

Yavapai County Workforce Development Board Executive Committee September 12, 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	3
Gary Hassen	Absent	1
Rick Duff	Present	0

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

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 9:05 AM. A quorum was present. Introductions were made around the room.

II. Approval of the July 11, 2019 Minutes

Chairman Payne called for questions or comments on the minutes from July 11, 2019. She called for a motion and second for approval. **Phil Tovrea made the motion to approve the July 11, 2019 meeting minutes, seconded by Steve Silvernale. The motion carried unanimously.**

III. Chair's Report

Chairman Payne commented on the Annual Meeting and publicly noted thanks to Executive Director Teri Drew for securing the venue at The Club at Prescott Lakes, noting an excellent location and that she would like to secure that venue again. Ms. Drew remarked that staff is trying to secure the same venue for next year's annual meeting. Ms. Drew made comments regarding the media's lack of presence at the event, however coverage was provided for the event. She noted that Yavapai College published Craig Lefever's Director's Award in the Department of Education Newsletter, and the Yavapai County Assessor's Office award was also published in the Yavapai County Newsletter. Ms. Drew noted that the Daily Courier published the event as well as the Prescott E-News. Positive comments followed. Ms. Drew noted that she was glad to have had the publicity because Yavapai County employers and ARIZONA@WORK Yavapai County clients deserve that recognition. Chairman Payne turned the meeting over to Ms. Drew for the Director's Report.

IV. Director's Report

Ms. Drew began by acknowledging everyone for their time and that she would move quickly through several items. She apologized for the rough drafts of the Bylaws and Shared Governance Agreement that staff sent out the day before, noting that she will walk everyone through the documents and seek approval. She welcomed Rick Duff to the Executive Committee, the new non-voting Public Voice appointee for Program Year 2019-2020.

➤ Program Update

Ms. Drew reported regarding the Yavapai County Contractor's Association (YCCA) Boot Camp that was held earlier this year, noting that she is on the committee for the next Boot Camp starting in January. Ms. Drew noted that there were some difficulties last January with the partnership and some staffing issues, however NACOG is a sponsor for the January 2020 Boot Camp and other staff assignments have been made to ensure a better partnership experience. Sandy Griffis, YCCA CEO, is expecting 30 youth to participate in the Boot Camp, which is open to Yavapai County residents aged 18 – 34 years, and is free. Training will run for three weeks and will include carpentry, plumbing and other building trades. Contractors will be taking the students on site to see projects in process. All of the students that complete the course will be offered jobs by the contractors involved in the West County Association. Some discussion followed regarding the difficulty in attracting new labor to the construction industry. Ms. Drew highlighted a few sectors that are attractive to youth that are a part of the construction industry, such as robotics, drones and technology, all of interest to today's youth, and the need to attract them through these sectors. Ms. Drew noted that the Boot Camp will be open to the Verde Valley as well, and NACOG will be offering gas vouchers for attendance. Other discussion followed regarding ways to attract youth into the construction industry.

Ms. Drew noted that Yavapai College has sent about 15 people into the CDL program that the Board approved through the Eligible Training Providers List (ETPL). Ms. Drew noted that the Workforce Innovation and Opportunity Act (WIOA) funding pays for 100% of the training, and Yavapai County has invested over \$40,000 so far. Phil Tovrea asked for hand-out information on the CDL program. Ms. Drew referred him to the new Program Staff at the Cottonwood office, Colleen Lyons, who is happy to reach out and provide information. Ms. Drew also noted that Fann Construction is willing to hire all of the CDL graduates from Yavapai College, and other contractors have expressed interest in the graduates as well. Discussion followed regarding local construction programs through the Arizona Department of Transportation (ADOT) that offer apprenticeships.

Ms. Drew noted a recent focus on the nursing program, noting YRMC is now accepting graduates into a training program. Ms. Drew noted that this is a new effort on the part of YRMC, which used to require two years practical experience for new nursing staff.

Ms. Drew shared a letter of gratitude to Program Staff Alex Gabaldon from a recent CDL graduate. She noted that out of area recruitment has made it difficult to retain these graduates in Yavapai County, but Yavapai College is beginning to make contacts locally to attempt to retain the graduates in Yavapai County. Discussion followed regarding competition in wages for these jobs.

