

Yavapai County Workforce Development Board

January 8, 2020 10:00 AM Meeting Minutes

Prescott Valley Library Crystal Room 7401 E. Skoog Blvd., Prescott Valley AZ

Attendees:	Present/Absent	Number of Absences in 2020
Anita Payne, Chairman	Present	0
Phil Tovrea, Vice Chairman	Present	0
Steve Silvernale	Present	0
Gary Hassen	Present	0
Mark Timm	Absent	1
Rick Duff	Present	0
Alycia Botkin	Present	0
Elaine Bremner	Present	0
Wendy Bridges	Present	0
Tony Gauthier	Absent	1
Kurt Greves	Present	0
Mel Ingwaldson	Present (phone)	0
Dee Jenkins	Present	0
Nancy Jensen	Present	0
Ginger Johnson	Present	0
Craig Lefever	Present	0
Trista MacVittie	Absent	1
Brenda Rhodes	Present	0
Christopher Tafoya	Absent	1

- Staff:** Teri Drew, Executive Director
Julia Sawyer, Executive Assistant
- Guests:** Leah Cickavage, NACOG Operations Manager
Sharon Myers, Administrative Specialist, NACOG
Kristy Prather, DES
Jeff Hays, USDA Community Development Director

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 10:02 AM and asked for introductions. All introduced themselves around the table. A quorum was present. Chairman Payne noted the availability of Public Comment Cards for members of the public who wish to comment on items addressed on the agenda.

II. Reading of the WDB Mission Statement

Chairman Payne read the mission Statement – “To build economic success through workforce development partnerships.”

III. Approval of the August 14, 2019 and November 13, 2019 Minutes

Chairman Payne called for questions or comments regarding the minutes from the August 14, 2019 and the November 13, 2019 meetings. Following the opportunity for discussion, Chairman Payne called for a **motion to approve the August 14, 2019 minutes; so moved by Craig Lefever, seconded by Wendy Bridges. The motion carried unanimously.** For the November 13, 2019 meeting, Chairman Payne called for a **motion to approve the minutes as drafted; so moved by Wendy Bridges, seconded by Phil Tovrea. The motion carried unanimously.** With regards to the August Annual Meeting, WDB Executive Director Teri Drew noted that we were able to secure The Club at Prescott Lakes for the 2020 Annual Meeting again this year. Positive comments followed.

IV. Chair’s Report

▪ Executive Committee Report

• Board of Supervisors Proclamation

Chairman Payne turned this portion of her report over to Ms. Drew, who announced that 2019 Board of Supervisors Chairman Randy Garrison introduced a Proclamation for the YAVAPAI@WORK One Stop System. All partners were invited to attend, and Ms. Drew noted a very nice meeting, thanking those who attended and the Board for their commitment to the work, and to the Board of Supervisors for always being supportive of the workforce development system. Some discussion followed regarding the Proclamation.

• 2020 Nominations Committee Appointments

Chairman Payne then announced the 2020 Nominations Committee appointments: Elaine Bremner, Rick Duff and Kurt Greves. Ms. Drew noted that the Nominations Committee will meet prior to the next WDB meeting to consider nominations for Board Officers for Program Year 2020-2021. Elections will take place in June and new Officers will assume their posts in July.

• One Stop Committee Chair Appointment

Chairman Payne announced her authority to appoint a Chairman for the One Stop Committee, and she appointed Craig Lefever, Title II Director, to that position. Applause followed. Ms. Drew made positive comments to the change of leadership, and acknowledged Leah Cickavage for her dedication as Chair for the past 4 or 5 years. Chairman Payne concluded her report.

V. Director’s Report

▪ Program Update

Ms. Drew began her report with a success story from a client who formerly was trained in 3-D printing and was placed through YAVAPAI@WORK into a new manufacturing company in the area. The company closed their doors shortly thereafter, leaving several employees without work. NACOG was able to place this particular client in training to obtain other employment and the client shared his appreciation to Ms. Drew and Alex Gabaldon, Program Staff member, for the services he has received, assisting him in his success.

Ms. Drew expressed appreciation to the WDB for their completion of annual Conflict of Interest statements. Ms. Drew noted that the statements have been completed by all but one board member. Monitoring for the Workforce Innovation and Opportunity Act (WIOA) will be taking place soon, and board structure and compliance is a part of the monitoring review, including the Conflict of Interest statements.

Ms. Drew also noted that this year’s monitoring for fiscal review is being delayed from early February for the opportunity to orient a new Fiscal Director for NACOG, as well as a local fiscal manager, a position being filled soon. Ms. Drew noted that the State’s effort to extend the monitoring schedule is appreciated.

