**SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD**

**Minutes**

**Cochise College – Benson Center**

1025 State Route 90

Benson, Arizona 85602

**Zoom Online Virtual Meeting**

<https://zoom.us/j/2048227879?pwd=NG51ZTgrK29wRkVkRWN6UXF1UzgwUT09>

**Meeting ID: 204 822 7879   
Passcode: 1Tzf0K**

**Thursday, March 21, 2024**

**10:00 AM**

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**Members Present Members Absent Staff Present Guests Present**

Ron Curtis Matt Bolinger Vada Phelps Jim Mize

Lance Baxter Jacob Williams Vickie Simmons Jordan Dodeward

Tony Boone Joshua De Spain Eric Grisham Marina Morales

Kathleen Bullock Kevin Peck Michelle Huff Wick Lewis Steven Garate Lori Baron Samuel Kolapo Kim Henderson Robert Archer

Doris Tolbert Mary Merino

Teresa Celestine

Sam Curtis

Martha Lujan

Elizabeth Kinder

Evonne Cummins

Mary Ann Hockstad

Rebekah Kimmel

1. **Call to Order**

The ARIZONA@WORK Local Workforce Board meeting was called to order at 10:05 AM on March 21, 2024.

1. **Roll Call**

Lori Baron conducted roll call. The names of present and absent members, as well as guests and staff are listed above. A quorum was established.

*“If such a conflict does arise, I will declare that conflict before the board and*

*refrain from discussing and voting on matters in which I have conflict.”*

1. **Call to the** **Public**

No comments

1. **Action Item: To Approve/Disapprove March 21, 2024 Agenda**

**Motion to Approve:** Doris Tolbert

**Seconded:** Tony Boone

**Approved:** Unanimously

1. **Action Item:** **To Approve/Disapprove December 21, 2023 Minutes**

**Motion to Approve:** Doris Tolbert

**Seconded:** Maryann Hockstad

**Approved:** Unanimously

1. **Action Item: To Approve/Disapprove changing the By Laws to add a 2nd Vice President**

**Position**

**Motion to Approve:** Wick Lewis

**Seconded:** Rebekah Kimmel

**Approved:** Unanimously

1. **Action Item: Election of Officers**

**Motion to Approve:** Maryann Hockstad

**Seconded:** Doris Tolbert

**Approved:** Unanimously

1. **Possible Election of 2nd Vice President**

Josh De Spain applied to run for the Executive Board. A Motion was made to elect him to the new 2nd Vice President position.

**Motion to Approve:** Wick Lewis

**Seconded:** Tony Boone

**Approved:** Unanimously

1. **Review Audit for CPIC/AZ@Work for the Year Ended 6/30/23**

Wick Lewis stated that the Finance Department does a great job.

1. **Committee Reports**

Communications – Tony Boone

* The committee met Monday.
* The committee is assessing the impact of the billboard in Sierra Vista.

Ambassador – Evonne Cummins

* The Ambassador program is ready to be rolled out.
* The curriculum is interesting to young people.
* It will be a 10-hour course.
* It will begin in High Schools and expand into Colleges.

Business Engagement – Eric Grisham

* This committee is finding strategies to get employers involved.
* Ron, Kathleen and Vickie will attend a Workforce meeting in Washington, D. C. They will relay national business engagements techniques at our Board Retreat in June.

1. **Job Center Certification**

Vickie Simmons: Every three years the State requires the four sites to be certified. A certification form needs to be signed by the State and an attending AZ@Work Board member.

Kathleen Bullock: The sites are a good work place. They are warm and welcoming. Clients are treated with respect. The employees know their population.

Ron Curtis: The Job Centers are what the Board oversees. The Certification identifies how the sites are working. The Board supports and appreciates each site. Thank you to the Board members that attended the Certification process (Kathleen Bullock, Josh De Spain, Doris Tolbert).

Ron Curtis and Vada Phelps attended the Board of Supervisor’s meeting. Ron and Vada are recognized as being affiliated with AZ@Work and building relationship in the community.

1. **Financial Report: Budget and Expenditures**

The report is in the packet

Wick Lewis: AZ@Work provides upscale education.

Michelle Huff: Everything is business as usual.

1. **One-Stop Operator Report**

Jim Mize’s report is in the Packet.

* He highlighted there are a lot of job fairs around the State providing opportunities to clients.

1. **Core Partner Reports**

One-Stop Employment and Training Reports was presented by Vickie Simmons.

Vickie’s report is in the Board packet.

Rehabilitation Services report was presented by Elizabeth Kinder.

Elizabeth’s report is in the Board packet.

* + Referrals have increased
  + Sonoita office has opened.

Employment Services verbal report was presented by Teresa Celestine.

* + Veterans Fair in Douglas on April 3rd with a lot of representatives from the VA.
  + There will be a Veteran’s Benefit counselor at the Sierra Vista office.
  + Hilton Honors will provide hotel rooms to veterans that travel over 50 miles when job searching.

Adult Education report - Cochise

Lance Baxter’s report for Cochise County is in the Board packet.

* + 35 Spring graduates.
  + Graduation is May 15 at 5:30 at the Sierra Vista campus.

1. **Executive Director’s Report – Vada Phelps**

* The State sent AZ@Work 2022 performance review. When we exceed the standards, the State increases the standards.
* She shared a calendar that has AZ@Work advertisements on various months. It also has two photos taken by AZ@Work employee Tammy Windsor Brown. The calendar was distributed by the Sierra Vista Herald.
* A Federal Bill has been introduced that will replace WIOA with the Workforce for Americans Act.
* Prior Board Member, Ron Cordova, wrote a book entitled “Where have you been? Where are you going?”

**L. President’s Report – Ron Curtis**

The Arizona@Work staff is amazing. Thank you to the Board Members for your commitment. You represent Workforce well.

**Board Announcements**

Wick Lewis: J. D. Rotttweiler is retiring in 2025.

Kathleen Bullock: The Retreat Committee will meet in April.

[Tony Boone: The annual Moonshot, an Entrepreneurship + Workforce Training, has . 22 applicants thus far.](https://www.moonshotaz.com/)

**Next Board Meeting and Board Retreat**

June 19- June 21

Omni Hotel & Resort

Tucson, Arizona

**Adjourn**

The meeting was adjourned at 11:50 a.m.

**ARIZONA@WORK is an Equal Opportunity employer/program.**

**Funded by WIOA federal dollars serving Adults, Youth, and Dislocated Workers**

**Report Submitted by:** Lori Baron