

Yavapai County Workforce Development Board

Meeting Minutes

Thursday, August 10, 2023 • 10:00 AM • 311 East Smoke Tree Lane, Prescott,
AZ 86301 • Zoom

Members	Attendance	Absences in 2023
Anita Payne, Chairman	Present	0
Mark Timm, Vice Chairman	Present	1
Garth Bascom, Executive Member	Present	0
Tony Gauthier, Executive Member	Present	0
Alycia Botkin	Present	0
Elaine Bremner	Present	0
John Heiney	Present	0
Mel Ingwaldson	Present	1
Ginger Johnson	Present	1
Craig Lefever	Present	0
Matt Meierbachtol	Present	1
Christian Olivia Del Rio	Absent	1
Rich Ormond	Present	0
Patrick Ramirez	Present	1
Sheri Rogers	Present	0
Jacob Tibi	Present	0
Kurt Wilkinson	Present	1

Staff: Teri Drew, Executive Director

Guests: Leah Cickavage, NACOG Operations Manager, Linda Brannock, Dawnette Pollard, Board of Supervisor Chairman James Gregory, Supervisor Mary Mallory, Supervisor Donna Michaels, County Manager Maury Thompson, Assistant County Manager Marty Brennan, Cynthia Gentle, John Morgan, Max Bledsoe, Sheri Heiney, Kathy McFadden, Bobby Huss, Debra Winters

I. Call to Order, Welcome, and Introductions

Chairman Payne called the meeting to order at 10:05 AM. Chairman Payne welcomed members and guests and introductions were made.

II. Approval of the April 13, 2023 Minutes

Chairman Payne asked if there were any questions or comments regarding the April 13, 2023 minutes. Hearing none, she called for a motion to approve. **Mr. Heiney made a motion, and Mr. Meierbachtol seconded. The motion carried unanimously.**

III. Chairman's Report

Chairman Payne noted that the Executive Committee did not hold a meeting last month however, Executive Director Teri Drew will provide updates.

Chairman Payne stated due to the retirement of Gary Hassen, she has appointed Jacob Tibi to serve on the WDB Executive Committee. Additionally, Tony Gauthier has served as the 2023 Public Voice for the last two years and this seat is due for rotation. Chairman Payne has appointed Patrick Ramirez as the Public Voice on the Executive Committee. Chairman Payne presented Mr. Gauthier with a certificate of appreciation for his service on the Executive Committee, noting he will remain as a general member. Chairman Payne reported that Mel Ingwaldson will continue to serve as the Youth Council Chairman, and Craig Lefever as the One Stop Committee Chairman.

Chairman Payne conveyed that the Request for Proposals process took an extraordinary amount of time over the last year for Youth Services and One Stop Operator. The Executive Committee concluded this process in May 2023 and identified NACOG as the Youth Services provider and the One Stop Operator. NACOG has met the requirements for provider. The Yavapai County WDB has met all state and federal regulations and has received full board certification from the State of Arizona.

Chairman Payne concluded her report.

IV. Directors Report

- **Program Updates**

Executive Director Teri Drew noted her excitement for the annual awards that will be immediately following today's board meeting. Ms. Drew opened with a reminder to members that if serving on special interest groups that are political, racial, religious, etc. in nature to refrain from representing these groups as a board member. Personal beliefs should be represented on personal time, not by board affiliation. We had a recent incident where the WDB was challenged because of a member's affiliation with an interest group.

Ms. Drew noted later in her report, a review of the WDB Annual Report will be presented. Again this program year, the WDB and Partners did an outstanding job. In Ms. Drew's annual report letter, she identified the challenges in the workforce after the COVID pandemic to hire, train, and retain employees. Ms. Drew complemented Ms. Cickavage, Mr. Lefever, Ms. Bolyard, and Ms. Botkin on their leadership in managing WIOA partner services. Thank you for all you do and for your contributions to the annual report.

As reported at the last meeting Yavapai County was conducting a financial audit. The audit has now concluded with no findings or observations noted. This concludes the county audit for Program Year 2022.

Ms. Drew shared that Grant Quezada, owner of Founding Fathers Collective, recently testified in front of Congress regarding services to small businesses and Veterans. Mr. Quezada represented Arizona well. He noted in his testimony that when starting his business, out of the organizations that were available, the Northern Arizona Council of Governments provided outstanding services and assistance with employee training and retention. Ms. Drew publicly thanked Mr. Quezada for his kind words. Mr. Quezada's testimony can be found on www.youtube.com.

