

# Yavapai County Workforce Development Board April 19, 2022 Meeting Minutes

| Attendees:                      | Present/Absent | Number of Absences in 2022 |
|---------------------------------|----------------|----------------------------|
| Anita Payne, Chairman           | Present        | 0                          |
| Gary Hassen, Vice Chairman      | Present        | 0                          |
| Philip Tovrea, Executive Member | Present        | 0                          |
| Mark Timm, Executive Member     | Absent         | 1                          |
| Greves, Kurt, Executive Member  | Absent         | 1                          |
| Tony Gauthier, Public Voice     | Present        | 0                          |
| Garth Bascom                    | Present        | 0                          |
| Alycia Botkin                   | Absent         | 1                          |
| Elaine Bremner                  | Present        | 1                          |
| John Heiney                     | Absent         | 1                          |
| Mel Ingwaldson                  | Absent         | 1                          |
| Nancy Jensen                    | Present        | 0                          |
| Ginger Johnson                  | Present        | 0                          |
| Craig Lefever                   | Present        | 0                          |
| Patrick Ramirez                 | Present        | 0                          |
| Brenda Rhodes                   | Absent         | 1                          |
| Soto, John                      | Present        | 0                          |
| Wilkinson, Kurt                 | Present        | 0                          |

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

**Guests:** Leah Cickavage, NACOG Operations Manager; Samantha Briggs, Economist, Arizona Office of Economic Opportunity

## I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 10:06 AM – a quorum was present. Chairman Payne shared meeting protocol.

## II. Approval of the January 13, 2022 Minutes

Chairman Payne called for comments on the January 13, 2022 minutes. Nancy Jensen asked for clarification of the word “metro”, found in the last paragraph on Page 3, second line. Executive Director Teri Drew noted that the word “metro” referred to a marketing campaign outreach to the metro Phoenix area, and stated that the minutes will be updated to better describe that marketing outreach. Chairman Payne called for a **motion to approve the January 13, 2022 minutes with the**

**added clarification; so moved by Nancy Jensen, seconded by Kurt Wilkinson. The motion carried unanimously.**

### **III. Chairman's Report**

Chairman Payne turned the meeting over to Ms. Drew to make a special presentation to Leah Cickavage in honor of her 15<sup>th</sup> anniversary working for NACOG. Ms. Drew noted that Ms. Cickavage started with NACOG as an Administrative Assistant and advancing to Operations Manager. Ms. Drew presented Ms. Cickavage with a plaque to commemorate her service to the community. Ms. Cickavage shared words of appreciation for the recognition from the Board, the NACOG team and community.

#### **➤ Executive Committee Update**

Chairman Payne reported that the Executive Committee is in continued discussions regarding the Board's authority in the parameters of NACOG policy.

#### **➤ Washington DC Update – NAWB Award**

Chairman Payne reported that she and Ms. Drew were excited to be a part of the National Association of Workforce Board's (NAWB) "The Forum 2022" conference in Washington DC. The WDB was honored during the presentation of the W.O. Lawton Business Leadership Award, given to Mr. Grant Quezada of Founding Fathers Collective (FFC). This prestigious award honors businesses and business organizations that have made the commitment of time, money and leadership to make their community's workforce and economy more vibrant. Ms. Drew submitted the nomination of FFC on behalf of the WDB, and FFC was chosen as this year's recipient because of Mr. Quezada's vision, passion and commitment to the Veteran population and his work with the WDB to provide career and training opportunities to this population. Chairman Payne and Ms. Drew shared a photo slideshow of the event. Chairman Payne encouraged everyone to visit FFC in Prescott, and shared her insights from the event. Ms. Drew narrated the slideshow to describe the event photos. Chairman Payne noted that there were more than 300 applicants nationally for the award and what an honor it was for Mr. Quezada to be selected – a first for Arizona

Ms. Drew expressed appreciation for Sparklight for producing a promo video of Founding Fathers Collective, which was shown during the meeting.

