



WORKFORCE DEVELOPMENT BOARD

January 16, 2025
Board Meeting Packet



COCONINO COUNTY

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Meeting Packet

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WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

Thursday, January 16, 2025, 1:30 pm-3:00 pm Zoom

[Zoom Link](#)

Meeting ID: 813 7819 3135

Passcode: 525385

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. Pledge of Allegiance
- B. Roll Call - *Armando Bernasconi, Secretary*

2. Call the public

3. Approval of Agenda and Minutes

- A. Approval of Agenda
- B. Approval of minutes from the 11/14/2024 board meeting

4. Committee Reports:

- A. One Stop Operator updates – *CPLC*
- B. Title 1B update -- *Eckerd*
- C. Finance Report – *Jessica Hudson*
- D. Board Staff Report – *Billy Francis, Executive Director*
- E. Chair update – *Bruce Sobczak, Chair*

5. Board Member Updates (2 minutes for each board member)

6. Meeting Recap

7. ADJOURNMENT

- A. Next Workforce Development Board Meeting, Thursday, March 13, 2025

COCONINO WORKFORCE DEVELOPMENT BOARD

Meeting Minutes
November 14, 2024

<u>WDB Members Present</u>	<u>Board Staff</u>	<u>Guests</u>	<u>WDB Members Absent</u>
Kay Leum	Yanzi Liu	Aaron Moon	Julie Pastrick
Armando Bernasconi	Steven Reyna	Monique De La Luz	Kengatta Callen
Donovan Weidmann	Regina Salas	Luke Metzheiser	Brenda sipe
Gail Jackson		Jessica Hudson	Seth Gregar
Brent Neilson		Lili Crawford	
Judy Franz		Liz Archuleta	
Valerie Kelly		Andrea Merrihew	
John Dimer		Justin Molitor	
Beth Caplan		Larissa Muller	
Bruce Sobczak		Olivia Hendricks	
Jabarah Nichols		Tyson Knudsen	
		George Ovalle	
		John Saltonstall	
		Eilise Fisher	
		Patricia Sobczak	
		Melisa Jurgensen	
		Feifei Zhang	
		Jeff McCormick	
		David McIntire	
		Annalisa Hansen	
		James Betoney	

- 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 did have a quorum.
- iv. **CALL TO THE PUBLIC** – No one from the public requested to comment.
- v. **Approval of Minutes** – Meeting minutes from 9/19/2024 were approved by Gail Jackson and seconded by Armando.
- vi. **Approval of consent items** – The board meeting calendar 2025 was approved by Brent and seconded by Beth Caplan. Gail pointed out that the March meeting will fall into Spring Break. The chair moved forward with the current calendar and will open to change when the time closes.
- vii. **Presentation**

- **Northern Arizona Good Jobs Network Update by Andrew Witzel** Beth asked, WL Gore is a large employer in Flagstaff. You mentioned that you have a medical assembling program. they do a lot of this type of work; it's a scale that seems to always be in demand here. Has anybody tried to partner with them? Andrew said Coconino County will do more employer outreach in the next couple of months to bring those employers into the network. Regina added that Gore will be a part of our manufacturing roundtable that we will be organizing at the beginning of the year. Bruce recommended Local First connected with Moonshot because they do a lot of incubators out there. Gail mentioned that NAU opened their venture studio last week. It's an on-campus incubator for students who are solving real-world problems. There might be an opportunity for the younger population to look for different things. Donovan asked how underprivileged participants could access funding to these training programs. Andrew said all the programs need to be on the ETPL and fundable through WIOA. The current fund, APPA fund will be ended 2026, once it's gone, they can run through the WIOA program.
- **Coconino County Workforce Development Plan Updates by NAU-EPI** Gail asked if the board needs to approve any report that we present to OEO. Regina said, that after we receive feedback from OEO, the board will approve it. Beth asked about the sample size of the survey. Feifei said they received 17 responses due to the short time.

viii. **Committee Reports**

- **One Stop Operator update by Tyson from CPLC.** Gail asked, in the report, that the returning customers are over 500 every month, for the past month, the new is 25, and returning customers 672, why such a big difference? Tyson said if an individual comes in multiple times, will be counted again, it is currently reflected in that 672 number. There continue to be a lot of people coming in for employee unemployment insurance and those people would be included in that 672.
- **Title 1B report by Aaron Moon from Eckerd.**
- **Finance Report by Armando Bernasconi.**

Financial Overview

1. Funding Available:
 - FY24 Carryover: \$530,745
 - New Funding: \$1,619,261
 - Total Funding Available: \$2,150,006
2. Expenses Breakdown:
 - Subrecipients:
 - One-Stop Operator: Budget \$126,876, spent \$29,815 (77% of the budget remaining).
 - Service Provider: Budget \$940,000, no expenditures recorded (100% budget remaining).
 - Special Funding:
 - One-Time Funding: Budget \$159,774 spent \$53,292 (67% of budget remaining).

- Rapid Response Salary/ERE: Budget \$357,988, spent \$23,089 (94% of the budget remaining).
- Rapid Response Operations/Travel: Budget \$132,092, spent \$10,539 (92% of the budget remaining).
- Regular WIOA Expenses:
 - Salary and ERE: Budget \$205,374, spent \$154,279 (25% of budget remaining).
 - Operations: Budget \$200,000 spent \$34,290 (83% of budget remaining).
 - Travel: Budget \$15,000 spent \$208 (99% of budget remaining).
- Total Expenditures to Date: \$305,511 out of a total budget of \$2,137,104 (86% of the budget remaining).

