

Yavapai County Workforce Development Board January 14, 2021 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2021
Anita Payne, Chairman	Absent	1
Phil Tovrea, Vice Chairman	Present	0
Greves, Kurt	Present	0
Gary Hassen	Present	0
Mark Timm	Absent	1
Rick Duff	Present	0
Garth Bascom	Present	0
Alycia Botkin	Present	0
Elaine Bremner	Present	0
Ali Gamero-Hernandez	Absent	1
Tony Gauthier	Present	0
Joan Gustafson	Present	0
John Heiney	Present	0
Mel Ingwaldson	Present	0
Nancy Jensen	Present	0
Ginger Johnson	Present	0
Craig Lefever	Present	0
Trista MacVittie	Present	0
Brenda Rhodes	Present	0

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

Guests: Leah Cickavage, NACOG Operations Manager; Mary Mallory, Yavapai County District 5 Supervisor; Cynthia Gentle, Executive Assistant to Supervisor Mallory; Robert Garcia, Arizona Office of Economic Opportunity

I. Call to Order/Welcome/Introductions

Vice Chairman Phil Tovrea called the meeting to order at 10:03 AM via Zoom. Executive Assistant Julia Sawyer called the roll; a quorum was present. Executive Director Teri Drew provided a brief explanation of the protocol for the Zoom meeting to ensure the meeting is conducted in an orderly fashion.

II. Approval of the November 12, 2020 Minutes

Vice Chairman Tovrea called for the review of the November 12, 2020 minutes and asked for a **motion and second to approve as drafted; so moved by Gary Hassen and seconded by Craig Lefever. The motion carried unanimously.**

III. Chair's Report

Vice Chairman Tovrea turned the meeting over to Ms. Drew for the Chairman's Report. Ms. Drew noted that Chairman Anita Payne had a commitment that precluded her attendance today. Ms. Drew reported that the Executive Committee did not meet this quarter, although the Chairman meets with her on a regular basis.

Ms. Drew shared a special presentation in honor of the memory of former WDB member, Steve Silvernale, who passed away following a brief illness on December 31, 2020. A slideshow presentation of photos and quotes from Mr. Silvernale was shown, depicting his many years of participation as a member of the Board and Executive Committee, as well as his tenure on the Governor's Workforce Arizona Council. The Board members paused for a moment of silence in Mr. Silvernale's honor.

Vice Chairman Tovrea thanked Ms. Drew for the presentation and commented on his last meeting with Mr. Silvernale in November. Many positive comments and reflections from various members followed.

Vice Chairman Tovrea turned the meeting back over to Ms. Drew for the Director's Report.

IV. Director's Report

Ms. Drew began by wishing everyone a Happy New Year, and noted that this is the first all-virtual meeting of the WDB.

Ms. Drew reminded the members that Conflict of Interest forms were emailed out to everyone ahead of today's meeting, and requested that everyone complete the forms and return them to the office, as these forms are required by the Board of Supervisors and the State. She noted that Ms. Sawyer will send them out again to everyone to ensure all can sign and return them.

▪ System Update

Ms. Drew reported on the status of workforce development for Yavapai County following the events of 2020, noting that it was a staggering year for Employment and Training during the pandemic. She reported that unemployment statistics prior to the pandemic was at approximately 3.5% and soared above 13% in May – a significant increase. Unemployment leveled off to about 6.7% at the end of the year.

Ms. Drew noted the importance of Unemployment Insurance (UI) during the pandemic which included an initial extra federal contribution that provided a benefit amounting to an estimated \$21.00 per hour to the recipients, competing with the average wage in Yavapai County of \$12.00 to \$14.00 per hour and resulting in employers struggling to attract employees back to work. Ms. Drew noted that the current UI amount is a little better than \$13.00 per hour, which continues to have impacts on return to work from the perspective

of the One Stops. She reported that this extended federal UI benefit of an additional \$300 above the current state rate of \$240 is expected to expire in March 2021.

Ms. Drew reported that the way we do business has consequently reversed, there are now more jobs available than there are workers to fill the positions, and the One Stops are providing training and case management with technical assistance on work-from-home strategies and tools. The One Stops are working diligently to cover all bases – assisting employers in finding trained staff and assisting individuals in coming off assistance and developing a sustainable career.

Ms. Drew also noted the competitive nature of hiring – retention of current workers is driving wages up. She reported personally experiencing the competitiveness with quick turnover at the NACOG office over the past year as she is now assigning the fourth Senior Administrative Assistant this year, Dakota King, who will be joining the team next week. She commented that Mr. King is motivated and a high-energy individual, and she expects this job change will challenge him for the long-term.