#### **➤ One Stop Operator Procurement Update**

Chairman Payne asked Ms. Drew to provide a brief update on where the Board is in the One Stop Operator and Youth Provider procurement process. Ms. Drew reported that the Request for Proposals process is currently on hold. She reported that the Board's consultant, Gabe Loyola, had some unexpected health challenges that have set back the completion timeline. Ms. Drew reported that the Executive Committee is recommending that both the One Stop Operator and Youth Provider Requests for Proposals be held for up to 90 days as Mr. Loyola recovers. Ms. Drew noted that this extension is considered to be the best effort of the Board to maintain established roles for procurement, as starting over with another consultant would take at least 90 days to arrange, since the Board would have to procure for a consultant. Ms. Drew stated that she will contact the state with a request for an extension – hopefully to have both processes complete by June 30, the end of the current agreements.

➤ **Membership Considerations – Renewals**

Chairman Payne reported that the following members have submitted applications for the renewal of their memberships:

- **Garth Bascom – private sector (2-year term, 6/2024)**
- **Alycia Botkin – One Stop Required Partner, public sector (4-year term, 6/2026)**
- **Ginger Johnson – private sector (2-year term, 6/2024)**
- **Mel Ingwaldson – Labor, public sector (4-year term, 6/2026)**
- **Mark Timm – private sector (2-year term, 6/2024)**
- **Kurt Wilkinson – private sector (2-year term, 6/2024)**

Chairman Payne called for a **motion to approve the renewal applications for recommendation to the Board of Supervisors for appointment; so moved by Craig Lefever, seconded by Nancy Jensen. The motion carried unanimously.** Ms. Drew noted that Brenda Rhodes did not renew her membership as she has taken another position at APS, but wishes the WDB well. Ms. Rhodes plans to recommend her successor once the individual is named at APS, and Ms. Drew noted her appreciation to APS for being at the table.

Ms. Drew also reported that Kurt Greves has also resigned due to constraints on his time with his new offices in the Phoenix area. She noted appreciation to Mr. Greves and Sparklight for his time on the Board.

Ms. Drew noted this leaves two vacant private sector seats, one of which is being applied for by a representative from Founding Fathers Collective, Jacob Tibi, and the APS successor to Brenda Rhodes will likely fill the other.

**IV. One Stop Committee Report**

Chairman Payne turned the meeting over to Craig Lefever for the One Stop Committee report, as Mr. Lefever's time is limited today. Mr. Lefever reported that the One Stop Committee's next meeting will be on May 17, 2022, when they will continue working on their Scope of Work priorities. He also noted that partners are working on the Intergovernmental Agreement, trying to get an early start on updating it ahead of the State deadline. With that, he concluded his report.

Chairman Payne turned the meeting over to Executive Director Drew for the Director's Report.

**V. Director's Report**

Ms. Drew began by sharing how happy she is for the state, Yavapai County and the Board for winning the W.O. Lawton award this year. She noted that this is the first time in her tenure for winning this honor – congratulations to Founding Fathers Collective.

➤ **Updates**

Ms. Drew brought an update on the reauthorization of the Workforce Innovation and Opportunity Act (WIOA), which was first authorized in 2014 and has not been reauthorized since. She noted that there are reauthorization discussions circulating that involve updating the

Act, and Ms. Drew had the opportunity last week to meet with the United States Workforce Association (USWA) in Washington DC, of which she is a member representing the state of Arizona. USWA has retained a lobbyist, Chris Andresen, to go to the Hill on behalf of USWA to push for full reauthorization of WIOA.

Ms. Drew reported on several highlights from the NAWB Forum, particularly the Department of Labor's emphasis on equity. Ms. Drew described the Assistant Secretary of Labor's reference to the term and definition "equity", noting that in 2005 the Caucasian population was 67% nationally and by 2045 the Caucasian population is expected to drop to 47%, with other populations taking the number one spot at 53%. It is projected that by 2050, one in five Americans will be foreign-born. There is great emphasis on the need to train and upskill all foreign and domestic populations to take high-skilled jobs as we replace the last of the baby boomers in the workforce. Phil Tovrea suggested a multiple choice survey of employers to simplify the data-gathering process regarding business.