- **Bylaws Review and Approval**

Ms. Drew presented at the last WDB meeting the need to open and review the WDB by-laws. Suggested revisions are as follows:

- Page 2 All members are covered by a Directors and Officers insurance
- Page 3 The WDB will conduct workforce research and regional labor market analysis to include:
- Page 5 Providers of Title I training services for Adult, Dislocated Workers consistent with the criteria and information requirements established by the Governor and WIOA Section 122. Ms. Drew discussed the new Rapid Response requirements.
- Page 5 The result of the monitoring and audits will be reported to the WDB during regularly scheduled meetings and made available to the State administrative entity by the Director.
- Page 6 The budget shall include all activities of the WDB including the Title I budget amounts to be allocated for Youth, Adult, and Dislocated Worker Program services;
- Page 9 New Member applications will include a letter of recommendation from the Board of Directors or industry leader of the nominee's related employment sector or affiliation
- Page 10 WDB Director reports directly to the WDB Chair with oversight from the Yavapai County Administrator and Board of Supervisors as applicable.
- Page 10 Private Sector member's terms shall be two years. Public sector appointments shall be for four-year terms.
- Page 12 In the event a vacancy cannot be filled within 120 days, the WDB must request a waiver in writing to the Workforce Arizona Council with an explanation of why a vacancy was not filled in the 120-day timeframe and a description of the process underway to fill the vacancy.
- Page 15 The Executive Committee shall consist of the Chair, Vice Chair, three other private sector representatives from the general board, and one WDB representative of the public sector to act as a Public Voice. (The Public Voice is a non-voting member of the Executive Committee and is appointed by the Chair.)
- Page 15 The Executive Committee may request additional information and reports from the Adult, Youth, and Dislocated Worker provider, the One-Stop Operator, and required Partners on an as-needed basis.
- Page 17 Meeting schedules for the WDB, Executive Committee, Youth Council, and One-Stop Committee shall be posted on the ARIZONA@WORK Yavapai County website (<https://arizonaatwork.com/locations/yavapai-county>), the NACOG website (<https://www.nacog.org/>) and the Yavapai County website (<http://www.yavapai.us/>).
- Page 18 In accordance with A.R.S. 38-431.01 (B), all WDB meetings shall provide for the taking of written minutes or a recording of all their meetings
- Page 21 Conflict of Interest documents a clear separation of duties and required firewalls between staff that perform governance functions and operation functions within the Yavapai County One-Stop service delivery system Page 22 Firewalls have been clearly defined between staff that provide or oversee direct services to program participants and the staff assigned to serve the WDB, as One Stop Operator, or Service Providers, in accordance with a Partner Service Agreement between the BOS, WDB and Direct Service Provider, and staff to the WDB. All parties mutually sign a Conflict of Interest statement.
- Page 23 At a regular meeting of the WDB, the Director will announce the need to open the Bylaws with stated changes.

Ms. Drew asked for any questions or comments. Chairman Payne requested all areas referencing the WDB Director, to be noted as WDB Executive Director. No other comments were presented.

Chairman Payne called for a motion to approve the WDB By-laws as presented with noted updates. **Mr. Ingwaldson made a motion to approve, and Mr. Ramirez seconded. The motion carried unanimously.**

- **PY23-24 Budget**

Ms. Drew presented the PY23-24 budgets. WIOA allocations overall experienced a decrease of 14%. The PY23-24 WDB budget totaled \$839,221.00, the PY23-24 WIOA Adult budget totaled \$428,067.00, the PY23-24 WIOA Dislocated Worker budget totaled \$431,611.00, and the PY23-24 WIOA Youth budget totaled \$406,762.00. Ms. Drew noted as indicated in the Provider Service Agreement, all administrative funds are held under the WDB budget. Ms. Drew reviewed each budget individually noting definitions for line items and where there were increases/decreases. Ms. Drew called for questions/comments. Chairman Payne called for a motion to approve the budgets as presented, **Elaine Bremner made a motion to approve, and Mr. Wilkinson seconded. The motion carried unanimously.**

- **Annual Report**

Ms. Drew presented the PY22-23 Annual Report. Copies of the report were provided to WDB members and Board of Supervisors in attendance. Ms. Drew complimented Sparklight for their continued amazing work on this report, which was a shorter turnaround timeframe this year. In the Directors message, Ms. Drew focused on the current challenges in workforce in hiring, training and retaining after the COVID pandemic. She complimented the highlighted leaders in the workforce system as well as showcased achievements throughout the year.

