



LWDB Bi-Monthly Meeting Agenda

May 24th, 2023 10:00am - 12:00pm MST

Spotlight

Dial-in: +1 888 998 2469

PIN: 82899149#

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

I. Call Meeting to Order

Roll Call

10:00am

II. Approval of March 2023 LWDB Bi-Monthly minutes

Lisa Grannis

10:10am

 [minutes-a09884-lwdb-bi-monthly-meetingpdf \(1\).pdf](#)

III. Executive Committee updates

Lisa Grannis

10:15am

Steve North has accepted the Executive Committee member nomination.

We now have all 5 members of the Executive committee: David Miller, James Bruzzi, Ryleigh Aubuchon, Rochelle Shanta, & Steve North.

IV. Board Member Updates

Lisa Grannis

10:20am

a. Kayle Lathrop

Lisa Grannis

10:20am

Kayle Lathrop - Gila County Community Services Director

 [KLathrop LWDB App.pdf](#)

 [KLathrop Recommendation letter.pdf](#)

 [KLathrop Resume.pdf](#)

**V. Introduction of Gila County Representative
Non Voting Board Member**

Lisa Grannis

10:25am

- a. **Cathy Melvin - Gila County executive
Assistant to District 3 Supervisor**
Cathy Melvin - Executive Assistant to Gila County
District 3 Supervisor

Lisa Grannis

10:25am

**VI. County Representatives - Make voting
members?**
Approval requested

Jeremy Flowers

10:30am

VII. Budget Report
FYTD 2023 Budget as of April 30,2023.

Need Approval

Lisa Grannis

10:35am

/III. ATLAS cost approval

Jeremy Flowers

10:40am

IX. Executive Director Updates

10:45am

a. **AZDES IGA**

Jeremy Flowers

10:45am

b. **Pinal County IGA**

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.

Jeremy Flowers

10:50am

Need approval & Signature of Chair for Pinal
County IGA.

 [Pinal County IGA Amendment 1.pdf](#)

c. Partners MOU/IFA Review/Approval?	Jeremy Flowers	10:55am
d. Board Staff Job Updates Discussion	Jeremy Flowers	11:05am
e. St. John's Updates	Jeremy Flowers	11:10am
f. Show Low Job Center update	Jeremy Flowers	11:15am
X. Next Meeting Date: July 26, 2023 Navajo County - Show Low City hall/Boardable	Lisa Grannis	11:20am
		END 12:00pm

I. Call Meeting to Order

Roll Call

The LWDB Bi- Monthly 03/22/2023 meeting was called to order by Chairman David Miller at 10:09am.

Roll called. Board Members in Attendance: David Miller, Elizabeth Flake, James Bruzzi, Marti Landis Jones, Sherry Condarco, Steve North, and Ben Smith. There was a quorum.

County Representatives: Stephanie McCarthy - Apache County

Board staff in attendance: Jeremy Flowers and Lisa Grannis.

Guests: Rochelle Shanta, Tabitha Stickel, Jody Toner, Jennifer Hernandez, Julie Earle, Adam Garrard, and Ryleigh Aubuchon.

II. Board Member Applicants

a. Tabitha Stickel

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

Lisa introduced Tabitha Stickel for approval as a LWDB member. Tabitha introduced herself.

Motion was made to approve Tabitha Stickel as a LWDB member by David, a second was made by James. All approved. Motion passed.

b. Ryleigh Aubuchon

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

Lisa introduced Ryleigh Aubuchon for approval as a LWDB member. Ryleigh introduced herself.

Motion was made to approve Ryleigh Aubuchon as a LWDB member by David, a second was made by Sherry. All approved. Motion passed.

c. Rochelle Shanta

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

Lisa introduced Rochelle Shanta as a non voting LWDB member. Rochelle questioned why she would be non voting. Jere.my explained that there was a conflict with her supervising the Job Center.

Motion was made to approve Rochelle Shanta as a non voting LWDB member by David, a second was made by Elizabeth. All approved. Motion passed.

NOTE: It was determined after the meeting that Rochelle is eligible to be a voting board member.

III. Introduction of County Representatives - Non Voting Board Members

Lisa introduced the current County Representatives as non voting Board members.

a. Bryan Layton - Assistant County Manager, Navajo County

b. Stephanie McCarthy -Human Resources Director, Apache County

Lisa also thanked Stephanie for hosting the first in person LWDB meeting in Apache County.

IV. Elections

Lisa mentioned that a LWDB Secretary and 3 committee members were needed. She asked for volunteers with no takers. She asked if there was anyone that would not be willing to accept the positions if voted in. No one answered. It was decided that the votes would be anonymous via polling in Boardable. She state she would send out the polls this afternoon.

