



LWDB Bi-Monthly Meeting Agenda

Mar 22nd, 2023 10:00am - 12:00pm MST

Apache County Complex, 75 West Cleveland, St. Johns, Az.85936 / Zoom

Local Workforce Development Board Bi-Monthly meeting

This meeting occurs **every 2 months** on the **4th Wednesday** from **10:00 am to 12:00 pm** starting **03/22/2023** and ending **02/28/2024**

Topic: LWDB Bi-Monthly Meeting

Time: 10am - 12pm

Join Zoom Meeting

<https://us02web.zoom.us/j/3960244448?pwd=Tk1FNG5jKzRJbTZlbnDFvbnFRNEE2UT09>

Meeting ID: 396 024 4448

Passcode: 88gCzb

One tap mobile

+12532158782,,3960244448#,,,,*329169# US (Tacoma)

+13462487799,,3960244448#,,,,*329169# US (Houston)

Dial by your location

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+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
Meeting ID: 396 024 4448
Passcode: 329169
Find your local number: <https://us02web.zoom.us/j/kdekUVIZ4Q>

I. Call Meeting to Order

Roll Call

10:00am

II. Board Member Applicants

Lisa Grannis

10:10am

a. Tabitha Stickel

Tabitha Stickel - Associate Dean, College & Career Preparation,
Northland Pioneer College

10:10am


 [T. Stickel LWDB Application.pdf](#)

b. Ryleigh Aubuchon

Ryleigh Aubuchon - Regional Program Manager for
ARIZONA@WORK, Title 3, AZ. Dept. of Economic Security

10:15am

 [R. Aubuchon LWDB Application.pdf](#)

 [R. Aubuchon Nomination letter.pdf](#)

 [R. Aubuchon Resume.pdf](#)

c. Rochelle Shanta - Non voting board member

Rochelle Shanta - Workforce Supervisor, AZ Dept. of Economic
Security

10:20am

 [R. Shanta LWDB Application.pdf](#)

 [R. Shanta Resume.pdf](#)

**III. Introduction of County Representatives - Non
Voting Board Members**

Jeremy Flowers

10:25am

a. **Bryan Layton - Assistant County Manager, Navajo County**

10:25am

b. **Stephanie McCarthy -Human Resources Director, Apache County**

10:30am

IV. **Elections**

Lisa Grannis

10:35am

a. **LWDB Secretary - 2 Year term, by Polling anonymous vote**

b. **Executive Committee Members - 2 Year term - 3 Volunteers or voted members.**

V. **Conflict of Interest Forms Needed as soon as possible.**

Lisa Grannis

10:45am

I need to be able to state that they are complete by the quarter end for Certification.

 [Confidentiality and Conflict of Interest 2023 - fillable.pdf](#)


VI. **Budget Report**

Lisa Grannis

10:50am

FYTD 2023 Budget as of February 28,2023.

Need Approval

 [PY22_FY23 Projected budget through FY ending June 30,2023.pdf](#)

VII. **Transfer of Funds Request**

Lisa Grannis

10:55am

Transfer of Funds Requests from Dislocated Worker funds to Adult Funds equaling \$214,385.00 of which approximately \$118,000.00 expected to roll over to next FY24.

Need Approval to submit the Transfer of Funds Requests to WIOA.

 [WIO-1075A Transfer of funds request form NEAZ LWDB PY21 DW to Adult 03.15.2023.pdf](#)

 [WIO-1075A Transfer of funds request form NEAZ LWDB FY22 DW to Adult 03.15.2023.pdf](#)

 [WIO-1075A Transfer of funds request form NEAZ LWDB PY22 DW to Adult 03.15.2023.pdf](#)

 [WIO-1075A Transfer of funds request form NEAZ LWDB FY23 DW to Adult 03.15.2023.pdf](#)

/III. Health Department Community Health

Lisa Grannis

11:00am

Assessment

Approval needed of \$5,000 contribution or dues paid to Health Dept. and to be involved in the Community Health Assessment Needs committees such as the Poverty Committee.

Need Approval.

IX. ATLAS Demo

Jeremy Flowers

11:05am

A Brief Demo of ATLAS, a data referral Plus system.

Questions? Approval to move forward? In what capacity?

 [ATLAS.png](#)

X. Executive Director Updates

11:25am

a. EMSI renewal for LightCast

Jeremy Flowers

11:25am

The total renewal cost is expected to be \$27,107.50 with a Pinal County MOU agreeing to pay half which equals \$13,553.75.

Need approval to either renew for 1 year, or a 3 year renewal with an approved MOU.

b. Excess Vehicles Discussion

Jeremy Flowers

11:30am

c. Board Staff Job Descriptions

Jeremy Flowers

11:35am

Discussion

 [WIOA Compliance Officer.pdf](#)


 [WIOA Employer Engagement Specialist.pdf](#)

 [Lisa Job Description.pdf](#)

d. AZDES Data Sharing Agreement

Jeremy Flowers

11:40am

 [236509 Northeaster AZ Innovative Workforce Solutions DSA Executed 2023.pdf](#)

e. Payson Job Fair Highlights

Jeremy Flowers

11:45am

f. Other updates

Jeremy Flowers

11:50am

**XI. Next Meeting Date: May 24,2023
Gila County - Globe / Zoom**

Lisa Grannis

11:55am

END
12:00pm