

# Yavapai County Workforce Development Board

## Meeting Minutes

Thursday, April 13, 2023 • 10:00 AM • Springhill Suites by Marriott 565 S. 6<sup>th</sup> Street, Cottonwood, AZ/Zoom

| Members                        | Attendance | Absences in 2023 |
|--------------------------------|------------|------------------|
| Anita Payne, Chairman          | Present    | 0                |
| Gary Hassen, Vice Chairman     | Present    | 0                |
| Mark Timm, Executive Member    | Absent     | 1                |
| Garth Bascom, Executive Member | Present    | 0                |
| Tony Gauthier, Public Voice    | 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              | Absent     | 1                |
| Christian Olivia Del Rio       | Absent     | 1                |
| Rich Ormond                    | Present    | 0                |
| Patrick Ramirez                | Absent     | 1                |
| John Soto                      | Present    | 0                |
| Jacob Tibi                     | Present    | 0                |
| Kurt Wilkinson                 | Absent     | 1                |

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

Guests: Leah Cickavage, NACOG Operations Manager

### I. Call to Order, Welcome and Introductions

Chairman Payne called the meeting to order at 10:01 AM. Ms. Drew welcomed and introduced Tamara Otley, Executive Assistant who recently filled the vacated position of Ms. Sawyer. Ms. Otley will assist the Board and Ms. Drew for scheduling. Ms. Drew also welcomed and introduced Kathi Miers, who was present by Zoom. Ms. Miers will be assisting sub-committees of the Workforce Development Board including One Stop Committee and Youth Council.

## II. Approval of the January 12, 2023 Minutes

Chairman Payne asked if there were any questions or comments regarding the January 12, 2023 minutes. Hearing none, she called for a motion to approve. **Mr. Ingwaldson made a motion, and Mr. Bascom seconded. The motion carried unanimously.**

## III. Chairman's Report

Chairman Payne stated that Ms. Drew and she attended the National Association of Workforce Boards in Washington D.C. in March. Last year the Yavapai County WDB set the pace and gained national recognition along with partners Founding Father Collective. This year, the Pinal County WDB was presented with this honor. Ms. Drew included that many sessions were informative, such as discussion on privatizing labor services, and other countries' challenges and success during the generational workforce shifts post-pandemic.

Chairman Payne turned further discussion regarding the Executive Committee Update over to Ms. Drew. Ms. Drew stated that the last meeting was informational only, and included that updates regarding the transition plan on timelines for agreements, Request for Proposals (RFP), etc. were on target. Ms. Drew noted that the RFP process is closed and the Executive Committee will review the submitted proposals for the selection of service providers and One Stop Operator. Lastly, the fund's transfer from Dislocated Worker to Adult was approved and provides the ability to serve the majority population of Adult clients.

## IV. Elections Committee Report

Ms. Johnson, Elections Committee Chairman thanked committee members Mr. Bascom and Mr. Soto for agreeing to meet on March 2, 2023. The committee reviewed the WDB by-laws and identified eligible members for slate of officer positions. The candidates are Anita Payne as Chairman and Mark Timm as Vice Chairman. Ms. Johnson called for any nominations from the floor. Hearing none, Chairman Payne called for a motion to recommend the slate of officers as presented. **Mr. Bascom made the motion, and Mr. Ingwaldson seconded. The motion passed unanimously** and the approved recommendations will be presented at the August 2023 meeting.

Ms. Drew noted that it is bittersweet to report that Mr. Hassen would be retiring from the WDB in June. Mr. Hassen has been a long-time member, providing valuable support and guidance to the board. He will be greatly missed. All WDB members thanked Mr. Hassen, and provided a round of applause and parting gift. Mr. Hassen expressed his appreciation and fulfillment in serving the WDB and Yavapai County.

## V. Directors Report

Ms. Drew provided an update on the numerous monitoring's that have taken place. NACOG's single audit resulted in no findings and NACOG continues to be a low-risk agency. The Equal Opportunity audit was conducted by two new officers of the state which resulted in one finding; the handicapped accessible parking sign needed to be raised in height. An observation of Personal Identification Information (PII) was noted in a file and the recommended removal has been completed. The WDB quarterly audit resulted in no findings. The program and Data Validation audit resulted in 13 errors which have been corrected and the audit closed. DES fiscal audit was also conducted and resulted in no findings. Yavapai County will begin another fiscal audit in the coming weeks.

Ms. Drew delivered a Labor Market Information overview for Yavapai County. Currently, the county is sitting at a 3.1% unemployment rate, 69,600 of the labor force is employed while there are 108,955 in the talent pool. The

average wage is \$23.24 per hour. Yavapai County's population continues to grow at 245,389. Arizona is ranked 20<sup>th</sup> in the nation for job growth. Top industries include accommodation, construction, retail/trade, administrative services, and management/professional and technical services.

The WDB has created a logo that includes the ARIZONA@WORK branding with the assistance of Sparklight. The new logo will be utilized on all WDB documents moving forward. Copies of the new logo were shared.

