



WORKFORCE DEVELOPMENT BOARD

January 25, 2024
Board Meeting Packet



COCONINO COUNTY

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COCONINO COUNTY

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WORKFORCE DEVELOPMENT BOARD AGENDA

Thursday, January 25, 2024, 1:30-3:00 pm Virtual

Zoom: <https://us06web.zoom.us/j/84958345905?pwd=UeJoqiOSby61aTz8W1R7GUbOyGeA1p.1>

Meeting ID: 849 5834 5905 Passcode: 373155

1. CALL TO ORDER

Agenda items may be taken out of order. Pursuant to A.R.S. 38-431.03(A)(3) the Board may vote to go into executive session for legal advice from its attorney on any item listed on this agenda.

- A. Flag salute and Welcome
- B. Roll Call -- *Armando Bernasconi, Secretary*

2. Call to the public – *Chair Sobczak*

3. Approval of Agenda

4. Approval of Minutes

- A. Approval of minutes from the 12/7/2023 board meeting

5. Presentation - County Comprehensive Plan by *County Community Development*

6. Board Chair update – *Chair Sobczak*

7. Committee Reports

- A. Finance Report -- *Armando Bernasconi*
- B. Executive Director Report – *Billy Francis, Executive Director*

8. Meeting Recap -- *Bruce Sobczak, Chair*

9. ADJOURNMENT

- A. Next Workforce Development Board Meeting, Thursday, March 21, 2024

COCONINO WORKFORCE DEVELOPMENT BOARD
Meeting Minutes
December 7, 2023

WDB Members Present

Beth Caplan
 Regina Salas
 Bruce Sobczak
 Brent Neilson
 John Saltonstall
 Kay Leum
 Armando Bernasconi
 Diana White
 Valerie Kelly
 Gail Jackson
 Donovan Weidmann
 Julie Pastrick
 Heather Bachicha

Board Staff

Billy Francis
 Yanzi Liu
 Steven Reyna
 Kengatta Callen

Guests

George Ovalle
 Anne Newland
 Christian Hernandez
 Dee Pinkston
 Jennifer Dufresne
 Jennifer Hernandez
 John Diemer
 Katherine Kannenberg
 Mark Maciha
 Sandra Darling
 Lena Fowler
 Eilise Fisher

WDB Members Absent

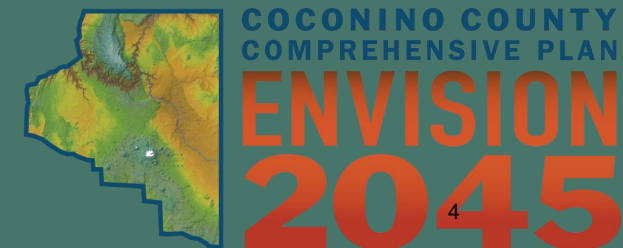
Geoffory D. Lloyd
 Judy Franz
 Seth Gregar
 Lydia Rose Wielgus

- i. **CALL TO ORDER** – Agenda items may be taken out of order. Pursuant to A.R.S. 38-431.03(A)(3), the Board may vote to go into executive session for legal advice from its attorney on any item listed on this agenda. Chair Sobczak called the meeting to order.
- ii. **PLEDGE OF ALLEGIANCE** – Chair Sobczak led the pledge of allegiance.
- iii. **ROLL CALL** – Armando Bernasconi did the roll call. We had a quorum.
- iv. **CALL TO THE PUBLIC** – No one from the public requested to comment.
- v. **Approval of Agenda**
 - The agenda was approved by Julie Pastrick and seconded by Beth Caplan.
- vi. **Approval of Minutes**
 - The Minutes from 9/21/2023 was approved by Julie Pastrick and seconded by Beth Caplan.
- vii. **Consent items**
 - A. Service Agreement LWDB and CCHHS FY24
 - B. Training dollar allocation update
 - Regina asked about elaboration on performance measurement regarding increasing services in rural areas from the partner and service providers. Chair Sobczak said would consider adding rural area numbers to the dashboard.
 - Both items were approved by Regina Salas and seconded by Beth Caplan.
 - Armando asked about how possible to capture the metric for rural areas and implement it into the dashboard. George answered that HHS can run their report by zip code.