Youth Requirement Tracking

- Out-of-School Youth (should be at least 75%):
 - Budget \$423,113 spent \$55,967 (99% of YTD target achieved).
- Work Experience (WEX, should be at least 20%):
 - Budget \$423,113 spent \$7,675 (14% of YTD target achieved).

Expiring Funding

- Total expiring by June 30, 2025: \$862,522
- YTD expenditures in expiring funds: \$152,565
- Remaining balance: \$709,957 (82% unspent).

Beth asked that Eckerd said they hadn't connected with RR and the Dislocated worker. Since we have a budget for these programs, what does the future look like? Regina answered that the RR money is formula funding. Donovan asked about the ETPL. Is that part of the Title 1B funding or separate funding? Steven replied that Title 1B can use the available funding for training. Kay asked why the salary and ERE had already spent 75% of the budget. Amando said that's the RR only. Kay then asked whether or not we have a budget approved by the BOS. Regina said the County only approves the general fund. WIOA is 100% funded by the DOL. Bruce recommended Beth and Kay be part of the finance meeting that Amando has with the finance department.

- The Chair Report by Bruce. He is working on improving the layout of the One-stop center and welcomed the three new board members.

ix.**ADJOURNMENT**—The meeting was adjourned at approximately 9:30 AM. The motion was first approved by Brent and seconded by Armando.




One Stop Operator 2024 6 month recap

Heather Bachicha



One Stop

- Since July 1, 2024 over 3200 clients have been served at the One Stop
- Of that 3200, only 59 clients have received job placement with an average wage of \$20.16



With a complete rebuild of Title 1B and Title III teams, 2025 will be such an amazing year of growth, training and collaboration to serve more clients within Coconino County.

One Stop Meetings are scheduled for the third Tuesday of each month 10am-1130am at the One Stop

- January 21
- February 18
- March 18
- April 15
- May 20

WIOA One-Stop Operator Monthly Report

Month: December 2024

Reporting Agency: CPLC OSO, Heather Bachicha

- **Introduction: December was a fairly quiet month with services provided to clients. My belief was training within Title 1B and Title III with all new team members. Atlas has been an ongoing priority for me. Training for all partners begin January 13 with go live being January 31. Atlas has taken much longer to build than expected.**
- **Customer Services Total Customers Served:**
 - New Customers: 345
 - Returning Customers: 345
 - **Service Breakdown:**
 - Initial Assessments: 0
 - Career Counseling: 0
 - Resume and Cover Letter Assistance: 0
 - Job Search Workshops: 0
 - Other Services (Specify):
 - Job placements: 9
 - **Customer Satisfaction:**
- **Employer Services**
 - **Total Employer Interactions:**
 - New Employer Contacts: 17
 - Existing Employer Meetings: 0
 - **Services Provided:**
 - Job Posting Assistance: 1
 - Recruitment Events Held: 0
 - On-the-Job Training (OJT) Agreements Signed: 0
 - Other Services (Specify): 0
- **Program participation**
 - **WIOA Title I Adult Participants:**
 - Enrolled in Training: 0
 - Placed in Employment: 0
 - **WIOA Title I Youth Participants:**
 - Enrolled in Education/Training: 6
 - Placed in Employment: 0
 - **Other Programs (if applicable):**
 - Vocation Rehab (Title IV)
 - New Clients: 36
 - Continuing Clients: 707
 - Job placements: 5

- **Key Performance Indicators (KPIs)**
 - **Job Placement Rate:**
 - **Credential Attainment Rate:**
- **Challenges and Opportunities**
 - Some communication barriers are still present
 - Data collection from partners

- **Next Steps**
 - Training for Atlas starts January 13
 - Atlas go live for all partners January 31



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Adult, Dislocated Worker, and Youth

