, so long as an odd number of PCWDB members is maintained;
 - c. Shall have an Executive Team Chair that is the PCWDB Chair;
 - d. Shall meet as prescribed by the PCWDB, and such meetings are intended to occur between PCWDB scheduled meetings;

- e. Shall be responsible for interpreting and putting into effect the decisions, policies, and programs of the PCWDB, including, but not limited to, attendance, By-Laws, or disciplinary actions of the PCWDB; and
- f. May be granted authority the PCWDB provides it.

ARTICLE XIII – MEETINGS

A. PCWDB Meetings

1. PCWDB Meetings will be held at least quarterly per Program Year for the conduct of official business. The PCWDB will designate the date, time and place of PCWDB meetings. The meeting schedule shall be posted on the Pinal County public website and the ARIZONA@WORK Pinal County website.
2. PCWDB Meeting agendas will be posted at least 24 hours in advance of each meeting on the Pinal County website pursuant to A.R.S. § 38-431.02(G).
3. Meeting agendas may contain a consent agenda. A consent agenda may have items grouped and routine business and reports may be part of one consent agenda item. All consent items on the consent agenda will be handled by a single vote, unless a PCWDB Member or member of the public objects and wants an item pulled from the consent agenda at the time the consent agenda is called. The PCWDB Chair decides which items or types of items may be placed on the consent agenda.
4. A simple majority of appointed PCWDB members shall constitute a quorum for the transaction of business at all PCWDB meetings. A meeting at which a quorum is initially established, but the quorum is not maintained due to the departure of PCWDB members, may continue business discussions *but take no action*.
5. In accordance with A.R.S. 38-431.01, all PCWDB meetings shall provide for the taking of written minutes or a recording of the meeting, including executive sessions. For meetings, other than executive sessions, such minutes or recording shall include:
 - a. The date, time, and place of the meeting;
 - b. Names of PCWDB members recorded as either present or absent;
 - c. A general description of the matters considered; and
 - d. An accurate description of all legal actions proposed, discussed or taken, including a record of how each PCWDB member voted. The minutes shall also include the names of the PCWDB members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material.

6. The minutes or a recording of a meeting shall be available for public inspection no later than three working days after the meeting, except as otherwise provided in Arizona's Open Meeting Law.
7. The PCWDB may go into "Executive Session" during the course of a PCWDB meeting, as allowed under Arizona's Open Meeting Law.
8. The PCWDB will follow Robert's Rules of Order where applicable and not in conflict with these By-Laws or other superior rules. The order of precedence in determining parliamentary procedure is as follows:
 - a. WIOA and its implementing regulations;
 - b. Constitution of Arizona;
 - c. Arizona Revised Statutes and regulations;
 - d. These By-Laws; and
 - e. Rules of the PCWDB.

B. PCWDB Special Meetings or Teams, Committees, Task Forces, or Work Groups Meetings

1. PCWDB special meetings or teams, committees, task forces, or work groups meetings may be called, as needed, by the PCWDB Chair and/or by the respective teams, committees, task forces, or work groups in order to address specific issues and to accomplish strategic goals of the PCWDB.
2. When required, special meetings or teams, committees, task forces, or work groups meetings, will be conducted in accordance with Arizona's Open Meeting Law.

ARTICLE XIV – VOTING/MOTIONS

- A. Each PCWDB member shall be entitled to one (1) vote on all matters brought before the PCWDB at any scheduled meeting.
- B. PCWDB members may not delegate proxies or alternates in their absence.
- C. Whenever these By-Laws specify that an action is to be taken by vote of the PCWDB, the approval shall be granted by a simple majority of the PCWDB members present and qualified to vote at any scheduled meeting of the PCWDB at which a quorum exists, unless the law requires otherwise.
- D. Agenda items that require a motion, a second, and a majority vote of the PCWDB members at a regular or special meeting with a quorum present may include the following:

1. Minutes from a previous meeting;
2. New PCWDB member approvals;
3. ETPL approvals;
4. Consent agenda items;
5. Organizational policies or revisions;
6. Strategic Plan;
7. Annual budget, including revisions;
8. Assumption of a new financial obligation or risk or PCWDB expenditure;
9. Contracts, including amendments;
10. By-Laws, including amendments or revisions;
11. Allocation of surplus items; and
12. Adjournment of meetings.

ARTICLE XV –CONFLICT OF INTEREST AND ETHICS

- A. PCWDB members shall avoid both conflict of interest and the appearance of conflict of interest in the conduct of the PCWDB business. The PCWDB and all PCWDB members shall follow:
1. WIOA and its implementing regulations, including, but not limited to, 20 CFR § 679.430.
 2. Arizona laws on Conflict of Interest, including, but not limited to, Arizona Revised Statutes, Title 38 – Public Officers and Employees, Chapter 3 – Conduct of Office, Article 4 Section 38-447 and Article 8 Sections 38-501 through 511.
 3. Arizona Department of Economic Security WIOA Policies, including, but not limited to, Chapter 2, Section 1200(03)(L) By-Laws requirements.
 4. State Workforce Development Board Local Governance Policies, including, but not limited to, Section H(k) “Conflict of interest” and State Workforce Development

Board Conflict of Interest Policy.

