

Yavapai County Workforce Development Board Executive Committee January 8, 2020 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2020
Anita Payne, Chairman	Present	0
Philip Tovrea, Vice-Chairman	Present	0
Steve Silvernale	Present	0
Mark Timm	Absent	1
Gary Hassen	Present	0
Rick Duff	Present	0

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

Guests: Leah Cickavage, Operations Manager
Sharon Myers, Administrative Specialist, NACOG

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 9:00 AM. She wished everyone a happy new year and thanked all for their time.

II. Approval of the November 13, 2019 Minutes

Chairman Payne called for questions and comments on the Minutes from the November 13, 2019 Executive Committee meeting. Hearing none, she called for a **motion and second to approve the minutes as drafted; so moved by Gary Hassen, seconded by Phil Tovrea. The motion carried unanimously.**

III. Chair’s Report

➤ **2020 Nominations Committee Appointments**

Chairman Payne announced the appointments to the 2020 Nominations committee as follows: Elaine Bremner, Rick Duff and Kurt Greves. She noted that all appointees have agreed to participate on the Committee. Executive Director Teri Drew announced that a meeting will be scheduled within the next few weeks. Chairman Payne then turned the meeting over to Ms. Drew for the Director’s report.

IV. Director’s Report

➤ **Program Update**

Ms. Drew began by updating on the United States Workforce Association (USWA), a team of about 23 workforce development professionals from various states across the country, including herself as the representative from Arizona, networking on workforce development issues. The USWA has been developing a position paper on workforce boards, and it has been noted that, while there are many groups promoting workforce development, there is currently no one else promoting workforce boards. Ms. Drew noted that some from USWA met in Washington DC recently to hold meetings with the Department of Labor, legislators and the White House, and they discovered a need make the leaders in Washington DC aware that, by getting the private sector more involved, there are private sector-led workforce boards all across the country. Ms. Drew noted that the USWA considers

private sector and workforce boards as the critical catalyst between employers and job seekers. They have begun collecting information from Workforce Development Boards from local area across the U.S. to demonstrate successes in utilizing workforce boards in job creation. Ms. Drew reported that she has shared several things with USWA for use in developing their position paper, and she noted that Yavapai County Workforce Development Area the only local area represented on the Association who generates an annual report demonstrating return on workforce funding investment for federal funds. She noted that the other states represented are looking to implement a same or similar report in their areas, and USWA as a whole may create a similar national report as well. Ms. Drew noted that the perception of Washington DC has been that local areas across the country are not spending the funding allocated, although that is not the case in Yavapai County or Arizona. She noted that the Department of Economic Security (DES) Deputy Director, Michael Wisehart, stated that Arizona has been the recipient of \$40 million in carry over funds from other states in one year because Arizona does spend their funding allocations.

Ms. Drew noted that, as the Chairman of the Arizona Workforce Association (AWA), she is working with other local areas in the state to develop a spend plan to ensure that Title I (Adult, Youth and Dislocated Worker Program) can spend all of our allocated funds and perhaps receive additional funds. Chairman Payne asked if there are regulations on how to spend funds, Ms. Drew replied that there are many regulations on spending the funds. She noted that the current trend is for low unemployment, however the highest dollar allocations tend to go to the Dislocated Workers segment of Title I-B, to assist those who are unemployed and laid off, even though there aren't many layoffs during this period of low unemployment. Some discussion followed regarding how different states are not spending their money. Other discussion also followed regarding state regulations and spending on demand. It was noted that staffing issues within the workforce areas create some difficulties in expending funds, due to lack of staffing.

Ms. Drew announced that the Prescott One Stop now has DES staffing as of Monday, January 6, 2020. Staffing solutions will help for spending the money allocated for administration for DES, as their expenses are administrative rather than direct client assistance. More discussion followed regarding workforce needs locally, particularly youth opportunities. Ms. Drew spoke about a local organization that she and NACOG Operations Manager Leah Cickavage recently visited with potential for Title I assistance. Comments followed regarding youth in foster care and the potential to assist them. Ms. Drew also noted that NACOG is involved currently in the Yavapai County Contractor's Association Boot Camp, which has drawn 26 youth to learn the construction trade. NACOG will assist with job building and resume building skills. She encourages the Youth Council to plan for outreach this year.

