

## Yavapai County Workforce Development Board One Stop Committee December 21st, 2021 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2021
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	0
Alycia Botkin, Title IV	Absent	2
Leah Cickavage, One Stop Operator	Present	0
Linda Bolyard, Title III	Present	1

### I. Call to Order

Due to the current health situation, committee members agreed to meet remotely for this session. Contact information was made available to the public through the NACOG website. Chairman Craig Lefever called the meeting to order at 10:04 a.m. and welcomed everyone. There was a quorum present. The Chairman determined that the members could discuss items and take actions. The Chairman confirmed that all attendees were able to access the attachments that were sent out with the invitation.

### II. Approval of May 18th, 2021 Meeting Minutes

Chairman Lefever called for questions or comments on the previous meeting minutes. There were none. Chairman Lefever sought a motion for approval. Mr. Askew made the motion and Ms. Bolyard seconded it. The motion passed unanimously.

#### Approval of September 21st 2021 Meeting Minutes

Chairman Lefever called for questions or comments on the previous meeting minutes. There were none. Chairman Lefever sought a motion for approval. Mr. Askew made the motion and Ms. Bolyard seconded it. The motion passed unanimously.

### III. Chair's Report

Update: One Stop Committee Scope of Work 21-22/ Chairman described the "Scope of Work" presentation as given to the WDB meeting containing a detailed description of the roles and responsibilities of the Yavapai County One Stop Committee.

### IV. One Stop Operator's Report

Updates: Ms. Cickavage provided an overview of the recent reviews of the One Stop sites in Prescott, Prescott Valley and Cottonwood. Items of concern that were addressed included Prescott signage, Prescott ramp accessibility, public transport to One Stops, access to core services at the Prescott Valley affiliate site, and the One Stop client referral system. One item of

concern that still needs to be addressed is an adjustable workstation at the Prescott Valley affiliate site. The Yavapai One Stops were granted “conditional approval” on 11/29/21.

Ms. Cickavage discussed the importance of project timelines and modifications to the Local Plan, revisions to which should be completed by March 30<sup>th</sup>, 2022 to allow time for public comments. All partners are requested to submit any revisions for their programs.

Ms. Cickavage mentioned that MOU/IFA agreements would need to be revised during the Spring of 2022.

Ms. Cickavage provided training and reviewed to form and process for referring students between and among the core partners.

**V. Partner Updates**

Chairman Lefever asked each attending Core Partner representatives to give a brief update on their current service activities and platforms.

Title I: Mr. Askew described how One Stop Centers will seek to increase traffic at sites and initiate outreach to new students, including recruitment through the VA.

Title II: Chairman Lefever explained that Yavapai College Adult Basic Education is also pursuing new student recruitment measures.

Title III: Ms. Bolyard announced that Vocational Rehabilitation numbers are down, both in virtual and walk-in employment services.

Title IV: N/A

**VII. Public Comments**

Chairman Lefever called for public comments and there were none.

**VIII. Adjournment**

Mr. Askew motioned for adjournment and was seconded by Ms. Bolyard. Chairman Lefever adjourned the meeting at 10:57 a.m.

DRAFT