Ms. Drew began to report on the Federal House Rules Committee's consideration of the spending bill for FY2022, which starts July 1, 2022. She noted that much of the funding is being diverted to education to prepare workers, however, WIOA Title I continues to grow slightly in terms of federal funding, seeing an increase nationally of \$34 million. Ms. Drew reported that Arizona will see some losses in federal funding, as Arizona has been more successful during the pandemic. The federal funding is distributed based on unemployment and areas of poverty, all of which are relatively low in Arizona due to the Governor's insight on keeping certain occupations going during the pandemic. Ms. Drew noted that Yavapai County, as one of the highest performers in the State, will experience an impact on Title I programs of approximately -\$260,000, however she is not concerned as Yavapai County will carry over a significant amount of the training funds from 2020-2021 that were not spent during the shelter-in-place orders, causing schools and universities to adapt to a new service delivery model. Ms. Drew noted that she should have the final budget allocations for Yavapai County in the coming weeks and will report them at the August Annual Meeting for approval. She commented that many of her colleagues in other states have not even seen allocation numbers for states yet, much less the local level, and that Arizona is ahead of the game as the Department of Labor and the Department of Economic Security (DES) have already been working with preliminary figures. She explained some of the formula processes being used to lessen the effect to most areas. With that, she concluded the budget discussion. Some comments followed regarding the areas that will see the most funding due to higher demand.

Ms. Drew reported that the Board has contracted with Arizona Town Hall (ATH) to conduct two workforce-related Town Hall sessions in May and June, the first one for employers to discuss the challenges they are facing in recruiting and retaining employees, and the second one for job seekers and incumbent workers to discuss the challenges in obtaining and maintaining employment. ATH will facilitate the discussions and create a report based on the data gathered. Ms. Drew noted that the Board will review the report and use it to determine where to drive funds and programs/services to meet the needs of employers and job seekers in Yavapai County, based on our communities. Ms. Drew noted that Ms. Sawyer will send out information for the Board today so everyone can put it on their calendars. Chairman Payne asked where the event will be held and what communities will be involved; Ms. Drew answered it will be held in

Prescott and will be a County-wide event. It will also be a hybrid event for those who cannot attend in person.

Ms. Drew reported that, as the appointed One Stop Operator and Title I Provider, NACOG must have an independent audit conducted at least annually. She reported that this year's audit has been completed and there were no findings or observations for the Agency and for Title I particularly. NACOG maintains a low-risk rating from the audit firm. Ms. Drew noted that a copy of the audit is available on the NACOG website.

Ms. Drew continued to report the DES has completed the quarterly Title I monitoring process. She noted that Leah Cickavage reported at the last meeting several pages of findings and observations and her plans to implement an improvement plan that included staff training. Ms. Drew noted she has never experienced as bad a report as this in her tenure. She also noted that the second quarterly monitoring was not much better, and reported that she is doing an intervention to assist Ms. Cickavage and the program team to improve their file review process, as well as to train and develop a policies & procedures plan, to include other tools for immediate improvement. Ms. Drew noted that there were no disallowed costs or disregard for the law, however it was a stark notice for change in NACOG processes and procedures. She reported that she has been working side-by-side with Lisa Luchtman, one of the Program Staff team, who offered to take on a transformation of program forms, looking at other states and local areas in Arizona. Together they discovered that NACOG's forms and practices are outdated. All documents, filing process and policies and procedures are being updated and are nearly completed. Ms. Cickavage is re-aligning the Policies & Procedures manual to the new forms, and the OJT contract and WEX contract are being updated for implementation July 1, 2022. Ms. Drew noted that Ms. Luchtman has also been working on the file review and many files have been cleaned up, but more are needing to be reviewed. Ms. Drew has asked the State to assist with technical assistance for file review, and while she does not expect a clean report for the next quarter, she does expect considerable improvement once the new forms and Policies & Procedures are in place. Ms. Drew asked for any questions on monitoring. Tony Gauthier noted the large amount of work involved in maintaining client files and commended the staff. Other comments followed requesting clarification of the definitions of start dates and in-school/out-of-school and other reasons for the findings. Ms. Drew assured everyone that there were no issues regarding program status but only refining the processes to align with updated state policies. Chairman Payne directed that the meeting continue forward.

