

Yavapai County Workforce Development Board Executive Committee November 13, 2019 Meeting Minutes

| Attendees: | Present/Absent | Number of Absences in 2019 |
|------------------------------|-----------------|----------------------------|
| Anita Payne, Chairman | Present (phone) | 1 |
| Philip Tovrea, Vice-Chairman | Present | 1 |
| Steve Silvernale | Present | 0 |
| Mark Timm | Absent | 4 |
| Gary Hassen | Absent | 2 |
| Rick Duff | Present | 0 |

Staff: Teri Drew, Executive Director

Guests: Leah Cickavage, Operations Manager

I. Call to Order/Welcome/Introductions

Executive Director Teri Drew opened the meeting by noting that Chairman Anita Payne is expected to join the meeting by phone, but because there are some documents on the agenda that need to be approved in an abbreviated time period the meeting should begin as scheduled. Ms. Drew noted that Leah Cickavage, NACOG Operations Manager is recording the meeting on behalf of Executive Assistant Julia Sawyer, who is out on vacation. She asked Vice Chairman Phil Tovrea to chair the meeting on behalf of Chairman Payne at this time. Vice Chairman Tovrea called the meeting to order at approximately 9:20 AM. A quorum was present. Comments followed regarding membership absences.

Vice Chairman Tovrea noted that Public Comment Cards are available for public comment.

II. Approval of the September 12, 2019 Minutes

Vice Chairman Tovrea called for review and a motion to approve the minutes of the September 12, 2019 meeting of the Executive Committee; **so moved by Steve Silvernale, seconded by Phil Tovrea. The motion carried unanimously.**

III. Chair's Report

At Ms. Drew's request, Vice Chairman Tovrea briefly shared his recent encounter with the Cottonwood Department of Economic Security (DES) office when he went to speak to the NACOG representative there to inquire about truck driving CDL certification. Vice Chairman Tovrea noted that the DES employees told him they knew nothing about NACOG at their office or the training programs. Through a phone call to the Prescott office, he made a connection with the Cottonwood NACOG staff to get the information he needed. Following his experience, he received several phone calls from DES personnel regarding the mishap, and he noted that we are supposed to be working together and that NACOG should be moved to the front of the office.

Chairman Payne joined the meeting by phone. Ms. Drew recapped Vice Chairman Tovrea's experience, noting that same day Ms. Cickavage received a call from a service provider who took a youth to that office and was essentially told that NACOG was not there. Discussion followed regarding the

building size and NACOG's long-time presence there. Ms. Drew noted that she and Ms. Cickavage followed up with Chris Tafoya, the district supervisor.

Some discussion followed regarding the incident, noting concerns with communications between DES, NACOG and customer service/public outreach. Ms. Drew noted that enrollment numbers in the Verde Valley have been low although the Title I (NACOG) staff have done outreach, leading her to consider that clients may have been turned away when they come to seek services at the One Stop. Mr. Tafoya had reasoned that DES does not provide CDL training and may have been the reason that Mr. Tovrea and his referral were turned away. Comments followed regarding three other clients who were turned away the same week. Ms. Drew noted that Mr. Tafoya ensured her that his staff would receive customer service training and that it is his goal to have a staff member present at the Prescott One Stop by December. More discussion followed regarding ideas for making NACOG more accessible in the Cottonwood One Stop location.

Ms. Drew asked Chairman Payne for comments. Chairman Payne started out by reading the Mission Statement – to build economic success through workforce development partnerships – noting that the Board will take the high road, and she wants to proceed in a positive way rather than a negative way. She thanked Vice Chairman Tovrea for his comments. Ms. Drew noted that she hopes to meet with Mr. Tafoya following the meeting to ask about a timeline for the issues discussed. She noted that Mr. Tafoya has a large area of responsibility but will make this issue a priority.

Chairman Payne noted that she has to sign off from the meeting due to another pressing meeting. She thanked everyone for attending.