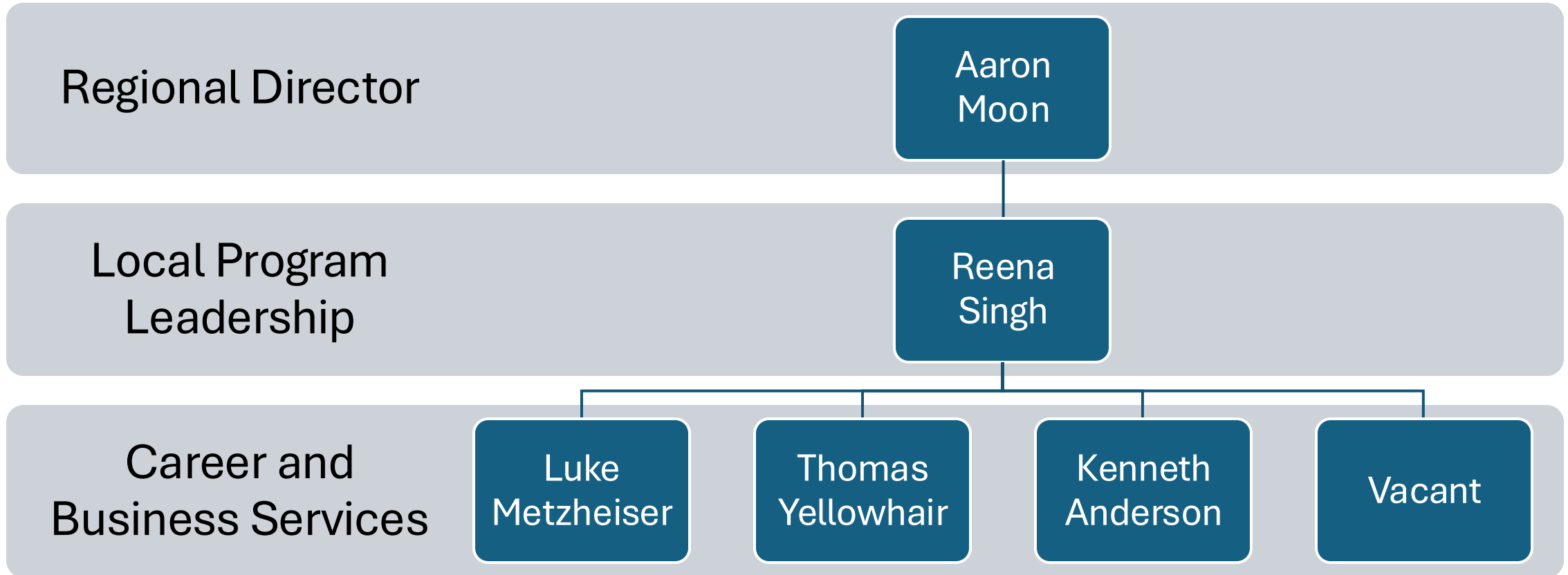
CCWDB Service Provider Updates
January 2025

