

## 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 - Non voting board member

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. Jeremy 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.

## 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.