



SOUTHEASTERN ARIZONA

SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD

Minutes

Cochise College – Downtown Center  
2600 E. Wilcox Drive, Room A102  
Sierra Vista, Arizona 85635

Zoom Online Virtual Meeting

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

Meeting ID: 204 822 7879  
Passcode: 1Tzf0K

Thursday, December 21, 2023  
10:00 AM

**Members Present**

Ron Curtis  
Lance Baxter  
Tony Boone  
Kathleen Bullock  
Wick Lewis  
Doris Tolbert  
Steven Garate  
Joshua DeSpain  
Kevin Peck  
Elizabeth Kinder  
Evonne Cummins  
Mary Ann Hockstad  
Rebekah Kimmel  
Jelensky Irons

**Members Absent**

Matt Bolinger  
Jacob Williams  
Martha Lujan  
Sam Curtis  
Samuel Kolapo  
Kim Henderson

**Staff Present**

Vada Phelps  
Vickie Simmons  
Ashley Hamilton  
Michelle Huff  
Marina Morales  
Lori Baron  
Robert Archer

**Guests Present**

Rene Connor  
Trevor Stokes  
Vaughn Croft  
Jordan Dodeward  
Dominica Dominguez

**A. Call to Order**

President Ron Curtis called to order the meeting of the ARIZONA@WORK Local Workforce Board at 10:00 AM on December 21, 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**

Vaughn Croft would like to involve students with Job Corp from our local area.

## **D. Action Item: To Approve/Disapprove December 21, 2023 Agenda**

**Motion to Approve:** Tony Boone

**Seconded:** Wick Lewis

**Approved:** Unanimously

## **E. Action Item: To Approve/Disapprove September 21, 2023 Minutes**

**Motion to Approve:** Doris Tolbert

**Seconded:** Josh DeSpain

**Approved:** Unanimously

## **F. Action Item: To Approve/Disapprove the 2023-2024 Budget**

**Motion to Approve:** Wick Lewis

**Seconded:** Doris Tolbert

**Approved:** Unanimously

## **G. President to appoint a Nomination Committee**

Kathleen Bullock

Doris Tolbert

Wick Lewis

## **H. President to appoint a Board Retreat Committee**

Kathleen Bullock

Maryann Hockstad

Tony Boone

## **I. Committee Reports**

Communications – Tony Boone

- Eric Grisham has done a lot of the “heavy lifting”
- The billboard had been the focus in Sierra Vista. We need to do polling to see the effectiveness.
- Ron Curtis appreciated this committee for getting our name out there.

Ambassador – Evonne Cummins

- Plans to release a program for High School and College students in March 2024. This program will start in Safford.
- Making a flier.

Business Engagement – Mary Ann Hockstad

- Doing research with a survey.
- Looking into employers in the area (Rotary, UofA, Gila Chamber of Commerce)

#### **J. Annual Report**

- Current audit will be completed in January (so far there have been no findings)
- Vada highlighted the Success Stories

#### **K. Board Member Volunteers for the Job Center Certification**

Kathleen Bullock

Josh DeSpain

Rebekah Kinder

Doris Tolbert

#### **L. Financial Report: Budget and Expenditures**

The report is in the packet

Wick Lewis: Thank you to the Finance Department for transparency.

Michelle Huff: We are on track.

#### **M. One-Stop Operator Report**

Jim Mize's report is in the Packet.

#### **N. Core Partner Reports**

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

Vickie's report is in the Board packet.

- We are monitored by the State often. 1<sup>st</sup> Quarter were no findings. 2<sup>nd</sup> & 3<sup>rd</sup> quarters had 100% accuracy. The next audit is January 10-11.
- We are waiting for the results of EEO.
- We need a Youth Career Advisor.

Rehabilitation Services report was presented by Elizabeth Kinder.

Elizabeth's report is in the Board packet.

- Counselor vacancies in Douglas and Benson. Training a new person in Safford. Sierra Vista is covering until all offices are at full staff.
- Highlight is working with schools with Vocational information. Assisting students transitioning from school to work.

Employment Services verbal report was presented by Teresa Celestine.

- Had a Veterans Resource Fair in Douglas.
- Started a Veterans Tool Kit Program for Vets going back into the workforce. Identifying needs (clothing, tools, bicycle, tires). Funding through Veteran License Plates.

Adult Education report - Cochise

Lance Baxter's report for Cochise County is in the Board packet.

- Fall semester began December 14.
- Enrolling for Spring and Summer semesters.

Adult Education report – Graham & Greenlee

Rene Connor's report is in the packet.

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

- The State is changing the AZ@Work logo.
- January 11 is the AZ State Council Convening in Phoenix.
- The State DES monitors AZ@Work.
- More information is now required on AZ@Work printed materials. A QR code may contain the amount of information required.

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

People in Washington, DC do not see the needs of our local area. We need to be vigilant and do good where we can. There are always opportunities to help.

#### **Board Announcements**

Trevor Stokes, a Labor Market Economist, will be speaking about Workforce Development in a Post Covid World right after our meeting.

#### **Next Board Meeting**

March 21, 2024  
Benson, Arizona

#### **Adjourn**

The meeting was adjourned at 11:02 a.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*