

Yavapai County Workforce Development Board August 13, 2020 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2020
Anita Payne, Chairman	Present	0
Phil Tovrea, Vice Chairman	Present	0
Steve Silvernale	Present	0
Gary Hassen	Present	0
Mark Timm	Present	1
Rick Duff	Present	0
Garth Bascom	Present	0
Alycia Botkin	Absent	1
Elaine Bremner	Present	0
Ali Gamero-Hernandez	Present	0
Tony Gauthier	Absent	2
Kurt Greves	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	1
Brenda Rhodes	Present	0

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

Guests: Leah Cickavage, NACOG Operations Manager; District 3 Supervisor Randy Garrison; Brandi Bateman, District 3 Executive Assistant; District 2 Supervisor Tom Thurman; Marlyn Van Keuren, District 2 Executive Assistant; Amanda Dickinson, Award Winner; Jamie Perkins, Guest; Corinne Harmon, Award Winner; Sanford Williams, Guest; Anthony Wenger, Award Winner; Beverly Lucas, Guest; Taylor Howell, Award Winner; Aaron Howell & baby, Guests; Celina Morones, Award Winner; Lynne LaMaster, press. Appearing via Zoom – Haven Flanagan, Wild Tonic; Mike Paredes, Prescott Valley Economic Development Foundation, both award winners.

I. Call to Order/Welcome/Introductions

Chairman Payne called the meeting to order at 9:08 AM. She began by welcoming new members, Garth Bascom and John Heiney to the WDB.

Chairman Payne reviewed meeting protocol for those present in person, as well as those attending via Zoom.

II. **Reading of the WDB Mission Statement**

Chairman Payne read the WDB Mission Statement – *“To build economic success through workforce development partnerships.”*

III. **Approval of the January 8, 2020 Minutes**

Chairman Payne called for questions and comments regarding the minutes of the January 8, 2020; hearing none she called for a vote to approve the minutes as drafted. The minutes were approved.

IV. **Chair’s Report**

▪ **Public Voice Appointment**

Chairman Payne appointed Labor Representative Rick Duff to remain on the Executive Committee for another year as the non-voting Public Voice representative.

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

V. **Director’s Report**

▪ **Program Update**

• **COVID-19 Updates – Reopening Plan**

Ms. Drew welcomed everyone to the Annual Meeting of the Yavapai County Workforce Development Board (WDB), being held again at The Club at Prescott Lakes. She expressed appreciation for the WDB Executive Committee for meeting regularly to continue the business of the Board during the COVID-19 pandemic. Members of the Executive Committee are Chairman Anita Payne, Vice Chairman Phil Tovrea, Steve Silvernale, Gary Hassen, Mark Timm and Rick Duff.

Ms. Drew noted that, in spite of the pandemic and shelter in place orders, few deadline extensions were granted by federal funders, and several items were pressing for completion during this time. Due to the nature of the work at the One Stops, the NACOG and One Stop Team were designated as “Essential Workers” and have been in the office since the start of the pandemic. Ms. Drew noted that there was much assistance given over the phone to individuals who were laid off and trying to file unemployment claims and seeking community referrals to services, keeping both the NACOG and DES staff members very busy. Ms. Drew noted that she sent out regular notices to the Board to keep everyone updated on services and planning for meetings. She also noted that safety in operation has been a primary effort of the team at NACOG, with regular sanitizing and deep cleaning routinely done, and masks and social distancing being required for any who visit the office.

Ms. Drew noted appreciation to the leadership of Yavapai County Supervisors Chairman Craig Brown and Supervisor Randy Garrison for regular online Zoom meetings to update residents on current restrictions and impacts of the Pandemic.

Ms. Drew reported on current funding discussions for the Workforce Innovation and Opportunity Act (WIOA), as well as congressional negotiations for various relief packages yet to be determined. She also updated the Board on the CARES Act federal unemployment assistance payment, as well as the Payroll Protection Program for employers to utilize in maintaining operations. Ms. Drew spoke about the disparity between the current unemployment benefit that exceeds what many workers were making on the job. This has created difficulty for

employers to call back their employees for a lower wage. Ms. Drew noted her effort is to encourage a gradual lowering of the additional unemployment assistance to encourage folks to return to work as opposed to relying on a benefit that will expire. She compared the infusion of funds to a drug-like dependency, creating a comfortable resistance to return to work.

Ms. Drew noted that her “pitch” for workforce training is that Employment Equals Recovery, noting an international opportunity for remote workers as opposed to local traditional “brick and mortar” jobs. Ms. Drew noted that training is more important for filling those new and highly competitive business opportunities.

