**SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD**

**Minutes**

**Cochise Community College**

**Downtown Center**

2600 Wilcox Drive

Sierra Vista, Arizona 85635

**Thursday, December 12, 2019**

**10:00 AM**

**Members Present** **Members Absent**

 Ron Curtis – President Wick Lewis - Treasure

 Jason Bowling – Vice President Suzette Dominguez

 Doris Tolbert – Secretary Mark Gallego

 Jack Bauer Steve Garate

 Matt Bolinger Robert Pollock

Tony Boone Tim Taylor

Kathleen Bullock

Teresa Celestine

Michael Crockett

Evonne Cummins

Brad Dale

Edward Dummitt

Javier Villalobos

Amanda Baillie (Ex Officio-non-voting)

**Staff Present** **Guests Present**

Vada Phelps – Executive Director Karen Reed, Chief Nursing Officer

Vickie Simmons – Dep. Director Brad McCormick - Jobcorps

Michelle Huff – Finance Director Michael Wisehart – DERS Director

Johanna Scott – Board Clerk Shanikqua Jones – Nursing Student

Bobbie Reed – Business Outreach Dusti Brown Eric Grisham- Business Outreach Manuel Ayala

**A. Meeting Called to Order at 10:00 a.m.**

**B. Welcome by President of Board, Ron Curtis**

**C. Roll Call and established Quorum, Johanna Scott, Board Clerk**

**D. The Board welcomed new board members**:

Brad Dale, Cochise College and Edward Dummitt, Jobcorps.

**E. Action Item:** To Approve September 19, 2019 Minutes

**Motion to Approve:** Ron Curtis

 **Seconded**: Doris Tolbert

 **Approved**: Unanimously

**F. Financial Report: 2019 Budget & Expenditures**

The financial was accepted.

**Motion to Approve:** Ron Curtis

 **Seconded**: Kathleen Bullock

**Approved**: Unanimously

**G. Matters for Discussion & Decision:**

Board president reviewed **Conflict of Interest Policy and Disclosure.** All present Board members signed form and turned in to Board clerk. Those that are absent will be sent/given form at the next Board meeting.

**H. Core Partner Reports by Vickie Simmons, Deputy Director of Southeastern Arizona Workforce Development Board.**

 **WIOA Employment & Training**

* Traffic Charts
* Fall Hiring Fair
* Presentation of Cochise College GED students in Sierra Vista
* Presentation of Cochise College GED students in Douglas
* Launch into Life, Benson High School
* TABE training by representative from Arizona Department of Ed.
* 2019 Training Expo conference in Phoenix
* Rural Economic Development Innovation Steering Committee
* Annual EEO Training by Rachel Goodman, HR Director
* Security Managers Training in Sierra Vista Office
* Upcoming Events: SV Chamber of Commerce Leadership Presentation and the 6th Annual Military/ Veteran Community Sumit
* Workshop Information

 **Douglas Job Center** – Reported employee and employer contacts for September through November 2019.

**Graham Job Center** – Reported on collaborations with target organizations/business within the community from September 12, 2019 – December 4, 2019.

**Greenlee Job Center** – Reported on various contacts with various employers and hiring events from September to November 2019; and success story of someone being hired by ADOT.

**Business Outreach/Development - Barbara Reed**

* Continue to meet regularly with various local business both in Graham and Greenlee Counties; as well as with both Graham and Greenlee County Government and local law enforcements for positive working relationships.

**Business Services Report for Cochise County – Eric Grisham**

Reported on trainings, events, meetings, involvements, economic developments and upcoming events.

**Professional Youth Quest Board Report, July 2019 to September 2019 - Angie Luna, Director**

Reported on internships at businesses within Cochise County.

* This quarter PYQ had an increased amount of interest for our program from Benson area because of ARIZONA@WORK’s participation in Launch into Life at Benson High School.
* Willcox area is also seeing more students who would like to participate due to Cochise College Willcox Center referrals.
* Training on how to administer the new TABE 11/12 was attended and we have started to use the test exclusively for intake purposes.
* Also attended Training EXPO in Phoenix November 1st. Useful and helpful information on measurable skills gain as well as other informative workshops.
* PYQ continues to serve interested and eligible youth in Cochise County, as well as continuing our work with employers and building new partnerships to share and leverage services to our youth clients.

**Rehabilitation Services – Suzette Dominguez**

* Sent report on placements and closures for the Southeastern Vocational Rehabilitation offices.

**Employment Services Performance Report – Teresa Celestine**

* Reported on quarterly employment performance data. Gave year to date enrollment numbers, Cochise College adult education registration FY 20 from July to December 2019 and program updates.

**Adult Education Report**

* Reported on employment service numbers for Southeastern Arizona from September -November 2019.
1. Several Guest Presenters were in attendance and discussed their success stories about working with Southeastern Arizona Workforce Development Board. Gave before and after stories.
2. Canyon Vista Medical Center, Chief Quality Officer Karen Reed reported on the hospital, its services, employment rate and how they work with Southeastern ARIZONA@WORK Workforce Development. Following a tour of Medical Center was given.
3. **Executive Director’s Report:**

No comments due to time restraint of planned tour.

**J. Comments:** No public comments.

**K.** **Next Meeting: Executive Board Session**

**Wednesday, March 11,** 2020

10:00 a.m.

 Center for Academic Success, Admin Building Conference Room

 900 Carmelita Drive, Sierra, Arizona 85635

 **Next Meeting:** **Workforce Development Board Meeting**

Thursday, March 19, 2020

10:00 a.m.

Arizona Electric Power Cooperative

 1000 Arizona 80, Benson, AZ 85602

**L. Adjourned at 12:00 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 Johanna Scott at (520) 439-3541. ARIZONA@WORK is an Equal Opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities

**Please call (520) 439-3541 (48 hours in advance) to make arrangements**

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

*Workers ARIZONA@WORK is a partner of the American Job Cent*