On other workforce matters, Ms. Drew reported that with the incoming Administration come new federal appointments. Boston Mayor Marty Walsh has been named the new Department of Labor (DOL) Secretary of Labor, noting his strong history with unions and support for the AFLCIO. Ms. Drew suggested that Mr. Walsh's appointment is expected to bring a new perspective to DOL and may influence changes in how workforce development moves forward in the coming years.

Ms. Drew noted how public workforce programs influence the reopening of the economy, however the workforce programs have not made it into the proposed federal spending bills and stimulus efforts. In response, DOL has extended the opportunity for states to apply for a waiver to expend any carryover funds for an additional year. Ms. Drew reminded the WDB that all contracts and expenditures for the Workforce Innovation and Opportunity Act (WIOA) have a two-year life at the local level. She noted indifference regarding the State applying for a waiver as Yavapai County has had very minimal carryover funds and our current spending is on target to be fully expended again this year. Ms. Drew noted that there are some discussions around the state about redistributing unused carryover to local areas like ours with a demand for service and higher expenditures.

Ms. Drew continued to report the federal announcement of FY2021 WIOA appropriations, which are expected to stay at the current funding levels. Talks of future federal funding for programs are expected to be stagnate due to efforts to repay the 2020 stimulus packages. Ms. Drew will report any status updates at future meetings.

Ms. Drew reported that the Yavapai County Board of Supervisors (BOS) has gained three new members: District 1, Harry Oberg; District 2 James Gregory; and District 3 Donna Michaels. The Board of Supervisors is in the process of appointing a new liaison to the WDB to replace former Supervisors Randy Garrison and Tom Thurman, who previously served in that role. Ms. Drew welcomed District 5 Supervisor Mary Mallory to the WDB meeting today and asked her to share a few words. Supervisor Mallory greeted everyone, noting

appreciation of the work the WDB does. She noted that she looks forward to working with the Board over the next four years, and that she and the BOS will be there in support of the work of the Board, Ms. Drew and the staff. She wished all a Happy New Year. Ms. Drew thanked Supervisor Mallory for her comments.

Ms. Drew continued by noting that Board Recertification is due every two years, and that the required paperwork has been submitted to the Arizona Department of Economic Security (DES) on December 29, 2020, ahead of the January 4th deadline. We are waiting for comments from the State in advance of Workforce Arizona Council review and approval. Ms. Drew acknowledged the joint effort of the WDB and the BOS in accomplishing this requirement.

Ms. Drew noted that the Board has spent a significant amount of time over the past four years in state and federal policy and procedure compliance mode, and with some of our requirements behind us or in que, it's time to move the WDB forward with a Board Strategic Plan with a focus on service delivery. Ms. Drew commented that the WDB Mission and Vision are long-standing, noting that the current statements pre-date most of the members of the WDB. She is soliciting bids from consultants for the Executive Committee to review and begin working with the development of a strategic plan over the coming months. Ms. Drew hopes to begin the process in March of this year.

- **One Stop Operator Agreement Review/Approval**

Ms. Drew moved to the next agenda item by noting that the One Stop Operator Agreement will be considered by the Board of Supervisors following the WDB's recommendations today. Ms. Drew noted that there was not what the State defines as a "contract" in place following the WDB and BOS approval and appointment of NACOG as One Stop Operator and Title I Service Provider in 2018 for a two-year term; she noted the time included the option to renew for another two years extending service to 2022. In gathering the necessary documents for the Board recertification, the necessity to prepare a contract in alignment with the appointment became apparent. Ms. Drew noted that the One Stop Operator Agreement document was sent to everyone ahead of the meeting today and is also available online for public review. The Agreement aligns with the Request for Proposals that the WDB released in 2018 and NACOG responded to, and the resulting approvals by the WDB and BOS, and provides the specific term of the agreement from July 1, 2018 through June 30, 2022. She called for comments and questions. Elaine Bremner asked if a motion is required for this item; Ms. Drew affirmed. **Elaine Bremner made the motion to approve the Yavapai County One Stop Operator Agreement as presented and to recommend it to the Board of Supervisors. Brenda Rhodes seconded.** Vice Chairman Tovrea called for a vote; **the motion carried unanimously.**

Ms. Drew advised the WDB that the Agenda had a second action item regarding the Yavapai County Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA), and explained that the State has not yet come to a final agreement on the provisions of the MOU/IFA with the WDB. This item will be discussed during Craig Lefever's One Stop Committee report but no action will be taken today.

- **Policies Review/Approval**

Ms. Drew noted that all members received copies of policies for review and approved today. The policies are action items and are aligned with State-required policies necessary to be implemented at the local level. Some of these policies were prepared in response to a DOL monitoring visit in Arizona.

