

Yavapai County Workforce Development Board January 9, 2019 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2019
Anita Payne, Chairman	Present	0
Phil Tovrea, Vice-Chairman	Absent	1
Steve Silvernale	Present	0
Gary Hassen	Present	0
Mark Timm	Absent	1
Mel Ingwaldson	Present	0
Pam Blackburn	Present	0
Alycia Botkin	Absent	1
Elaine Bremner	Present	0
Wendy Bridges	Absent	1
Rick Duff	Present	0
Tony Gauthier	Present	0
Kurt Greves	Absent	1
Dee Jenkins	Present	0
Nancy Jensen	Present	0
Ginger Johnson	Present	0
Craig Lefever	Present	0
Christopher Tafoya	Present	0

*Excused

Guests: Kristy Prather, DES Supervisor, Yavapai County
Leah Cickavage, NACOG Operations Manager

Staff: Teri Drew, Executive Director
Julia Sawyer, Executive Assistant

I. Call to Order/Welcome/Introductions

Chairman Payne called the meeting to order at 10:04 AM. She welcomed everyone to the meeting and asked for introductions around the room. Congratulations were expressed for Dee Jenkins, newly elected Vice-Mayor of Camp Verde.

II. Reading of the WDB Mission Statement

Chairman Payne shared the Mission Statement of the WDB, "To build economic success through workforce development partnerships."

III. Approval of the November 14, 2018 Minutes

Chairman Payne called for discussion on the minutes. Nancy Jensen noted the misspelling of her last name, Chairman Payne noted that it would be corrected. Chairman Payne called for a motion to approve

the minutes with the noted correction, **so moved by Craig Lefever and seconded by Chris Tafoya. The motion carried unanimously.**

IV. Chair's Report

➤ Executive Director Negotiations Update

Chairman Payne reported on the negotiations for title change for Teri Drew and a salary increase with NACOG Executive Director Chris Fetzer. She reported that the negotiations are finalized and approved, and acknowledged Mr. Fetzer's assistance in the process. Chairman Payne shared that, during a trip last March to Washington DC with Ms. Drew for a National Association of Workforce Boards Forum, she had noticed that most of Ms. Drew's colleagues from around the country had the title of Executive Director for their positions, and that Ms. Drew did not. Chairman Payne then proposed the change to the Executive Committee, and the process began and has now concluded. She noted how much Ms. Drew has done on behalf of the WDB and her engagement with the community, and remarked that this change and salary increase is well deserved. A round of applause followed. Ms. Drew expressed her appreciation to Chairman Payne, the Executive Committee, and Mr. Fetzer as well, noting that this is a paradigm shift for the NACOG agency, and she was appreciative. Some brief, positive discussion followed regarding Ms. Drew's dedication and impact in Yavapai County and across the state.

V. Director's Report

Executive Director Teri Drew began her report with updates, noting her desire to put some things behind and move forward.

➤ Program Update

Being a member of the United States Workforce Association (USWA), Ms. Drew reported some changes with the national SNAP Employment and Training program as it was being developed in the FARM Bill. She noted that the funding for this bill went from \$90 million to \$1 billion. It appears that there are competing dollars with workforce, regarding employment components that are like and similar to what the Title I does through WIOA. The effort of USWA through negotiations in Washington DC is to blend this program with WIOA for employment and training. She highlighted some of the areas of this bill being considered. Ms. Drew noted that this would be a great opportunity, with increased funding opportunities for citizens. Ms. Drew reported that she will be meeting on behalf of the Arizona Workforce Association, as well as on behalf of Yavapai County, with Director Michael Traylor of DES next week. She plans to discuss policies, staffing, implementation, and being proactive rather than reactive. Ms. Drew expressed appreciation to Deputy Director Mike Wisheart for assistance in arranging a meeting opportunity with Director Traylor. Ms. Drew also noted that she looks forward to reporting the outcomes of that meeting with the WDB.

Ms. Drew noted that she is attempting to have a similar meeting with two of the other Local Area Directors and the Workforce Arizona Council (WAC) Executive Committee; a Listening Forum to work through barriers and obstacles, celebrate opportunities and move the State forward in terms of workforce development. Ms. Drew noted that the Workforce Innovation and Opportunities Act (WIOA) sunsets in 2020, and to date there is no conversation at the state level to recreate or reinstate the program. Ms. Drew reported that other states have plans for workforce development continuation in 2020, and it will be part of the discussion with the Director and Chairman of WAC to be proactive and get something on the table to move this process and program forward. Ms. Drew paused for discussion. Some discussion followed regarding the inclusion of healthcare, which is a large source of funding. A focus on substance abuse is also widely discussed. Ms. Drew asked Chris Tafoya for an update on relationships with Spectrum, anticipating partnership with them. Mr.