Ms. Drew reported that the monitoring report for Yavapai County has been closed by the State, noting no material errors.

- **Recertification Update**

Ms. Drew reported that board recertification at the State level for most local areas was held for nearly a year as the Workforce Arizona Council completed policy updates and the State Workforce Plan. Yavapai County has accomplished all requirements and has now gained the Governor’s full official certification of the Workforce Development Board. Ms. Drew expressed appreciation to Chairman Payne and Supervisor Randy Garrison for their active support during the final meeting of the Workforce Arizona Council (WAC) to vote for recertification, and she noted appreciation to WAC Chair Dawn Grove and Performance Excellence Committee Chair David Martin.

- **Title II Adult Education Award - Yavapai College**

Ms. Drew reported that the Executive Committee was tasked to review applications for Title II Adult Education providers for Yavapai County and to make a recommendation to the Arizona Department of Education. There was one applicant, Yavapai College, who was successful and awarded the Title II designation for Yavapai County. Ms. Drew noted an improved alignment with the Local Plan and expanded service delivery sites. She noted a job well done by Craig Lefever.

- **WIOA PY 2020-2021 Budget Reviews/Approval**

Ms. Drew reported that the Program Year 2020-2021 WDB Budget as well as budgets for the Title I Adult, Youth and Dislocated Worker program have been reviewed and approved by the WDB Executive Committee, and subsequently by the Board of Supervisors. These budgets are being brought today for ratification of the full Board, due to an update in the allowable administrative threshold from 20% to 10% that was identified after the Executive Committee’s approval, noting the 20% allowance for administrative had expired.

Ms. Drew reviewed the WIOA Activities Allotments comparisons for Program Years 2019-20 and 2020-21, noting increases in each category, with the exception of Rapid Response funding, which is being held in full at the State level for state-coordinated Rapid Response activities, representing a decrease in Yavapai County funding in the amount of \$73,082.00. Funding increased by 14% overall for Adult, Youth and Dislocated Worker programs, for a total budget of \$1,826,764 for Yavapai County Title I.

Ms. Drew noted that during difficult economic times the funding for WIOA programs tends to increase because we’re in demand – in contrast, when there is less of a need for workforce assistance as is demonstrated in a good economy, funding diminishes. The current downward economic trend demonstrates a demand for more workforce services. Ms. Drew related a

conversation she had with a congressman recently where he warned that the COVID-19 stimulus packages of 2020 will eventually cut into base program funding, likely creating a shortfall in the future for all services across the country going forward.

- **Title I Budget**

Ms. Drew began to review the Title I budget for Program Year 2020-2021, effective July 1, 2020 through June 30, 2021, beginning with the Adult budget. She noted a 30% increase this year, for a total Adult budget of \$611,602 (+\$139,804 over last year), breaking down the budget in Administrative (\$61,160), Training (538,210) and Participant services (\$12,232). Part of Participant Services that Ms. Drew built into all the programs is a line item called Needs Based Payment. She noted that many people don't go to school for training because they can't afford to go, so the Needs Based Payment is a \$10/hour payment for class time for individuals. This is based on the current demand for training. She paused for questions and requested a vote. Chairman Payne called for a **motion to approve the Title I Adult Budget; so moved by Steve Silvernale and seconded by Ginger Johnson. The motion carried unanimously.**

Ms. Drew reviewed the Youth Budget, seeing a 23% increase this year for a total budget of \$558,000 (+\$104,836 over last year). The breakdown demonstrated Administration (\$55,800), Training (\$491,040) and Participant Services (\$11,160). Ms. Drew commented that this year's Summer Youth program went very well, with good participation in spite of the pandemic by 25 participants filling all the available positions from the non-profit and public sector employers who participated in the program. Chairman Payne called for a **motion to approve the Youth Budget for PY 2020-2021; so moved by Gary Hassen, seconded by Steve Silvernale. The motion carried unanimously.**

Ms. Drew then highlighted the Dislocated Worker (DW) budget, noting this one is the most in-demand currently, for several reasons, including the uptick in laid-off, furloughed and reduced-hour situations many are experiencing. The DW budget increased by 8% over last year for a total budget of \$657,162. Ms. Drew provided the totals as follows: Administration (\$65,716), Training (\$571,731) and Participant Services (\$19,715). Chairman Payne called for a **motion to approve the DW Budget; so moved by Ginger Johnson, seconded by Mark Timm. The motion carried unanimously.**

Ms. Drew spoke briefly regarding the Governor's decision to retain all Rapid Response funding, amounting to over \$25 million. She noted that the funds are under the umbrella of the Arizona Commerce Authority Office of Economic Opportunity, but that the State could not utilize those funds without a Department of Labor-approved Rapid Response Plan. To date, no plan has been published although it was due on July 1, 2020. Local areas are still waiting to hear how the Rapid Response program will operate via the state to the local level.

