

# Yavapai County Workforce Development Board January 12, 2023 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2023
Anita Payne, Chairman	Present	0
Gary Hassen, Vice Chairman	Present	0
Mark Timm, Executive Member	Present	0
Garth Bascom, Executive Member	Present	0
Tony Gauthier, Public Voice	Present	0
Alycia Botkin	Present	0
Elaine Bremner	Present	0
John Heiney	Present	0
Mel Ingwaldson	Absent	1
Ginger Johnson	Absent	1
Craig Lefever	Present	0
Matt Meierbachtol	Present	0
Christian Oliva del Rio	Present	0
Rich Ormond	Present	0
Patrick Ramirez	Present	0
John Soto	Present	0
Jacob Tibi	Present	0
Kurt Wilkinson	Present	0

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

**Guests:**  
Leah Cickavage, NACOG Operations Manager

## I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 10:00 AM – a quorum was present. Chairman Payne greeted everyone and asked for introductions around the table and on Zoom. New member, Christian Oliva del Rio, was welcomed to the meeting.

## II. Approval of the November 10, 2022 Minutes

Chairman Payne called for questions or comments regarding the November 10, 2022 meeting minutes, there were no questions. **John Heiney made a motion to approve the November 10, 2022 minutes as drafted, seconded by Christian Oliva del Rio. The motion carried unanimously.**

## III. Chairman's Report

### ➤ Executive Committee Update

Chairman Payne reported that the Executive Committee met prior to the full WDB and had discussions regarding service agreement negotiations with the Northern Arizona Council of Governments (NACOG). She turned the floor over to Executive Director Teri Drew to provide a summary of the status of the negotiations and steps to move forward. Ms. Drew summarized that the Executive Committee and WDB previously voted for the Employee Sharing Agreement with NACOG be completed by December 31, 2022, however it has not been completed at this time. Ms. Drew reported that a request was sent to the State to allow time to complete the necessary agreements, which the State declined. The Executive Committee moved to approve a continuation of Yavapai County services until March

31, 2023 with NACOG. A Request for Proposals for One Stop Operator and Youth Services Provider will be issued March 1, 2023. Ms. Drew spoke of the need to confer and coordinate the discussions with the Yavapai County Board of Supervisors and that she has a meeting scheduled with the new County Administrator, Maury Thompson, to inform him of the process thus far. She has also met with the State's leadership team and will be working with them going forward as well, keeping the goal of no interruption of services to Yavapai County residents as the priority. The State assured Ms. Drew that funds will continue to be appropriated for Title I-B services through March 31, 2023.

#### ➤ **Elections Committee Appointments**

Chairman Payne appointed the following members to the PY2023-24 Elections Committee:

- Ginger Johnson, Chair (Private sector representation)
- Garth Bascom (Executive Committee representation)
- John Soto (Public Sector representation)

Ms. Drew noted that the Elections Committee will meet in March to consider recommendations for WDB Officers and will bring their recommendations to the WDB in April for nominations. Elections will be held at the August WDB meeting.

Chairman Payne excused herself for another engagement and turned the chair over to Vice Chairman Gary Hassen. Vice Chairman Hassen turned the meeting over to Ms. Drew for the Director's Report.

#### **IV. Director's Report**

##### ➤ **Program Updates**

Ms. Drew began her report with good news related to Yavapai County federal performance standards (job placements, exits from services, wage at placement and retention) for PY 2021-22 which demonstrated that Yavapai County once again well-exceeded all performance measures. Ms. Drew noted that funding for the Yavapai County programs decreased this year as a result of a better demographic report, including a low unemployment rate, and consequently she had negotiated lower Title I performance standards with the State, resulting in high achievement outcomes.

Ms. Drew reported positive results from recent marketing efforts, evidenced by increased traffic at the One Stop Centers directly related to the targeted marketing on social media. She reported that the YAVAPAI@WORK website has been taken down as a result of various circumstances between Sparklight and the 3<sup>rd</sup> party vendor, making website maintenance too difficult and costly to continue. Ms. Drew noted that we have moved to exclusively using the State's ARIZONA@WORK website and, based on the State's marketing requirements, will shift the Board's marketing focus away from strictly Title I to inclusively marketing all core system programs (Titles I, II, III and IV). This will include promoting partners on social media sites as well, such as Yavapai College, Rogers Beauty Academy, YRMC and the many partners that provide services to our clients. Ms. Drew paused for comments. Discussion followed regarding considering utilizing a marketing committee to promote system participation. Ms. Drew noted that she plans to present system marketing to the One Stop Committee for coordination of marketing efforts. One Stop Committee Chair Craig Lefever commented that the One Stop Committee can address marketing regularly. Ms. Drew noted that the various local Title leaders will have to authorize targeted marketing strategies for their services.

