



ARIZONA TRIBAL WORKFORCE

A proud partner of the [americanjobcenter](#) network

ARIZONA TRIBAL WORKFORCE DEVELOPMENT BOARD (ATWDB)

MEETING MINUTES

Wednesday, December 4, 2024

10:00 am – 11:30 am

Virtual Meeting

Prepared by: Nadine Talayumtewa

I. Call to Order – Crystal Banuelos, ATWDB Chair

Chairwoman Banuelos called the meeting to order at 10:04 am

II. Roll Call - Connie Fraijo, ATWDB Executive Director

Connie Fraijo conducted roll; a quorum was present

Members Present: Tommy Canyon, Erin Pazos, Aaron Brown, Crystal Banuelos, Winifred Begay, Brent Kurth, Genevieve Datsi, Wallin Gustin, David Howard and Craig Lefever.

Members Absent: Neil White, Johnson Fisher and Bernadette Kniffin.

Staff Present: Connie Fraijo and Nadine Talayumtewa

III. Approval of November 6, 2024, Meeting Minutes

The meeting minutes of November 6, 2024, were presented on screen for review. Craig Lefever motioned to approve and seconded by Wallin Gustin. Motion carried.

IV. Office of Economic Opportunity Fiscal Agent – Stephen Sifuentes, Finance Administrator, introduced himself and provided background on his past employment before coming to Arizona. Mr. Sifuentes also gave an update on invoices working with Connie to reimburse and discussed setting up the internal controls on board budgets, revenues, etc. Still conducting interviews for fiscal position to work in this role, this person should be on the team by January 2025. This new person will be your point of contact moving forward. In the meantime, Mr. Sifuentes will be the point of contact and is working with Stacy Faulkner. Update on IGAs for PY24/25 funds are currently being reviewed and as soon as we receive them back, we will disburse to the tribes.

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

TTY: 7-1-1

- V. Share Governance and Consortia Agreements – Crystal Banuelos, this topic was not reported on.
- VI. AZ@Work Virtual Tool Presentation Kelly Hart, Workforce Modernization Project Manager. Power Pt. presentation was provided to the board to understand what the content that they are requesting to be updated on the tool provided. No questions were asked.
- VII. Special Operations Committee (SOC) Report – Connie provided a report for Bernadette, beginning with new SOC member Diana Navarro from Cocopah. Future staffing agreement are still being worked on she will be working with Crystal. Two staff, Nadine Talayumptewa and Connie Fraijo are the only 2 staff on board full-time right now. Rich Utzig was not interested in working work full-time, and Diana Russell is waiting to see what the contract looks like before she makes her decision. The SOC committee approved to extend Connie and Nadine’s contracts to December 2024, changing Nadine’s to full-time. The extension of those agreement will need board approval. Motion made by Wallin Gustin and seconded by Craig Lefever. Motion carried

Rapid Response funding allocations still need to get board approval. At the last meeting we talked about methodology to distribute the funds and how we would utilize them, which was approved by the SOC committee. Connie had provided a white paper on two occasions for review by board members to keep 100% of funds and hire a Business Service Agent and other required activities allowable with those funds. Aaron Brown didn’t have anything else to add, he asked the board members who wanted to further review, did they have any other questions after the request to review further. No further discussion was presented, so a motion was made by Erin Pazos, seconded by Wallin Gustin. Motion to approve the board to keep 100% of the funds and to hire a Business Services Rep. Motion was carried.

Discussion on PY24 Training Academy was brought to the SOC committee for discussion and was approved for February 2025. We do have a line-item budget in the board budget to support this. The Training Academy has been in existence for many years, during the Director’s Meeting is was recommended that we proceed with the academy. Connie will research, if Director’s and Board Members could have some of their expenses covered. Aaron Brown asked if some of the training might be able to be done through Zoom or possibly a hybrid. His recommendation was to move forward with this training. Motion made by Aaron Brown to move forward with provisions of looking into presenting it as a hybrid. Seconded by Erin Pazos, motion carried.

- VIII. Executive Director Update – Connie Fraijo
Job Certifications were approved. That is a big accomplishment. ATWDB recertification is due January 6, 2025, we will probably ask for an extension.

Provided a brief update on the MIS meeting and Director’s meeting we had in person November 12th and 13th. We had a lot of attendees and two presentations from First things First on strengthening the child care workforce in the tribal communities and the OLEH program that is a summer youth program that promotes college and workforce readiness to

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

TTY: 7-1-1

Native high school students. They would like to have more tribal areas participate. We also went over ATWDB Policies and had some high-level training as a group for the DW program.

Nadine gave an update on performance, provided a chart which showed where we are at the end of the second quarter. Measurable Skills Gains reports have gone out to all the tribes for their review and vetting. The next report which will go out to all the tribes is the Training Certifications for our Credential Measures. These are the two areas we failed last program year, and we want to pay special attention to these to not have to be put on CAP.

Nadine also gave an update on where we are with our program audits. Hopi, San Carlos and Pascua Yaqui are completed. Tohono O'odham and White Mountain should have responses from the State by end of December. Cocopah's review started on December 9th and will most likely run into January 2025. Which leaves Yavapai and Ft. Mojave coming up in February 2025. Along with this report, we also discussed program findings and observations which seem to be common among all the tribes. Mainly PII (personal information), case noting, TABE results not being in AJC, etc. These are the discussions we have when we meet during our MIS meetings, along with sharing how we address the audits and how we can be proactive in reviewing this before the audit has been completed.

Directors Meeting – Lana Chanda provided some highlights of the meeting. She stated that we had two presentations that Connie had mentioned, reviewed policies, performance and we had the directors complete a guided form to discuss their needs for the training academy.

- IX. Call to Public –
- X. Next meeting is on January 8, 2025
- XI. Motion was made by Aaron Brown to adjourn, seconded by Wallin Gustin. The meeting ended at 11:29 am.