#### ➔ **Bylaws Updates**

Ms. Drew reported that the WDB was monitored in March and had one finding. When the Board last opened the Bylaws to update in alignment with State policies, the references to Conflict of Interest were not comprehensive according to the Local Governance Policy references. Ms. Drew noted that all members received the inclusion of additional language to the Conflict of Interest section of the Bylaws to match the State's references, and the WDB needs to take action today to approve the update. Chairman Payne called for questions and comments, and for a **motion to approve the updates to the Conflict of Interest section of the Bylaws; so moved by Elaine Bremner, seconded by Kurt Wilkinson. The motion carried unanimously.** Ms. Drew noted that the Bylaws will move to the Board of Supervisors for approval, then will be presented to the State.

### ➤ **2022-23 Workforce Development Plan Updates**

Ms. Drew reported that the 2020-2023 Workforce Development Plan is required to be updated halfway through the 4-year planning period by April 30, 2022, and the WDB has received the 2022 updates for review and approval. The Yavapai County Workforce Development Plan outlines who we are and how and where we serve. Ms. Drew highlighted the updated sections of the plan, which includes updates, if any, from the core partner sections of the Plan (Titles I, II, III and IV). Outreach to Title I Adult, Youth and Dislocated Services (Leah Cickavage), Title II Adult Education (Craig Lefever, Yavapai College), Title III Wagner-Peyser Employment Services (John Soto, DES) and Title IV Vocational Rehabilitation (Alycia Botkin, DES) was done in January to review and provide program updates, with minor submissions provided by Title IV and more detailed updates provided by Title I. Ms. Drew noted that the Economic Recovery & Resilience Plan developed with the NACOG Economic Development District was included, and the Kaizen philosophy of the WDB Strategic Plan has been embedded into the Plan Updates, as well as an Economic Conditions Report from the Arizona Office of Economic Opportunity, containing current labor market information. Additionally, updated Performance Standards are pending State and WDB Local Performance Level negotiations. Ms. Drew noted other minor updates throughout the document, and reported that the Plan was sent out for Public Comment on March 31<sup>st</sup>.

The Public Comment Period does not end until April 30, however, no comments have been received thus far. Ms. Drew reported that she and Executive Assistant Julia Sawyer worked together to create content and Ms. Cickavage gathered data for the Plan. Ms. Drew commended Ms. Sawyer for formatting preparing the finished draft document.

Ms. Drew turned to the Board for questions and comments, noting that the final draft will be forwarded to the State for review following the Board's approval. She turned to Chairman Payne for discussion and approval. Chairman Payne noted how she values what Ms. Drew and the team have put together in this Plan, noting that they always excel. She commented regarding Yavapai County and the stellar performance of the team. Chairman Payne called for a **motion and second to approve the 2022 Yavapai County Workforce Development Plan Updates; so moved by Elaine Bremner, seconded by Garth Bascom. The motion carried unanimously.**

### **VI. 2022 Elections Committee Report**

Ms. Drew presented the report of the 2022 Elections Committee on behalf of the Committee Chair, Mel Ingwaldson, who was not able to be in attendance today.

Ms. Drew thanked Elaine Bremner and Craig Lefever for serving on the Committee with Chair Ingwaldson. She reported that elections are held annually per the Bylaws, and that Officers of the Board can serve consecutive terms. Officers must be private sector members with optimum policy making authority. Ms. Drew reported that the Committee did their due diligence and considered all private sector members before coming to the following recommendations:

### ➤ **Committee Recommendations**

- **Chairman – Anita Payne**
- **Vice Chairman – Gary Hassen**

Ms. Drew called for nominations from the floor, there were no nominations from the floor. She turned the meeting over to Chairman Payne to proceed with the vote. Chairman Payne called for a **motion and second to approve the recommendations of the Elections Committee; so moved by Nancy Jensen, seconded by Phil Tovrea. The motion carried unanimously.**

## **VII. Economic Conditions Report**

Chairman Payne turned the floor over to Samantha Briggs, Economist at the Arizona Office of Economic Opportunity, to present a report on the economic conditions of Yavapai County. Ms. Briggs prefaced her report by noting that she will be bringing an economic conditions report for Northern Arizona and the State post-COVID, and industry growth projections for the benefit of the WDB in planning for services.