Ms. Drew noted the success of the Quad Cities Business News in outreach to employers for services, including businesses that are beginning to lay off employees and the opportunity to move those dislocated workers into other job openings in other industries. Discussion followed regarding matching skills to other like and similar placements. Ms. Drew noted the goal to do outreach to manufacturers to notify them of the availability of workers with transferrable skills. It was noted that upcoming job fairs would be useful for placements as well. Other discussion followed regarding new technology available to track trending employment opportunities.

Ms. Drew reported that the change of party leadership at the State level is bringing about changes in related State agency leadership; as agency Directors offer their resignations the new Governor has the opportunity to accept the resignations and appoint new Directors, or to negotiate continued service of existing Directors, as in the case of the Arizona Commerce Authority Director. Ms. Drew noted a new DES Director is pending appointment by Governor Hobbs.

Brief discussion followed about on-the-job training opportunities for students from Yavapai College. Craig Lefever referred the Regional Economic Development Center (REDC) as a point of contact for information.

➔ **Transfer of Title I Funds from DW to Adult**

Ms. Drew presented a request to transfer the remaining funds from the Dislocated Worker (DW) program of PY2021-22 to the Adult program, based on need and demand. She noted that there is higher demand for Adult services in Yavapai County and less of a need in the DW program. Today's request is for 100% of the remaining PY2021-22 DW funds (\$352,811) to be transferred to the PY2021-22 Adult Program. Ms. Drew noted that the Board must approve the transfer and must notify the Board of Supervisors of the intent to request the transfer, which she will do at her meeting with the County in the next few days. Once approved by the State, an updated budget will be prepared for Board approval. Ms. Drew recommended the transfer from DW to Adult line-item for line-item, and turned to Vice Chairman Hassen for a motion, second and a vote. Chairman Hassen called for a **motion to approve the transfer of remaining PY2021-22 Dislocated Worker funds to PY2021-22 Adult; so moved by Elaine Bremner, seconded by Craig Lefever. The motion carried unanimously.**

Ms. Drew shared a Program Monitoring update, reminding the WDB that about a year ago, Title I-B received a monitoring report with 38 findings and/or deficiencies, prompting Ms. Drew to initiate an aggressive implementation plan to improve the process and avoid such reports going forward. She shared the most recent monitoring report that demonstrated a 100% accuracy rate – the second such report in a row. Ms. Drew congratulated Leah Cickavage and the NACOG Title I Program team for their hard work in achieving this success. Positive comments and applause followed.

➔ **Monitoring Reports**

Ms. Drew also reported that Julia Sawyer manages the Board's quarterly monitoring, uploading required board compliance documentation, and the Board has had 100% compliance rate as well. The County also recently completed a fiscal monitoring with no findings. Ms. Drew noted that the State also did a monitoring in December but has not yet provided a report. Mark Timm expressed appreciation to the staff for their hard work.

➔ **2023 Board Recertification Process**

Ms. Drew reported that the Board has to be re-certified by the Governor every two years. She noted that she does not anticipate challenges to recertification later this year.

➔ **One Stop Operator RFP Update**

➔ **Youth Services RFP Update**

Ms. Drew noted that Chairman Payne touched on the One Stop Operator and Youth Services Request for Proposals (RFP) updates in her report, and Ms. Drew highlighted that the Executive Committee will move forward with an aggressive implementation plan for reaching an agreement for continuation of services by January 31, 2023. The Executive Committee voted to release RFPs for One Stop Operator and Youth Services, to be completed by March 31, 2023. Mr. Gabe Loyola will lead the RFP process on the Board's behalf.

➔ **2022-23 Conflict of Interest Compliance**

Ms. Drew noted that Conflict of Interest compliance is one of the Board recertification requirements, and every member must complete a conflict of interest form annually. She passed around copies for each member and requested they turn them back in as soon as possible.

