



SOUTHEASTERN ARIZONA

**SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD**

**Minutes**

**Cochise College Benson Center**  
1025 AZ-90  
Benson, Arizona 85602

**Zoom Online Virtual Meeting**

<https://zoom.us/j/2048227879?pwd=NG51ZTgrK29wRkVhRWN6UXF1UzgwUT09>

**Meeting ID: 204 822 7879**  
**Passcode: 1Tzf0K**

**Thursday, March 16, 2023**  
**10:00 AM**

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**Members Present**

Ron Curtis  
Kathleen Bullock  
Wick Lewis  
Doris Tolbert  
Martha Lujan  
Peter Hooper  
Kevin Peck  
Elizabeth Kinder  
Tony Boone  
Merritt Essig  
Evonne Cummins  
Jacob Williams  
Sam Curtis  
Joshua DeSpain  
Rebekah Kimmel

**Members Absent**

Steven Garate  
Jelensky Irons  
Matt Bolinger  
Kim Henderson  
Edward Dummitt

**Staff Present**

Vada Phelps  
Vickie Simmons  
Michelle Huff  
Lori Baron  
Robert Archer  
Ashley Hamilton  
Eric Grisham

**Guests Present**

Jim Mize  
Kelly Chrzanowski  
Justin Wilson-KE&G  
Thalia Perez-DirViz  
Karl Griffor  
Brent Maloney

**A. Call to Order**

President Ron Curtis called to order the meeting of the ARIZONA@WORK Local Workforce Board at 10:00 AM on March 16, 2023 in person as well as on Zoom.

**B. Roll Call**

Lori Baron conducted roll call. The names of present and absent members, as well as guests and staff, are listed above. A quorum was established.

*“If such a conflict does arise, I will declare that conflict before the board and refrain from discussing and voting on matters in which I have conflict.”*

**C. Call to the Public**

No Public comments were made.

**D. Action Item: To Approve/Disapprove March 16, 2023 Agenda**

**Motion to Approve:** Doris Tolbert

**Seconded:** Peter Hooper

**Approved:** Unanimously

**E. Action Item: To Approve/Disapprove December 15, 2022 Minutes**

**Motion to Approve:** Doris Tolbert

**Seconded:** Tony Boone

**Approved:** Unanimously

**F. First Annual Employer Recognition**

Five Businesses were presented framed certificates of appreciation for outstanding partnerships with AZ@Work.

Freeport McMoran     Martha Lujan

Valley Furniture     Sam Curtis

SSVEC     Kelly Chrzanowski

DirectViz Solutions     Thalia Perez

KE&G     Justin Wilson

**G. Presentation on the AZ Quest Grant**

Karl Griffor, Dean of Workforce Development at Cochise College reported on the AZ Quest grant received in concert with CPIC. This grant will fund a mobile classroom to provide services to smaller locations. CPIC will receive a mobile van and funds to work with dislocated workers.

**H. Review Audit for CPIC/AZ@Work for the Year Ended 6/30/2022**

Vada Phelps highlighted page 32; low risk auditee, no findings for years.

Wick Lewis noted page 5; financial highlights, stayed within limitations and rules.

Ron Curtis mentioned our multilayered system.

Doris Tolbert complimented the staff.

**I. Report on the NAWB**

Ron Curtis, Kathleen Bullock and Vickie Simmons will attend the NAWB conference in Washington, DC next week. This is a large conference with thousands in attendance that share solutions to common problems.

**J. Appoint Board Retreat Committee**

This committee will set a date to plan the June 2023 AZ@Work Board Retreat.

Kathleen Bullock – Chairperson

Rebekah Kimmel, Tony Boone, and Elizabeth Kinder

**K. Financial Report: Budget and Expenditures**

Vada Phelps highlighted the H1-B grant partnering with Pima County.

**L. One-Stop Operator Report**

Jim Mize reviewed his report which is in the packet. He noted that it has been challenging to track placements partially due to long hiring processes of some companies.

**M. Core Partner Reports**

One-Stop Employment and Training Reports was presented by Vickie Simmons.

Her report is in the Board packet.

- 63 employers are attending job fair at Cochise College on March 23.
- 60 employers are attending job fair at Downtown Center on March 24.
- Career fair at Benson High School on April 6. Students will get experience with applications and resumes. There will be simulated interviews.
- Job fair at Cochise College Douglas Campus on April 13.
- Vickie Simmons highlighted the Success Stories in the packet.
- Vada Phelps noted a newspaper article about recent Dispatcher graduates. AZ@Work funded the tuition of all of the graduates.

Rehabilitation Services report was presented by Elizabeth Kinder.

Her report is in the Board packet.

- Referrals have increased.
- Her office has hired a counselor focusing on youth programs.
- The counselor in Douglas has increased positive outcomes.

Employment Services report was presented by Brent Maloney.

- The largest employer needs are in IT, Health, Transportation and Agriculture.
- Tracking placement is being done manually.

Adult Education report for Cochise County was presented by Peter Hooper.

His report is in the packet.

- Many students are funded by AZ@Work.
- Graduation is May 18.

Adult Education report for Greenlee and Graham Counties is in the packet.

- Patricia Reynolds is the new Director for Adult Education in Gila County and provided this report.

#### **N. Executive Director's Report – Vada Phelps**

- Vada Phelps made presentations of the AZ@Work Annual Report to Cochise, Greenlee and Graham County Boards of Supervisors. We are in good standing with all of the Boards. They appreciate the Success Stories.
- Dr. Susan Wood has resigned from the AZ@Work Board. Kevin Peck has been nominated to fill the vacancy.
- Jelensky Irons is resigning for the AZ@Work Board. Brent Maloney will be nominated to fill the vacancy.
- Peg Harmon has retired and resigned from the AZ@Work Board. Ms. Harmon has recommended Maryann Hockstad, President of CCS Board.

#### **O. President's Report – Ron Curtis**

- He appreciates all of Work Force in the nation.

#### **P. Board Announcements**

Each member gave a brief statement.

#### **Next Board Meeting**

Board Retreat

June 14- 16, 2023 at 10:00 a.m.

Tucson, Arizona

#### **Adjourn**

The meeting was adjourned at 11:58 p.m.

**ARIZONA@WORK is an Equal Opportunity employer/program.**

**Funded by WIOA federal dollars serving Adults, Youth, and Dislocated Workers**

Report Submitted by: *Leri Baron*