Reena Singh, ARIZONA@WORK Coconino Program Manager

Aaron Moon, Eckerd Connects Regional Director

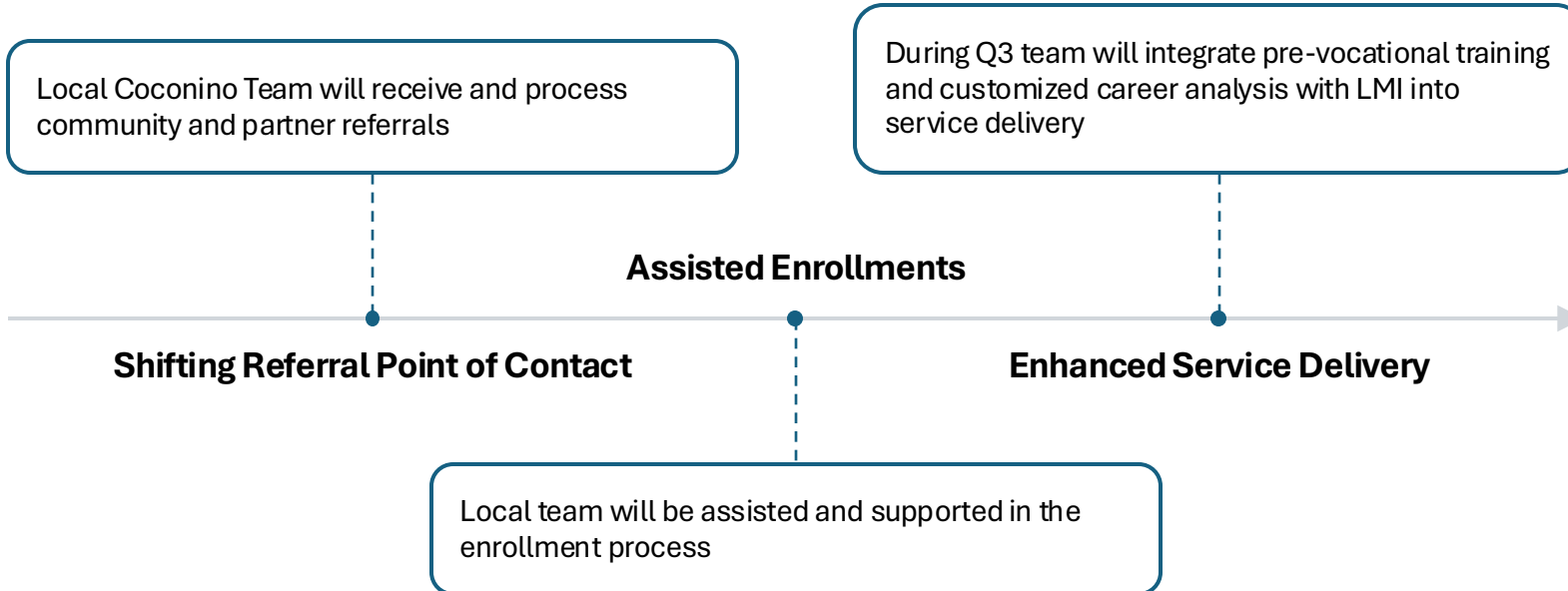


Updated Organization Chart



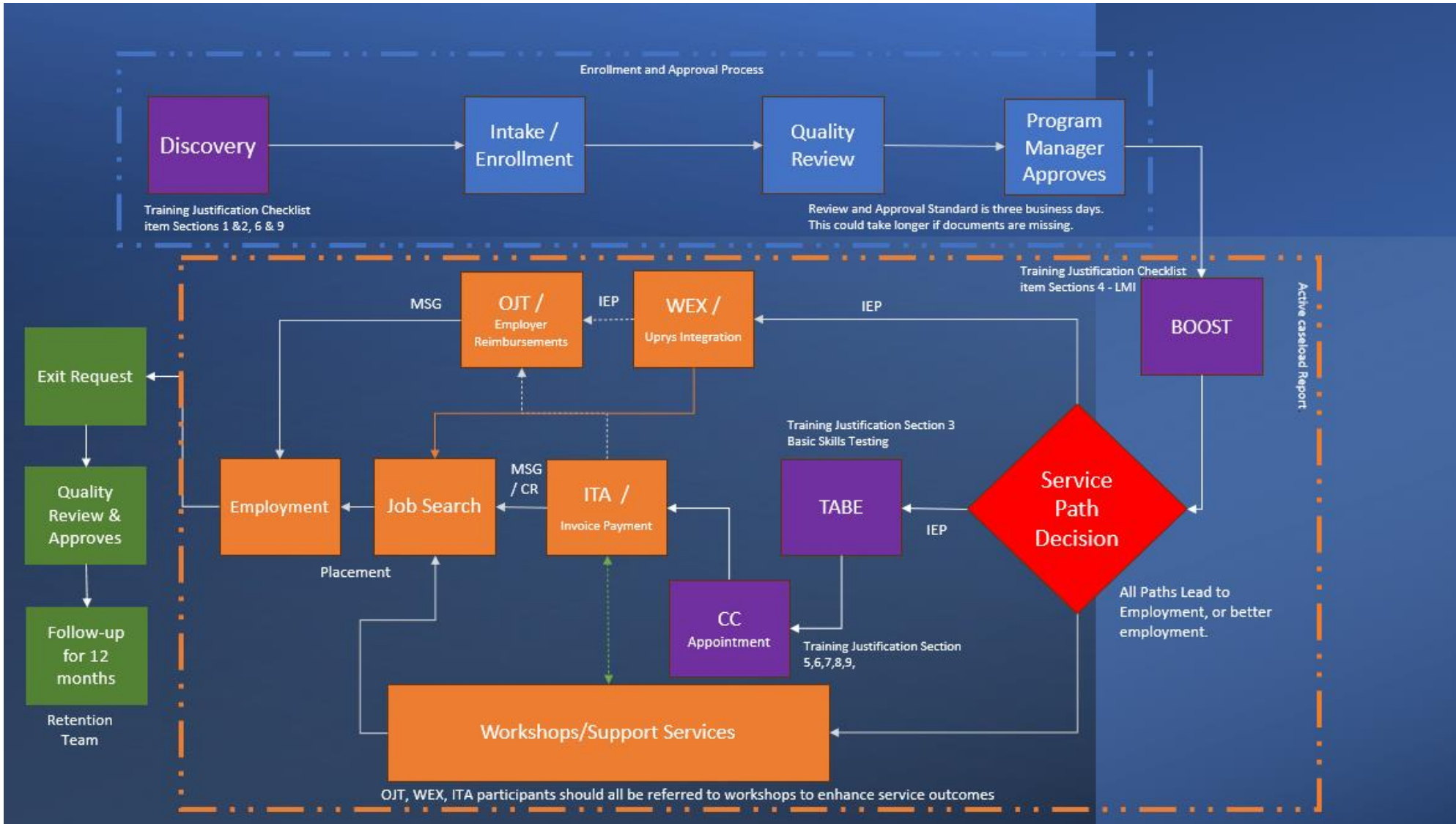
Vacant Position is for a Carrer Coach.
Second Interviews have been conducted.

Program Integration Updates



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Transformational Services Integration



Enhanced Labor Market Alignment

[Click here to view sample analysis](#)

With your ONET scores of Artistic (25), Social (25), Enterprising (21), and Investigative (21), your interest in entering the healthcare field with a focus on sociology, peer support, or behavioral health aligns well with your inclination for engaging with people and addressing complex social issues. Your entrepreneurial ambitions also suggest a potential for leadership roles within this sector. Here's an analysis of how your chosen career pathway fits with the in-demand occupations in Coconino County, AZ, and the areas where there may be misalignments.

Alignment with Career Choice:

- **Artistic and Social Skills:** These are highly beneficial in roles that require empathy, creative communication, and interpersonal interaction, essential for behavioral health and peer support positions.
- **Enterprising Skills:** Useful in navigating the administrative and managerial aspects of healthcare, especially if you aspire to entrepreneurial ventures within this field.
- **Investigative Skills:** Important for roles in sociology and behavioral health where analyzing human behavior and societal trends is crucial.

Potential Misalignments:

- **Limited Investigative Utilization:** While you have a balanced score, some roles in healthcare may not fully utilize your investigative potential unless they involve research or detailed case analysis.
- **Enterprising Ambitions:** While healthcare provides avenues for leadership, the initial stages of your career may require more groundwork in direct care or support roles before moving into entrepreneurial endeavors.



