



## **NTNWDB Meeting Minutes**

November 15, 2023

1:00pm – 2:30pm

Virtual Meeting

Minutes prepared by Diana Russell

### **I. Call To Order**

The meeting was called to order at 1:05pm by Crystal Banuelos, Board Chair.

### **II. Roll Call**

Roll call was taken by Executive Director, Connie Fraijo.

Members Present: Neil White, Tommy Canyon, Scott Crozier, Crystal Banuelos, Bernadette Kniffin, Winifred Begay, Wallin Gustin, Susan Aguilar, David Howard, Genevieve Datsi.

Members Absent: Johnson Fisher, Angelina Flores, Aaron Brown, Brent Kurth, Craig Lefever, Erin Pazos.

Staff Present: Connie Fraijo, Diana Russell, Rich Utzig, Nadine Talayumptewa-Ortiz.

Guests Present: Nancy Meeden, Tom Colombo, Sandra Sandoval, Angela Sandoval, Carl Duncan, Chris Phillips, Diana Navarro, James Smith, Jessica Mills, Georgianna Sieweumtewa, Melvina Johnson.

Quorum was met.

### **III. Approval of October 18, 2023 Meeting Minutes**

The October 18, 2023 meeting minutes was reviewed by the board. A correction to the last name was noted to board member Stacey Faulkner. Wallin Gustin made a motion to approve the October 18, 2023 meeting minutes as written with the noted correction. Seconded by Scott Crozier. Motion passed.

### **IV. Introduction of New Board Member**

Executive Director Fraijo announced that an appointment was received from Yavapai-Apache Nation (YAN) for Genevieve Datsi. Connie also reported that Genevieve serves as a council member to the YAN representing tribal government. Ms. Datsi was introduced and welcomed to the board. Due to system difficulties, Genevieve was not available via speaker to give the board a short overview of her background and experience.

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## V. DES Updates

- Fiscal Agent Update

Connie stated attending the meeting was Sandra Sandoval from the tribal office. Sandra will also be adding to the conversation on the leadership meeting.

Nancy presented an update on the fiscal agent. A letter is going out tomorrow to each tribal leader. This is a follow-up to the meetings we had with the tribal leaders on November 1st, it will include the slides and the designation form and budget from Office of Economic Opportunity (OEO). The letter is going to request them to designate OEO as the fiscal agent and ask that the designation form be returned by December 29, 2023 for OEO to assume the role of fiscal agent as of July 1, 2024.

- Agreements

Nancy stated on the agreements, the consortia agreement will need to be revised. This is the agreement between the tribal leaders themselves and also the Shared Governance Agreement. This is an agreement between the tribal leaders and the NTN board. The agreement outlines the roles, responsibilities and operations. Nancy stated once the board and the tribal leaders agree to a budget for OEO, the NTN board will need to sign an agreement with OEO. These agreements will need to be finalized by June 30, 2024.

- Tribal Leadership Meetings

Nancy reported all together meetings were held with 9 of the 13 tribes which took place between June and September. Eleven tribes participated in the November 1<sup>st</sup> meeting. She stated only two tribal areas were not represented at these meetings which were Gila River Indian Community and Yavapai-Apache Nation. Nancy stated if any of the tribes had specific questions and are wanting to meet with the State, to contact Jocelyn Beard or Sandra Sandoval to set up that meeting.

- Status of PY23 Amendments

Nancy mentioned she believes the PY 23 amendments were sent out last week. Not sure if all went out but did see a couple of them. Also, PY22/FY23 funds have all been executed with the exception of Colorado River Indian Tribes. There was discussion on the timeline for the designation forms.

Wendy shared some concerns with the timeline required for the designation forms and going through the processes required for Tohono O'odham Nation (TON). She stated that TON would not be meeting the December 29, 2023 deadline. Nancy stated in order to get all the processes completed, timelines had to be set in order to move forward for OEO to take over July 1, 2024. Wendy stated she is confident that signatures should be completed by mid-January, 2024. Nancy stated she would like to get letters out to the tribal councils with the

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December 29<sup>th</sup> deadline. Nancy stated she would add language to the letters advising tribal leaders are not able to meet the deadline, to let the State know when they would anticipate getting the form signed and returned.

Connie also added that at the NTN touchpoint meeting, Crystal asked to provide as much content in the letter to allow for a clearer understanding on what it is in order to make the process much easier for them.

Chairwoman Banuelos stated an executive summary accompanied with the letter explaining the goal and intent of the letter to leadership would make for a clearer understanding. Nancy agreed that this would be provided.

Chairwoman Banuelos also wanted to acknowledge and convey her appreciation for everyone who was able to attend the tribal leadership meeting. She stated board members will be copied on the letters sent to their respective tribal leaders.

Tom Colombo stated Nancy updates touched on the leadership meetings as well as the November 1<sup>st</sup> meeting. Sandra Sandoval reported that the next tribal council meeting is scheduled for sometime in February, not sure on the exact date since she did not have those dates with her. For future meetings, updates will be provided to the board as they come along.

