

Yavapai County Workforce Development Board

One Stop Committee

January 21, 2020 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2020
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Absent	1
Alycia Botkin, Title IV	Present	0
Leah Cickavage, Title I	Present	0
Kristy Prather, Title III	Absent	1

Staff: Loreen Vargo, Administrative Specialist, NACOG

I. Call to Order

Chairman Craig Lefever called the meeting to order at 10:03 a.m. and welcomed everyone. A quorum was present.

II. Approval of November 19, 2019 Meeting Minutes

Chairman Lefever called for questions or comments on the meeting minutes. There were none. Chairman Lefever called for a **motion to approve the Minutes as drafted; so moved by Ms. Cickavage, seconded by Ms. Botkin. The motion carried unanimously.**

III. One Stop Operator Update

Ms. Cickavage began her update by recapping the changes that were made to the IFA update at the last One Stop meeting. She noted the breakdown budgets for Career & Training Services is still needed from all Titles. Title I and Title IV have been received, but Title II and Title III are still missing. Ms. Cickavage stated she would like partners to provide their breakdown no later than February 17, 2020 to have a full draft with signatures as needed to forward for review to the Workforce Development Board (WDB). There was additional discussion about the Career & Training Services and signatories required. Chairman Lefever mentioned Title II numbers are the same as the previous year for their grant funding for the FY 19-20 and he will forward them to Ms. Cickavage. He mentioned Title II grant funding for FY 21-22 is being worked on.

Ms. Cickavage noted the other part of the IFA is the fair share contribution of \$37,780 required from each partner and that no funds have been received from partners except from Title I. A third notice will be sent out to partners in the next two weeks. Ms. Cickavage asked partners if any changes are needed to the invoices regarding point of contacts; no changes needed. She suggested invoice responses be due by February 28, 2020. Partners agreed to both deadlines and Ms. Cickavage concluded her report.

IV. Case Study Findings Selection for WDB Review/Comment

Chairman Lefever stated this has been an ongoing project. He noted Kristy Prather provided the last presentation to the WDB and Alycia Botkin assisted with developing the presentation. Chairman Lefever deferred to Ms. Cickavage for the other pending case study items. Ms. Cickavage noted the three items that had been identified and have not been presented yet are the SNAP Education and Training Program, an overview of

Veterans Services, and the State Employer Measures Implementation & Tracking. Chairman Lefever requested member recommendations for the next item to be presented to the WDB. Ms. Cickavage suggested the State Employer Measures Implementation & Tracking from all partners. Ms. Cickavage noted the next WDB meeting is scheduled for April 8, 2020. Discussion continued amongst partners regarding items needed for the presentation including a SWOT analysis from each partner. It was decided the next case study finding to be presented to the WDB will be the State Employer Measures Implementation & Tracking. Chairman Lefever and Ms. Cickavage will present the item.

V. Partner Update

- **Title I**

Ms. Cickavage reported Title I is in the final week of the Yavapai County Contractors Association Bootcamp. It has been going very well. This is a three week bootcamp program focusing on the construction industry. There are 15 individuals expected to graduate from the bootcamp. Participants earned OSHA 10 certifications, CPR/First Aide, essential workforce skills training, construction fundamentals, attended worksite visits, etc.

Ms. Cickavage mentioned the Summer Youth Program will be starting soon. Our primary focus is out-of-school youth, ages 16-24. Out-of-school youth can be a high school graduate, a high school dropout, out of college or attending an alternative education program to be eligible. The program is anticipated to start the first week of June and ends the last week of July. She asked for referrals as soon as possible to start eligibility and career pathway assessments. Youth services are available year round through NACOG as the Title I Youth provider.

- **Title II**

Mr. Lefever shared the Governor of Arizona released \$500,000 to Adult Education throughout Arizona to reduce wait list numbers for students waiting to receive services. Extra funding was awarded to the top eight programs in the State. We initially received \$50,000 and are spending the funds by adding additional staff hours and for a software program called GED Academy. We have a software program provided to us by the State at no cost called Odysseyware. It's a distance learning software that provides curriculum for GED practice which is useful, but doesn't tie in the curriculum to the actual test itself for students. The GED Academy was specifically designed for GED students to pass the existing GED test. We're hoping it works out better for our students as other programs have had success with it with better numbers and better pass rates with less amount of contact time using GED Academy.

Mr. Lefever mentioned the other item Title II is working on is the Request for Grant Application (RFGA) which is due by March 5, 2020. Title II is currently on a three year grant cycle and just finished the first three year cycle for Title II services in Yavapai County. The RFGA is open to anyone who wants to apply to offer Title II services. The new contract begins on July 1. At this time, Mr. Lefever said he isn't aware of anyone else that has applied.

- **Title III**

Chairman Lefever asked if anyone would like to report for Title III as Ms. Prather was not present. Ms. Cickavage mentioned Title III representation is back at the Prescott location including a Veterans representative. Ms. Cickavage expressed appreciation to Ms. Prather and her team for their services.

- **Title IV**

Ms. Botkin reported they recently hired a Blind & Visually Impaired Counselor and a Deaf & Hard of Hearing Counselor. These positions had been vacant for two years and now those services will be available again to clients. Also, Ms. Botkin mentioned that 15 clients have encountered a housing issue which is a new concern for Title IV. Clients are getting positions, but are losing their place to live. She mentioned they are working

closely with Coalition for Compassion and Justice (CCJ) and other entities to help with the housing crisis. Ms. Cickavage suggested USDA rural home loans as a possible option for clients.

Chairman Lefever asked if there were any questions or comments about the partner updates and there were none.

VI. Public Comments

Chairman Lefever called for public comments and there were none.

VII. Adjournment

Chairman Lefever adjourned the meeting at 10:50 a.m.

1-21-2020 One Stop Committee Meeting Minutes

Approved:

DRAFT