COCONINO COUNTY

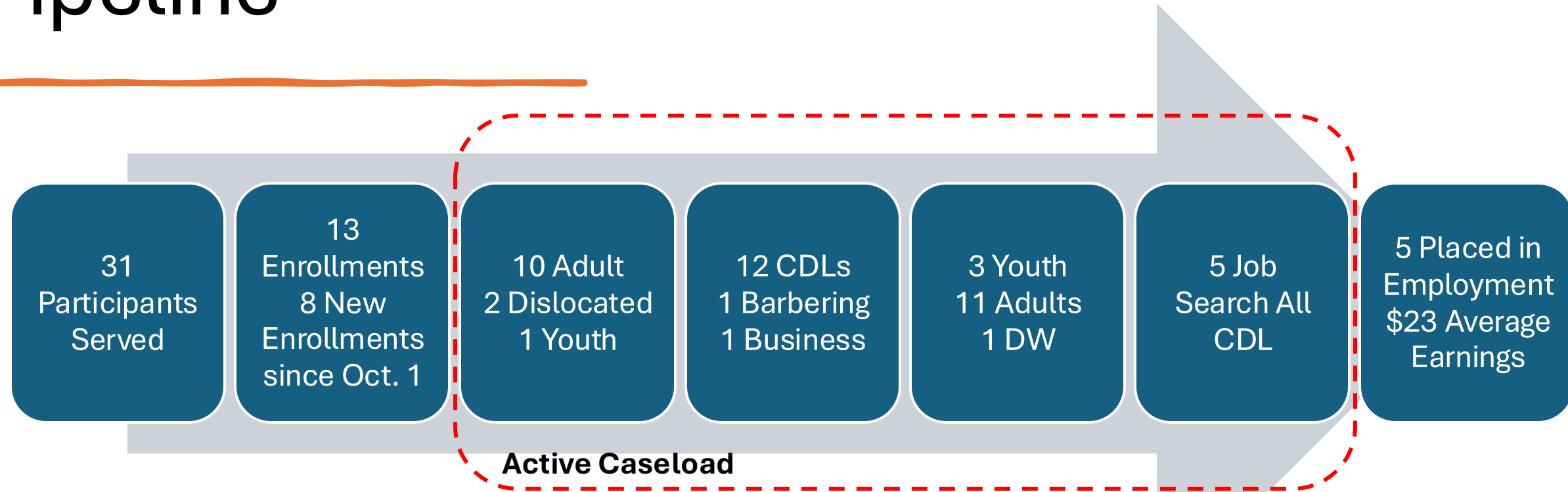
15

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Building Connections through Outreach

- Navajo Nation Workforce Development
- Hualapai Workforce Development
- Havasupi Workforce Development
- Big Brothers, Big Sisters
- Small Business Development Center
- Daniel Nickerson Coconino Community College
GED/ TABE testing
- Native Americans for Community Action
- Flagstaff Allied Forces
- Coconino County Juvenile Services
- Goodwill-Visit to Career Center 12/13
- Murdoch Center
- Basha's Grocery Store
- Coconino High School
- Ponderosa High School
- Summit High School
- Nackard Pepsi
- Summit High School
- Lily Crawford-Phoenix Trucking School
- Hualapai Tribe
- City of Flagstaff Housing Authority
- Coconino High School
- Murdoch Center
- Flagstaff High School
- Ponderosa High School
- Flagstaff Shelter Services
- Hope Cottage
- Catholic Community Services
- Safeway
- Nation's Finest

PY24 Skill Development Pipeline





Questions



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Dear Customer,

Greetings from ARIZONA@WORK Coconino County!

We are pleased to present to you a personalized report tailored to your unique strengths, aptitudes, and aspirations. Our team has meticulously compiled this information to assist you in navigating your career development opportunities in Coconino County and the surrounding region.

This report draws insights from various sources, combining personal assessments with labor market data, to offer a holistic view of potential career pathways that align with your profile. As you delve into the contents, you'll discover:

- **Career Pathway Alignments:** Recommendations based on your individual ONET scores and personal career pathway selection.
- **Labor Market Insights:** A snapshot of the employment landscape, highlighting occupation growth, wage data, and other pertinent information.

It's essential to note that while this report provides valuable insights, career decisions are deeply personal as we discussed in BOOST this week. We encourage you to reflect on the self-discovery and intrinsic motivations exercises, consider your personal priorities and lifestyle choices, and explore this choice further through networking, training, conversations with your career planner, and seeking mentorship.

The ARIZONA@WORK Coconino County team is committed to supporting your journey every step of the way. If you have questions, need clarifications, or are seeking further guidance, please don't hesitate to reach out to our team.

We wish you the very best in your career endeavors and hope this report serves as a valuable tool in shaping your future.

Warm regards,

ARIZONA@WORK Coconino County Team

With your ONET scores of Artistic (25), Social (25), Enterprising (21), and Investigative (21), your interest in entering the healthcare field with a focus on sociology, peer support, or behavioral health aligns well with your inclination for engaging with people and addressing complex social issues. Your entrepreneurial ambitions also suggest a potential for leadership roles within this sector. Here's an analysis of how your chosen career pathway fits with the in-demand occupations in Coconino County, AZ, and the areas where there may be misalignments.

Alignment with Career Choice:

- **Artistic and Social Skills:** These are highly beneficial in roles that require empathy, creative communication, and interpersonal interaction, essential for behavioral health and peer support positions.
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- **Investigative Skills:** Important for roles in sociology and behavioral health where analyzing human behavior and societal trends is crucial.

Potential Misalignments:

- **Limited Investigative Utilization:** While you have a balanced score, some roles in healthcare may not fully utilize your investigative potential unless they involve research or detailed case analysis.
- **Enterprising Ambitions:** While healthcare provides avenues for leadership, the initial stages of your career may require more groundwork in direct care or support roles before moving into entrepreneurial endeavors.