5. PCWDB policies.
6. Pinal County Policies and Procedures, including, but not limited to:
 - a. Conflict of Interest; and
 - b. Ethics in County Employment.
- B. Each PCWDB member must sign an acknowledgment form that such PCWDB member has reviewed and agrees to comply with all conflict of interest policies and requirements.
- C. A PCWDB member may not vote on any matter that would provide direct financial benefit to the PCWDB member or the PCWDB member's immediate family, or on matters of the provision of services by the PCWDB member or the entity the PCWDB member represents.
- D. Prior to taking office, PCWDB members must provide to the PCWDB Chair a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the PCWDB. Such declarations must be updated annually or within 30 days to reflect any changes in such business interests or relationships. The PCWDB must appoint an individual to review the disclosure information in a timely manner and advise the PCWDB Chair and appropriate members of potential conflicts.
- E. Prior to a discussion, vote, or decision on any matter before the PCWDB, if a PCWDB member, or a person in the immediate family of such PCWDB member, has a substantial interest in or relationship to a business entity, organization, or property that would be affected by any official PCWDB action, the PCWDB member must disclose the nature and extent of the interest or relationship and must abstain from discussion and voting on or in any other way participating in the decision on the matter.
- F. All abstentions must be recorded in the minutes of the PCWDB meeting and be maintained as part of the official record.
- G. It is the responsibility of the PCWDB members to monitor potential conflicts of interest and bring them to the PCWDB's attention in the event a PCWDB member does not make a self-declaration.
- H. In order to avoid a conflict of interest, the PCWDB must ensure that the PCWDB's workforce service providers for WIOA Title IB adult, dislocated worker, and youth programs must not employ or otherwise compensate a current PCWDB member or

PCWDB staff who is employed or compensated by the PCWDB or its administrative entity, fiscal agent, or grant recipient to support the PCWDB in carrying out its duties.

- I. The PCWDB must ensure that the PCWDB, PCWDB members, or PCWDB staff do not have any supervisory responsibility for the daily activities of its workforce service providers, workforce system partners, or contractors. There must be complete separation between governance functions and operating functions within an organization including different reporting structures.
- J. PCWDB members or their organizations may receive services as a customer of a local workforce service provider or workforce system partner.

ARTICLE XVI – CONFLICT RESOLUTION

- A. When a conflict arises between PCWDB members, or, ARIZONA@WORK Pinal County partners who have signed the ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement that cannot be resolved, the parties to the issue shall summarize the issue in writing and submit to the Executive Team for mediation. Executive Team members must recuse themselves if they are a party to the conflict.
- B. If Executive Team members' recusals result in the lack of a quorum, the matter cannot be head until a quorum can be established. If Executive Team members' recusals result in the lack of a quorum, then the remaining Executive Team members may recruit PCWDB member(s) to fulfill the role of Executive Team members that have recused themselves for purposes of establishing a quorum for the mediation.
- C. All decisions regarding conflict resolution by the Executive Team will be documented in writing.
- D. All decisions regarding conflict resolution by the Executive Team are final unless the PCWDB otherwise requires approval or a different process or if the law requires a different result or process.

ARTICLE XVII - AMENDMENTS

- A. Amendments to these By-Laws may be necessary from time to time. These By-Laws may be amended or repealed in part or in whole only by a majority vote of the PCWDB members at a regular or special meeting with a quorum present.
- B. Each time the By-Laws are amended, a copy of the updated By-Laws will be distributed to all PCWDB members, the PCBOS, and posted on the ARIZONA@WORK Pinal County website.

ARTICLE XVIII – REPORT TO PCBOS

It is recommended that annually a report, summary, or presentation be provided to the PCBOS about the PCWDB’s activities in Pinal County.



AGENDA ITEM

March 21, 2024 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:

Discussion/approval/disapproval to authorize the Executive Team to recommend, on behalf of the Pinal County Workforce Development Board, WIOA Title II (Adult Education) applications to provide services in Pinal County as requested by the Arizona Department of Education.

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



AGENDA ITEM

March 21, 2024 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:

Posted on the 19th day of March around 12:00 PM

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

March 21, 2024 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:

NOTE: One or more members of the Board may participate in this meeting by telephonic or video conference. The PCWDB may go into Executive Session for the purpose of discussion or consideration of records exempt by law from public inspection pursuant to A.R.S. § 38-431.03(A)(2)

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

March 21, 2024 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #:

Dept. Name:

Director:

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Pursuant to A.R.S. 38-431.02(H), the public will have physical access to the meeting place fifteen (15) minutes prior to the start of the meeting.

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