Ms. Briggs shared a power point presentation demonstrating a variety of data regarding the impacts of COVID-19 on jobs and the economy, noting recovery being demonstrated over the last year. She shared unemployment data as well as employment trends in the four-county region of the Northern Arizona Council of Governments, which consists of Apache, Coconino, Navajo and Yavapai Counties.

Ms. Briggs spoke about jobs recovery since April 2020, when the pandemic hit. Elaine Bremner questioned the unemployment data in Yavapai County, asking whether job seekers are registering for work at the same pace as the unemployment rate is dropping. Ms. Briggs thanked her for the good question, and noted that she will share more data in the presentation to address the question. She noted population growth in all of Arizona of labor force-aged individuals, and noted that there is no single answer for the reason that unemployment is at its lowest rate in Arizona currently, and so many jobs unfilled. Ms. Bremner contended that the report numbers don't align with actual real time job numbers. Ms. Briggs noted that they are looking into the question and will be generating an updated report with the results.

Ms. Briggs continued by reporting the super sector jobs recovery rates from February 2020 through March 2022, noting that Arizona has recovered 110% from jobs lost during the pandemic. She shared specific recovery data by counties, as well as data regarding population growth in Arizona and the NACOG region. Ms. Bremner asked for population information by age groups, noting that the senior population seems to be increasing. Ms. Briggs agreed and noted that she is working on a report for that demographic but did not include it in this presentation.

Ms. Briggs shared employment projections through 2023, noting that Arizona is projected to grow by 4.2% annually, which equates to approximately 266,000 jobs through 2023. With that, Ms. Briggs concluded the presentation. Chairman Payne asked Ms. Briggs to provide the power point to Ms. Drew for distribution to the Board.

## **VIII. Youth Council Report**

Chairman Payne turned the meeting over to Leah Cickavage for the Youth Council report. Ms. Cickavage reported that the Youth Council met on April 12, 2022 via Zoom with a primary focus on

current and future outreach strategies, as well as membership recruitment. She noted that the Summer Youth Employment Program planning is well underway and will go from June 6, 2022 through July 29, 2022. Ms. Cickavage anticipates up to 30 youth positions and noted an increase in the hourly rate of pay this year up to \$15 per hour. The program is focused on out-of-school youth aged 16-24 years.

**IX. One Stop Operator Update**

Chairman Payne then called for the One Stop Operator update. Ms. Cickavage noted that members received the report electronically, and she touched on the report details for Quarter 3, January through March, 2022. She noted increases in services for the 3<sup>rd</sup> quarter overall. Ms. Cickavage noted that there is now a full-time Title III representative at the Prescott One Stop office, resulting in data for reporting once again. She concluded her report with the top job trainings and placements by industry, with healthcare leading and CLD, Education and Hospitality following. Chairman Payne thanked her for the report.

**X. ETPL Updates**

Chairman Payne called for the Eligible Training Providers List updates. Ms. Cickavage reported one new program pending approval in Massage Therapy at the Sedona School of Massage. She also reported 54 subsequent pending approvals, meaning that the Board had previously approved these programs. All of the programs are in-demand in Yavapai County. Chairman Payne called for a **motion to approve the ETPL as presented; so moved by Elaine Bremner, seconded by Nancy Jensen. The motion carried unanimously.**

**XI. Member Comments**

Chairman Payne called for member comments. Phil Tovrea commented about the poor sound quality of the meeting room and requested a different venue for future meetings. There were no other comments from members.

**XII. Public Comments**

Chairman Payne called for public comments, there were none.

**XIII. Adjournment**

Chairman Payne called for a **motion to adjourn; so moved by Elaine Bremner, seconded by Patrick Ramirez. The meeting adjourned at 11:47 AM.**