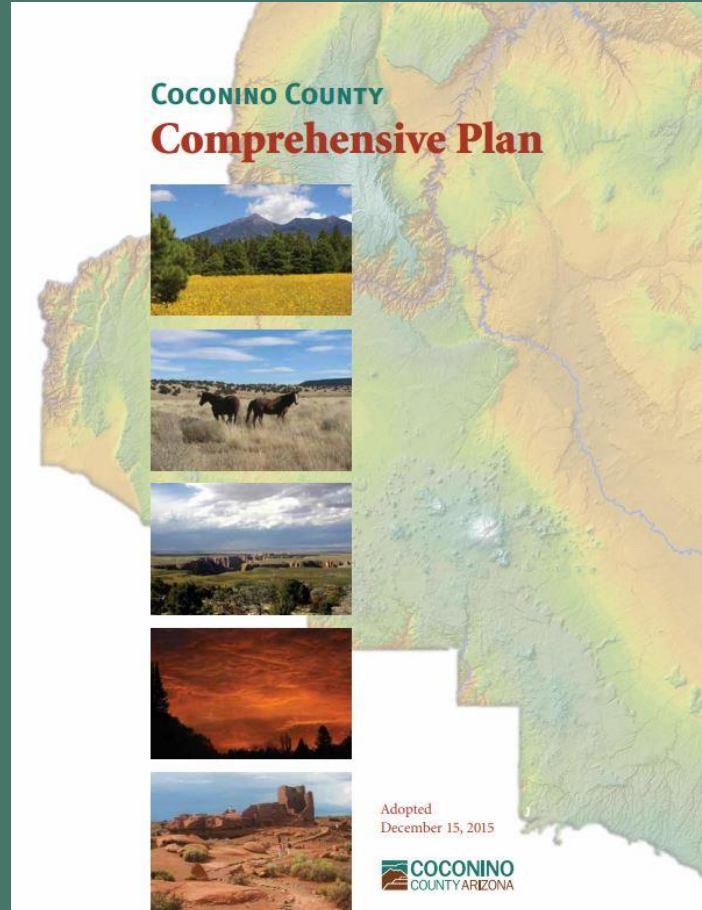
- Kay asked about MOU p24 says “Review and evaluate the performance of the Coconino County Local WDA and one-stop operator.”, how often this will happen? Billy answered: for the new OSO, we need to wait a full year to access their performance.
 - Kay asked about the time frame of MOU states from July, but we are approving it in December. Bruce explained that the draft had been modified by different parties which caused the delay. Gail said we are following the state statutes on how often we should review. Even though the MOU didn’t provide the time frame, it states we need to follow the State regulations.
- viii. Board Chair update
- CPLC is onboarding for our new One-Stop Operator
 - Attended local governance training provided by the state on 10/23
 - Two Communication meetings happened between the board executive team and our Title 1B partner (HHS) on 11/1 and 11/14
 - Performance “Dashboard” was created.
 - We are recruiting more business representatives of board members, and we need a chair for the performance and accountability committee which needs to be a current board member.
- ix. Finance report
- The report was presented by Finance Committee Chair Armando. The LWDB expenditures, FY2024 budget is \$880,828, total expenditures is \$102,475, used 12%. OSO budget is \$126,476, since they are not officially onboard, we don’t have expenditures. The Title IB program budget is \$1,600,000, total spending is \$210,276, used 13%.
- x. Executive Director report
- Billy Francis welcomed CPLC as the new OSO.
 - Meet with Deputy Workforce Administrator Tim Tucker from the Workforce Solutions Administration (WSA) Arizona Department of Economic Security.
- xi. Chair recap
- Chair Sobczak offered Sup. Fowler and other board members opportunity to update their work.
- xii. **ADJOURNMENT**–The meeting was adjourned at approximately 3:00 p.m. The motion was first approved by Julie and seconded by Beth.