In Yavapai County, out of the 245,389 residents, the laborforce participation was at 109,727, with a 4.2% unemployment rate. The average hourly wage is \$24.48. The top industries included Healthcare/Social Assistance, Accommodation, Mining/ Quarrying, Transportation/Warehousing, Manufacturing, Finance, Information Technology, Retail Trade, Administrative Services, and Utility Services.

As a workforce system, partners served 12,710 clients, created 830 jobs, with a \$31,075,200 reinvestment back into the local economy. WDB members were congratulatory for another successful program year.

Ms. Drew concluded her report.

V. Youth Council Report

Youth Council Chairman Ingwaldson reported that the council met on August 2, 2023. Ms. Cickavage reported that 183 youth have enrolled in WIOA services, staff outreach included Northpoint Academy, Prescott Unified School District TSW program, Yavapai College Career Advisors Meeting, Juvenile Justice Center, Quad City News, Radio, Social Media, Manzanita Outreach, PASS Shelter, Hozhoni Foundation, Drake Cement, Yavapai College Career Technical Education, youth group homes, Solari, Camp Verde School District, Cottonwood and Camp Verde Libraries, ARIZONA@WORK Second Chance Hiring Event, Arizona Youth Partnership, Family Involvement Center, Matforce, and Equus Education and Training.

The council was provided a presentation from Solari, who offers the 211 resources as well as the operator of the state crisis hotline. Solari is interested in joining the Youth Council in the near future.

Mr. Ingwaldson complimented the WIOA staff that continue to provide youth services to Yavapai County and asked if there were any questions/comments. There were none.

Mr. Ingwaldson concluded his report.

VI. One Stop Committee Report

One Stop Committee Chairman Lefever apologized for not being able to be in person for today's meeting, however, was able to attend via Zoom. Mr. Lefever reported that the committee met on July 14, 2023 and received a cross training presentation from the Disabled Veterans' Outreach Program (DVOP) representative for Yavapai County. The committee also reviewed current Workforce Arizona Council policy updates, Cottonwood One Stop Center remodel, and upcoming job fairs.

Mr. Lefever asked if there were any questions/comments. There were none.

Mr. Lefever concluded his report.

VII. One Stop Operator Update

Ms. Cickavage presented the Quarter 4 PY22-23 report. She noted all partners finished the program year strong, noting most partners showing continued increases in services. Title I in the Prescott and Cottonwood Centers combined showed an overall increase of 651 services, Customer Service Surveys were at 99%, with 223 businesses, clients and placements occurred in the Business Assistance Center. Title II showed a 176 increase in participants, Title III Prescott, Cottonwood and Prescott Valley Centers combined showed an overall increase of 95 services, with a large decrease in unemployment insurance assistance. Title IV noted 45 more clients served than the previous program year.

Ms. Cickavage closed noting the top job trainings and placements by industry with healthcare, commercial driving, administrative and accommodation being the highest in demand.

Ms. Cickavage asked if there were any questions/comments. There were none.

Ms. Cickavage concluded her report.

VIII. ETPL Updates

Ms. Cickavage presented 27 pending initial approval programs at Yavapai College. All programs are rating in-demand industries showing a continued growth over the next several years in Yavapai County. One pending continued training program with Granite Mountain Training for the EMT program, which also shows an in-demand rating in Yavapai County with continued growth.

Ms. Cickavage asked if there were any questions/comments. There were none. Ms. Cickavage requested the WDB Chairman to consider a vote of approval on the presented eligible training providers and concluded her report.

Chairman Payne called for a motion to approve the ETPL providers as presented. **Mr. Ingwaldson made a motion to approve, Ms. Bremner seconded. The motion carried unanimously.**

IX. Member Comments

Chairman Payne welcomed the many guests arriving for the WDB Annual Awards Ceremony and noted the dignitaries, award winners and other guests.

X. Public Comments

Chairman Payne called for public comments. No public comments were presented.

XI. Adjournment

Chairman Payne called for a motion to adjourn the meeting. **Mr. Heiney made a motion and Mr. Ormond seconded. The meeting adjourned at 11:16 AM.**