Status of the PY'23 Amendments. Connie stated she believes she saw an email stating amendments would be going out. She asked that all tribes follow the processes needed for each tribal area and to get those returned to the State as soon as possible.

## VI. NTNWDB Chair Discussion

- October 18, 2023 meeting – recap

Crystal stated how grateful she was for all the feedback received on the in-person meeting. It was a great meeting, lots of information but a long meeting. Going forward she doesn't foresee future meetings lasting longer four hours. She stated regular scheduled zoom meetings are held for 1.5 hours. We'll probably maintain that and after the year we can discuss that next plan for an in-person meeting.

Wallin Gustin added it really was a benefit to be able to connect with everyone face-to-face, when possible. He was very pleased with the in-person meeting.

Susan Aguilar thought it was very valuable; the information presented was very relevant, really important and was nice to see everyone and get to meet folks in-person.

Chairwomen Banuelos stated the directors met the Tuesday before the board, heard a lot of good feedback on the meeting. It was an opportunity for the group to convene and talk about what they have before them and the challenges they face.

Proposed Next Meeting

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Chairwoman Banuelos mentioned whether it was necessary on having a board meeting in December. Asked for board input on whether they feel a December meeting is necessary or wait until January. She stated the biggest item we are working through is the designation letter as well as the progress. All board members present were in agreement with keeping it the meeting in December. Crystal stated if needed, the meeting can be cancelled but wanted to get it on the calendar for board members. This meeting should provide updates on how things are progressing and where we go from there.

## VII. Executive Director Report – Connie Fraijo

Connie provided the following updates:

**NTN Board Budget** - I will be working with Diana and Crystal on a proposed budget, once we get that completed it will go through the Special Operations Committee (SOC) for review prior to coming to the full board for review and approval. Diana and I met last week to discuss some line items, we will set up a meeting with Crystal to review and provide input.

**Technical Assistance on NTN Board Composition** – To ensure we have the required board representation for the local workforce development board certification I have requested technical assistance from the state. We were able to meet this morning with Jennifer Kelly to discuss our board membership and process. We explained that Tribal Government does serve as business and it's possible to service in other required categories such as TERO as labor reps. Crystal provided some comments on the meeting.

**Local Plan Update** – Our plan should be receiving full approval on November 16<sup>th</sup> from Workforce Advisory Committee (WAC) Executive Committee.

**MOU/IFA Update** – All signatures are in place; next steps will be to review the document with the tribal directors and staff to ensure they understand the roles and services of our partners and referrals.

**NTN Website** – We are in the process of transitioning our website from azntn.org to ARIZONA@WORK platform. This will allow us to not pay for the hosting of the website and align with the other local areas.

### **OPERATIONAL UPDATE**

**NTN Policies** – We have been working on revising our policies to align with the updated state policies. The Supportive Service Policy is completed, we have a draft of the Limited English Proficiency and two others that we have completed. The SOC committee will review the draft policies, after their input is received, it will go out to the Directors for comments.

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**Board Program Monitoring Update** – We have completed 3 tribal areas and are seeing the same findings with most of them. For the next meeting, we will have a summary of our findings and observations. The state continues to monitor and has submitted reports to the tribal areas to fix their findings, we work to assist them on the required action.

**Data Validation 2023-** The data validation review is being conducted started November 13, 2023.

**Director Survey Results** – During the last board meeting I provided a summary of the results. I will be working to provide an action plan to address the ones that I can, so far, I have scheduled a meeting with the State ETPL Coordinator to review the ETPL policy and procedures. This will be 11/20/23 and we are working with areas that have low enrollments and to begin discussions on outreach and marketing techniques.

**Regional 166/477 Conference** – This was a great conference. I was able to connect with the 166 federal partners and attended workshop to understand the common requirements and how we could co-enroll and collect the same documents. The apprenticeship programs that they developed with tribal government, businesses and native owned businesses. I sat in on the one on ones with the tribal grantees and learned that they have the same challenges as we do in managing our state funds. They had a great key note speaker that spoke about leadership, creative thinking and situational awareness.

Connie acknowledged Carl, the 166 Federal Program Officer. Carl Duncan stated he is an enrolled member of the youth Indian tribe and a descendant of the TON tribe in southern Arizona. I'm the federal program officer for Division of Indian Native American Programs (DINAP) in DOL. Currently working with Inter-Tribal Council of Arizona, Salt River, Gila River, Phoenix Indian Center as well as the Navajo Nation and CRIT. He stated he looks forward to working with everyone.

VIII. Call to the Public

There was no public comment.

IX. Adjournment

Chairwoman Banuelos called an Executive Committee meeting to discuss an agreement item that is personnel related. She requested that everyone on the call other than board members to please leave the meeting. The meeting was adjourned at 2:25pm for all non-board members.

**Executive Session Discussion and Action** – Charwoman Banuelos noted in the Executive Session, the board moved to support the contract addendum to cover wages through December, 2023 for Executive Director, Connie Fraijo. A motion was made by Neil White; seconded by Bernadette Kniffin. The motion passed unanimously.

Motion to adjourn by Wallin Gustin; seconded by Susan Aguilar. Motion passed.

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