Ms. Drew reviewed the policies for action:

- Supportive Services Policy – this policy was updated to align the local level with the State’s provisions for COVID-19 relief to allow the funding of computers/laptops/technology for clients if necessary to advance their training to accommodate remote workforce opportunities. Ms. Drew noted that this is not her goal but wanted to add the opportunity if needed. The policy also included guidelines for Program Specialists to follow in support of the policy. For example, to assist in responsibility of funds disbursement, three quotes may be required for large purchases of tools and equipment. With that, Ms. Drew paused for Board discussion and approval. Vice Chairman Tovrea called for a **motion to approve the updates to the Supportive Services Policy; so moved by Mel Ingwaldson, seconded by Joan Gustafson. The motion carried unanimously.**
- Veteran’s Priority of Service Policy – Ms. Drew expressed utmost respect in Yavapai County for our Veterans and it has always been the practice to provide Priority of Service to our Veterans, however, the State Policy required additional definitions to include Spouses of Veterans. These changes are at the State level, however our local policy must align as well. Ms. Drew paused for action. Vice Chairman Tovrea called for a **motion to approve the adoption of the State Veteran’s Priority of Service Policy updates for the local policy;** Elaine Bremner asked for examples of the updates being presented. NACOG Operations Manager Leah Cickavage noted the expansion of definitions for eligible recipients of Priority of Service, including Spouses of Veterans, among other allowances. Ms. Drew also noted that staff members offer the opportunity at every Orientation for Veterans to self-identify for priority of service. **Elaine Bremner made the motion to approve the updates to the Veteran’s Priority of Service Policy; seconded by Craig Lefever.** Vice Chairman Tovrea called for a vote; **the motion carried unanimously.**

Ms. Drew noted that the last three policies are State policies that the local areas comply with but have no local authority over, and are being reviewed today for information purposes with no action required.

- Local Board Recertification Requirements – this policy describes the processes and requirements of the local boards to request Board Recertification. Additional information was identified by the DOL monitoring that has now been included in this policy.
- Substantial Violation, Sanctions, Decertification and Reorganization – this policy provides definitions of issues that could result in serious actions to address violations. Ms. Drew described some recent events in one local area that created the need for the policy updates.
- Grievances, Complaints and Appeals under WIOA Title I – the same situation mentioned above also created grievances and complaints on the Board level that required updates to this policy.

With that, Ms. Drew concluded her report.

V. One Stop Committee Update

Vice Chairman Tovrea turned the meeting over to Craig Lefever to provide a One Stop Committee Report.

▪ **Memorandum of Understanding/Infrastructure Funding Agreement**

Mr. Lefever began by recapping that the Memorandum of Understanding (MOU) is an agreement between core partners defining service delivery for WIOA One Stop System, and the Infrastructure Funding Agreement (IFA) is an agreed division of cost-sharing for expenses. He noted until yesterday not all partners agreed on cost-sharing methodology but that an offer has now been submitted to aid in the completion of the MOU/IFA. The methodology provides for each core partner to submit actual costs for the services they render as their contribution to the IFA. These would be in-kind contributions, and the remaining costs for other Board expenses should be divided evenly among partners to pay in support of the Board. Mr. Lefever noted that, because this agreement was made yesterday there was not time to draft a revised agreement prior to the WDB meeting today for approval. He noted that now there is a clear pathway to create a document all can agree on.

Ms. Drew commented that it's important for the Board to understand that this is a locally controlled process, and it came as a surprise for the State to disagree with the board's process. She noted that Yavapai County is the only local area in the State that has a Board budget and is asking for fair share contributions to support the Board. She noted that the State did not like the Board's methodology to split the cost equally between the four core partners, however she emphasized to the State that it is a local decision, not a State decision. The State has since found that the Board costs are allowable and aligned with the law. Ms. Drew noted that by including in-kind contributions, the costs are more equitable for all partners and within the terms of the law, now that partners have complied with documentation of career services. She noted that the One Stop Committee will meet and re-define the MOU/IFA accordingly and will bring it back to the Executive Committee to approve in order to avoid further delays.

Vice Chairman Tovrea commented that the Board has discussed this several times and no one has paid from the State yet. Some discussion followed regarding the payments received or not received from partners over the years. It was asked if partners would be asked to go back and pay past amounts due, to which Mr. Lefever noted that it is his understanding that this IFA would not be retro-active. He also noted that some partners have contributed some money, but others have not. Vice Chairman Tovrea asked for a report from the past few years to demonstrate who has paid what historically. Ms. Drew clarified that, besides Title I's obligations each year, Title II has been the only contributor in the past – Titles III and IV have not. She noted that the Board has done what has been required of them to be in compliance as related to developing a budget and a cost-sharing methodology – it is incumbent on the partners to come into compliance as well. All partners have been invoiced over the years.