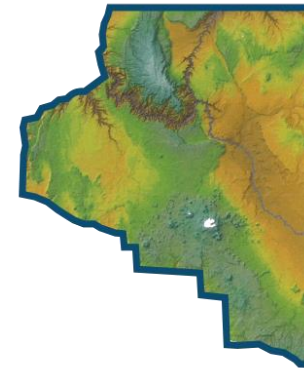
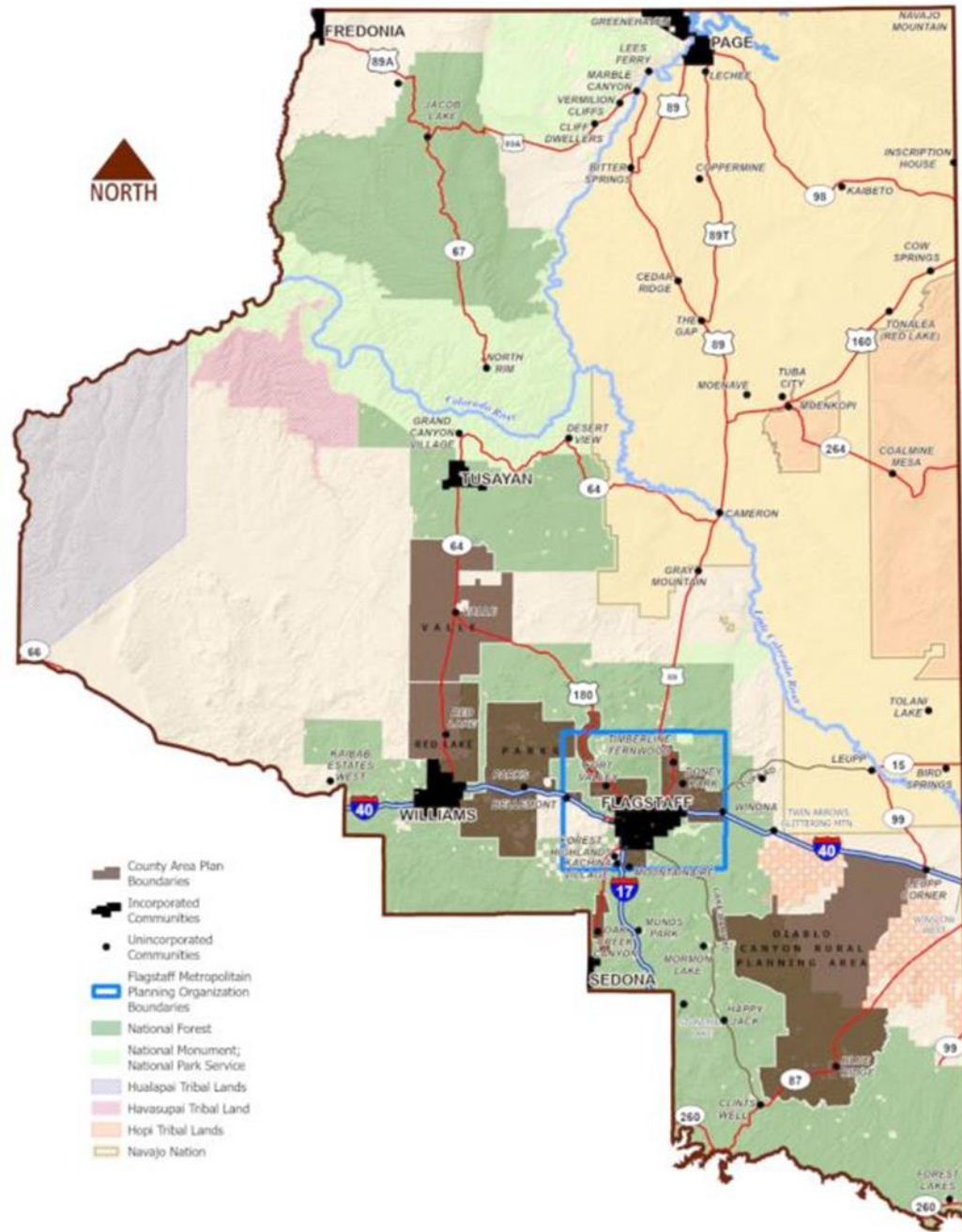


Preparing Envision 2045:
Updating the 2015 Comprehensive Plan
Coconino Workforce Development Board
January 25, 2024