Ms. Drew reported that she attended the California Workforce Association conference and Western Association Meeting in Monterey last week. She noted that California has dissolved their state agency and hired a Secretary of Labor for California. This individual is elected and reports directly to the Governor. Ms. Drew noted that California is very future focused, noting that environmental changes are some of the considerations for the next 10 years of future workforce talent pool development. Ms. Drew noted that Arizona is not having a 2020 conversation yet, according to her meeting with State leaders. Some discussion followed regarding California's decision to change the way workforce is done. Ms. Drew noted a focus on educating minorities in California to make them better prepared for the future workforce, noting that minorities are becoming the majority in California. She spoke briefly about the endeavors in developing that talent pipeline for the future. Discussion followed to that end.

➤ **Fiscal Update**

Ms. Drew moved to the next agenda item, noting additional allocations received from DES for Yavapai County in the amount of \$4,093. The funds were allocated by DES for each Yavapai County Title I program in the “Other Training” category (materials, supplies, facilities, contractors, rent, etc.) as follows:

Youth - \$1,293 (new total allocation - \$424,221)

Adult - \$1,116 (new total allocation - \$941,330)

Dislocated Worker (DW) - \$1,684 (\$589,978)

Discussion followed regarding the provision of tools for the youth who will be participating in the YCCA Boot Camp, noting the high price of tools. Minimal tools are provided, and the required tools are expensive once the Boot Camp participants complete their training. Ms. Drew noted that ARIZONA@WORK program participants can request up to 50% reimbursement for the cost of tools, up to \$500. Other discussion followed regarding the need for employers to assist in the provision of tools for their employees to succeed.

Ms. Drew introduced Fiscal Manager Sara Gonzalez and asked for an update from her for the total allocations for DW. Ms. Gonzalez provided the corrected report.

Ms. Drew asked for questions and comments regarding the additional allocation. Chairman Payne called for a motion to approve the additional allocations as presented; **so moved by Phil Tovrea, seconded by Steve Silvernale. The motion carried unanimously.**

➤ **Policies Update Review and Approval**

Ms. Drew reviewed the Incentives Policy and the Definitions for youth policies that will be added to the Policy Manual that was approved in August.

Ms. Drew noted that the State recently opened an opportunity to provide incentives to all programs, not just Youth as was the previous policy. The incentives are for completion of certifications/classes for Adults as well as Youth, and DW participants. The maximum incentive allowed is \$100 to successful completion of five sections of the high school equivalency exam, for earning a secondary school diploma, and for achieving a recognized credential. This incentive program is an important tool to encourage follow-through to completion for program participants. Ms. Drew noted that this will also help with tracking of performance and placement throughout the year, citing an example of an individual getting paid to go through the training, and not responding with proof of completion at the end of the program. Some discussion followed regarding the potential cost and the benefit of the incentive program. **Steve Silvernale made a motion to approve the Incentive Policy, seconded by Phil Tovrea. The motion carried unanimously.**

Ms. Drew introduced a Youth Policy as an opportunity to attract youth to the program. She noted past efforts to encourage the state to provide waivers to the barriers that discouraged youth from participating in the programs. Ms. Drew noted that youth have to be low-income and have barriers to employment to participate, and there is a 5% window for other youth to participate as well. With this policy, these youth can now be brought into the program if they can demonstrate a barrier to employment. Ms. Drew noted that this policy outlines definitions to in-school and out-of-school youth who require additional assistance to enter or complete an education program or to secure employment and hold employment. The criteria for qualification are:

- Poor Work History/under-employed

- Occupational Skills Deficient
- Identified high poverty area determined by Census

Discussion followed regarding the difficulties to enrolling youth due to barriers, and benefits to this policy.

Chairman Payne called for a motion to approve the Youth Policy Definitions for In-School and Out-Of-School Youth Barriers. **Steve Silvernale made the motion to approve, seconded by Phil Tovrea. The motion carried unanimously.**

Chairman Payne excused herself from the meeting due to other obligations. Vice Chairman Tovrea assumed the Chair.