Mr. Lefever continued by noting that the total amount of the fair share cost that was invoiced was \$18,550 divided equally among the four partners, or \$4,637.50 each. It was noted to be a fair cost request. Mr. Lefever noted that Title II's workforce award that they have been paying

has had to demonstrate that the Title II students are benefitting from the expenditures. He asked for any further comments or questions. There were no further questions.

Vice Chairman Tovrea turned the meeting over to Mel Ingwaldson, Chairman of the Youth Council, for his report.

VI. Youth Council Update

Mr. Ingwaldson began by thanking the WDB for allowing the Youth Council to be a viable part of the Workforce Development Board. He complimented the Program Staff and Ms. Cickavage for their work with the Title I Youth Program, and Ms. Drew's commitment to the Board. He reported that the Youth Council met on January 12, 2021. Currently there are 142 youth enrolled in the Title I program, 92 of which are Out-of-School Youth (OSY). Mr. Ingwaldson asked Mr. Lefever if there are ways the Youth Council could assist with tracking the OSY going through the Title II program. Mr. Lefever noted that the continuing issue is that there are two different databases that can't be cross-referenced at this time. He noted that at year end the data is gathered and compared.

Mr. Ingwaldson continued to report that new outreach efforts are being explored, noting an opportunity to meet with CASA. He also noted that ideas utilizing QR codes are being explored for outreach to youth. He also noted that the Summer Youth Program will be next up on the Youth Council agenda, a great opportunity for youth and participating employers in the County. Mr. Ingwaldson closed by reporting the next meeting of the Youth Council is scheduled for April 13, 2021. Chairman Tovrea followed up with comments regarding ways to be able to access the data between programs. Positive comments followed regarding the Youth Council.

VII. One Stop Operator Report

Vice Chairman Tovrea turned the meeting over to Leah Cickavage to report on behalf of the One Stops.

▪ 2nd Quarter Updates

Ms. Cickavage reported on the second quarter statistics of the One Stop Comprehensive Centers. The Title I update demonstrated significant increases in participation and services compared to the same reporting period a year ago for the Prescott One Stop, and slight increases for the Cottonwood One Stop Title I services. Of special note was a successful hiring event at the Prescott Business Assistance Center in November.

Ms. Cickavage reported that the Program Staff have partnered with Yavapai County to assist with COVID-19 Contact Tracing, and reported 284 contacts since late November.

The DES Reemployment Assistance Administration Title III reported an overall decrease in services at the Cottonwood office due to all services being virtual but considerable increases in the Prescott Valley location. Vocational Rehabilitation Title IV reported late for the printed report but Ms. Cickavage shared verbally that Title IV reported 695 clients served and no one on their wait list.

Title II reported a decrease in services for this quarter, likely due to closure and strictly remote learning opportunities.

Ms. Cickavage closed the report by highlighting the top job trainings and placements by industry. Healthcare topped the list, followed by transportation, administration, hospitality/food, government and community services, manufacturing, education and security. With that she asked for questions and comments – Nancy Jensen asked what type of assessments are administered, and asked about the training contracts. Ms. Cickavage noted that the assessments are career interest based assessments. Training agreements are on-the-job training contracts with the local employer, and Title I pays 50% of the hourly wage. Work Experience trainings are paid by NACOG at minimum wage for the duration of the contract. It was noted that COVID-19 has impacted numbers. Ms. Cickavage noted that the Prescott One Stop has remained fully staffed and open while the Cottonwood location has been on “remote only access”, with the exception of one NACOG Title I staff member who is currently managing the One Stop.

▪ **Eligible Training Providers List**

Ms. Cickavage then reported on the Eligible Training Provider List (ETPL) updates for this quarter, noting that approval is required. She noted no new training providers, this report are all subsequent approvals. All courses are within in-demand industries and demonstrating increases in growth. Ms. Cickavage reported 25 opportunities for approval, and paused for questions or comments. Ms. Bremner asked if there is any interest in opening a beauty school in the Verde Valley. Alycia Botkin noted that she has spoken with the owner of Rodgers Academy of Beauty on a regular basis who does not have any plans to expand at this time. Some discussion followed regarding the need for more opportunities at this time. **Craig Lefever made the motion to approve the ETPL, seconded by Elaine Bremner. The motion carried unanimously.**

VIII. Member Comments

Vice Chairman Tovrea called for member comments – there were none.

IX. Public Comments

Vice Chairman Tovrea called for public comments – there were none.

X. Adjournment

Vice Chairman Tovrea called for a **motion to adjourn; so moved by Elaine Bremner, seconded by John Heiney. The meeting adjourned at 11:24 AM.**