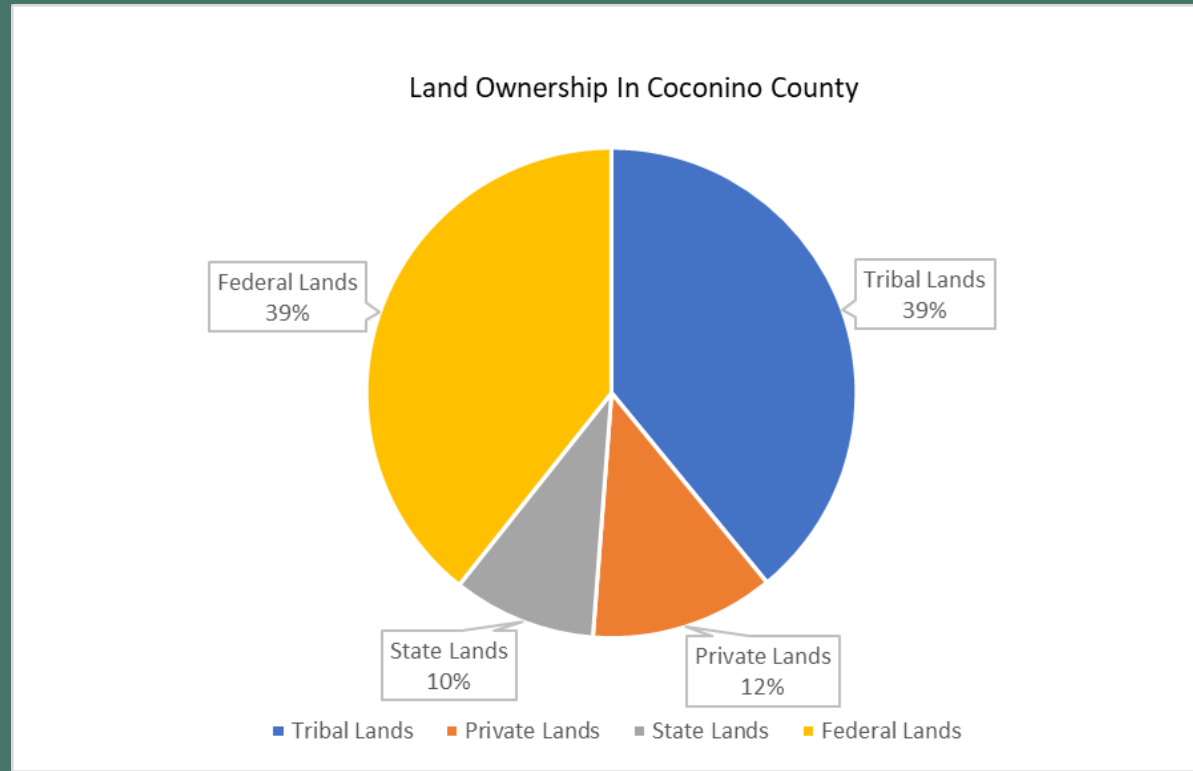
Coconino County Comprehensive Plan Adopted in 2015





COCONINO COUNTY COMPREHENSIVE PLAN ENVISION 2045

Coconino County Basics



Total Acres = 11,928,531

County Population in 2020 = 145,100 (25% growth since 2000)

Flagstaff Population in 2020 = 76,831 (53 % of population)

Flagstaff Regional Population in 2020 = 97,015 est. (67% of population)

What is a Comprehensive Plan and why does the County have one?

- ❖ Arizona Revised Statutes (Section 11- 804) requires cities, towns, counties to plan for the future and adopt a long-term comprehensive plan to “guide ... coordinated... and harmonious development of the area...pursuant to the present and future needs of the county”.
- ❖ It is the long-term vision, a roadmap for future of the County that help determine the county’s priorities for planning and budget review.
- ❖ An officially adopted plan for development.
- ❖ Area plans and the Flagstaff Regional Plan are amendments.

What is a Comprehensive Plan and why does the County have one, con't?