Tafoya responded that DES anticipates partnering with them in legislation. Ms. Drew suggested beginning with Yavapai County to start the process as an example for the state.

➤ **Board Recertification Update**

Ms. Drew reported that Board Recertification is still pending, and reported that no boards in the state were approved. It was noted that there were amendments that needed to occur at every local area. Ms. Drew reported that the issues with Yavapai County's application for Board Recertification were that all of the responses to the application were submitted on behalf of Yavapai County, however, it should have been on behalf of the WDB. The changes have been made to reflect the Workforce Board in place of references to Yavapai County, and it has been submitted for reconsideration in February.

Ms. Drew also noted that the process for One Stop Operator selection for Yavapai County is complete and has been sent to the state following the Board of Supervisor's approval in December. All required elements were completed; NACOG was the only respondent to the Request for Proposals and was unanimously approved by the Executive Committee and Board of Supervisors. The Yavapai County's selection will go to the DES Procurement Department for review.

➤ **One Stop Recertification Update**

Ms. Drew reported that the process for Yavapai County One Stop Recertification is now complete and has been sent to state. Once again, there were no approvals for any One Stops in the state, only provisional approvals. Once all additional information has been obtained, the One Stop Recertification should be addressed by the WAC again in February. Ms. Drew noted that there have been no certified one stops in the State of Arizona since WIOA was started in 2014. She noted that there has been a great deal of transition at DES and with the WAC over the past few years. She noted that the Executive Committee discussed the idea for private sector members to come to the WAC and speak to challenge with policies. Ms. Drew stated that this is the reason for the Listening Forum and her meeting with Director Trailor, and will be a future meeting with private sector representatives from around the state.

Ms. Drew noted the required revisions and updates to the Yavapai County Workforce Development Plan have been submitted as well. Ms. Drew noted that she requested that a Title I representative be on the State Plan review team, but her request was denied. It was noted that DES will have a Title I representative from the state on the team, not a local representative. Ms. Drew noted that this is an unfortunate decision to leave the local areas off the evaluation team.

➤ **IFA Title II Addendum A Review/Approval**

Ms. Drew began the review of the Title II Addendum to the Infrastructure Funding Agreement (IFA) and the Memorandum of Understanding (MOU). It is a requirement from the U.S. Department of Labor to all states that all WIOA partners must pay a fair share of the operating costs. Ms. Drew noted that DES and NACOG One Stop locations in Yavapai County are considered an equitable in-kind contribution to operations. Ms. Drew noted that an agreement with Title II has been in the process for over a year, and several logistics have been worked through. She commented that Title II has never been a part of the workforce system and she expressed thanks to Craig Lefever and Dr. Nicholas DelSordi for putting this agreement together. She noted that Title II has separate legislation, and this agreement must demonstrate benefit to the students. She highlighted the main points of the document, which demonstrates a contribution of \$14,913 total. There will be mutual benefit for Adult Basic Education (ABE – Title II) and Titles I, III and IV. Ms. Drew reported that this addendum also accomplishes WDB funding, and a notable presence of Title II at the One Stops. Most importantly, services will be expanded for students and core partners. She turned the floor over to

Craig Lefever for comments. Mr. Lefever noted that he is happy that this is happening, and this will be the first such agreement in the state. These drafts are being used as models for others. He remarked that he is ready to start working on next year's agreement. Ms. Drew commented that she will be meeting with 11 other Directors soon to show them that it can be done, as they are having the same challenge, and she also noted that, after today, we will also be the first in the State to have this kind of agreement in place. A comment was made to add Camp Verde as a One Stop area in the future, as there is no Camp Verde location other than an adult reading program at the library. Some discussion followed regarding the lack of funding for ABE programs in that area. Ms. Drew noted that there is a One Stop location currently in the Verde Valley, located in Cottonwood, and that all staff are mobile. Ms. Jenkins offered to look into space in the Verde Valley. Chairman Payne asked for further comments and questions, and called for a motion to approve the Title II Addendum to the MOU/IFA; **so moved by Elaine Bremner, seconded by Pam Blackburn. The motion carried unanimously.**

VI. Youth Council Update

Chairman Payne turned the meeting over to Mel Ingwaldson for the Youth Council Report. Mr. Ingwaldson began by thanking the Board for allowing the Youth Council to maintain opportunities to serve in Yavapai County, and he commended the staff at NACOG and members of the Youth Council. Mr. Ingwaldson noted that the first meeting of the new year will be held on the 23rd of January. The WDB approved a new member at the November meeting, Rich Ormond, who does work through AmeriCorp. Mr. Ingwaldson reported that the Youth Council is always looking for new places to get involved with youth. Although there are challenges, the main focus continues to be out-of-school youth. He reported a total of 126 youth enrolled in the program, 80 of those being from the target population of out-of-school youth. He reported that the Summer Youth Program partnered with Yavapai County last year, and was very successful.