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

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

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

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

VI. Budget Report

FYTD 2023 Budget as of February 28,2023.

Need Approval

Lisa explained the budget. February's monthly expenses were less than predicted, however, CPLC February Invoice was received after the month end. This added approximately \$27,000, but was still significantly lower than forecast. This leaves approximately \$104,000 Admin funds at June 30,2023 which could roll over to next year, or can be used for the program. There is a need to spend In school Youth funds of approximately \$50,000 before June 30,2023 or they will be lost.

Motion to approve the FY23 Budget through Feb. 28,2023 was made by Elizabeth Flake, and a second was made by James Bruzzi. All approved. Motion passed.

a. Approval to move funds to CPLC for Adult Training & Support

Lisa explained the need to move our LWD excess funding mostly due to lake of staffing costs this year to CPLC for Adult Training & Support for the Waiting list for participants. Approval was requested. Motion to move the funds from our budget to CPLC for Adult Training and support was made by Elizabeth Flake, and a second was made by Ben Smith. All approved. Motion Passed.

VII. Transfer of Funds Request

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.

Lisa explained the transfer requests and the discrepancy in the totals and the amount requested. It is due to prior transfers add in to make the final balance.

Motion to approve the Transfer of funds request to WIOA was made by Marti Landis Jones, and second by James Bruzzi. All approved. Motion passed.

VIII. . Health Department Community Health 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.

Lisa explained the request to contribute to the Health Dept. Community Health Needs committees. There is a good opportunity to collaborate with the health dept. to improve such issues as poverty in the Navajo County Community.

Stephanie asked whether this was state health dept or local. Lisa explained that it is for Navajo County health Dept. Health Assessment. Lisa stated that she would be open to collaborations with all of the County Health Departments.

A Motion to approve the contribution /dues paid to the Navajo County Health Dept. for collaborative efforts in improving the community Health needs was made by Elizabeth Flake, a second was made by Marti Landis Jones. All agreed. Motion Passed.

IX. ATLAS Demo

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

Approval to move forward? In what capacity?

Jody Toner gave an ATLAS systems overview and presentation to the Board.

Jeremy requested approval to move forward with requesting a more detailed proposal from ATLAS with more specific pricing.

A motion to move forward with the Atlas Proposal request was made by Elizabeth Flake, a second was made by Ben Smith. All approved. Motion Passed.

X. Executive Director Updates

a. EMSI renewal for LightCast

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.

Jeremy explained the differences in Lightcast and Atlas. They both meet very different needs. He requested an approval for either 1 year or 3 year.

Motion to approve a EMSI renewal for Lightcast for a 3 year term with discounted rate was made by Elizabeth Flake, a second was made by James Bruzzi. All approved.

Motion Passed.

b. Excess Vehicles Discussion

Jeremy made the board members aware of the vehicle dilemma we face, and we are trying to get the appropriate guidance for options so that they do not sit there unused.

c. Board Staff Job Descriptions

Discussion

Jeremy updated the Board on the Job Description attached with the board packet and stated that any feedback would be much appreciated. He stated he believes this would give us a solid staff to move forward.

d. AZDES Data Sharing Agreement

Jeremy stated that the AZDES Data Sharing agreement has been signed and approved.

e. Payson Job Fair

Highlights

Jeremy updated the board on the Payson Job Fair Mar. 16,2023. Over 50 job seekers and 12 employers attended. Very successful.

f. Other updates

XI. . Next Meeting Date: May 24,2023

Gila County - Globe / Zoom

Lisa encouraged the board members to attend a few in person board meetings in other counties for networking and collaboration amongst communities.



NORTHEASTERN ARIZONA

Innovative Workforce Solutions

Serving Navajo, Apache and Gila Counties

**INTEREST FORM FOR REPRESENTATION ON THE
NORTHEASTERN ARIZONA INNOVATIVE WORKFORCE SOLUTIONS
WORKFORCE DEVELOPMENT BOARD**

The purpose of this application is to obtain information about qualifications and interest in serving on the Northeastern Arizona Workforce Development Board. Please attach a resume or biography to this application.

PERSONAL DATA

Name: Kayle Lathrop

E-mail Address: klathrop@gilacountyaz.gov

Residence Address: 270 S Sutherland Street, Globe, AZ, 85501

Mailing Address: 5515 S Apache Ave, Suite 200, Globe, AZ, 85501

Residence Phone: 928-961-3608 Business Phone: 928-961-3608

Occupation: Director, Community Services

Employer: Gila County

Address: 1400 E Ash Street, Globe, AZ, 85501

EDUCATION

<u>Schools attended</u>	<u>Address</u>	<u>Date</u>	<u>Degree</u>
Valparaiso University	1509 Chapel Drive, Valparaiso, IN, 46388	Aug 2015-May 2020	BSPH
Valparaiso University	1509 Chapel Drive, Valparaiso, IN, 46388	May 2020-May 2021	MPH

EMPLOYMENT

List major employment chronologically beginning with present.

