

# Local Workforce Development Board Bimonthly Meeting

## AGENDA

<p><b>WELCOME</b></p> <p>Call to Order</p> <p>Roll call</p>	5 minutes
<p><b>PARTICIPANT SUCCESS STORY</b></p> <p>Program participants are given the floor to explain what the program has meant to them.</p>	15 minutes
<p><b>RAPID RESPONSE REPORT</b></p> <p>Business service and layoff aversion activities update.</p>	10 minutes
<p><b>ONE-STOP OPERATOR REPORT</b></p> <p>Job center operations update.</p>	10 minutes
<p><b>DIRECTOR'S REPORT</b></p> <ul style="list-style-type: none"> <li>• Audit results</li> <li>• Staffing update</li> <li>• One-Time Funding Opportunity update</li> <li>• NAWB conference report</li> </ul>	10 minutes

## OLD BUSINESS

5 minutes

### **RFP renewal update:**

Summary of activity and research on job center service provider contract renewal processes. No proposal for board action at this time.

## NEW BUSINESS

30 minutes

### **One-Time Funding outside services contracting:**

ARIZONA@WORK Northeastern has been awarded over \$550,000 in program improvement funds by DERS for proposals submitted in January, February and March. Due to constraints of the awarded funds, all procured items must be in hand and services must be completed by the end of June. Awarded funds have already been earmarked by DERS and can be spent only on the purposes for which they were assigned.

The awarded funds include \$246,000 for administrative consulting to hire subject matter experts that can help the team establish updated procedures and best practices. In order to make use of the full award amount in this timeframe, the team has broken the scope of work into more specific projects and will engage separate consulting staff/firms to pursue multiple streams of work simultaneously.

Below \$50,000, the staff team can engage these contracts with approval from the LWDB and Navajo County management. Contracts over \$50,000 must be approved by the Navajo County Board of Supervisors, so assigning two contracts to the same provider will slow the procurement process down and leave less time for service delivery before June 30<sup>th</sup>. Assigning three or more contracts to the same provider (for a total over \$100,000) would require a full Request for Proposals, which is not feasible in the timeframe allowed.

**One-Time Funding Provider Proposals:** Quotes are still pending for the contracted services below. In order to keep the procurement process moving, staff team proposes to engage contractors with approval from Navajo County procurement department as quotes come in, submitting contractor selections to Executive Committee at next meeting as consent agenda items. No board staff have prior relations with any of the vendors being considered for these projects.

### Scope of work 1: WIOA Administrative Policy and Procedure Development.

Contract for up to \$49,000 for procedure consultation and development of a procedure manual for board staff covering board upkeep, program monitoring, and other ongoing administrative duties.

Quotes pending from: Workforce180, Deloitte, EDSI

Scope of work 2: NEAZ Job Center Policy and Procedure Development.

Contract for up to \$49,000 for consultation and development of a procedure manual for job center staff covering intake procedures, customer flow, documentation, and other aspects of day to day job center operation.

Quotes pending from: Workforce180, DeLoitte, EDSI

Scope of work 3: Accounting Records and Budget Review.

Contract for up to \$49,000 for government accountancy consulting services focused on reviewing and consolidating existing records and establishing processes and tools for improved budget monitoring.

Quotes pending from: DeLoitte, EDSI, Crowe, Moss Adams

Scope of work 4: Accounting Procedure Development and Audit Preparation

Contract for up to \$49,000 for government accountancy consulting services focused on developing procedures for improved documentation, billing/demands payment, and audit preparation.

Quotes pending from: DeLoitte, EDSI, Crowe, Moss Adams

Scope of work 5: Marketing services

Contract for up to \$50,000 for marketing of program services. WIOA policy requires all advertising to focus on specific program offerings; team will work with marketing consultant to develop appropriate content and posting/airtime schedule.

Quotes pending from: White mountain media, Northern Arizona Social LLC, Icon Digital Solutions LLC

Scope of work 6: Title 1B Staff Training

Contract for up to \$16,500 of case management training for Adult/Youth/Dislocated worker program staff.

Other awarded training resources for program staff will not involve contracting vendors. These training and professional development opportunities include NAWDP core competency certification for all system staff, Certified Workforce Development Professional certification for all staff with at least one year of workforce experience by June 30<sup>th</sup>, and funding for all Adult/Youth/Dislocated worker program staff to attend the NAWDP national conference in May.

For a full list of all awarded initiatives, please see DES bulletin FY24-03 (attached to meeting materials).

## **CLOSING**

5 minutes

Next meeting:

Meeting adjournment: