

Minutes

LWDB Quarterly Meeting

📅 Wed November 18th, 2020

🕒 10:00am - 12:00pm MST

📍 Zoom

👤 In Attendance

I. **Call Meeting to Order**

Pledge of Allegiance

Roll Call

1. **Call to order: Pledge of Allegiance:** Woody Cline.
2. **Roll Call:** Stephanie Ray.
3. **Board Members Present:** James Bruzzi, Melissa Buzan, Jerry Burn, Gail Campbell, Woody Cline, David Miller, Gary Moore, Steve North, Kristy Prather, John Sorenson, Lyle Trone, Neil Travor
4. **Absent:** Connie Kakavas, Marty Landis, Ben Smith, Vaughn Stradling
5. **Quorum established at 10:02 A.M.**

II. **Consent Agenda**

Recommended Action: Approve all items on the Consent Agenda as presented.

1) **Ratification of Exec Committee Actions:**

a. **Approved LWDB Bylaws and Proposed Revisions to CEO/LWDB Partnership Agreement which reflect changes to Board Terms and Composition as Approved by the full LWDB at the September 3, 2020 meeting.**

b. **Approved Lease with Gila County for Admin Office Space in the Globe Comprehensive Job Center**

c. **Approved Board Membership Waiver Extension Request**

d. **Approved Transfer of \$180,000 from FY20 DW Allocation to FY20 Adult Allocation**

2) **Approve June 3, 2020 LWDB Meeting Minutes**

3) **Approve September 3, 2020 LWDB Meeting Minutes**

Decision: 1. **Discussion/Action:** Gail Campbell made a motion to approve the September Workforce Development Board Meeting Minutes. 2nd made by John Sorenson. Unanimous vote; motion carried.

III. **Budget Report**

Review of YTD Budget Summary

1. **Presentation:** Stephanie Ray presented a budget update. The LWDB is continuing to expend funds and provide services while operating at or under budget in every category.

IV. **Director's Report**

Lyle Trone and David Miller are both coming on as medical industry representatives. Lyle is the pharmacy director at White Mountain medical center and David works for IT at the medical center. We are down to one vacant business representative seat now that they have joined the board.

Jimi Hammond introduced as new Deputy Director of Strategic Initiatives. Jeremy Flowers introduced as new Data Analyst and Compliance Officer.

a. **Updates on Local Plan Goals/Strategies**

Workforce Quality Initiative

Integrated Technology System

V. **One Stop Operator/Partner Reports**

1. **Presentation:** Stephanie Ray presented one-stop operator partner report. The one-stop operator is currently working on their customer referral system and has established a paper form system. Information sharing between Show Low and globe offices has been established.
1. **Presentation:** Steve Yamamori from Reveille Foundation presented a report that the Foundation's transition to remote service has been successful and job placement continues.

VI. **Presentation - Dr. Brian Taylor, White Mountain Institute - White Mountain Works**

1. **Presentation:** Taylor, principal of the White Mountain institute, described his program. The institute places and supports students, especially those with challenges, in positions with employers. The institute is seeking employers to be part of this network. The institute provides students with coaches who will support them throughout their placement, teach them soft skills, and provide interventions to help them work up to employer standards. The institute can be reached at whitemountainworks@showlow.education (mailto:whitemountainworks@showlow.education).

VII. **MOU/IFA with One Stop System Partners**

Recommended Action: Approve MOU/IFA with One Stop Partners

- Decision:** 1. **Information/Discussion/Action:** Vote needed to approve MOU between the board and one-stop operator partners. MOU has gone through compliance review from fiscal department and been approved. A complete infrastructure funding agreement that contains clarifications in plain language is attached to the MOU. Providers co-located in centers must agree on a method for cost sharing based on share footage, with proportionate sharing of costs for furnishing and other overheads. The receptionist at the Gila county one-stop operating center, the furniture for the Show Low job center, and a part-time welcome staff in the Show Low job center are system costs to be shared by co-located partners. Partners not physically located in the job centers will still need to participate in some cost sharing, and signing the agreement states that they are willing to negotiate the split of other costs (including maintenance of the tech platform) as they become identified. Attachment B4 of the MOU shows a detailed breakdown of operating costs, proportional benefits and percentages.
1. Neil Travers motioned to approve the MOU, Steve North seconded. Motion was put to a vote and passed unanimously.

VIII. **Next Meeting Date: Review 2021 Meeting Calendar**

Staff recommendation: Increase meetings to every other month.

- Decision:** 1. **Information/Discussion/Action:** Following a discussion about increasing the frequency of meetings to one per month (with an alternating schedule of full board meeting on odd months and small meetings on even months) during 2021 to keep members more informed, Gail Campbell motioned to schedule full board and executive committee meetings on alternating months. John Sorenson seconded the motion. Motion was put to a vote and passed unanimously.

- Decision:** 1. **Next meeting date:** January 27th, 2021.