

I. Call Meeting to Order

Roll Call

The LWDB Bi- Monthly meeting was called to order by Chairman David Miller at 10:10am.

LWDB Board Members in attendance: David Miller, Elizabeth Flake, Gail Campbell, Malissa Buzan, Sherry Condarco, and Steve North.

Staff in Attendance: Jeremy Flowers, and Lisa Grannis

Guests: Rochelle Shanta, Adam Girard, Julie Earle, Tyson Knudson, Diana Moya, Trevor Stokes, Anne Mueller.

There was no quorum

a. Updates & introductions of new officers

Lisa introduced the New LWDB Officers elected and approved by the Board of Supervisors: David Miller - Chairman, and James Bruzzi - Vice Char

II. New Executive Director Introduction

Lisa introduced the new Executive Director, Jeremy Flowers.

III. Executive Director Summary

Jeremy gave his Executive summary regarding his 90 day plan Priorities to include: Administrative staffing, Operating procedures, and Stakeholder Engagements.

IV. NAWDP Conference 2023

Need approval to register for in person attendance.

Lisa and Jeremy stated what this conference would entail and the benefits of it. Since there was no Quorum, no approval was made.

V. Workforce Development Summit Feb 14,2023

Jeremy made the board aware of the Workforce Development summit training. Lisa asked if this would be something that the board would need to approve. They stated not something this inexpensive, but they should be filled in on what we learn.

VI. Eager/ Springerville Job Center

We are following up with S.McCarthy in Apache County for office spaces available.

Need approval to move on this if expense is not more than it was before, \$2,495.00 quarterly.

Lisa told the board about the Eager/Springerville Job Center presence that the Staff has considered and researching. She asked for feedback and questions. It was agreed that amore presence would be good as long as we could partner with someone to keep our costs down.

VII. Addition of Library portals for distant areas needing our services

Jeremy mentioned his vision for reaching out to outlying areas of the Northeastern Arizona region by partnering with libraries. It was stated that it was a good idea to have a presence in as many areas as possible by board members.

VIII. Reassign Eileen Perry Job Description

Reassign Eileen Perry Job description from Intake specialist to Case Manager.

Need approval

The board members in attendance agreed that the CPLC reassignment of Eileen Perry's job did not need their approval, and that it is a CPLC decision as long as the outcomes satisfies the requirements.

IX. Budget Report

FY23 Budget ending December 2022

Need approval

Lisa explained the current budget to date. There was no Quorum, so no approval was made.

X. CPLC Budget Update

Trevor has been discussing with AZDES

Trevor stated that he had contacted DES and they stated that the Budget modification could not be made due to the Movement of Youth funds to Adult, even though it is actually administrative funds because that budget was already approved. However, Trevor did escalate the question up another level at AZ DES.

a. Modified Budget request

"As of right now, without a budget modification or an injection of funds, we cannot spend any more funds on Adult/DW participants. If , as a minimum, we could expedite the modification, it would be very helpful. As you see on the modified budget, the total amounts spend for Youth and Adult/DW programs do not change, we would just be allocating more salary to the youth program and have more money left over to spend on participants in the adult program. " quoted from CPLC.

XI. Officer elections

Elect Secretary & 2 executive Team members.

Role descriptions are on page 9 - 10 of Bylaws.

Since there was no Quorum, the board was unable to hold elections for the remaining positions.

XII. LWDB Board recruitment

Discuss Board recruitment

Lisa mentioned that the board needs to fill in the vacancies on the board. Elizabeth stated that it would be helpful to have each of the counties recommend board members from their counties.

Lisa stated that she does need the Conflict of Interest forms and she will email them to all to remind them.

XIV. One Stop Operator/Partner Reports

OSO Report December 2022

Dianna Moya gave the explanation of the OSO reports.

XV. Next LWDB Bi-Monthly Meeting Date ??

The next Bi Monthly meeting will continue scheduled as last year. The next meeting will be March 22, 2023.