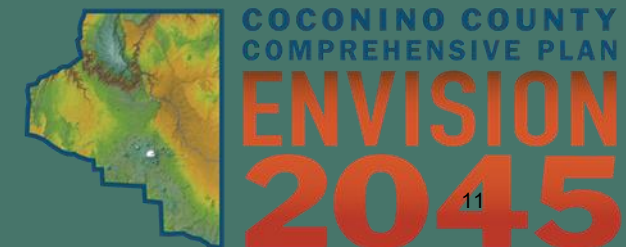
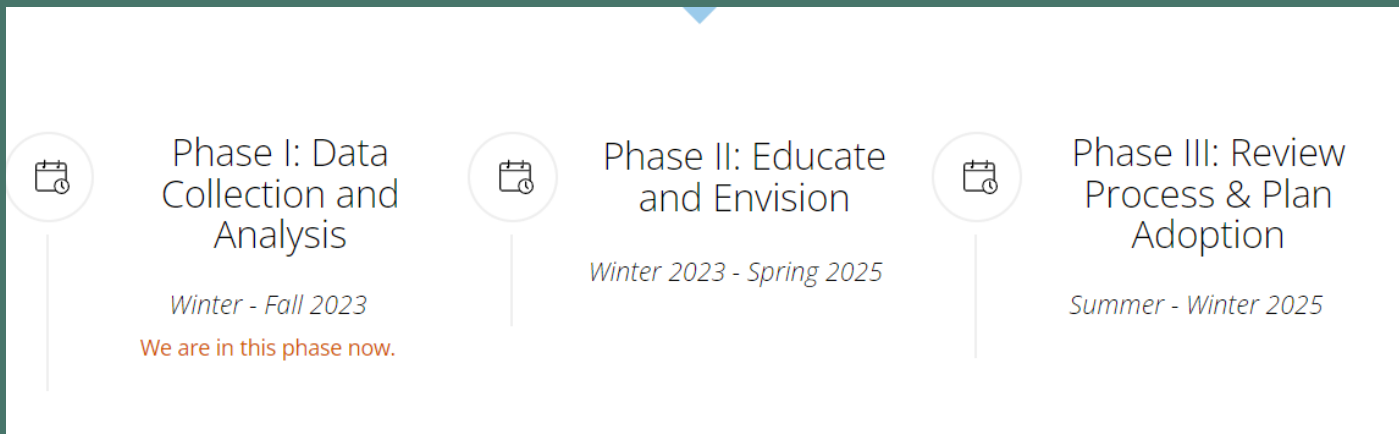
- ❖ A reference guide for departments and the community.
- ❖ Guides county department work plans and budget.
- ❖ Contains 66 goals and 373 policies.
- ❖ Goals and policies are used to guide development decisions.
 - ❖ These are reviewed regularly by the Planning and Zoning Commission, Board of Supervisors, Board of Adjustment regarding land use case requests.
- ❖ An implementation plan with 24 action items.
 - ❖ Action items outline specific projects, such as updating the zoning ordinance.

Elements of the 2015 Comprehensive Plan (to be updated and streamlined with *Envision 2045*)