Ms. Drew noted that re-authorization of WIOA will be on hold during the election year, aside from a continuing resolution for authorized funding for the current program. She noted that youth is at the top of her list for opportunities to serve. Ms. Drew has reported that the House and Senate have passed the 2020 spending bills and have forwarded them to the President, and that, even with the President's goal to cut back or eliminate WIOA programs, the funding has significantly been increased for most programs. Ms. Drew noted that the success of these funding increases is that it paves the way for 2020-2021 funding.

Ms. Drew concluded the Program Update by noting the information she is sending to USWA for the position paper to make the most impact on the request for funding. Some of those items of information include success stories from businesses and clients alike, as well as the Yavapai County promo video and the Annual Report. USWA is creating information that will outline positives that

are happening across the country that generate return on investment, including Arizona. She encourages employer participation with letters that speak to their successes with WIOA.

➤ **Board of Supervisors Proclamation**

Ms. Drew was happy to report that the Supervisor Randy Garrison and the Board of Supervisors passed a Proclamation on December 18, 2019 in support of the YAVAPAI@WORK One Stop System. She passed around a copy of the Proclamation which is displayed at the West County One Stop. Ms. Drew reported that Chairman Anita Payne signed a letter of appreciation to Chairman Garrison for the recognition and Proclamation.

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

Ms. Drew reported a funds transfer from Title I Dislocated Worker (DW) Program in the amount of \$84,446 to the Adult Program. She shared a budget demonstration of how the funds were allocated, moving from DW to Adult in equal sums per category. The funds are transferred based on demand for services, and there is a greater demand in the Adult Program for Yavapai County than in the DW program – Ms. Drew noted that Adult funds can also be spent on Youth 18 or older as well as on dislocated workers. Chairman Payne called for a **motion to approve the budget transfer allocations; so moved by Steve Silvernale and seconded by Gary Hassen. The motion carried unanimously.**

➤ **Shared Governance Agreement/Scope of Work Revisions**

Ms. Drew then began to discuss further changes required to the Shared Governance Agreement/Scope of Work (SGA)/(SOW). She noted since the last meeting the state discovered an area that had to be modified yet again, and the recommended changes have been made. She noted that the document has highlighted areas, demonstrating the changes to the SGA and the SOW. The Organizational Flow Chart also had to be modified to demonstrate a direct line between the One Stop Operator and the WDB. Ms. Drew passed around copies of the modified organizational chart and reviewed the modifications.

Vice Chairman Phil Tovrea noted it would be nice to have DES staff come and explain the “conflicts of interest”. Ms. Drew gave a brief overview of all of the steps and required changes that these documents have gone through to date. Discussion followed regarding the state requirements. Ms. Drew suggested a recommendation for approval with the caveat that she be allowed to negotiate future “word-smithing” with the State without the need to bring each revised draft back to the Board. Chairman Payne called for a **motion to approve Ms. Drew’s recommendation to approve SGA/SOW modifications with Ms. Drew’s discretion to make future changes, and to recommend the revised agreements to the Board of Supervisors. The motion was made by Steve Silvernale, seconded by Gary Hassen. The motion carried unanimously.** Brief discussion followed regarding inviting someone from the state to come to explain what is needed regarding conflict of interest in order to avoid the continued waste of the private sector’s time. Ms. Drew concluded her report.

V. Member Comments

Chairman Payne called for Member Comments for the good of the order. There were no member comments.

VI. Public Comments

Chairman Payne called for comments from the Public. Ms. Drew introduced guest Sharon Myers, a new administrative staff member at NACOG to be dedicated to assist Ms. Drew. Ms. Myers introduced herself as a client of NACOG when she first moved to Prescott, and obtained a position with the City of

Prescott on a temporary basis. She came to NACOG following the end of her contract. Ms. Drew noted her executive experience over 20 years. All welcomed her.

VII. Adjournment

Chairman Payne called for a **motion to adjourn the meeting of the Executive Committee; so moved by Phil Tovrea, seconded by Gary Hassen, unanimous. The meeting adjourned at 9:46 AM.**

Minutes of the Workforce Development Board Executive Committee – January 8, 2020

Approved:

DRAFT