Mr. Ingwaldson reported that they are looking for new members on the Council, especially seeking youth to join the Committee. With that, he concluded his report. A question was asked regarding age requirements for the committee. Mr. Ingwaldson answered that members are required to be 16 years of age. Some discussion followed. Ms. Drew reported on a new program that started this week; United Way raised funds to support and develop a construction boot camp through Yavapai County Contractors Association (YCCA), which focuses on out-of-school youth to train in the construction trades. Yavapai College is also involved, and NACOG will assist with soft skills training, such as resume and application writing, orientation, etc. Ms. Drew reported that 29 youth came the first day and came back the next day, and NACOG will be enrolling some of the participants in the program. Ms. Drew noted that 16 contractors showed up to the first meeting – these were the owners of their businesses – and they came to encourage the young people with their desire to hire new talent following this program. She also commended Yavapai College for making available their construction programs, all of which were approved by this Board on the Eligible Training Providers List at the last meeting. She noted that several On the Job Training contracts have already been approved because of it, many including youth. Discussion followed regarding future boot camps, perhaps in the Verde Valley. Ms. Drew plans to bring it up during a presentation tomorrow at a meeting of the Cottonwood City Council. Mr. Ingwaldson suggesting inviting the construction groups to speak at a Youth Council regarding the possibility of developing a boot camp one in the Verde. More positive discussion followed.

VII. One Stop Report

Chairman Payne called on Leah Cickavage to present the 2nd quarter One Stop report which covers October 1, 2018 – December 31, 2018. Ms. Cickavage began by sharing the reported statistics for the two Comprehensive One Stop locations in Prescott and Cottonwood. Ms. Cickavage reported 52 training contracts for Title I in Prescott and 11 in Cottonwood – about 200 less services versus the first quarter.

Overall satisfaction with the One Stops and Business Assistance Center (BAC) continues at 98% extremely satisfied, 2% very satisfied. Ms. Drew commented that it has become necessary to change the rules for outside businesses using the BAC from 24-7 availability to during regular business hours only. The carpet and furniture were being abused and the doors were being left open, allowing heat or air conditioning to be wasted. One user complained about the more-restrictive guidelines, but Ms. Drew noted that it cost about \$6,000 to re-paint and to purchase new carpet. Some discussion followed.

It was suggested that the One Stop report be graphed to reflect annual trends. All agreed it would make it easier to comprehend the scope of services being reported. Other discussion followed regarding the actual report data and what it demonstrates. Ms. Cickavage noted that the BAC tracks individuals using it, and the rest of the One Stop data refers to services utilized. Ms. Drew noted that data can be pulled for anything the board wishes to see. Much discussion followed.

Ms. Cickavage shared the reporting of Title III services, noting that there has been no Title III staff at the Prescott office for a few months now, hence there were no Title III numbers to report for the Prescott One Stop. She reported Prescott Valley and Cottonwood location Title III services; Prescott Valley reflected a total of 1,406 customers served and 3,073 services. Cottonwood reported 732 customers served and 1,521 total services.

Ms. Cickavage concluded, noting that not all partners reported due to absences from the holidays. A question followed about unemployment information (UI). Chris Tafoya explained UI assistance is reported, which can include general inquiries as well as actual UI cases filed. Some discussion followed. Mr. Tafoya remarked that Title III is able to provide, by zip code, the number of people who have filed UI assistance applications. He noted updates to the DES reporting system which allow announcements in PDF format to be sent out to their service areas by zip code. Ms. Drew noted a change in the economy with several layoffs in Yavapai County in the last quarter, particularly in West County, where several employers are laying off some or all of their staff. More discussion followed regarding unemployment. It was reported that that Yavapai County remains at 4.3% unemployment. A conversation followed regarding the rising minimum wage rate and cost of living causing difficulties statewide. Also discussed was the cost of housing in Yavapai County in relationship to the minimum wage, homelessness in Yavapai County, and transportation issues.

Ms. Cickavage summed up the One Stop report by highlighting the trending jobs in Yavapai County. She concluded her report.

VIII. ETPL Update

Chairman Payne passed on the Eligible Training Providers List report as there were no new training providers or courses to approve.

IX. Member Comments

Chairman Payne called for member comments. Steve Silvernale reported on some recent costly personal events that he and his family incurred related to a natural gas disruption. Ms. Drew remarked that a Senate candidate asked her interest if he wins the election, she replied infrastructure improvements.

Rick Duff commented on the error on the agenda regarding the floor location of the meeting.

X. Public Comments

Chairman Payne called for public comments, there were none.

XI. Adjournment

Chairman Payne called for a motion to adjourn – **so moved by Elaine Bremner, seconded by Ginger Johnson. The meeting adjourned at 11:26 AM.**

Minutes of the Workforce Development Board – January 9, 2019
Approved: April 18, 2019