

Yavapai County Workforce Development Board

Executive Committee

May 11, 2023 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2023
Anita Payne, Chairman	Present	0
Gary Hassen, Vice Chairman	Present	0
Garth Bascom	Present	0
Tony Gauthier	Present (via Zoom)	0
Mark Timm	Present	0

Staff: Teri Drew, Executive Director
 Tamara Otley, Executive Assistant

Guest: Gabe Loyola

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 9:00 AM – a quorum was present. Chairman Payne greeted everyone.

II. Approval of the January 12, 2023 Executive Committee Minutes

Chairman Payne called for questions or comments regarding the January 12, 2023 meeting minutes, there were no questions. **Vice Chairman Hassen made a motion to approve the January 12, 2023 minutes as drafted, seconded by Mr. Bascom. The motion carried unanimously.**

III. Chairman's Updates

Chairman Payne thanked Vice Chairman Hassen for his dedicated service and tremendous support and wished him well in his retirement.

Chairman Payne then called for a motion and second to move into executive session to discuss procurement and legal updates: the One Stop Request for Proposal Evaluation and Youth Provider Evaluation, **so moved by Mr. Timm, seconded by Vice Chairman Hassen. The motion carried unanimously.**

Teri Drew and Tamara Otley excused themselves from the discussion and exited the room.

The Executive Committee unsealed the proposal packets for Youth Services and conducted individual evaluations. The proposal in total rating by the Committee was 200 total points eligible and the average was 199 points. The Youth Proposal was rated very favorably.

The Executive Committee unsealed the proposal packets for the One Stop Operator and conducted an evaluation. The members in aggregate of 100 point total score averaged 86.25. Both packets were favorably received by the Committee.

Following the discussion, the executive session was closed and Ms. Drew and Ms. Otley returned to the meeting.

Following the return to the public meeting, Chairman Payne called for a motion to approve the One Stop Operator proposal from NACOG and the Youth Services proposal also from NACOG. **Vice Chairman Hassen made a motion to approve, second by Mr. Bascom. The motion carried unanimously.**

Chairman Anita Payne transitioned to Zoom and Mr. Timm continued the meeting

IV. Director's Updates

As an informational only item, Ms. Drew announced and presented the new Workforce Development Board Arizona@Work logo.

- **PSA Review and Approval**

Ms. Drew reviewed and discussed in detail each change to the draft PSA. These changes included renaming to Provider Service Agreement, adding NACOG as a partner to the agreement, description of roles and responsibilities and agreement completion date. There was extensive discussion on whether directors and officers insurance is necessary or if general liability insurance covers it adequately. Ms. Drew believes the Board is already covered under general liability; Mr. Timm would like clarification on what is covered and what is not. Mr. Timm called for a motion to approve. **Vice Chairman Hassen made a motion to approve, second by Mr. Bascom. The motion carried unanimously.**

- **WDB Budget Discussion**

Ms. Drew reported Workforce Arizona Council will approve allocations at the end of May and she will subsequently develop the board budget following final allocations. Discussion followed regarding the following items.

Ms. Drew opened a discussion regarding revised governance policies from the Workforce Arizona Council, which states that the board can include in their budget those items for which you [the WDB] procure, and mentioned that the board's previous response was the WDB board needs control over their own budget and need not be held captive to approval from outside the WDB board. The conversation Ms. Drew focused on was more about the fact that allocations from the State of Arizona have not been received as they are doing something a little bit different, possibly to meet their board scheduling. They sent out intergovernmental agreements which she received and is preparing for Board of Supervisor submission. Unfortunately, Ms. Drew went on to say, they sent it out with planning numbers, which the County recommended she not sign until the final numbers are received; then move it forward. Ms. Drew said the Workforce Arizona Council will approve allocations on May 31st or 25th, and that they will have that out to local areas following that meeting. Subsequently, she will develop the IGA and the board budget following final allocations. Ms. Drew asked the board whether they wanted her to leave those elements in as they did last year, or go back to a baseboard budget. Mr. Timm commented that it is reasonable for the board to have latitude and control locally because they are the ones who have line of sight. Ms. Drew commented the board has certain responsibilities when procuring services to manage and follow the budget and her recommendation is to have the base board budget. She ended with a statement that a vote was not needed, but asked for a consensus. Consensus was given.

