

Yavapai County Workforce Development Board One Stop Committee December 13th, 2022 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2022
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	1
Alycia Botkin, Title IV	Present	1
Leah Cickavage, One Stop Operator	Present	0
Linda Bolyard, Title III	Present	0

I. Call to Order

This meeting was held in a hybrid format, with Zoom contact information was made available to the public through the NACOG website. Chairman Craig Lefever called the meeting to order at 10:03 a.m. and welcomed everyone. There was a quorum present and 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 17th, 2022 and September 20th, 2022 Meeting Minutes, and 2023 OSC Meeting Calendar

May 17th, 2022 Meeting Minutes

Motion by Askew/ Seconded by Bolyard/ Unanimous approval

September 20th, 2022 Meeting Minutes *with several changes by Cickavage

Motion by Bolyard/ Seconded by Botkin/ Unanimous approval

2023 OSC Meeting Calendar

Motion by Botkin/ Seconded by Askew/ Unanimous approval

III. Chair's Report

The Chairman once again stressed the importance of partners following up on administrative signatures and funding contributions for the upcoming MOU/IFA, which will be finalized on July 1st, 2023. Core members discussed potential signatories on the draft document and possible changes in approvers. Final signatures are needed by the end of April, 2023.

IV. One Stop Operator's Report

Ms. Cickavage announced that the RFP for One Stop Operator and Youth Services is expected to occur in early 2023.

Ms. Cickavage discussed scheduling an Open House to promote educating our many community partners on the great variety of services offered by ARIZONA@WORK. Core WIOA partners

agreed to give brief presentations on their respective areas. **Partners are asked to share contact lists with the OSO to facilitate creating a list of organizations to invite for a kickoff event.** The Committee agreed to a general date for a kickoff event in early 2023 and to be held at the Prescott One Stop Center.

Ms. Cickavage ran through due dates on various items based upon the schedule released by Department of Economic Security, which include One Stop Assessments/Certifications, LWDB 2024-2028 Plan, EO Monitoring, and procurement of items such as One Stop Operator and Youth Services. New Workforce Development Board plans will be due in 2024; all Core WIOA partners will be asked to update their areas of the plan.

Ms. Cickavage discussed the importance of the recently published 23-19 (Change I) TEGL:

TEGL No. 23-19, Change 1 Summary on Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs

This guidance provides information for developing procedures for ensuring data for performance reporting are valid and reliable. This will affect all WIOA Core Programs (Title I, II, III, IV) and some non-core programs.

Performance data is to ensure all program data consistently and accurately reflects performance of each grant recipient. Validation procedures are to: Verify data is accurate, Identify anomalies in data and resolve issues, Improve program performance accountability, Outline source data required for common elements, Accuracy of quarterly and annual performance reports, Safeguards data integrity, and Promotes timely resolution of data anomalies.

Ms. Cickavage closed her report by stressing the importance of submitting success stories and performance outcomes to include in the Annual Workforce Reports. Data shared has been limited from some partners. With WIOA being reviewed for re-authorization, it is a critical time to showcase how the success of our programs impact our community. Partners agreed to share more detailed information and successes for the next Annual Report.

V. Title II Employment Services Cross Training

Chairman Lefever spoke for 20 minutes about the past, present and future of Title II, adult education, in Yavapai County. He explained the state and federal grant funding process and the importance of in-kind contributions from Yavapai College. He also described the IET (Integrated Education and Training) Program and its importance to the future of federal funding for adult education. Chairman Lefever also handed out large packets of Title II marketing materials to be distributed at county One Stop Centers.

VI. 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 stresses the continuing push to develop programs for youth services/outreach. Referrals are encouraged.

Title II: Chairman Lefever mentioned staffing changes and challenges in adult education at Yavapai College.

Title III: Ms. Bolyard spoke increased traffic and recent difficulty in placing clients

Title IV: Members noted that Vocational Rehabilitation staff were now back in the office one day a week at the Prescott Valley Affiliate One Stop Center.

VIII. Public Comments

Chairman Lefever called for public comments and there were none.

IX. Adjournment

Chairman Lefever adjourned the meeting at 11:12 a.m.