➔ **Yavapai County Shared Governance Agreement Review and Approval**

Ms. Drew changed the order of the agenda to begin reviewing the Shared Governance Agreement (SGA). Due to policy changes, revisions to the SGA are necessary. Ms. Drew noted that this agreement is between the Board of Supervisors (BOS) and the Workforce Development Board (WDB), and she highlighted the recommended updates to the SGA for the Board's compliance with the approved state and local policies. Ms. Drew particularly noted a new requirement for the WDB to approve their annual budget. She also noted that the BOS has already approved the budget as well as the Policies.

Ms. Drew spoke about the past and current efforts of the WDB to collect fair share infrastructure cost sharing from all partners, and she reminded the Board that Title II provided \$15,000 in cost sharing last year. This year a methodology for ensuring Board compliance in this regard has been developed, and all partners will be invoiced for their fair share contribution to the operations of the One Stops, approximately \$37,000 per partner, leaving the responsibility to follow through with payment of fair shares with the partners who receive the invoices. Discussion followed regarding partner participation, noting that it will be the partner who does not pay their invoice who will be out of compliance with state policy, not the Board. Other discussion followed regarding the expiring of the Workforce Innovation and Opportunity Act in June 2020, and the lack of a replacement law on the table at this time.

There were several other areas within the SGA that required updates due to policies, and Ms. Drew continued summarizing the updates, mostly minor points of clarification and typographical errors. Following her recap, Ms. Drew called for questions and comments and asked for approval. Vice Chairman Tovrea called for a motion to approve the SGA with the recommended changes, **so moved by Steve Silvernale with the caveat that all references to the Local Workforce Development Board (LWDB) be changed to Workforce Development Board (WDB), seconded by Phil Tovrea. The motion carried unanimously.**

Discussion followed regarding the changes to the SGA, including discussion about performance measures and results of falling short in the performance.

A request was made for an updated list of acronyms. Ms. Drew noted that staff will update the list and distribute to the Executive Committee.

Ms. Drew noted discussions regarding firewalls in place to avoid conflict of interest, noting that the state requires clarification regarding the roles of the WDB, BOS and NACOG. She stressed that the

firewalls are being reviewed so as to demonstrate clear separation of duties regarding One Stop program operations, fiscal management and Board Executive Director responsibilities.

➤ **Bylaws Update Review**

Ms. Drew then reported that the Yavapai County WDB Bylaws will also be modified to reflect the adopted language from the SGA. **Steve Silvernale made a motion to adopt the Shared Governance Agreement language into the WDB Bylaws for continuity and flow. Phil Tovrea seconded the motion. The motion carried unanimously.** Rick Duff pointed out various places in the draft Bylaws that use the language “to ensure,” noting that this language is difficult to work around. Ms. Drew recommended using the word evaluate in place of ensure. She also recommended condensing common topics to avoid redundancy.

Ms. Drew also pointed out the section on page 8 which speaks to a discrepancy regarding Title I staff members who have a post at either ARIZONA@WORK Yavapai County One Stops or Job Centers not being eligible for positions on the Board, due to potential conflict of interest. She noted that DES is at the Job Centers and are required members of the Board. Ms. Drew noted that she will leave that language in the Bylaws, but suggested the additional language stating that the DES representatives (Titles III and IV) appointed to the Board must declare conflict of interest.

Ms. Drew then suggested that, regarding attendance requirements on page 9, Board members who plan to be absent from a Board meeting shall notify Board staff within 5 days of the meeting so as to not affect quorum. Further discussion followed regarding the reference to conflict of interest.

Discussion ensued regarding the process of removing board members and how to keep the process fair. Comments were made regarding past experiences in the removal of members. Ms. Drew noted terms of office should be clarified to allow multiple terms for officers. The Committee agreed.

Following further discussion of other minor modifications for consideration, Ms. Drew thanked everyone for their indulgence in the review of the Bylaws. Comments followed regarding the length of the Bylaws compared to what it used to be. **Steve Silvernale made a motion to approve the changes to the draft of the bylaws as discussed. Phil Tovrea seconded; the motion carried unanimously.** Discussion followed regarding the non-voting status of the Public Voice representative.

V. Member Comments

There were no member comments for the good of the order.

VI. Public Comments

Vice Chairman Tovrea called for comments from the public, there were none.

VII. Adjournment

Vice Chairman Tovrea called for a motion to adjourn, **so moved by Steve Silvernale, seconded by Phil Tovrea. The meeting adjourned at 11:02.**