

# Yavapai County Workforce Development Board

## One Stop Committee

### April 18, 2023 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2022
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	1
Alycia Botkin, Title IV	Present	1
Linda Bolyard, Title III	Present	0
Ryleigh Aubuchon	Present	

Staff: Leah Cickavage, One Stop Operator  
Kathi Miers, Sr. Administrative Assistant

#### I. Call to Order

Chairman Lefever called the meeting to order at 10:00 AM. All members were welcomed to the One Stop Committee meeting. Kathi Miers introduced herself as NACOG's new Sr. Administrative Assistant.

#### II. Approval of December 13, 2022 and February 21, 2023 Meeting Minutes

Chairman Lefever asked for any questions or concerns regarding the December 13, 2022 minutes. Ms. Cickavage commented she was unsure if the December minutes were approved at the February 21, 2023 meeting. Consensus was they were not. The February 21, 2023 minutes will be approved at the next meeting. Motion to approve December 13, 2022 Meeting Minutes made by Ms. Bolyard/ Seconded by Ms. Botkin/ Unanimous approval.

#### III. Chair's Report

Chairman Lefever reported the MOU/IFA was approved at the last Workforce Development meeting. Ms. Cickavage commented that clean copies were sent to Sara Agostinho with the Department of Economic Securities, who assured she will forward to Partners with III and IV and route to appropriate parties. The goal is to have final signatures by the end of April, 2023 where they will then be routed to the State of Arizona. The Workforce Arizona Council will review the local MOU/IFAs for approval. Everything to be in place by July 1, 2023, with our documents going through 2026. Ms. Cickavage commented they have met with some administration of the State and discussed to add additional Partners. AARP has agreed to be a signatory for Title V senior services. There was also discussion to add Partners with DES for business service representatives and JVSG grant, but will need additional discussions on their share contributions and career services. The MOU/IFAs should be reviewed on a quarterly basis to consider any needed amendments. Ms. Cickavage commented on last updates from the Administrative Partners as to signatories, shared costs and contributions.

#### **IV. One Stop Operator's Report**

Ms. Cickavage gave a reminder to continue with outreach efforts for all of ARIZONA@WORK. Send success stories, information or articles you would like posted on our social media pages to Janae Ottis, and courtesy copy Ms. Cickavage.

Ms. Cickavage advised that the Youth Council, another subcommittee of the Workforce Development Board, is expanding its membership and if anyone has interest in serving on the Youth Council to let her know and she will forward an application.

Ms. Cickavage reported on the Equal Opportunity monitoring last month. Ben Ostroff is the new Equal Opportunity Program Manager for the State of Arizona. EO visited the Prescott, Prescott Valley and Cottonwood locations of NACOG. There were no findings, other than the height of an ADA parking lot sign at the Prescott location was too short. Remediation of the sign height was completed. Ms. Cickavage also commented there was potential recommendation to redact personal information from electronic and hard copy client files.

Ms. Cickavage reported the Workforce Arizona Council is working on revisions to its local governance policy, statewide monitoring policy, statewide monitoring MOU/IFAs, and Job Center Vision and Structure for the One Stop Delivery Systems.

#### **V. Partner Updates**

Title I: Mr. Askew reported that although there will not be an official youth summer program this year, we will continue to assist the youths with job search and training opportunities. Employers are being lined up for employment opportunities for summer youth jobs. There is also focus on employers, assisting them with job postings and filling positions for on the job training and work experience contracts.

Title II: Chairman Lefever mentioned that his IET Coordinator, Dawnette Polland, was appointed to the Youth Council last week. Chairman Lefever commented they are in good shape and they are gearing up for the end of the fiscal year. Next fiscal year 2024, which starts July 1<sup>st</sup>, will be the last year for the current WIOA Title II contract so new Request for Grant Applications will be open to anyone who wants to provide adult educational services.

Title III: Ms. Bolyard reported on M&I Windows is back to work. The Prescott Valley office has almost reached their yearly goal for placements; approximately 476 placements for the fiscal year and Cottonwood has over 200 placements. The State is hiring remote workers for the Reemployment Services and Eligibility Assessment Program.