IV. Director's Report

➤ Shared Governance Agreement Approval

Ms. Drew began her report with some updates to the previously approved Shared Governance Agreement (SGA). There were some deficiencies noted by the state DES review team that needed to be addressed prior to receiving state approval. A question was asked regarding DES's role in the review and approval of Yavapai County's documents, to which Ms. Drew replied that, because DES is the State Administrative Entity for the Workforce Innovation and Opportunity Act (WIOA) programs, it is their responsibility to ensure compliance with federal and state policies in all local areas. Ms. Drew briefly highlighted some of the changes to language throughout the document to bring clarification and compliance to state requirements. She noted that this document was reviewed by Yavapai County counsel and approved for content and language. Ms. Drew specifically delineated the language that defines the "firewalls" established to show no conflict of interest with partners or providers who serve multiple roles. She summarized it as follows: The WDB has authority to hire an Executive Director as staff to the Board, and they completed this process. Teri Drew, as the Executive Director, reports directly to the WDB Chair and also to the County Administrator, is not a WDB member and has no voting privileges. NACOG was appointed by the Board to be the One Stop Operator/Administrative Entity for Yavapai County, and Ms. Cickavage is the Operations Manager for these services and reports to Chris Fetzer, NACOG Executive Director.

Ms. Drew then reviewed an updated Organizational Flow Chart for the Yavapai County WIOA System, demonstrating the firewall and flow of services to Yavapai County. Also included in the SGA is the current Scope of Work between the Board, NACOG and the Board of Supervisors. Some discussion followed, and Vice Chairman Tovrea called for a motion to approve the revisions to the previously approved SGA; **so moved by Steve Silvernale, seconded by Phil Tovrea. The motion carried unanimously.** Chairman Tovrea commented again for the record that he is responsible for comments regarding the Cottonwood One Stop.

➤ **Bylaws Update Approval**

Ms. Drew then reviewed updates to the Yavapai County WDB Bylaws, noting the primary change is fiscal oversight by the County, and that the County holds all liability for the use of the WIOA funds. She also noted that the Board shall approve Title I Budgets, making note that our WDB already does this, unlike other workforce areas around the state. Another change was to add language directly out of state policies regarding the representation of the WDB membership. All must be optimum policy makers. She noted another few minor updates, such as the relocation of certain items within the document for better flow and for compliance with state policies. Following brief discussion, Vice Chairman Tovrea called for a motion to approve the updates to the Bylaws as presented for recommendation to the full Board for ratification; **so moved by Steve Silvernale, seconded by Phil Tovrea. The motion carried unanimously.**

➤ **WDB Plan Updates Approval**

Ms. Drew then briefly reviewed required updates to the Yavapai County Workforce Development Plan to implement all of the state policies, which were adopted by this Board. She noted that the Plan was approved in October 2018 and has been held by the State until the state policies were integrated into it. Ms. Drew noted that Yavapai County has always striven to be inclusive to all, rather than exclusive, and the Plan revisions reflect access to all services by all required WIOA-eligible individuals. Steve Silvernale thanked Ms. Drew, Leah Cickavage and Julia Sawyer for their diligence in doing these updates. Following brief discussion, Vice Chairman Tovrea called for a motion to approve the updates to the Yavapai County Plan as presented and recommend to the full Board for ratification; **so moved by Steve Silvernale, seconded by Phil Tovrea. The motion carried unanimously.**

Ms. Drew noted that all of these documents are slated for approval by the State Workforce Arizona Council in December, ultimately resulting in the recertification of the Board and One Stops and approval of the Plan. Positive discussion followed regarding making visible a statement of the roles of each of the One Stop Partners for public view and understanding.

V. Member Comments

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

VI. Public Comments

Vice Chairman Tovrea called for comments from the Public; there were no Public Comments.

VII. Adjournment

Vice Chairman Tovrea called for a motion to adjourn; **so moved by Steve Silvernale, seconded by Phil Tovrea. The meeting adjourned at 10:00 AM.**