Recommended Occupations for Career Exploration:

1. **Educational, Guidance, and Career Counselors and Advisors:** These roles leverage your social and artistic skills in helping others understand and overcome personal challenges.
2. **Substance Abuse, Behavioral Disorder, and Mental Health Counselors:** Directly aligns with your interest in behavioral health, utilizing your investigative and social competencies.
3. **Medical and Health Services Managers:** For longer-term career aspirations, this role would utilize your enterprising skills in managing healthcare facilities or departments.
4. **Social and Community Service Managers:** Engages your enterprising and social skills in managing programs that deliver social services to the public.
5. **Training and Development Specialists:** This could be a great fit if you're interested in developing training programs, especially within healthcare settings, to enhance the skills of healthcare professionals.

This analysis should help in understanding how your career aspirations in healthcare, combined with your ONET scores, align with the job market in Coconino County, AZ. It also highlights pathways that can utilize all your skills, with an emphasis on roles that offer growth potential into managerial or entrepreneurial positions. Engaging with a career coach could further refine these options and help map out a career plan that aligns with both your professional goals and personal strengths.

Labor Market Analysis for Behavioral Health and Social Services Occupations in Coconino County

Description	2024 Jobs	2030 Jobs	2024 - 2030 % Change	2023 Hires	2023 Resident Workers	Pct. 25 Hourly Earnings	Avg. Hourly Earnings	Pct. 75 Hourly Earnings	Automation Index	2023 Turnover Rate
Substance Abuse, Behavioral Disorder, and Mental Health Counselors	9,224	11,188	21%	4,964	8,491	\$21.46	\$30.43	\$36.56	84.9	47%
Social and Human Service Assistants	6,318	7,274	15%	3,859	5,943	\$16.78	\$20.02	\$21.29	89.4	53%

This analysis focuses on two key occupations in the social and behavioral health fields within **Coconino, Mohave, and Navajo Counties: Substance Abuse, Behavioral Disorder, and Mental Health Counselors** and **Social and Human Service Assistants**. The analysis explores job growth, earnings, and turnover rates to provide insights for individuals exploring these career pathways.

1. Substance Abuse, Behavioral Disorder, and Mental Health Counselors

Data Summary:

- **2024 Jobs:** 9,224
- **2030 Jobs:** 11,188
- **2024 - 2030 % Change:** 21% (Growth)
- **2023 Hires:** 4,964
- **2023 Resident Workers:** 8,491
- **Pct. 25 Hourly Earnings:** \$21.46
- **Avg. Hourly Earnings:** \$30.43
- **Pct. 75 Hourly Earnings:** \$36.56
- **Automation Index:** 84.9 (Low to moderate risk of automation)
- **2023 Turnover Rate:** 47%

Job Growth:

- The occupation is expected to grow by **21%** from 2024 to 2030, reflecting a significant increase in demand for professionals in mental health and behavioral counseling services. This is likely driven by increased societal awareness and funding for mental health care and substance abuse treatment programs.

- **Career Implications:** The robust growth indicates strong job security and a wide range of opportunities for individuals entering or advancing in this field. This is an attractive career path for those interested in mental health services, counseling, and related roles.

Earnings Analysis:

- **Pct. 25 Hourly Earnings:** \$21.46
 - Entry-level counselors or those just entering the field with limited experience can expect to earn around \$21.46 per hour.
- **Avg. Hourly Earnings:** \$30.43
 - Mid-level professionals with experience or certifications can expect to earn around the average hourly rate of \$30.43.
- **Pct. 75 Hourly Earnings:** \$36.56
 - Highly experienced counselors or those working in specialized areas (e.g., addiction treatment, trauma therapy) may earn higher wages, up to \$36.56 per hour.
- **Career Implications:** The earnings potential for counselors is competitive, particularly for those with experience or who specialize in high-demand areas of mental health or addiction services.

Turnover Rate:

- The **47% turnover rate** is relatively high, indicating that while there are ample job opportunities, the field can be demanding and challenging. The high turnover may be related to factors such as burnout, emotional demands, or shifts to private practice or higher-level clinical roles.
- **Career Implications:** High turnover suggests frequent job openings, which is beneficial for job seekers. However, individuals entering the field should be prepared for the emotional and psychological demands of working in counseling and mental health.

Automation Risk:

- **Automation Index: 84.9**
 - The risk of automation for this role is low to moderate. While certain administrative tasks within counseling (e.g., scheduling, record-keeping) may become automated, the core responsibilities of counseling—such as direct client interaction, emotional support, and treatment planning—are unlikely to be replaced by technology.
- **Career Implications:** The risk of automation is minimal for counselors, ensuring job security for those entering this profession. However, staying up-to-date with digital tools for client management and telehealth could enhance employability.

2. Social and Human Service Assistants

Data Summary:

- **2024 Jobs:** 6,318
- **2030 Jobs:** 7,274
- **2024 - 2030 % Change:** 15% (Growth)
- **2023 Hires:** 3,859
- **2023 Resident Workers:** 5,943
- **Pct. 25 Hourly Earnings:** \$16.78
- **Avg. Hourly Earnings:** \$20.02
- **Pct. 75 Hourly Earnings:** \$21.29
- **Automation Index:** 89.4 (Low to moderate risk of automation)
- **2023 Turnover Rate:** 53%

Job Growth:

- The occupation is expected to grow by **15%** from 2024 to 2030, reflecting increased demand for social and human service assistants. These roles are critical in providing support services in health care, mental health, social services, and related areas.
- **Career Implications:** This growth indicates that there will be a continued need for support staff in health and social service agencies. Individuals interested in working in supportive, client-facing roles with lower educational requirements than licensed counselors may find this a suitable pathway.