Ms. Drew announced that performance reporting has been received for PY 2017-18. She noted that this report includes Title III services – this is the first time for a combined report. She commented that Yavapai County met and exceeded expectations in most areas. Ms. Drew reported that the Adult Program reached 107% of employment goals after exit in the second quarter; Dislocated Worker demonstrated 114.7% of goals; 98.6% of Youth goals were met; Title III showed 102.5% of their goals performance. Overall for the second quarter, Yavapai County was at 111.5% successful placement after exit, meaning that clients that are placed in jobs are staying in them. For the fourth quarter, Adults had 87% retention, Dislocated Workers were at 90% and Youth were at 100% retention. Over all for the fourth quarter was 106.7% retention. Median earnings was 94.9% overall. This was in excess of the negotiated performance standards. Ms. Drew expressed gratitude to all partners and programs for this success. Title II figures are still being reviewed. Craig Lefever reported that Title II performance data are in line with expectations. Title IV is not yet calculated as their data system is currently down.

Ms. Drew noted that there has been contact made with National Federation of Independent Businesses (NFIB), and the WDB is now a part of this organization. Ms. Drew acknowledged Vice Chairman Phil Tovrea for introducing her to this organization. She noted that the effort in connecting with NFIB is to get the WIOA information out to small businesses, and it allows us to understand federal and state policies that have effects on small business. More will be shared in future meetings regarding trends, opportunities and barriers for small businesses. Some discussion followed, with some noting that they are members as well.

Ms. Drew shared information regarding the U.S. Workforce Association (USWA) of which she the sole Arizona member, noting 28 or more states represented to work with a policy group in Washington DC to influence workforce development issues, efforts and policy. USWA is turning their attention to advocate for workforce boards, noting that recent meetings in Washington DC with the White House, workforce professionals and the Department of Labor (DOL) revealed that there is not enough focus on private sector input. USWA's emphasis is that workforce boards are the catalysts between business and job seekers, and an effort to raise visibility of workforce boards is a priority. Ms. Drew noted that USWA is also working on reauthorization of WIOA which ends in June 2020. She noted that there will likely be a continuing resolution to continue operations in the meantime until the 2020 elections, and perhaps beyond. USWA has had conversations with Washington DC about increasing funding; budgets have been approved by the House and Senate, and are now on the President's desk for final approval. Some programs were slated for elimination in the President's budget, but have now received healthy increases in funding. The expectation is that the bill will get signed. Funds are distributed by DOL to states, then to local areas, based on demographics by a formula distribution.

▪ **Title II RFP Process**

Ms. Drew then reported that the applications for providers of Title II Adult Education services are being sought by the Arizona Department of Education (ADE). Applicants interested in providing Title II services in Yavapai County must apply and be reviewed by the WDB to assure applications align with our local plan. The WDB then makes recommendations to the ADE, who will make the final approval and appointments. Craig Lefever, current Title II provider for Yavapai College, noted that the Request for Proposal will be released in January. Ms. Drew noted that Yavapai College has been doing a great job as Title II, noting that they expanded their services last year to reach rural areas.

▪ **WIOA Funds Transfer – DW to Adult**

As an information item, Ms. Drew reported that the Executive Committee has authorized the transfer of funds from Dislocated Worker to Adult program, based on highest demand, in the amount of \$84,446. She shared a report on the distribution from training services in DW to training services in Adult. She noted that no administrative costs were included in the transfer. Having no questions, Ms. Drew continued her report.

Chairman Payne left the meeting; Vice Chairman Tovrea assumed the gavel for the remainder of the meeting.

▪ **Shared Governance Agreement/Recertification Revisions**

Ms. Drew noted that the Shared Governance Agreement (SGA) had a few revisions since the last approval of the document in November. She highlighted the changes, noting that they were minor. The SGA is a required document to certify the Board. Following the explanation of changes to the SGA, including the Scope of Work and Organization Chart, Ms. Drew noted that the Executive Committee voted this morning to approve the changes with the caveat that if any further changes are required by the state, Ms. Drew would be allowed to make the changes; **Elaine Bremner made the motion to accept the changes as recommended, seconded by Rick Duff.** Some comments followed regarding the many required revisions. Vice Chairman Tovrea noted that it's been suggested to send a request to invite the State to come and answer questions regarding all of the changes. More discussion followed. Vice Chairman Tovrea called for a vote, **the motion carried unanimously.**

▪ **One Stop Certifications**

Ms. Drew reviewed the One Stop Certification process, noting that last year Ginger Johnson and Pam Blackburn conducted the assessments. This year Leah Cickavage conducted the assessments, noting that the affiliate site had one discrepancy; however, relieving that discrepancy is not required to be certified. Ms. Drew requested the Board to consider the certification of the two comprehensive One Stops; West County (Prescott) and East County (Cottonwood) One Stops. **Elaine Bremner made the motion to certify the West County One Stop and the East County One Stop, seconded by Ginger Johnson.** Vice Chairman Tovrea called for a vote, **the motion carried unanimously.** A question was asked regarding the Cottonwood One Stop as to who is present at the front of the office. Kristy Prather replied that family assistance services are in the front part of that office and inquiries regarding workforce are referred to ARIZONA@WORK staff down the hall. Alicia Botkin commented regarding the setup of the office in Cottonwood, noting that all state buildings are set up with higher security, requiring the use of a lobby phone to access employees and services. Much discussion followed regarding the need for tighter security as well as accessibility to Title I services in Cottonwood. Ms. Drew complimented Title III representative Chris Tafoya and the collaboration with Title III to improve signage and communication. Other options are also being reviewed for services to make the One Stops more accessible and visible. Ms. Drew noted that the goal of the ARIZONA@WORK system is to cross train and provide excellent customer service for our clients.