Title IV: Alycia Botkin reported they now have a full staff and will be coming to the Prescott location every Wednesday from 1:00-5:00 p.m.

Ms. Cickavage mentioned the RFPs for One Stop Operators and Youth Services have closed. The Workforce Board will review the applications the first part of May.

Ms. Aubuchon mentioned the April 26, 2023 Hiring Event at the Cottonwood ARIZONA@WORK One Stop for Earth Resources Corporation. Positions for road construction project include laborers, flaggers, pipefitters, supervisors, truck maintenance and many more.

**VI. Public Comments**

Chairman Lefever called for public comments and there were none.

**VII. Adjournment**

Motion for adjournment by Ms. Bolyard / Seconded by Mr. Askew / Unanimous approval.

Chairman Lefever adjourned the meeting at 10:30 a.m.



## Yavapai County Workforce Development Board One Stop Committee

### Tuesday, February 21st, 2023 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2023
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	0
Alycia Botkin, Title IV	Present	0
Linda Bolyard, Title III	Present	0

Staff: Leah Cickavage, One Stop Operator

Guest: Teri Drew, Yavapai County WDB Executive Director

#### I. Call to Order

This meeting was held in a hybrid format, with Zoom contact information was made available to the public through the NACOG website. Chairman Craig Lefever called the meeting to order at 10:02 a.m. and welcomed everyone. There was a quorum present and the Chairman determined that the members could discuss items and take actions. The Chairman confirmed that all attendees were able to access the attachments that were sent out with the invitation.

#### II. Approval of December 20<sup>th</sup>, 2022 Meeting Minutes

December 20th, 2022 Meeting Minutes

Motion by Bolyard/ Seconded by Askew/ Unanimous approval

#### III. Chair's Report

The Chairman introduced the topic of the Marketing Expansion, wherein the WDB will be expanding their marketing practices to include all of the core partners (Title I, II, III and IV). He then ceded the floor to Executive Director, Teri Drew, who provided the following further details: all marketing practices will now refer to our extended program as "ARIZONA@WORK- Yavapai County", this labeling should be added to all core partner correspondence, Janae Ottis will be coordinating the regional advertising through social media and partners should direct any marketing requests/materials to her. Current media programs include: Facebook, Instagram, radio ads (Magic FM/JACK FM), and newspaper ads.

#### IV. One Stop Operator's Report

Ms. Cickavage discussed this following items:

1. Equal Opportunity Employment monitoring is pending March 14<sup>th</sup>-16<sup>th</sup>, 2023 and will be conducted by Monica Shable
2. WINTAC credentialing attainment for core partners
3. Workforce Arizona Council policies , updates and monitoring reports, MOU/IFA, Job Center Vision

4. Statewide performance metrics will have to be at 90% or above for all WIOA Core Partners
5. MOU/IFA for 2023-2026, changes for Title III and Title IV

## **V. Title I NACOG Services Cross Training**

Mr. Askew presented a detailed PowerPoint overview of Title I NACOG services provided in Yavapai County. Mr. Askew spoke for 25 minutes. about the past, present and future of Title I, Economic Workforce Division, in Yavapai County. Please see the Title I material amended to these minutes.

## **VI. Partner Updates**

Chairman Lefever asked each attending Core Partner representatives to give a brief update on their current service activities and platforms.

Title I: Mr. Askew described barriers to service in his area and referrals for back-to-school clients

Title II: Chairman Lefever mentioned that Beverly Wilson had taken over as the state director for adult education

Title III: Ms. Bolyard spoke increased numbers of clients seeking services due to new layoffs at a local manufacturing concern

Title IV: Ms. Botkin reported increased activity at the Prescott Valley site and the success of basic literacy clients whom she had referred to the PV Library literacy program

## **VII. Public Comments**

Chairman Lefever called for public comments and there were none.

## **VIII. Adjournment**

Chairman Lefever adjourned the meeting at 11:20 a.m.