- **2020-2023 Workforce Development Plan**

Ms. Drew reported that the Executive Committee has reviewed and approved the 2020-2023 Yavapai County Workforce Development Plan, noting a Plan is a requirement of the Workforce Board. She thanked Executive Assistant Julia Sawyer for typing and formatting the document, and Operations Manager Leah Cickavage for providing much of the data and for reaching out to the WIOA partners for updated contributions of their programs. Ms. Drew noted that sections that were not updated by partners were updated by including references from the State Plan. She noted that there was a 2-month turn-around time for completing the process. She related that NACOG just finished completing their 5-year Comprehensive Economic Development Strategy, a plan similar to the Workforce Plan, which took over a year to complete utilizing an outside writer.

Ms. Drew reported that the Plan was sent out to all members and published for Public Comment – no comments were received during the Public Comment period. However, there were some post-Public Comment period amendments that were made, as it was realized that a section identifying the Planning Region was inadvertently omitted – this was added on page 10. Also, the State released some language for us to include for our performance negotiations, which were added on pages 84 and 85.

Ms. Drew noted that the Department of Economic Security has indicated that they expect to release their comments after this week. She noted that 50% of the Local Areas did not make the State’s Plan submission deadline of July 15, 2020, and were granted extensions. The Yavapai County Plan was submitted on time, with the understanding that there are anticipated updates due to COVID-19.

Chairman Payne called for questions and comments on the Plan, and called for a **motion to ratify the Plan as drafted; so moved by Craig Lefever and seconded by Ginger Johnson. The motion carried unanimously.**

Ms. Drew concluded her Director’s report.

VI. Annual Officer Elections Report

Chairman Payne called on Rick Duff, Chairman of the Elections Committee, who was present by phone, to report on the Annual Officer Elections. Due to technical difficulties with audio, Mr. Duff was unable to report, so Ms. Drew reported on his behalf that, per the Bylaws, election of officers occurs annually. The Elections Committee prepared a slate of officers for Program Year 2020-2021. The recommendation was for the continuation of Anita Payne as Chairman and Phil Tovrea as Vice Chairman. Ms. Drew concluded the report.

VII. Youth Council Update

Chairman Payne called on Mel Ingwaldson, Chairman of the Youth Council, to bring his report. Mr. Ingwaldson reported that the Youth Council met early in January and on Tuesday, July 14. He thanked everyone for their participation on the Youth Council.

Mr. Ingwaldson reported that COVID-19 did not slow the Summer Youth Employment Program, as Ms. Drew noted in her report. Mr. Ingwaldson reported 10 total employers with 25 positions available. He noted that 18 of those positions are still being tracked until the end of the program. He reported that some of those positions will become permanent placements. Mr. Ingwaldson noted that specific training and protocols for COVID-19 were incorporated into training for employers for the Summer Youth Program to keep the public and the youth safe. He reported this year’s wage for the program was \$12.00 per hour for 40 hours per week. He commented on youth outreach discussions with the Youth Council and the process of meeting by appointment that was utilized this year, noting that these went well. Mr. Ingwaldson noted that the Youth Council is looking into incorporating more virtual opportunities for meetings in the future. He concluded by noting that current outreach is to youth aged 16-21 and including up to age 24 with an emphasis on out-of-school youth, and noted the following current enrollment statistics:

- In-School Youth: 46 enrolled
- Out-of-School Youth: 74 enrolled

Mr. Ingwaldson asked for questions and comments, and thanked the Board for the opportunity to serve in Yavapai County. Chairman Payne thanked Mr. Ingwaldson for his involvement with the Youth Council, noting a great opportunity to encourage young adults entering the workforce.

VIII. One Stop Report

Chairman Payne called on NACOG Operations Manager Leah Cickavage to give a One Stop Report. Ms. Cickavage began by reporting that COVID-19 largely affected the fourth quarter for the One Stops, and she thanked all the partners for going above and beyond to serve during these challenging times.