- **Board Recertification Process**

Ms. Drew reported board certification has been completed, but approval is pending from Workforce Arizona Council July 1st. Partner requirements and labor requirements have been met.

- **WDB Bylaws Considerations**

Ms. Drew discussed and reviewed recommendations of changes to the bylaws to be approved and ratified at the next board meeting. They included the following:

Page 2, I. F. the information to include directors and officers insurance has been updated, but based on the discussion today, it may be deleted.

Page 5, III. 12. b and throughout the document, Rapid Response has been removed. Rapid Response is a service we used to provide directly at the local area, but the State has attached those funds and they're deploying them on behalf of local areas.

Page 5, III. 12. d. also stricken is the information that says that the Board of Supervisors submits monitoring and audits to the state because that is done by Teri on behalf of WDB.

Page 9, V. 1. or affiliations was added as members can be employed anywhere. Affiliation allows a broader scope for membership opportunities.

Page 10, VI. 4. addition of and Board of Supervisors as applicable was added to those with oversight.

Page 10, VII. A. Private sector appointments shall be for two years. Public sector appointments shall be for four years was added back in. It was inadvertently removed in some years past.

Page 11, VII. A. take place within the month of June was removed as in speaking to the County Clerk, they don't restrict appointments to June anymore.

Page 12, IX. C. there is no one titled director of the State Workforce Council, so Director of the State Council was removed.

Page 15, XI. C. ii. Language restricting WDB representation to be from each County District was removed primarily because it holds up the process of filling vacancies.

Page 15, XI. C. ix. Where reference is made that the Executive Committee can request reports from the, One-Stop Operator, Youth and Dislocated Worker provider was added.

Page 17, XII. B. The website has been corrected to reflect Arizona@work.com instead of Yavapaiatwork.com

Page 18, XII. G. including executive sessions was stricken as there are no recordings during executive sessions.

Page 21, XVI. C. the verbiage was changed to reflect a clear separation of duties and required firewalls between staff that perform governance functions and operation functions within the Yavapai County One Stop service.

Page 22, XVI. C. cooperative agreement was changed to Shared Governance Agreement.

Page 23, XIX. B. Chair was replaced with Director as the person to announce the need to open the bylaws for amendments.

Mr. Bascom made a motion to approve, second by Vice Chairman Hassen. The motion carried unanimously.

- **MOU/IFA Considerations**

Ms. Drew discussed and reviewed considerations for the Memorandum of Understanding (MOU) based on DES requests under Title III, including the addition of another SCSEP partner and a potential new signatory to the

agreement. The response to the State was, we'll consider adding that person on the next quarter or the next quarter after that when they give us information, documentation, and their fair share contribution to the board. Other than that, the MOU stays the same. The MOU/IFA will be going to the Board of Supervisors in May and June. **Mr. Bascom made a motion to approve, second by Vice Chairman Hassen. The motion carried unanimously.**

V. Member Comments

Ms. Drew recommends if the executive board wants to attend an upcoming Arizona Workforce Summit as an opportunity to provide input to the state board, registration and lodging are covered by WDB. Mr. Loyola encouraged attendance to give input to State representatives who govern legislation.

Mr. Loyola commented on the impact Artificial Intelligence (AI) has had on architecture with molecular changes. Mr. Hassen responded, "Gabe, look to future with training in AI – it will change education."

VI. Adjournment

Mr. Timm called for a **motion to adjourn; so moved by Mr. Bascom, seconded by Vice Chairman Hassen. The meeting adjourned at 10:55 AM.**

Minutes of the Yavapai County Workforce Development Board Executive Committee – May 11, 2023
Approved: