

Yavapai County Workforce Development Board Executive Committee

Meeting Minutes

Thursday, September 21, 2023 • 10:00 AM • 221 N. Marina St., 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
Jacob Tibi, Executive Member	Absent	1
Patrick Ramirez, Executive Member	Present	0

Staff: Teri Drew, Executive Director

Guests: Leah Cickavage, NACOG Operations Manager, Allison Priest, NACOG Finance Director

I. Call to Order, Welcome, and Introductions

Vice Chairman Timm called the meeting to order at 11:28 AM. Vice Chairman Timm welcomed members and guests and noted the Chairman is out of state and will be joining electronically shortly.

II. Approval of the May 11, 2023 Minutes

Vice Chairman Timm asked if there were any questions or comments regarding the May 11, 2023 minutes. Hearing none, he called for a motion to approve. **Mr. Bascom made a motion, and Mr. Ramirez seconded. The motion carried unanimously.**

Vice Chairman Timm requested that the WDB Executive Director, Teri Drew, begin her report until the Chairman joins the meeting.

III. Directors Report

• Program Updates

Executive Director Teri Drew shared that September marks the celebration of Workforce Development Month and thanked the WDB members for their contributions. The next WDB meeting in November is typically held in the Verde Valley, however typically produces low attendance, Ms. Drew discussed options of locations to hold the WDB meeting in Prescott or Prescott Valley. Members agreed that hosting the next meeting in the Tri-city area with remote options would be best.

Ms. Drew highlighted that the Intergovernmental Agreement between the State and Yavapai County has been finalized, however, there was a compliment to the total allocation. All local areas now have received Rapid Response funds, which has not occurred in a few years. The total Rapid Response budget is \$125,000. For definition, Rapid Response helps to address the effects of employee layoffs, furloughs and company closures. The purpose of this program is to promote economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for or responding to layoffs and dislocations, and preventing or minimizing their

impacts on workers, businesses and communities. Ms. Drew presented a budget for Rapid Response that does not include salary/fringe or indirect costs as there are no administrative funds available. Rapid Response funds are available for career and/or training services. The funds under this allocation will be available Program Years 2023-2025. Ms. Drew noted the Committee will need to vote on the presented budget.

Vice Chairman Timm asked if there were any questions or comments regarding the Rapid Response budget as presented. Hearing none, he called for a motion to approve. **Mr. Ramirez made a motion, and Mr. Bascom seconded. The motion carried unanimously.**

Ms. Drew reviewed the most recent WDB Bylaw revisions. Administrators with the Department of Economic Security (DES) recently visited the office and the WDB Bylaw revisions were presented for review. DES responded with suggested minor revisions to include identifying the Workforce Arizona Council Policy #7, Rapid Response reference to be included again, and CFR's. The Yavapai County Board of Supervisors will review and approve the WDB Bylaws at their October 4, 2023 meeting. Ms. Drew noted the Committee will need to vote on the presented revised WDB Bylaws.

Vice Chairman Timm asked if there were any questions or comments regarding the WDB Bylaws as presented. Hearing none, he called for a motion to approve. **Mr. Bascom made a motion, and Mr. Timm seconded. The motion carried unanimously.**

As an information only item, Ms. Drew mentioned that Northern Arizona Council of Governments (NACOG) is currently underway with an audit. It was requested to supply a copy of the WDB meeting minutes from the August 10, 2023 meeting. The WDB draft minutes were supplied. Ms. Drew asked if the WDB was under the NACOG audit and for the auditor to reach out to her in regards to the WDB. Any WDB developments should not be included under a NACOG audit. Ms. Drew stated she did not receive a response or clarification from the auditor. Ms. Drew did note that Yavapai County concluded their audit with no findings. DES completed this quarter's program Data Validation audit which noted two reported errors, one that was disputed and removed. Yavapai County continues to be at a 99% success rate.

Ms. Drew concluded that she received notification from the DES finance office that the financial reports have not been submitted within the last two months. DES noted that action will be taken if reporting is not current and up to date by October 2023, and a notice of possible sanctions will be submitted to the provider.

Ms. Drew concluded her report.

IV. Chairman's Report

Chairman Payne thanked Vice Chairman Timm for leading the meeting while she connected and apologized for not being able to be in-person for today's meeting. She noted that on today's agenda the Executive Committee will be conducting the Executive Director's performance evaluation. Evaluation forms have been completed and stated that Mr. Ramirez and Mr. Tibi were not a part of the Committee at this time, however, are encouraged to provide feedback today.

Chairman Payne stated that the Committee will need to move into Executive Session and will need a motion to move to Executive Session. **Mr. Timm made a motion, Mr. Bascom seconded. The motion carried unanimously.** Ms. Drew and guests exited the meeting.

Chairman Payne called for a motion to move back into Public Session. **Mr. Timm made a motion, Mr. Bascom seconded. The motion carried unanimously.** Ms. Drew and guests returned to the meeting. Vice Chairman Timm provided a summary to the Public Session meeting noting that the WDB Executive Committee unanimous support of the high level performance from the Executive Director, Teri Drew, not only to the Board but to the

County as a whole. The Executive Committee will move forward with submitting the Executive Directors performance evaluation.

Chairman Payne concluded her report.

V. Member Comments

Chairman Payne called for member comments. No member comments were presented at this time.

VI. Public Comments

Chairman Payne called for public comments. No public comments were presented at this time.

VII. Adjournment

Chairman Payne called for a motion to adjourn the meeting. **Mr. Timm made a motion, Mr. Bascom seconded. The motion carried unanimously.** The meeting adjourned at 12:13 PM.