Ms. Cickavage reported that the majority of clients were reaching out to the One Stops for unemployment claims assistance and referrals for resources during the last quarter. She reported that most services were available to clients virtually. The trend for unemployment services was greater than employment services during the reporting period, but Ms. Cickavage noted that in the current quarter they are seeing that trend change.

Ms. Cickavage noted on the report that some of the virtual services introduced were more difficult to track for reporting purposes, but the Title I programs have been accepting clients in-person by appointment. She highlighted some of the statistics for Title I services, noting considerable increases over last year's numbers. The exception was the Business Assistance Center report, which demonstrated a decrease due to the Prescott office being closed to the public and less demand at this time. Ms. Cickavage also reported an increase in customer satisfaction based on the surveys completed by those who visited the One Stops.

Ms. Cickavage noted that there were no Title III, Department of Economic Security (DES) Employment Administration services provided by DES at the Prescott One Stop location. She described the services that DES provides, such as registering on the Arizona Job Connection (AJC) website, uploading resumes, receiving job referrals, etc. There was a major increase reported in the number of DES services during the quarter, a 6,283 increase in the Cottonwood location and a 4,290 increase in the Prescott Valley location. This was largely due to the increase in unemployment insurance claims.

Title IV Vocational Rehabilitation Services serves participants who have disabilities with employment training and services. Ms. Cickavage noted that there was no data provided for the previous program year, and no comparisons were reported. There were 695 clients served, 20 of which exited the program with employment, and there were 37 job placements in the last quarter with an average hourly wage of \$14.86.

Title II Adult Education reported an increase in the number of participants over last year, but a decrease in the number of instructional hours and measureable skills gains due to the pandemic shut-down of Yavapai College over the last quarter.

Ms. Cickavage asked for questions – Steve Silvernale asked about the use of online educational services with Yavapai College, noting that services overall were down. Discussion followed regarding broadband issues in some areas hindering access. Title II Director Craig Lefever noted that the College is working on solutions to the internet issue, noting that the college is considering going 100% online.

Ms. Cickavage highlighted the top job trainings and placements by industry, noting that healthcare related jobs are in high demand. She also reported that Yavapai County unemployment rate ranged from 9% to 14% during the months of April through June, 2020, with over 41,000 individuals filing for unemployment in Yavapai County. Ms. Cickavage also shared the available One Stop Partner services for each Title during the COVID-19 pandemic. With that she concluded her report.

▪ **Infrastructure Funding Agreement Review/Approval**

Chairman Payne turned the meeting over to Craig Lefever, Chairman of the One Stop Committee, to present the Infrastructure Funding Agreement (IFA) for review and approval. Mr. Lefever reported that the Executive Committee approved this agreement at their last meeting. He noted that the final draft is required to be submitted on August 31, 2020. Items highlighted in yellow indicated updates to the document. Mr. Lefever noted that the increase in overall career services costs was inserted as well, which the Executive Committee approved to be divided equally among the Partners. He noted that each partner should verify the correct contact information is in place. Mr. Lefever noted that these costs are only for the One Stop Centers in the Prescott Office and Cottonwood office. He asked for questions and comments.

Ms. Drew reviewed the State's rules for this document, noting several pages of requirements. She reported that this document is on the agenda for the next Board of Supervisors meeting for approval. Ms. Drew noted that the IFA is an agreement for all partners to fairly share in the costs of running the One Stops as well as the Board budget. She remarked that last year, Title II was the only financial partner. She has invoiced all partners with the goal of demonstrating the Workforce Board's meeting of their requirements before the State. If the partners don't contribute, the partners will be out of compliance. Ms. Drew noted that this year, DES provided their operating costs, something that the Board did not have in the past. She noted that DES's operating costs is considered their contribution to fair share cost sharing for operations, leaving only the Board budget portion as their remaining obligation.

Ali Gamero-Hernandez, Title III representative on the Board, commented that she will be abstaining from the vote as she has recently taken on a new role that could pose a conflict. She also noted via the Zoom chat the Title III will likely be proposing some modifications to the IFA. Craig Lefever also recused himself from the vote to avoid the appearance of a conflict.

Chairman Payne called for a **motion to approve the IFA; so moved by Steve Silvernale and seconded by Mark Timm. The motion carried with two abstaining members.**

IX. ETPL Update

Chairman Payne asked Leah Cickavage to report the Eligible Training Providers List (ETPL) update. The ETPL is a list of any educational facility that is looking for WIOA funding for training programs, which must be approved by the local board first and recommended to the State for final review and approval. Ms. Cickavage reviewed the new training programs on the list as well as those requesting renewal. She asked for questions and comments. There were no questions – Chairman Payne called for a **motion to approve the ETPL list; so moved by Craig Lefever, seconded by Steve Silvernale. The motion carried unanimously.** Ms. Drew commented that Unemployment is paying people \$840 per week right now with no work requirement, which has opened an opportunity to many to go back to school during the pandemic. She noted a conversation she had with Dr. Rhine at Yavapai College, who noted that enrollments are up, but the credit hours as a result are up 40% as well.

