



NTNWDB Meeting Minutes
August 2, 2023 – Virtual Meeting
Prepared by Nadine Talayumtewa

I. Call to order

Meeting was called to order at 1:40 p.m. by Crystal Banuelos, Chair.

II. Roll Call

Roll call was taken by Connie Fraijo, NTN Executive Director.

Members Present: Scott Crozier, Aaron Brown, Crystal Banuelos, Bernadette Kniffin, Brent Kurth, David Howard, Craig Lefever, Susan Aguilar.

Members Absent: Wallin Gustin, Winifred Begay, Tommy Canyon, Angelina Flores, JD Fisher, Neil White

DES Staff Present: Jocelyn Beard, Nancy Meeden.

A quorum was not present at the beginning of the meeting.

III. Approval/Disapproval of Minutes for July 12, 2023

Motion was made by Bernadette Kniffin, seconded by Scott Crozier. Motion passed; meeting minutes approved.

IV. NTNWDB Chair Report – Crystal Banuelos

1. Fiscal Agent Update - Jocelyn Beard

- a. Six tribes have completed their meetings which went well. We still have the rest to contact and set up virtual or one-on-one meetings which is up to each tribe. We want to finish by the end of August. Since it was taking longer than expected, we extended the meeting to the end of August. Once the meetings are completed, everyone will be brought together for

a full meeting and make designations. We still need to get paperwork finished and Fiscal Agent will be ready by January 2024. Per Crystal, meetings are going well and she will be available for any clarifications if needed. Those of you who have not competed the meetings if tribal staff can help with set up that would be very helpful. Hualapai asked who the tribes were who are done, and it was noted that Gila River, Hopi, Pascua Yaqui, Salt River, Yavapai and Tohono O'odham are done.

2. Membership Update – Crystal Banuelos

- a. We still have two outstanding appointments which need to be filled, that would be Cocopah and Yavapai. We did get the appointment for Pascua Yaqui filled.
- b. SOC Membership Appointment – Mary Fleck was on the committee who has now left the board. It is up to the board chair to appoint a member. Aaron Brown was nominated and accepted the appointment.

3. NTNWDB Staff Goals and Objectives: Connie Fraijo shared that in the past 2 years we have been trying to come into compliance, we are now looking at oversight and working with the tribal areas on providing support, learning from each other and getting back into service delivery support . We want to identify how we can assist and help tribes. The MIS Task Force are helpful in staying up with performance, technical assistance both in person and Zoom that have been helpful to both new staff and regular staff. We are finalizing PY22 and starting to set our efforts on PY'23.

V. SOC Meeting Updates Bernadette Kniffin

1. NTN/MOU/IFA Review and approval. These items have been reviewed and will need board approval after which it will be sent to DES. We are seeking final approval from the board to move forward. Motion was made by Craig Lefever to approve pending any feedback, none was brought up. It was then seconded by Aaron Brown. Motion was approved.
2. NTN Adult/Dislocated Worker Incentive Policy Approval – The policy was sent out for input from the areas but received no comments. We need a motion to approve the policy. Crystal stated that staff got a chance to look at it and she would like to be sure they are given that opportunity with policies motion was made by Aaron Brown and seconded by Susan Aguilar. There was no discussion, motion carried.

VI. Performance Update – Nadine Talayumptewa

Nadine reported that we had a MIS work group meeting and primarily focused on performance and clean-up for PY'22.

The tribes were meeting and exceeding all measures for Youth except for our Credential Rate. For the Adults, we were meeting and exceeding all measures except for our MSG rate. Tribes have been made aware and given a report to review and clean-up any data that needed to be corrected. We plan to have another MIS work group meeting to assist them individually before August 15, 2023.

VII. Executive Director Updates Connie Fraijo

1. NTN Local Plan Update – 8 signatures to be returned. Will work with Matt Smith on clarification regarding the signatures, would like to get all of them done by August 21, 2023. This will allow time to send to DES, AZ Workforce Council for approval by the August meeting. We did get OEO dates for new local plan, so we will have to get new plan started to stay ahead of the game. Jocelyn sent out information on the State Plan sessions on the vision and mission.
2. Operational Updates – Met with Crystal on goals and objectives for this upcoming year. We have started a new format for our NTN Policies so we can keep track of and make updates on an as needed basis. Program Monitoring will be done this year. We were supposed to be doing this but I guess it hadn't been done. So, we will be meeting and going over what and how we will accomplish that. We will work with the Directors on a schedule. Technical Assistance is already being done both by Zoom and some in person. We will revisit to see how we can do more to assist the tribal areas. Job Center Certification, we still have outstanding actions and will working on those as well. These actions include tracking tools. Cross Training for business services, assist staff to understand how to make quality referrals, co-enrollment, etc. I continue to send out State policy directives to all Directors/staff.

III. Call to Public

Linda Valenzuela thanked Connie for coming out for their staff with a lay-off, UI process, etc. We held an orientation but don't have DW funds so we enrolled them in our adult program. Crystal stated the DW was brought up at the SOC meeting and this will be an agenda item in the future.

Jonathan gave a brief update on Summer Youth who attended the sessions at U of A. Thanked Hopi, Pascua Yaqui and Gila River for letting their students participate. Students received college credit and he will show pictures at next meeting.

Connie stated that we should show case this at the ARIZONA@WORK meeting.

The next meeting will be held September 6, 2023 – 1:30 to 3 p.m.

Motion made by Bernie Kniffin to adjourn the meeting; seconded by Brent Kurth.
The meeting ended at 2:40pm.