



ARIZONA TRIBAL WORKFORCE

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ARIZONA TRIBAL WORKFORCE DEVELOPMENT BOARD (ATWDB)

MEETING MINUTES

Wednesday, February 5, 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, Crystal Banuelos, Bernadette Kniffin, Winifred Begay, Brent Kurth, Genevieve Dasti, Wallin Gustin, David Howard, Craig Lefever

Members' Absent: Erin Pazos, Aaron Brown

Staff Present: Connie Fraijo and Nadine Talayumtewa

III. Approval of January 8, 2025, Meeting Minutes

The meeting minutes of January 8, 2025, were presented on screen for review. Wallin Gustin motioned to approve with 2 corrections and seconded by Bernadette Kniffen. Motion carried.

IV. Office of Economic Opportunity Fiscal Agent – Stephen Sifuentes, Finance Administrator

- Introduction of new staff -Mayan Akpan who was introduced and will be our point of contact for the tribes. She provided a short narrative of her background for the board.
- IGA update: IGAs are still being reviewed. We are working on those but have run into some delays behind the scenes.
- WIOA Funding Overview: WIOA funding freeze. It has received full funding which will be disbursed. So, we are fine for this FY. Next year there will be a 7-8% decrease in funding. Connie had a question about these funds which have not been drawn down

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for PY24/FY25. Once IGAs are delivered to the tribes, they will use their process to get these done. Bernadette asked what timeline we are looking at. It was relayed by OEO hopefully by the end of this month. Wendy asked when does PY24/FY funds expire, again it was noted that those funds will expire 6/30/26

V. Board Chair Report – Crystal Banuelos, ATWDB Chair Board Agreements:

- Shared Governance and Consortium Board Agreements Update: We are slowly getting these from everyone. The agreements that are still outstanding are Hopi, Salt River, Colorado River and Ft. Mojave has only 1 agreement (consortium).
- WIOA Title 1-B Allocation Remaining Reports: Fiscal report was sent out at the same time as the Board agenda. We are recommending to follow up with your fiscal staff to find out why funds have not been expended. This will affect your transfer of funds process if you will be requesting a transfer.
- Transfer of Funds Process: We will be monitoring this process with OEO who is now our fiscal agent. We had a request regarding transferring funds, after reviewing the request we sent the question to the State. Their response is that we can only transfer from DW to Adult or Adult to DW. This cannot be done with Youth funds. Connie has met with Mayen to come up with a process for the transfers.
- ATWDB Supportive Service Policy: Staff have revised and finalized this policy in December. It had been sent out to all the tribes but did not receive any feedback. Funding caps and allowable costs will be decided by each tribe that was addressed in the final policy. Now we need Board approval. Motion made by Wallin Gustin to approve Support Service Policy, seconded by Bernadette Kniffin. Motion passed unanimously.
- NAWB Conference is coming up on March 29<sup>th</sup> through April 1<sup>st</sup>. We have not attended for several years because we did not have a fiscal agent. We want to consider sending someone, we do have a line item in the budget, so funds are available. Sessions are relevant for our area and the role of Workforce Board will be good for board members. Bernie asked why people cannot attend if there is a line item for that, and it was approved last July '24. We still need to review the board budget to make that decision.

VI. Executive Director Report Connie Fraijo, ATWDB Executive Director

- We have three new board appointments and others that have expiring terms that we are still working on.
- Requested extension to board recertification which was supposed to be done by 1/6/25 but we did not make that deadline. IGA and Consortium agreements and board appointments need to be completed because these are documents that are part of the certification process. A letter was sent to extend our deadline to 6/30/25.
- MOU updates were made some revisions included the name change of the board and DW changes. It was sent out for review to all partners, we did receive a couple of changes that we will be working on making those changes.
- Policy Updates Support Services have been approved today. The next policies are Work Experience Policy and Monitoring Policy. These will go out to the board for

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review. We also have to start on the Adult Priority of Service and Veterans Priority of Service.

- 2025 Training Academy Update. This was approved to start the planning. Connie is working with a committee. We still need to look at dates and venues in Phoenix possibly in April or early May. Some have asked for a hybrid method that we will still have to determine if it's possible.
- Working with Mayen from OEO on fiscal reports and other priorities that we will be reporting on this at a later date
- EO Training, State will be providing this training. We are audited annually and they ask if we attended EO training, I've advised the tribal areas to attend.

VII. Call to Public – Jon Rios made a request for information on CDC background request from DES contracts. Need help with accessing website for assistance.

VIII. Next meeting March 5, 2025, 10-11:30 a.m.

IX. Adjournment at 11:15 a.m. Motion made by Bernadette Kniffin to adjourn the meeting, seconded by Craig Levefer. Motion passed; meeting adjourned at 11:15 a.m.

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