X. Member Comments

Chairman Payne began the Member Comments section of the agenda by introducing new member Garth Bascom, and she asked him to share a bit of his background with the Board. Mr. Bascom shared that he has worked for Fann Contracting for three years as the Human Resources manager. Ms. Drew thanked Mr. Bascom for agreeing to join the Workforce Development Board, noting that Fann Contracting is one of the premier WIOA employers for Title I. She noted several of the training recipients on completion of training have been hired by Fann.

Chairman Payne also asked new member Ali Gamero-Hernandez to share a little bit about herself also. Ms. Gamero-Hernandez noted that she has worked with DES for about nine years, and with Title III in various capacities in Maricopa County and the City of Phoenix. She has expanded her work in Title III to include all of the local areas in the state. Ms. Gamero-Hernandez is currently the Deputy Administrator for Employment Engagement Administration, overseeing statewide business services. She is also the statewide Rapid Response coordinator, noting that original notifications regarding layoff events are dispersed to the appropriate local area, and the State Rapid Response works with the local area to deliver the best possible solutions and leverage the resources in a strategic way to serve the employer's needs. She will soon be serving on special assignment as Policy Administrator.

Chairman Payne called for other Member Comments. Vice Chairman Phil Tovrea and Steve Silvernale commented on recent stimulus packages.

Gary Hassen commented on the impact of school closures. Discussion followed regarding the Governor's office leaving the decisions for school reopening to the Counties. Comments followed on the health metrics involved in determining when it is safe to open the schools.

XI. Public Comments

Chairman Payne called for Public Comments – there were none.

XII. Adjournment

Chairman Payne called for a **Motion to Adjourn; so moved by Steve Silvernale, seconded by Ginger Johnson. The meeting adjourned at 10:45 AM.**

Ms. Drew announced that the Annual Awards Ceremony would begin around 11:00 AM, followed by a plated luncheon.

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Ms. Drew welcomed everyone to the Annual Awards Ceremony, particularly Supervisor Tom Thurman and Supervisor Randy Garrison, who will serve as emcees for the ceremony. She expressed appreciation to the County Supervisors for always supporting and adding value to the Annual Awards.

Ms. Drew turned the ceremony over to Chairman Anita Payne to present the Chairman's Award.

XIII. Chairman's Award Presentation

Chairman Payne presented the Chairman's Award to Vice Chairman Philip Tovrea for his outstanding leadership and contributions to the Yavapai County Workforce Development Board. Chairman Payne expressed appreciation to Mr. Tovrea for always assisting her in meetings, often filling in for her. She also noted Mr. Tovrea's advocacy for the Yavapai County communities, particularly in the Verde Valley. Mr. Tovrea expressed appreciation for the award, noting that he is there to assist in any way he can.

XIV. Director's Award Presentation

Executive Director Teri Drew presented the Directors Award to Supervisor Tom Thurman, who is completing his last term as the District 2 Yavapai County Supervisor. Ms. Drew cited his community service over the last 16 years. She also noted that he has served both as a liaison for the WDB but also serves on the NACOG Regional Council. Supervisor Thurman expressed appreciation for the award, noting the many friends present.

XV. Annual Awards Presentations

Supervisors Randy Garrison and Tom Thurman presented awards for business leadership and personal achievement in career pathways to the following:

Title I Leadership Awards

- Wild Tonic – Verde Valley Business Leadership Award, presented to Celina Morones on behalf of Havan Flanagan.
- Prescott Valley Economic Development Foundation – West County Business Leadership Award, presented to Mike Paredes, Executive Director.

Title I Achievement Awards

- Taylor Howell – New Certified Nurse’s Assistant (CNA)
- Amanda Dickinson – New CNA
- Corinne Harmon – Administrative Services Manager, FooteWork
- Anthony Wenger –Summer Youth Employment Program participant – Camp Verde High School

XVI. Awards Luncheon

The Awards Ceremony concluded with a luncheon in honor of the WDB and the Award Winners.

Minutes of the Workforce Development Board – August 13, 2020
Approved: