

04/24/2024 ARIZONA@WORK Northeastern Local Workforce Development Executive Committee Meeting Minutes

1) Call to Order

- a) Adam Garrard, David Miller, Jeremy Flowers, Rochelle Shanta, Ryleigh Aubuchon, Steve North
- b) Meeting called to order at 11:04 AM.
- c) Board chair and director review outstanding meeting minutes. Minute drafts were lost during staff turnover and will have to be recreated from recordings.

2) Staff Reports

a) Business Services Report (Adam):

- i) Business services specialist reports that recent WARN notices have passed by the region. Team continues to coordinate with Rapid Response department.
- ii) Van rewrap project (in one-time funding award) is underway. The van will be used to represent the program at job fairs and business closure events.
- iii) Business services specialist thanks Steve N. for coordinating the Show Low business expo and expresses the importance of events like this for the program to connect with employers to fulfill its mission of helping avert layoffs.

b) Director Report (Jeremy):

(1) Director expressed difficulty of running the department while short staffed and provided update on the hiring status of the open positions. Interviews have concluded and the hiring process is in place. New compliance officer Sunny Han started 4/22 and joined the meeting. Other hiring is in progress.

(i) Sunny provided brief introduction to the Executive Committee members.

(2) Director reported progress on receiving quotes from vendors for one-time fund award projects. Director reviewed one-time fund award timeline and board decision from last month to pass vendor approval to the Executive Committee.

(3) Director reviewed progress on fiscal and programmatic audit resolution with DES oversight (all corrective actions proceeding as planned).

3) Old Business:

- a) Director presented quotes for one-time opportunity funded consulting contracts.

- b) After review of procurement process and quotes received, director recommends Workforce180 for Admin Consulting SOW 2 and Pathways2Careers for Admin Consulting SOW 1. Quotes for Finance Consulting SOW 2 are still being process and no quotes were received for Finance Consulting SOW 1.
- c) Steve N. comments that he had not seen information about this. Director acknowledges that the process has been rushed.
- d) David M. comments that processing this award while short-staffed has been demanding for the team and that the procurement process conducted so far has followed policy even though communication has been minimal.
- e) Business engagement specialist comments that these award funds are a valuable gift to the area from DES and expresses the value of the proposed services to the area.
- f) Director reviewed the reasons for breaking down the area's needs into distinctive scopes of work and reviewed the each scope of work individually, explaining how the expert help that the team needs to improve its processes can be separated into these four distinctive categories so that multiple improvement projects can be pursued at once.
- g) Steve N. comments that he understands the proposed process after the review and asks if county procurement processes will be used and if the fund will be entirely from the DES award. Director answers in the affirmative to both questions.
- h) Director asks if there are any further questions or any objections to proceeding as proposed. No Committee members oppose the recommendations. Staff team will implement its vendor recommendations pending completion of the Navajo County procurement process.

4) New Business:

- a) Director proposes renewal of cost sharing agreement with Pinal County for the joint purchase of access to a labor market information system. David M. motions to renew the agreement. Steve N. Seconds the motion. Motion carries with none opposed.

5) Closing and adjournment:

- a) Next Executive Committee meeting scheduled for June 26th.
- b) Steve N. motions to adjourn. David M seconds the motion.
- c) Meeting adjourned at 12:31 PM.