<u>Dates</u>	<u>Employer</u>	<u>Position</u>	<u>Location</u>
May 2023-Present	Gila County	Director, Community Services	Globe, AZ
June 2021-May 2023	Gila County	Public Health Equity & Prevention Manager	Globe, AZ

RELATED ACTIVITIES

List volunteer activities, elective offices held, participation in organizations related to job training and other activities that may be relevant to your interest in serving the Local Workforce Investment Board.

<u>Dates</u>	<u>Activity/Office</u>	<u>Location</u>

DESCRIPTION OF INTEREST

Category to Represent (Check One) _____ Business _____ Education X _____ One Stop Partner
_____ Organized Labor _____ Economic Development _____ Community Based Organizations

REFERENCES

1. Michael O'Driscoll _____
2. Joshua Beck _____
3. Seth Preus _____

Kayle Lathrop
Signature

5/9/2023
Date

Please submit application with Bio or Resume to:

Lisa.Grannis@Navajocountyaz.gov or 180 N. 9th Street | Show Low, AZ 85901

For Internal Use Only

New Applicant / Recertification (Circle One)	Application Approved / Denied (Circle One)
Date Approved by Navajo Cty BOS _____	Reason Denied _____
Membership Expires _____	Original Approval Date _____
Member Represents _____	

May 16th, 2023

Lisa Grannis
Workforce Board Clerk and Compliance Specialist
Arizona @ Work

Dear Ms. Grannis,

I am writing to recommend Kayle Lathrop as a board member for The Northeastern Arizona Local Workforce Development Board. Ms. Lathrop is the new Director of Community Services for Gila County and, I feel, a good fit to replace me on the board. Kayle has lived and worked in Gila County for the past two years and maintains a passion for serving her community.

Please accept this as my formal nomination of Ms. Kayle Lathrop to The Northeastern Arizona Local Workforce Development Board.

Sincerely,

A handwritten signature in black ink, appearing to read 'Malissa Buzan', with a large, stylized flourish extending from the end of the signature.

Malissa Buzan

Kayle Lathrop

Organized, reliable, and self-motivated public health professional with a Master of Public Health. Experience in community health, program planning, and grant-funded programs.

270 S Sutherland Street
Globe, AZ 85501
(928) 961-3608
kayle.lathrop@gmail.com

EXPERIENCE

Gila County Health and Emergency Management, Globe, AZ — *Public Health Equity and Prevention Manager*

JULY 2021 - PRESENT, FULL-TIME

Manage a team of staff members with varying backgrounds.

Oversee multiple state and federal grants.

Communicate effectively with staff, consultants, Deputy Director, and Director.

Develop yearly action plans and budgets for all prevention grants.

Midwest Center for Youth and Families, Kouts, IN — *Behavioral Health Worker*

OCTOBER 2019 - FEBRUARY 2021, PRN 'AS NEEDED' STAFF - APPROX. 25 HR/WK

Direct patient care in a residential mental health facility for adolescents.

Assist residents in day-to-day activities.

Create a therapeutic environment for residents.

Develop therapeutic groups to engage residents in treatment.

Warren County Health Department, Monmouth, IL — *Environmental Health Intern*

MAY 2019 - AUGUST 2019, MAY 2017 - AUGUST 2017, & MAY 2016 - AUGUST 2016 - 25 HR/WK

Trap mosquitoes and test them for West Nile Virus in a lab at the health department. Record data in an online database through the State of Illinois. Develop press releases regarding positive test results.

Collaborated on an informational leaflet covering West Nile Virus and Zika virus for the community.

Assist with assorted tasks around the Health Department to learn more about each aspect of a county health department.

Develop educational materials for the community in regards to vaccines.

Participated in 'Crimson Contagion' functional emergency preparedness exercise through IDPH with WCHD.

SKILLS

Adaptability

Organization

Communication

Multitasking

Self-motivation

Teamwork

Professionalism

Microsoft Word

Excel

PowerPoint

**Eagleview Community Health System, Oquawka, IL —
Administrative Intern**

MAY 2018 - AUGUST 2018 - 40 HR/WK

Compile data for Community Health Needs Assessment.

Develop new patient satisfaction surveys for use in both the Oquawka and Stronghurst offices.

Develop and implement a new filing and organization system for dental x-rays.

Assist with assorted office tasks.

Valparaiso University, Valparaiso, IN — *Smoking Coalition for Porter County* - Intern

SEPTEMBER 2017 - MAY 2018 - AS NEEDED

Research apartment complexes in Porter County, Indiana to determine whether they are smoke-free or not.

