



# SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD Minutes

Thursday, September 27, 2018, 10:00 a.m.

Eastern Arizona College, Activities Center  
615 N. Stadium Ave., Thatcher, AZ 85552

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### **Members Present**

Ron Curtis, President  
Doris Tolbert, Secretary  
Jack Bauer  
Kathleen Bullock  
Joe Altamirano  
David Howard  
Wick Lewis  
Matt Bolinger  
Susan Morss- by phone  
Mary Tieman  
Michael Crockett  
Amanda Baillie – Ex Officio (non-voting)

### **Staff Present**

Vada Phelps  
Vickie Simmons  
Rachel Goodman  
Kathy Hall  
Bobbie Reed  
Lisa Lane  
Eric Grisham

### **Members Absent**

Jason Bowling, Treasurer  
Tony Boone  
Mark Gallego  
Tim Taylor  
Wendy Davis  
Evonne Cummins-Martin  
Linda Hollis  
Lauri Martin  
Steve Garate  
Teresa Celestine

### **Guests Present**

Rachael Tashbook, OEO  
Mick Ruiz, Boys and Girls Club  
Heston Welker, EAC, VP of Operations  
Suzette, Vocational Rehab

- A. Meeting Called to Order at 10:00 a.m.
- B. Roll Call taken by Kathy Hall, Quorum Present
- C. The Board accepted Resignations of Stephanie Michael and Mary Tieman
- D. The Board welcomed New Board Member:
  - Joe Altamirano, Fred Acosta Job Corps, HR Manager

**E. Nomination/Election for Vice Chair**

The Board President opened the discussion to the Board. He asked members to think about possible Vice Chair nominations. Board members may speak to him privately about any nominations or if interested in serving. Volunteers for nominating committee: Doris Tolbert, Kathleen Bullock and Amanda Baillie. Vice Chair person should be from the private sector is preferred but not mandatory.

**F. Action Item:** To Approve June 20, 2018 Minutes

<b>Motion to Approve:</b>	Doris Tolbert
<b>Seconded:</b>	Kathleen Bullock
<b>Approved:</b>	Unanimously

**G. Financial Report: 2018 Budget & Expenditures**

In the absence of Michelle Huff and Jason Bowling, Doris Tolbert from the financial committee reported that the 2018 Budget and Expenditures report is in good order and there were no questions. Vada Phelps mentioned that all checks written require two signatures. The signature of the Executive Director and a Board member or two Board members in the Executive Director's absence. The financial report was accepted.

**H. Presentation: 4 Fold Card/ Handout**

Vickie Simmons presented and handed out samples of the newly designed AZ@Work 4 Fold. Each Board member received samples to view and handout to potential businesses and job seekers. Wendy Davis, Evonne Cummins, Vickie Simmons and Vada Phelps were on the developmental committee. Eric Grisham was instrumental in getting them printed and folded for the Board.

**I. Presentation: Board Retreat Results**

In the absence of Jason Bowling, Vada Phelps mentioned that the Strategic Planning Report by Mary Ann Lawrence was in the Board packet for review. The information was from the Board Retreat in June. Ron Curtis reviewed the report and discussed that during the retreat we spoke about the survey results and what we want future surveys to accomplish. We are putting a greater emphasis on business outreach and services. We want to be more reactive to what businesses actually need and cultivate job seekers to those jobs that are in demand. He also mentioned that we need to work more closely with our training partners to open up education and training opportunities for those jobs in demand. Vada Phelps proposed having a work session to develop an action plan or board committee to work on the action items discussed from the Strategic Planning



Report. A Board survey was passed out to the Board to complete and give back to the Business Services Reps for follow up on any business introductions or connections that Board members may have to assist with opening up new opportunities.

**J. Presentation: Job Corps Program**

Joe Altamirano presented on the Fred Acosta Job Corp program in Tucson where he is the Human Resources Manager. There are 123 Job Corp centers across the country with two being in AZ. The Job Corp program is a federally funded program for disadvantaged youth between the ages of 16-24. They recruit students all throughout Southeast Arizona. Students receive career technical training as well as assistance with getting their HS diploma or GED along with career transitional services. Dorm facilities are available, they provide all meals and a stipend of \$10 – \$50 monthly to attend the program, clothing allowances, and uniforms are also provided. It is an outstanding program that does not cost the students or families anything. The rewards are immense. Please reach out to Mr. Altamirano if you have any individuals that would be a good fit or if you have any questions. They have Admissions and Outreach Counselors that would be happy to make a presentation in your area or if you are interested in taking a group of students to tour the facilities.

