



ARIZONA TRIBAL WORKFORCE

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ARIZONA TRIBAL WORKFORCE DEVELOPMENT BOARD (ATWDB)

MEETING MINUTES

Wednesday, January 8, 2025

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

Members Absent: Johnson Fisher (no longer on board)

Staff Present: Connie Fraijo and Nadine Talayumtewa

III. Approval of December 4, 2024, Meeting Minutes

The meeting minutes of December 4, 2024, were presented on screen for review. Bernadette Kniffin motioned to approve and seconded by Wallin Gustin. Motion carried.

IV. Office of Economic Opportunity Fiscal Agent – Stephen Sifuentes, Finance Administrator
Not present

V. Board Chair Report – Crystal Banuelos, ATWDB Chair Board Agreements Update:
Connie updated the board on the agreements more than half have been submitted. We still need the Consortium agreement from Ft. Mojave, Salt River, Hopi and CRIT. Sandra Sandoval is also assisting with following up with these agreements. Wendy requested that we merge all signatures in a final document.

30th Annual Indian Nations & Tribes Legislation Day is being held on January 15th at the State Capitol. Sandra reported that registration is closed but they could still use volunteers to help

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with registration and other logistics. Director Carlos Contreras would like to meet with members of our board or staff attending. If you are attending please send names to Connie, who will forward names to Stacey so that they will have an opportunity to meet with Mr. Contreras.

VI. Special Operations Committee Report (SOC) Bernadette Kniffin, SOC Chair Staff agreements have been revised. They were revised to reflect some key terms that aligned with the FA Agreement. Connie is working on the scope of work that will be part of the agreements. Connie will also be scheduling a meeting to start the planning of the 2025 Training Academy. We will be going into Executive Session to continue some of the other discussions on staffing plans and budget to finalize the staff agreements.

VII. WIOA Performance & Enrollment Report Nadine Talayumtewa ATWDB Program Coordinator – Nadine provided an update on current enrollments for the end of the 2nd quarter which looked good and shows that we are bringing in new participants. We still need work on our Dislocated Worker enrollments. There was a presentation/training session for Directors and MIS committee members on how to improve our numbers and policy on this particular population.

Performance is going very well, we are steadily improving our numbers and keeping close tabs on our Youth second quarter wages and Youth Credential Rate. We will continue to run quarterly reports and work with tribes to target those areas that need closer monitoring.

Program Audits are all up to date. Cocopah is in the process of being monitored as we speak. Hopi, San Carlos, Tohono O’odham, Pascua Yaqui, White Mountain and Gila River are all closed. There have been less findings with this years audits, which we are attributing to our monitoring efforts being provided to the entities before DES comes out for their audit. Utilizing the DES monitoring tool helps to identify the areas that will be targeted.

VIII. Executive Director Report Connie Fraijo, ATWDB Executive Director - Connie spent some time on end of the year achievements for last year and discussed where we are going in 2025.

Year End Achievements

- ✓ OEO agreement has been secured. Very thankful for that they took this on.
- ✓ Job Center Certification was officially certified by OEO.
- ✓ Our state program audits for PY23 have been closed out.
- ✓ Data Validation for PY23 have all been closed out and we have consistently stayed in the 95% accuracy.
- ✓ The Dislocated Worker Program has been taken over by each tribe, we are working on identifying that population and have provided technical assistance in November.
- ✓ We have transitioned to ARIZONA@WORK webpage, the website reflects the name change and aligns with the other local areas. We have some work to do to be in compliance.

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- ✓ Conducted an inventory of our policies most were out dated, we updated some policies, developed a process for getting feedback from the Board and Directors.
- ✓ We implemented a WIOA Program Monitoring for the 13 tribal areas and developed a monitoring policy/procedure, this has helped improve our state audits.
- ✓ We restructured how we facilitate our MIS meetings this has helped in meeting our performance and provide technical assistance
- ✓ We have expanded our partnerships that include working with 166 Native American Federal Program to collaborate and co-enrolled our common clients. I attend the business services coordination project workgroup, this project addresses how we deliver business services. Met with PYT's Development Corporation on a 4 million grant they received discussed how to bring workforce to the table. Our partnership with DES and OEO.

2025 Future Goals:

- ✓ To finalize our ATWDB Staffing Plan that will meet the requirement to have a One-Stop Operator and hire a Business Service Representative.
- ✓ Increase performance with technical assistance to understand performance.
- ✓ Develop outreach plans to increase enrollments and track enrollments by tribal area.
- ✓ Provide assistance to the tribal areas to administer and to identify eligible individuals.
- ✓ Increase enrollments and co-enrollments with other partners.
- ✓ Work with OEO our fiscal agent on the transition to ensure compliance with contractual requirements, financial reporting, monitoring and financial expenditures
- ✓ Implement Continuous Improvement Measures by implement surveys for job seekers and employers. Develop a tracking tool to analyze feedback, based on data use it to improve our services. We may identify other measures that could improve our services.

Other thing we are working on will be with our fiscal agent on an open solicitation to contract out a consultant to write our local plan. We have board recertification that was due January 6th, we will be requesting an extension because we still are working on the required documents. I will be updating the MOU that will go out to partners for review. Last meeting we had a presentation from Kelly Hart on the Virtualization Tool, we met and are looking at a different strategy to the this updated since we haven't had any tribal area start this, I'll keep you updated.

- IX. Call to Public – Noreen Sakiestewa announced that Gail Pahona will be the acting Director for WIOA at Hopi until further notice. Connie stated that the Career Expo is scheduled for January 24th in Phoenix
- X. Next meeting is first Wednesday in February
- XI. Move to Executive Session, all other parties were excused.

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