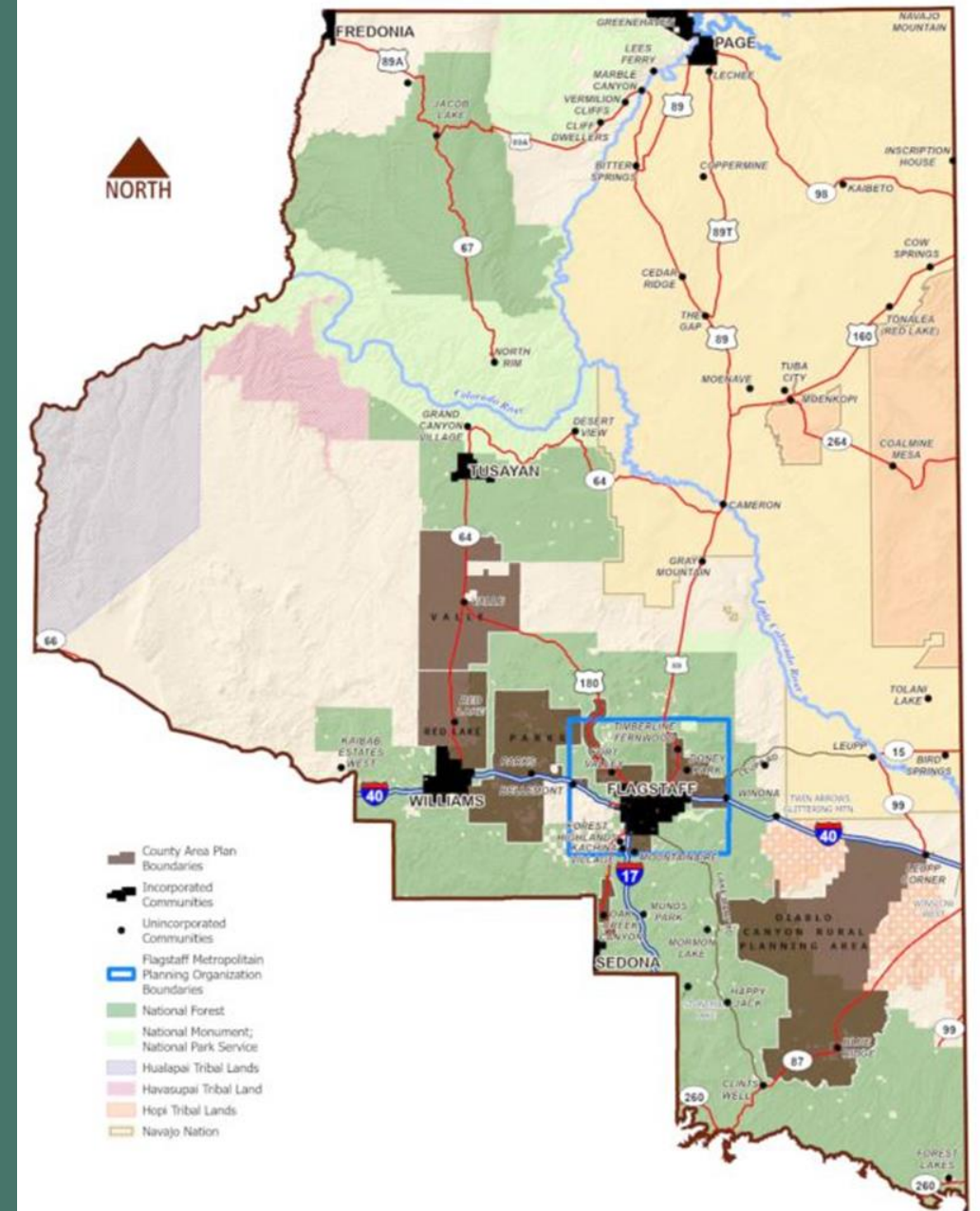
How and when do we update this plan?

- Outreach is guided by Supervisor-approved Public Participation Plan (P3).
- Staff working with Core Planning Team and Partner Agencies to update data, plans, maps.
- A Citizen Advisory Committee will recommend final plan.
- Outreach to County residents and communities throughout.
- Approximately two-year process to update.



P3 – Reaching County Communities

- Community Members
- Community Based Organizations and Agencies
- Business Associations
- Environmental Groups
- Indigenous Nations
- Advisory Boards, Commissions, Decision Makers
- Public Agencies and Public Service Providers



Reaching County Communities and Engagement Techniques

- Kick-Off Event at 2023 County Fair
- Project Website
- Email list
- Community Assessment Reports
- Intercept Interviews
- Focus Group Discussions
- Future Surveys

COCONINO
COMPREHENSIVE
ENVIS
2045





COCONINO COUNTY
COMPREHENSIVE
**ENVISION
2045**



COCONINO COUNTY COMPREHENSIVE PLAN ENVISION 2045



Are there plans and documents to inform this update?



**COCONINO COUNTY
COMPREHENSIVE PLAN
ENVISION
2045**

Stay Informed and Get Involved

**Scan To Join
Email List**



**Scan To Visit the
Project Website**



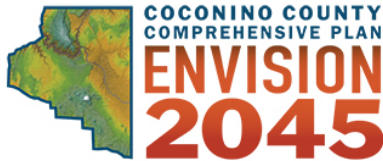
Questions and Comments



COCONINO COUNTY
COMPREHENSIVE PLAN
**ENVISION
2045**

I would also like to share the following links; these are not in the presentation but could be helpful to the Board:

- Link to the 2015 Coconino County Comprehensive Plan: [Coconino-County-Comprehensive-Plan---2017-Approval \(az.gov\)](#)
- Link to the Comprehensive Plan Companion Guide (the goals and policies): [Comprehensive-Plan-Companion-Guide \(az.gov\)](#)



