

## **I. Call Meeting to Order**

The meeting was called to order at 10:24am by James Bruzzi.

Members in attendance: James Bruzzi, Ryleigh Aubuchon, Rochelle Shanta, Martha Jones, Tabitha Stickel, Steve north, Ben Smith, Elizabeth Flake, Bryan Layton.

Staff in attendance: Jeremy Flowers, Lisa Grannis

Guests: Anne Mueller

There was a quorum.

## **II. Approval of March 2023 LWDB Bi-Monthly minutes**

Ryleigh Made the motion to approve the 04.26.2023 LWDB Board minutes, with Ben second. Motion passes.

## **III. Executive Committee updates**

Steve North has accepted the Executive Committee member nomination.

Jeremy reiterated that Rochelle Shant is eligible and is now a confirmed voting board member.

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

## **IV. Board Member Updates**

### **a. Kayle Lathrop**

Kayle Lathrop - Gila County Community Services Director

Kayle Lathrop's application was presented to the Board for approval.

Elizabeth made a motion to accept Kayle's application as a LWDB Board member. James made a second. All agreed. Motion passed.

## **V. Introduction of Gila County Representative**

Non Voting Board Member

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

Cathy Melvin - Executive Assistant to Gila County District 3 Supervisor

Cathy was introduced as the new Gila County Board representative for the LWDB Board.

## **VI. County Representatives - Make voting members?**

Approval requested

Jeremy asked for approval to allow the County Representatives to become Board members. All agreed. Woody Made the motion to allow County Representatives to become voting board members. Elizabeth made a second. Motion approved.

It was suggested that if a County Board member steps down from their position, the board recommends that they replace them by submitting a successor.

## **VII. Budget Report**

FYTD 2023 Budget as of April 30,2023.

Need Approval

Lisa explained the budget as of 04/30/2023. She brought to the Board's attention the Youth and Dislocated worker funds that she expects will be lost June 30,2023 if not spent. She explained that she would request a transfer from the Dislocated Worker funds to Adult Funds of \$5,000.

DES provided a report of funding usage and what is left over in the budget. Currently, we have 100,000 left in the budget to spend by the end of the year. This is exactly where we want to be and DES recognizes that the board is using the funds appropriately and in effective areas. DES has also offered to help the board find where to spend the rest of the money to best benefit the local workforce area and board

With this leftover funding, Jeremy stated that the board has enough money to pay for the Atlas referral system.

## **VIII. ATLAS cost approval**

Jeremy asked for approval to proceed with the purchase of ATLAS. It could be \$50,000-\$60,000 after training and purchase of kiosks. He stated that we would cover the starting purchase amount. The estimated \$27,744 annual costs will be shared after our first year. Woody made the motion to approve this purchasing, James made a second. All agreed. Motion approved.

With this leftover funding, Jeremy stated that the board has enough money to pay for the Atlas referral system. The cost of the system to start up and have for a year is 44,656. However, this does not include the price of kiosks. Kiosks are roughly 2,000 each and we would like them in centers or public spaces where we are not physically present.

## **IX. Executive Director Updates**

The board would like to consider moving the Globe team from the county facility to the local DES office. Jeremy and Lisa visited the Globe DES prior to the meeting and found there is space within the office that could house our team. It would be considerably cheaper to have the team in the Globe DES building rather than the county building.

We are Moving into Apache County libraries to provide ARIZONA@WORK services. This is a great rent free opportunity to reach more people in need of services. In the

future, we would like to move into Gila and Navajo County libraries

**a. AZDES IGA**

WIOA - PY23/FY24-PY27/FY28

**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.

Need approval & Signature of Chair for Pinal County IGA.

Jeremy updated the board on the Pinal County IGA. It will only be a yearly renewal per Pinal County.

**c. Partners MOU/IFA Status**

Jeremy notified the board that we will be requesting approval outside of the meeting for the MOU/IFA for Partners to enable us to meet the deadline of June 30,2023.

**d. Board Staff Job Updates**

Discussion

Pay scales and Job descriptions have been finalized.

**e. St. John's Updates**

Jeremy stated that the office has been moved in. He is working with St. Johns to complete a MOU. St. Johns has the Rise Program and a workforce grant they would like to share with us. We plan to utilize the available space in their centers, rent free, in exchange for clients. All service training will take place at the St. John's facility.

**f. Show Low Job Center update**

We are completely moved out.

**X. Next Meeting Date: July 26, 2023**

Navajo County - Show Low City hall/Boardable

Motion to adjourn was made by Ryleigh at 11:36am. Second by James.

**XI. OSO Report - April 2023**