Ms. Drew reported that the Youth Services and One-Stop Operator RFPs have closed and the Executive Committee along with the consultant will be reviewing the proposals in May 2023. In alignment with the transition plan, once the Committee has selected providers, agreements will be submitted to the Board of Supervisors for approval in May 2023.

Ms. Drew presented the opportunity to open the WDB by-laws for amendment. An amendment to be considered is changing the option to have Executive Committee members serve per County District. In the WDB by-laws, the Youth Council Chairman must be a member of the WDB, however, to open future opportunities, would it would be beneficial to include other candidates that focus on youth services in the area. Lastly, the Workforce Arizona Council is updating policies, and local by-laws must reflect and comply with the state policies regarding governance. Chairman Payne called for a motion to open the by-laws. **Mr. Hassen made the motion, and Ms. Bremner seconded. The motion carried unanimously.**

Lastly, Ms. Drew provided an overview of the process of the Yavapai County MOU/IFA. After meeting with the administrators of DES, some additional updates to full-time employees, square footage, signatories, and career services have been added to our current draft documents. All updates were presented to the WDB for review. To meet the deadlines for these documents to be in place by July 2023, and to move forward with execution, the drafts must be approved. Chairman Payne called for a motion. **Mr. Ormond made a motion, and Mr. Ingwaldson seconded. The motion carried unanimously.**

Ms. Drew concluded her report.

## **VI. Membership Consideration**

Ms. Drew presented two members for consideration to the WDB and the Youth Council. Sheri Rogers, President of Rogers Beauty Academy/Private Sector member, presented an application for consideration to serve on the WDB. Ms. Rogers would be fulfilling the vacancy of Mr. Hassen starting July 2023. Chairman Payne called for a motion. Mr. Hassen made the motion, and Mr. Tibi seconded. The motion carried unanimously. Ms. Drew stated that Ms. Rogers' approval will now move to the Board of Supervisors for an appointment.

Ms. Drew reviewed Dawnette Polland's recommendation to serve on the Youth Council. Ms. Polland is a WIOA partner serving at Yavapai College for the Title II program. Mr. Ingwaldson noted that Ms. Polland presents qualifications and desire to support the Youth Council's mission/vision. Chairman Payne called for a motion. **Mr. Ingwaldson made a motion, and Ms. Bremner seconded. The motion carried unanimously.**

## **VII. Youth Council Report**

- Chairman Ingwaldson provided an update on Youth Council, noting their last meeting was on April 5, 2023. All members were present. The Council received a presentation from their newest member, Ms. Brenda Bratton regarding AmeriCorps services. The Council in past has struggled with maintaining quorums and discussed the opportunity to move to a workgroup, however, it appeared the consensus was to remain a Council and continue to build membership. The program update indicated 67 In School Youth and 98 Out of School Youth, with outreach efforts in school districts, Career and Tech Expos, Juvenile Justice Center, Quad City News, Radio, Social Media,

Yavapai College Adult Education, Yavapai College Career Technical Education, Solari, Libraries, Camps, YMCA, and alternative education. The Youth Council will meet again on August 2, 2023.

#### **VIII. One Stop Committee Report**

Chairman Lefever provided an update regarding the One-Stop Committee. Much focus of the last few meetings has encompassed the MOU/IFA completion and cross-training between all Core Partners. The One-Stop Committee will meet next week on April 18, 2023.

#### **IX. One Stop Operator Report**

Ms. Cickavage presented the One Stop Report for Quarter 3 of PY 22-23. All Partners presented reporting information for this report. Ms. Cickavage indicated many continued gains for Title I services in Prescott and Cottonwood. Customer satisfaction remained at 98% and minor decrease in services through the Business Assistance Center due to no after hour services. Title II showed an increase in instructional hours of 587 prior to last year. Title III, the Prescott location had minor increases in services, while the Prescott Valley location had an overall decrease of 600 services than the previous year. Title III Cottonwood had a slight overall gain of 58 services. Title IV had gains in all categories of customer served, exited with employment, job placements, and wage at closure.

Ms. Cickavage asked for any comments or questions; hearing none, Ms. Cickavage concluded her report.

#### **X. ETPL Updates**

Ms. Cickavage presented 20 Yavapai College programs pending reauthorization. Sedona Massage School is also requiring reauthorization for its Massage Therapy Certificate Program. All presented programs are in-demand for Yavapai County. Reauthorization of the ETPL programs presented requires Board approval. Chairman Payne called for a motion to approve. **Mr. Bascom made a motion and Mr. Ingwaldson seconded. The motion carried unanimously.**

#### **XI. Member Comments**

Roundtable discussions regarding wage disparities between private and non-profits and various Town Council initiatives were discussed.

#### **XIII. Public Comments**

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

#### **XIII. Adjournment**

Chairman Payne called for a motion to adjourn the meeting. **Ms. Bremner made a motion and Mr. Gauthier seconded. The meeting adjourned at 11:22 AM.**

*WDB Minutes from April 13, 2023  
Approved:*