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Long Range Planner

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Office: (928) 679-8868

[Join the Comprehensive Plan Mailing List](#) | [Visit the Envision 2045 Website](#)

Coconino County Workforce Development Area

YTD Expenses

Fiscal Year 2024

		Budget FY2024	July-Sept Expenses Quarter 1	Oct-Dec Expenses Quarter 2	Jan-March Expenses Quarter 3	Apr-June Expenses Quarter 4	Expenditures Total	Budget Remaining	% Used
Expenditures									
Local Workforce Development Board (LWDB)									
Salaries	\$	315,478.00	\$ 66,377.00	\$ 84,681.80			\$ 151,058.80	\$ 164,419.20	48%
ERE	\$	79,588.00	\$ 24,979.00	\$ 31,110.28			\$ 56,089.28	\$ 23,498.72	70%
Indirect Costs to County	\$	-					\$ -	\$ -	0%
Incumbent Worker Training/WDB Initiatives							\$ -	\$ -	0%
Operations	\$	66,763.00	\$ 10,876.00	\$ 6,328.96			\$ 17,204.96	\$ 49,558.04	26%
Travel	\$	18,999.00	\$ 243.00	\$ 22.04			\$ 265.04	\$ 18,733.96	1%
Total WDB Expenditures	\$	480,828.00	\$ 102,475.00	\$ 122,143.08	\$ -	\$ -	\$ 224,618.08	\$ 256,209.92	47%
OneStop Operator									
Salaries	\$	126,476.00	\$ -				\$ -	\$ 126,476.00	0%
ERE	\$	-	\$ -				\$ -	\$ -	0%
Indirect Costs Paid to County	\$	-	\$ -				\$ -	\$ -	0%
Operations	\$	-	\$ -				\$ -	\$ -	0%
Travel	\$	-	\$ -				\$ -	\$ -	0%
Total One-Stop Operator Expenditures	\$	126,476.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,476.00	0%
WBL-Rapid Response									
Salaries	\$	125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	0%
ERE	\$	-	\$ -				\$ -	\$ -	0%
Total WBL-Rapid Response	\$	125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	0%
Health and Human Services Program (HHS)									
Salaries	\$	557,956.00	\$ 76,884.00	\$ 61,557.72			\$ 138,441.72	\$ 419,514.28	25%
ERE	\$	130,715.00	\$ 40,489.00	\$ 32,227.87			\$ 72,716.87	\$ 57,998.13	56%
Indirect Costs Paid to County	\$	55,086.00	\$ 55,086.00				\$ 55,086.00	\$ -	100%
Operations	\$	45,736.00	\$ 6,369.00	\$ 12,634.24			\$ 19,003.24	\$ 26,732.76	42%
Travel	\$	15,209.00	\$ 1,023.00	\$ 772.26			\$ 1,795.26	\$ 13,413.74	12%
In-School Youth	\$	75,000.00	\$ -				\$ -	\$ 75,000.00	0%
Out-of-School Youth	\$	175,000.00	\$ 30,425.00	\$ 6,121.34			\$ 36,546.34	\$ 138,453.66	21%
Wex	\$	156,000.00	\$ 3,696.00	\$ 17,152.74			\$ 20,848.74	\$ 135,151.26	13%
Adult	\$	262,126.00	\$ 32,970.00	\$ 40,474.03			\$ 73,444.03	\$ 188,681.97	28%
Dislocated Worker	\$	127,172.00	\$ -	\$ 5,495.00			\$ 5,495.00	\$ 121,677.00	4%
Total Program Services Expenditures	\$	1,600,000.00	\$ 246,942.00	\$ 176,435.20	\$ -	\$ -	\$ 423,377.20	\$ 1,176,622.80	26%
Total Budget and Expenditures	\$	2,207,304.00	\$ 349,417.00	\$ 298,578.28	\$ -	\$ -	\$ 647,995.28	\$ 1,559,308.72	29%

Client Training & Support Breakdown

6141 WDB	Incumbent Worker
8130	In-School Youth
8135	Out-of-School Youth
8136	WEX
8120	Adult
8140	Dislocated Worker
	Summer Youth Work Program