### ➤ **WDB Budget**

Ms. Drew reported that the July 1, 2022 through June 30, 2023 WDB budget has been updated and prepared for approval today. Ms. Drew noted the following updates:

- 100% of WDB staff salaries (\$223, 982) and 40% Fringe (\$89,928) plus 7.5% Indirect Costs (\$23,543) moved to the Board budget
- In addition to the regular line items of Professional Services (\$10,000), Travel (\$5,000) and Other (operating costs such as rent, utilities, etc., \$25,000), the entire Youth Services (\$471,314) and One Stop Operator (\$20,000) budgets have been included.
- Titles I, II, III and IV Career Services valued at \$788,182 continue as “in kind” contributions.

Ms. Drew noted that Partner contributions for Titles II, III and IV will be made on a cost reimbursement basis according to negotiated reimbursement ceilings, while Title I is based on salaries, fringe and indirect costs. The total FY2022-23 WDB budget being proposed is \$868,767. **Elaine Bremner made a motion to approve the WDB budget as presented, seconded by Patrick Ramirez. The motion carried unanimously.**

### **V. Youth Council Report**

Vice Chairman Hassen called for the Youth Council report. Ms. Drew noted that Mel Ingwaldson, Chairman of the Youth Council, is absent today so there will not be a report. Ms. Drew reported that in the separation of duties requirements it is clear that NACOG staff cannot perform Board duties, so Leah Cickavage will no longer be overseeing the Youth Council – Ms. Drew will assume that responsibility until someone else is identified for that role. Ms. Drew noted that Chairman Ingwaldson is considering transitioning the Youth Council to a working group as opposed to a Standing Committee of the WDB to allow greater flexibility for meeting requirements.

### **VI. One Stop Committee Report**

Vice Chairman Hassen turned the meeting over to Craig Lefever for the One Stop Committee report. Mr. Lefever reported that the One Stop Committee met in December to discuss the upcoming Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) task and its related timeline for completion. He gave a brief update on Title II administrative leadership changes and a recent review of Title II services, noting that the review went well. He paused for questions and concluded his report.

Chairman Payne returned to the meeting and resumed the chair.

### **VII. One Stop Operator Update**

Chairman Payne called on Leah Cickavage for the One Stop Operator update. Ms. Cickavage reported 2<sup>nd</sup> Quarter Services numbers from both the Prescott and Cottonwood locations as reported by system Partners, all of which demonstrated significant increases over the same quarter of the previous program year. The most current data available for the Title IV program was from the previous year, which indicated a decrease in clients served and an increase in wages at exit. Ms. Cickavage also noted the results of a Satisfaction Survey which tallied a 99% client satisfaction outcome. She also reported that the new business center in Camp Verde is doing well, although they did not have any numbers to contribute to this quarter’s report.

Ms. Cickavage reported the most in-demand industries by job trainings and placements for the 2<sup>nd</sup> quarter were:

- Commercial Driver License (CDL)
- Medical
- Administrative
- Accounting

With that, Ms. Cickavage called for questions or comments and concluded her report.

### **VIII. ETPL Updates**

Chairman Payne then called for the Eligible Training Provider List (ETPL) Update. Ms. Cickavage reported 15 previously approved courses pending re-authorization from Yavapai College, one from Rogers Academy of Beauty and one from Valley Academy for Career and Technology Education – a total of 17 courses pending reauthorization. All of the courses represent in-demand industries. **Craig Lefever made a motion to approve the**

**ETPL as presented; seconded by Kurt Wilkinson. The motion carried unanimously.** Comments followed regarding success stories of clients who when through ARIZONA@WORK training services. Ms. Drew noted that the State and Department of Labor are looking for such success stories to include in their year-end reports.

**IX. Member Comments**

Chairman Payne opened the floor for member comments – there were none. Chairman Payne then presented Julia Sawyer with flowers and a certificate to honor her service to the WDB over the past seven years. Chairman Payne announced that Ms. Sawyer is retiring and expressed appreciation for Ms. Sawyer’s excellent work for the Board over the years. Ms. Drew also expressed her gratitude for Ms. Sawyer’s faithfulness and dedication, noting the many responsibilities of the job and her loyalty to her throughout the years. Ms. Sawyer thanked everyone for the recognition, noting her pleasure to serve the WDB and Ms. Drew. A round of applause followed.

**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 Rich Ormond, seconded by Kurt Wilkinson. The meeting adjourned at 11:02 PM.**

*Minutes of the Yavapai County Workforce Development Board – January 12, 2023*  
*Approved:*

DRAFT