Aid complexes in becoming smoke-free if they so desire.

EDUCATION

Valparaiso University, Valparaiso, IN — BSPH

AUGUST 2015 - MAY 2020

Bachelors of Science in Public Health. 3.4/4.0 GPA. *Cum Laude*.

Minor in Healthcare Leadership.

Valparaiso University, Valparaiso, IN — MPHS

MAY 2020 - MAY 2021

Master of Public Health. Graduation in May 2021.

Dean's List: Fall 2020

Practicum and Capstone Internship: Healthy IDEAS program through Porter-Starke Services in Valparaiso, IN.

ACCOMPLISHMENTS

Public Health Student Association

- Founded the Public Health Student Association – Fall 2017

- Led a supply drive for those affected by Hurricane Harvey

- Elected to two terms as President – 2017/2018 and 2018/2019 school years

- Social Media Chair – 2019/2020 school year

Graduate School Advisory Council

- 2020/2021 school year

- Selected by program director to represent the MPH program

- Served on the Student Academic Fair Practices (SAFP) Grievance Committee

LANGUAGES

English

AMENDMENT NO. 1 TO INTERGOVERNMENTAL AGREEMENT

1.0 PARTIES. This Amendment No. 1 to Intergovernmental Agreement (“INTERGOVERNMENTAL AGREEMENT BETWEEN PINAL COUNTY AND NAVAJO COUNTY AS CHIEF ELECTED OFFICIAL FOR THE NORTHEASTERN ARIZONA LOCAL WORKFORCE DEVELOPMENT BOARD FOR ONLINE ECONOMIC/WORKFORCE MODELING TOOL SUBSCRIPTION SERVICES”), is made and entered into as of May, 2023, with an effective date of May 30th, 2023, by and among Pinal County and Navajo County as the Chief Elected Official for the Northeastern Arizona Local Workforce Development Board. The parties are sometimes referred to herein collectively as the “Parties” and individually as a “Party”.

2.0. RECITALS. The following recitals are incorporated in and made a part of this Amendment No. 1.

2.1. Intergovernmental Agreement. The Parties entered into an agreement entitled INTERGOVERNMENTAL AGREEMENT BETWEEN PINAL COUNTY AND NAVAJO COUNTY AS CHIEF ELECTED OFFICIAL FOR THE NORTHEASTERN ARIZONA LOCAL WORKFORCE DEVELOPMENT BOARD FOR ONLINE ECONOMIC/WORKFORCE MODELING TOOL SUBSCRIPTION SERVICES dated May 1st, 2022 (the “Agreement”), to share the cost of a subscription-based economic and labor market data service for the mutual benefit of the Parties’ workforce development departments.

2.2. Renewal of Agreement. Per Section 2.C. of the Agreement, “Any renewal of this Agreement must be via a written mutually agreed upon and signed Amendment to this Agreement.”

2.3. Purpose of Amendment No. 1. The Parties are entering into this Amendment No. 1 to extend the Agreement for up to an additional twelve (12) months.

3.0 DEFINITIONS. Unless otherwise stated herein, all capitalized terms in this Amendment No. 1 shall have the meaning set forth in the Agreement.

4.0 REVISION OF SECTION 2.A. The Parties agree Section 2.A of the Agreement, as amended by Amendment No. 1, is replaced by the following:

Unless terminated as otherwise provided in the Agreement, this Agreement shall become effective on the 30th day of May, 2023, and shall remain in effect for one (1) year thereafter unless terminated or renewed as provided herein.

5.0 EFFECT OF AMENDMENT. The Agreement as amended by this Amendment No. 1 shall cause the cost-sharing arrangement in the Agreement to remain in effect and be binding upon the Parties.

6.0 MINOR CHANGES. In Section 9.A. of the Agreement, the name of the LWDB Executive Director in the Navajo/Northeastern Arizona LWDB contact information is replaced with “Jeremy Flowers.”

The Parties executing this Amendment No. 1 are authorized to make other non-substantive corrections to this Agreement as the Parties mutually consider necessary.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be executed by the following duly authorized representatives.

PINAL COUNTY:

By: _____

(Chair, Pinal Board of Supervisors)

Date: _____

NAVAJO COUNTY:

By: _____

(Chair, Navajo Board of Supervisors)

Date: _____

By: _____

(Chair, NEAZ LWDB)

Date: _____

ATTEST:

Clerk of the Board

ATTEST:

Clerk of the Board

Legal Review

The foregoing Amendment is in proper form and is within the powers and authority of each party.

PINAL COUNTY:

By: _____

(Print name): _____

NAVAJO COUNTY:

By: _____

(Print name): _____