Earnings Analysis:

- **Pct. 25 Hourly Earnings:** \$16.78
 - Entry-level workers or those with minimal experience can expect to start at around \$16.78 per hour.
- **Avg. Hourly Earnings:** \$20.02
 - Mid-career assistants with more experience may earn closer to the average hourly wage of \$20.02.
- **Pct. 75 Hourly Earnings:** \$21.29
 - Those with significant experience or who take on more responsibilities may earn up to \$21.29 per hour.
- **Career Implications:** While the earnings for Social and Human Service Assistants are lower than for counselors, the role requires less formal education, making it accessible for those who want to enter the social services field more quickly.

Turnover Rate:

- The **53% turnover rate** is relatively high, suggesting that many individuals leave these positions after a short period. This may be due to the emotionally demanding nature of the work, lower wages compared to other social service roles, or the desire to transition into higher-level positions (e.g., licensed counselors).
- **Career Implications:** High turnover rates mean that new job opportunities are frequently available, making this a viable entry-level position for those wanting to enter the social services sector. However, it also suggests that many workers may use this position as a stepping stone to more advanced roles.

Automation Risk:

- **Automation Index: 89.4**
 - Like counseling roles, the risk of automation for social service assistants is low to moderate. While certain tasks may become automated (e.g., data entry or basic client scheduling), the direct client support and interaction aspect of the role is unlikely to be replaced by technology.
- **Career Implications:** Automation is not a major concern in this role, providing job security for individuals entering the field. However, staying familiar with technology platforms used in social services, such as case management systems, could enhance career prospects.

Key Takeaways for Career Exploration

1. Job Growth Opportunities

- Both occupations show strong job growth through 2030, with **Substance Abuse, Behavioral Disorder, and Mental Health Counselors** growing at **21%** and **Social and Human Service Assistants** at **15%**. The increasing need for mental health and social services suggests that these fields will continue to offer stable job opportunities.

2. Earnings Potential

- **Substance Abuse, Behavioral Disorder, and Mental Health Counselors** earn significantly more, with average hourly earnings of **\$30.43** and potential earnings of over **\$36.56** for experienced professionals. This career requires more education and training but offers higher financial rewards.
- **Social and Human Service Assistants** offer lower earnings, with an average hourly wage of **\$20.02**. However, this role provides a quicker entry into the workforce with fewer educational requirements, making it an accessible option for those starting their careers in social services.

3. Turnover Rates and Career Progression

- Both occupations have relatively high turnover rates (47% for Counselors and 53% for Assistants), suggesting that while jobs are frequently available, they can be emotionally demanding roles. For those entering these fields, it may be important to consider long-term

career development, including additional certifications or moving into higher-level roles such as licensed counselors or program managers.

4. Automation Considerations

- Both roles have a **low to moderate risk of automation**, with **Counselors** having an index of **84.9** and **Assistants** having an index of **89.4**. Direct client services, emotional support, and case management are core aspects of both roles that are unlikely to be automated. However, familiarity with technology and digital platforms will be beneficial in staying competitive in these fields.

Conclusion

Both **Substance Abuse, Behavioral Disorder, and Mental Health Counselors** and **Social and Human Service Assistants** present promising career pathways with strong job growth and a moderate degree of job security. **Counselors** offer higher earnings potential and the opportunity to specialize in areas like addiction or trauma therapy, making it a rewarding career for those committed to mental health services. **Social and Human Service Assistants** offer an accessible entry into the social services field, with room for advancement into more specialized or higher-paying roles. Both roles provide valuable opportunities to help individuals and communities, with stable demand and low automation risks.

Coconino County Workforce Development Area
YTD Expenses as of 11/30/2024
Fiscal Year 2025

Money In

FY24 Carryover	\$ 530,745.00
New Funding	1,619,261
Total Funding Available	\$ 2,150,006.00

Money Out

	Budget	(Partial)				Expenditures Total	% of Budget Remaining	% of Year Remaining
		Jul-Sep Expenses Quarter 1	Oct-Dec Expenses Quarter 2	Jan-Mar Expenses Quarter 3	Apr-Jun Expenses Quarter 4			
Subrecipients								
One-Stop Operator	\$ 126,876	\$ 29,815	\$ 27,966		\$ 57,780	54%	58%	
Service Provider	940,000	-	13,620		13,620	99%	58%	
Special Funding								
One-Time Funding	159,774	53,292	2,320		55,612	65%	58%	
Rapid Response Salary and ERE	357,988	23,089	20,987		44,075	88%	58%	
Rapid Response Operations/Travel	132,092	10,539	-		10,539	92%	58%	
Regular WIOA Expenses								
Salary and ERE	205,374	154,279	86,821		241,100	-17%	58%	
Operations	200,000	34,290	9,432		43,722	78%	58%	
Travel	15,000	208	5,395		5,603	63%	58%	
Expense Total	\$ 2,137,104	\$ 305,511	\$ 166,540	\$ -	\$ -	\$ 472,051	78%	58%