**K. Presentation: Boys & Girls Club**

Mick Ruiz CEO/ Director of the Boys and Girls Club in Safford. Mr. Ruiz presented on the non-profit youth organization. The current enrollment is 237 youth enrolled and have increased their teenage group by 12. They average anywhere between 80 – 100 youth during the school year. The AZ@Work services in Safford has helped buffer their staffing budget. This year AZ@Work qualified seven strong minded employees for the summer through the transitional program. The program helped save the Boys & Girls Club budget around \$15,000. The AZ@Work has been a great partner and collaborative. The Boys & Girls Club also provides youth with tutoring/ homework help and participation in the STEM/STEAM programs.

**L. Presentation: In Demand Industry Occupations**

Rachael Tashbook, Economist from OEO introduced new data sets and improvements made to the states calculations to determine the in demand industries and occupations. She presented workforce trends in Southeastern AZ along with top employment sectors for our local area. Ms. Tashbook introduced the new online tools that are now available and easily accessible to AZ@Work professionals and clients.

**M. Business Services Reports**

Eric Grisham reported on his written report. In his new position and new to the area, he is creating new contact lists and collecting data for current businesses in Sierra Vista. Mr. Grisham is attending local networking events to meet business owners and employers. The AZ@Work Hiring Fair is on Friday, September 28<sup>th</sup> at the Cochise College Center Downtown in Sierra Vista. He recruited 35 businesses to participate. He is using more social media platforms to get the AZ@Work services and information out to job seekers and employers. If you are not currently a follower, please follow AZ@Work on Facebook, Twitter or LinkedIn. This month they will begin online advertisements with the Sierra Vista Herald.

Bobbie Reed reported that she has made positive strides in getting the AZ@Work information out to the community. She is working with contractors to get the word out by making an informational flyer to go into the contractor packets. She administered surveys to local businesses to find out what is needed. They responded that CDL's are needed in the area. EAC and Mr. Crockett are currently working on setting up a CDL training program. The goal for the program is to be up and running this Fall.

**N. Core Partner Reports:**

**One-Stop Employment & Training Report**

Vickie Simmons mentioned that she is looking for volunteers for the Launch into Life event on Oct 23<sup>rd</sup> at Benson HS. She also reported that her staff from all three counties (Greenlee, Graham and Cochise) went through the two and half days of training to proctor the AZ Career Readiness Credentials exams. There are four exams: Applied Mathematics, Reading for Information, Workplace Data and Graphics, Employability Skills. The Governor of AZ wanted to offer this program so the OEO is providing training. The exams are 55 min. - 1 hour each. The program has not been announced to the public yet by the State of AZ/ Governor. She congratulated her staff for exceeding their performance measures for July through September 2018.

**Rehabilitation Services Performance Report**

David Howard was not present. A written report was provided in the packet.

**Employment Services Performance Report**

Teresa Celestine was not present. A written report was provided in the packet.



## **Adult Education Performance Report**

Susan Morss was not present. A written report was provided in the packet.

### **O. Executive Director's Report**

Vada Phelps announced that if any members would like to review or get a digital copy of the "Legacy Foundation Community Wellness Resource Guide" to please let her know or write their name on the front cover.

Ron Curtis and Vada Phelps presented Mary Tieman with a recognition plaque for her dedication and service to the Board for 14 years.

**Comments:** No public comments were offered.

**M. Next Meeting:** December 13, 2018  
10:00 a.m.  
Cochise College Downtown Center  
2600 E. Wilcox Dr. Sierra Vista, AZ 85635

### **N. Adjourned at 12:25 p.m.**

A copy of the agenda and background material provided to board members (with the exception of material relating to possible executive sessions) is available for public inspection at 900 Carmelita Drive, Sierra Vista, Arizona. Meetings are recorded and are available as an Mp3 file. For access, contact Ana Polakowski at (520) 439-3541.

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