VI. Youth Council Update

Vice Chairman Tovrea turned the meeting over to Mel Ingwaldson to report on behalf of the Youth Council. Mr. Ingwaldson reported that the Youth Council met on November 6, 2019 and has a meeting scheduled for later this month. He complimented Ms. Drew and the staff for their work with the youth, noting that there is more outreach and activities being planned, such as "boot camps" and the Summer Youth Program. Mr. Ingwaldson reported 111 total enrollment, 33 in school and 78 out of school youth aged 16-24 years old. With that he concluded his report. He asked for questions. Rick Duff asked about success rates with the youth. Mr. Ingwaldson noted a two-fold system – opportunities for training followed up with opportunities for letters of employment extension for permanent placement. Ms. Cickavage noted that retention of youth is important, and is currently at 100% with the youth who have completed program services. Positive comments followed. Ms. Drew noted that enrollment is down and recruitment is ongoing. Discussion followed regarding demand and supply. Eligibility income levels sometimes defer families from enrolling youth. Other discussion followed regarding workforce needs in Yavapai County and the differences in the marketing needs toward youth today. Mr. Ingwaldson noted that Corey Marshall, Vice Chairman of the Youth Council, tracks social media and noted that there is a different mindset now. Ms. Drew noted a need for responsiveness to all generations to create a vital talent pipeline. Conversation continued briefly.

VII. One Stop Report

Vice Chairman Tovrea turned the meeting over to Leah Cickavage to provide the One Stop Report. Ms. Cickavage shared the second quarter highlights for services to Adults, Youth, Dislocated Workers, DES Employment Services, Title II Adult Education and BAC services. The Prescott One Stop saw a gain of 48 services over the same period of the previous year. The Cottonwood office saw a slight decrease in services. Satisfaction surveys demonstrated 99% extremely satisfied with the services received and 1% very satisfied.

The BAC data revealed a slight decrease in participation by clients, agencies and actual job placements for this quarter from a year ago.

Regarding Title III data, Ms. Cickavage noted that Title III presence at the Prescott One Stop has resumed and expressed appreciation to Ms. Prather for meeting One Stop compliance by initiating the added personnel. This will produce data for the Prescott One Stop in the future. The Cottonwood One Stop reported an increase of 72 over last year's figures for this quarter, and Prescott Valley Affiliate location saw a decrease of 757. Staffing challenges were cited for the low numbers. Ms. Cickavage noted that report figures for Title IV are not available at this time.

While Title II did not have comparison data from PY 2018/19, their report demonstrated 241 participants with 12 or more hours of attendance, 11,657 instructional hours and 41.1% of progress for participants with measureable skills gains. There were 8 participants reported in Integrated Education and Training Programs and 80 participants in Integrated English Literacy and Civics Education.

Ms. Cickavage then noted the top industries hiring:

Transportation	Healthcare
Administrative	Hospitality/Food
Government/Community Services	Manufacturing
Education	Security

Ms. Cickavage concluded the One Stop Report and asked for questions. There were none.

VIII. ETPL Update

Vice Chairman Tovrea turned the meeting over to Ms. Cickavage for the Eligible Training Provider List (ETPL) Update. Ms. Cickavage noted that there are no updates so there was not a report this quarter for the ETPL; this agenda item was passed.

IX. Member Comments

Vice Chairman Tovrea called for Member Comments. Ms. Prather noted on behalf of Chris Tafoya that the customer service training for Title III and cross training with Title I staff is in process of being planned.

Craig Lefever noted that \$500,000 was released by the Governor in November to reduce the number of students on the wait list for funding. He reported that Yavapai College received \$40,000 of that money, no strings attached. He noted that this \$500,000 may count for Department of Education matching funds for next year as well. Ms. Drew noted this new funding as an opportunity to meet Title II's IFA responsibility.

Ms. Drew passed around a new updated acronym list for everyone to refer to. She also introduced Jeff Hays, USDA Rural Development Community Development Director. Mr. Hays noted some upcoming business development grant opportunities through USDA. Ms. Drew noted that the business development grants helped fund the Business Assistance Center and provided an opportunity for NACOG to assist a local manufacturer in bolstering their staff and stay in the local area.

X. Public Comments

Vice Chairman Tovrea called for comments from the public, there were none.

XI. Adjournment

Vice Chairman Tovrea called for a **motion to adjourn; so moved by Elaine Bremner, seconded by Brenda Rhodes. The meeting adjourned at 11:43 AM.**