Youth Requirement Tracking (through Q1)	PY23 Category Expenses	PY23 Allocation	% of Allocation	YTD Category Expenses	YTD Total Youth Exp	% of YTD Expenses
Out-of-School Youth % of Total Youth (should be at least 75%)	\$ 86,788	\$ 423,113	21%	\$ 55,967	\$ 56,486	99%
WEX % of Total Youth (should be at least 20%)	\$ 7,675	\$ 423,113	2%	\$ 7,675	\$ 56,486	14%

Expiring Funding Overview

Funding to Expire by June 30th, 2025	\$ 862,522
YTD Expenditures in Expiring Funds	319,105
Remaining	\$ 543,417 63%

Coconino County Workforce Development Area
One-Time Funding Expenses as of 11/30/2024
Fiscal Year 2025

Marketing

Wix website services for coconinoworks.org	\$ 1,411.65
Flagstaff Business News IWT advertisement	1,160.00
Moonshot Partnership in Employer Outreach	1,500.00
Indigenous Community Heath & Resource Fair sponsorship	100.00
Flagstaff Business News Sep advertisement	1,160.00
Flagstaff Business News Oct advertisement	1,160.00
Total	6,491.65
Budget	109,774.00
Remaining	\$ 103,282.35

94%

Atlas Referral System

Setup services and software	\$ 49,120.00
Budget	50,000.00
Remaining	\$ 880.00

2%

Summary

Grand Total	\$ 55,611.65
Budget	159,774.00
Remaining	\$ 104,162.35

65%

CCWDB Staff Report for January 16, 2025

Summary

This report summarizes key activities and accomplishments of the Coconino County Workforce Board staff since the last board meeting. The focus areas include:

- **Strategic Leadership:** Overseeing strategic plan development and implementation, ensuring alignment with regional economic development goals and workforce needs.
- **Workforce Development:** Focusing on addressing critical workforce challenges through training and talent pipeline alignment.
- **Grant Management:** Identifying grants to secure funding for eliminating barriers for job seekers and WIOA partners.
- **Community Engagement:** Building and maintaining strong relationships with key stakeholders and advocating for policies that support workforce development.
- **Data Analysis & Reporting:** Monitoring and analyzing workforce data to identify trends and inform decision-making.

Executive Director - Billy Francis

- Led the development and implementation of the Coconino County Local Area Workforce Board's strategic plan.
- Managed Board operations, including budget management, staff supervision, and performance monitoring.
- Focused on addressing critical workforce challenges through skills gap analysis and training program alignment.
- Oversaw the delivery of workforce services, including job training, career counseling, and placement services.
- Secured grants to eliminate barriers for job seekers and WIOA partners.
- Maintained strong relationships with key stakeholders, including employers, educators, and community organizations.
- Advocated for policies that support workforce development and economic growth.
- Analyzed workforce data to identify trends and inform decision-making.

Assistant Director - Regina Salas

- **Business Engagement and Workforce Initiatives**
 - Attended the Western Navajo Agency Council meeting to raise awareness about WIOA programs.

- Secured Coconino County Board of Supervisors approval for the Northern Arizona Good Jobs Network (NAGJN) Phase 2 contract.
- Led a presentation on WIOA Overview, Work-Based Learning and Eligible Training Provider List at the NAGJN partners meeting.
- Convened sector-specific industry-led roundtables to engage employers in shaping NAGJN training programs.
- Activated the ARIZONA@WORK Coconino Business Service Team to support local businesses.
- Participated in the Economic Collaborative of Northern Arizona (ECONA) – Business Retention and Expansion (BRE) team activities.
- Provided an overview of WIOA programs to the Greater Flagstaff Chamber of Commerce's Workforce Development and Education Committee.
- Collaborated with a consultant to develop branding and outreach strategies.
- Oversaw the minimum wage study conducted by Northern Arizona University-Economic Policy Institute.
- Supported rapid response and workforce reduction efforts.

Administrator of Programs - Steven Reyna

- **Eligible Training Provider List (ETPL) Management**
 - Focused on labor market alignment to ensure training programs meet the needs of businesses and participants.
 - Built working relationships with businesses to identify their needs and align training opportunities.
 - Reviewed documentation and performance outcomes of current ETPL providers.
- **Policy Development**
 - Reviewed and updated policies to ensure clarity and alignment with the needs of businesses, training institutions, and participants.
 - Developed policies related to Training Services, Adult Dislocated Worker and Youth programs.
 - Drafted Business Services policy and updated the IWT policy, business application, and agreement.
- **Programs and Providers**
 - Worked with Pinal County to develop a comprehensive understanding of working with Title I-B staff and other programs.
 - Planned to utilize the minimum wage survey to adjust the Lower Living Standard Income Level (LLSIL) guidelines.

Admin Specialist III - Yanzi Liu

- **Travel Arrangements**
 - Registered and finalized travel plans for board staff and members attending the 2025 NAWB Forum.
- **Contract Management**
 - Facilitated the NAGJN Phase II contract through Board of Supervisors approval and entered it into the county's Ion Wave platform.
- **Policy Training**
 - Attended the county travel policy training and prepared to implement the new policy.
- **Industry Insights**
 - Participated in the Flagstaff Tourism Annual Partner Meeting to gain insights into local in-demand industries.

This summary provides a concise overview of the Coconino County Workforce Board staff's activities and accomplishments. The full report includes more details and can be provided upon request.