

# LOCAL WORKFORCE DEVELOPMENT BOARD BI-MONTHLY MEETING MEETING MINUTES

<b>LOCATION:</b>	Virtual
<b>DATE:</b>	05/22/2024
<b>ATTENDEES:</b>	David Miller (Chair), James Bruzzi (Vice-Chair), Ryleigh Aubuchon (Secretary), Briony Buchholz (Clerk), Jeremy Flowers (Executive Director), Ben Smith, Billy Smith, Cathy Melvin, Elizabeth Flake, Jen Fair, Mark Marcanti, Rochelle Shanta, Stella Gore, Tabitha Stickel, Adam Garrard, Lori Wiechmann, Jessica Head, Linda Branch, Martha Jones, Pedro Espinoza, Sunny Han
<b>TIME:</b>	10:00 AM

## AGENDA ITEMS

- I. Call to order - 10:05 AM by David Miller (Chairman)
- II. Roll call:
  - Present – David Miller, James Bruzzi, Ryleigh Aubuchon, Ben Smith, Billy Smith, Cathy Melvin, Elizabeth Flake, Jen Fair, Mark Marcanti, Rochelle, Shanta, Stella Gore, Tabitha Stickel
  - Absent – Stephanie McCarthy, Steve North, Woody Cline, Cathy Melvin, Janet Dean, Chris Pasterz, Ben Smith
  - Excused – N/A
  - **Quorum Present**
- III. Approval of minutes from previous meeting:
  - January 2024, March 2024 minutes tabled until July meeting due to no staff to prepare them
- IV. Contractor Updates – OSO Report
  - April total income \$131,000
  - Globe Title III Employment Services Position is coming available while the Winslow Job Center is now fully staffed, and a new Vocational Rehab Case Manager was hired for Gila County
  - Gila county BSR (Lori Wiechmann), Compliance Officer (Sunny Han), and Administrative Officer (Briony Buchholz) were hired by WIOA Northeastern

- ATLAS was retrained to staff and partners and many referrals are coming through the system, deciding how long to leave a referral open across programs
- VR Headsets are extremely successful and creating partnerships with other organizations for their use

#### **V. Department Updates – Director Update**

- One-time funding award of 560,000 from DES to accommodate program improvement, consultations, and expand capacity of the training program, obtain staff vehicles to be completed and received by 6/30/24 and currently on track to spend 400,000; while extension for unused portion is a possibility
- Funding for a training library subscription is no longer an option due to services being rendered after the close date of 6/30/24
- Last initiative was for Finance Records Review but that allocated 49,000 is being negotiated to use for upgrading equipment at the job centers and training programs; approval odds are good
- Waiting to hear about the Core Competency Training payment that was sent so training can be released and taken by CPLC staff
- Yearly Budget Allocation will be voted on by the State Council during their May 30<sup>th</sup> meeting; they will look at the total federal award, hold some out for Rapid Response and the Governor's discretionary fund for emergencies, then divide the rest among the 12 Workforce areas according to a formula based on poverty, demographics, population size, and therefore it is not based on performance and cannot impact this area negatively
- State Council is looking at budget cuts for the upcoming PY/FY across all areas, but the carryover amount is good and will be added to the new year budget making finances strong for the new year

#### **VI. Department Updates – New Staff**

- Kudos out to Jessica, the job center supervisors, Briony, and Adam for stepping up and doing an incredible job to get us through the end of the year period
- Briony Buchholz is the new Administrative Officer and comes from the County with a lot of experience and serves on the Personnel Commission and provides a connection with the County as an employer and not just as employees
- Sunny Han is the new Compliance Officer and comes with experience in the Governor's office and private settings while bringing a level of expertise the department can benefit from
- Lori Wiechmann the Business Service Representative who will be covering Gila County will allow Adam to cease needing the drives back and forth while she connects us to employers and is dedicated to the area

#### **VII. Department Updates – Equipment**

- New computers were ordered for the new staff and for the Globe Resource Room which will lead into a re-opening event of the Globe Job Center, but plans are not definite yet

#### **VIII. Old Business**

- Contract Renewals
  - Transfr – virtual reality career exploration program for youth and job fairs for \$20,000 annually that includes rental of the equipment, the subscription service, and support and training
    - requesting board approval for renewal
      - James Bruzzi motioned to approve renewal of contract
      - Elizabeth Flake seconded motion to approve renewal of contract
        - Non opposed – motion carried
  - ATLAS Referral Platform – aids in reaching rural areas with important resources allowing for the set up of a referral network; still in the implementation stage using it only internally while still providing a benefit providing cross-enrollment; next stage of placing kiosks in libraries will allow participants to refer themselves for services and enroll in the programs after creating an account; handhelds will allow businesses to register at job fairs with the BS team; NPC is being consulted on possible locations for kiosks; annual costs will be roughly \$33,000
    - Requesting board approval for renewal
      - Elizabeth Flake motioned to approve contract renewal
      - Billy Smith seconded motioned to approve contract renewal
        - Non opposed – motion carried
- NPC Lab Assistant Salary – (Tabitha Stickel) NPC partners with AZ@Work for presenting information and referring students in the new student orientation to inform students of the resources available and have monthly information sessions
  - Requesting board approval for renewal
    - Elizabeth Flake motioned to approve renewal of contract
    - Marty seconded motion to approve renewal of contract

## **IX. New Business**

- Proposal to review board meeting attendance policies as recruitment for board replacements or renewals approaches
  - Elizabeth Flake reminds board that this has come up in the past, but board recruitment has been difficult so adhering to attendance policy is usually overlooked
  - Adam will continue to recruit for the board and focus on getting the positions filled with qualified members who meet guidelines with 3 or 4 openings currently
    - 50% to represent businesses/employers
    - 20% to represent labor organizations
    - Representative from each of the core partner programs

- Desirable to have a representative from each of the three counties the workforce area covers
- Review of Bylaws to see what attendance should be, how many can be on the board, and what protocol is to remove and recruit members
  - Bylaws sent to Chairman by Jeremy while in the meeting

**X. Board Updates**

- Martha Jones reports a new counselor for Title IV in Payson; his name is Brett Curry; Rehab Tech who will be first point of contact for Title IV in the Pinetop/Lakeside office is starting next Tuesday (5/28/24)
  - Martha announced this is her last board meeting due to resignation from position as supervisor for Title IV in Payson and Pinetop/Lakeside.
  - Elizabeth Flake announced changes in role with Northern Arizona University and is focused on supporting employers and organizations that partner on developing programs such as Applied Wildfire Science Program which will be offered at community colleges as well as online.
  - Jeremy Flowers announced WIOA's presentation coming up on 5/28/24 in Gila County before the Board of Supervisors

**XI. Next Meeting – July 24<sup>th</sup>, 2024**

- New link will be sent out since old ones are still under Lisa Grannis and therefore having issues accessing

**XII. Adjournment – 11:21 AM**

- Billy Smith motioned to adjourn
- Tabitha Stickel seconded motion to adjourn
- All in favor – motion carried