

LOCAL WORKFORCE DEVELOPMENT BOARD BI-MONTHLY MEETING MEETING MINUTES

LOCATION: Virtual

DATE: 09/25/2025

ATTENDEES: David Miller (Chair), James Bruzzi (Vice-Chair), Ryleigh Aubuchon (Secretary), Briony Buchholz (Clerk), Steven North, Chris Pasterz, Cathy Melvin, Dominic Marcanti, Ben Smith, Elizabeth Flake, Stephanie McCarthy, Tabitha Stickel, Adam Garrard, Jessica Head, Sherri Davis, Theresa Bukowski, Pedro Espinoza

TIME: 10:00 AM

AGENDA ITEMS

- I. Call to order - 10:05 AM by David Miller (Chairman)
- II. Roll call:
 - Present - David Miller, Chris Pasterz, James Bruzzi, Elizabeth Flake, Cathy Melvin, Billy Smith, Dominic Marcanti, Steve North, Ryleigh Aubuchon
 - Absent – Stephanie McCarthy, Janet Dean, Woody Cline, Tabitha Stickel
 - Excused – N/A
 - **Quorum Present**
- III. Approval of minutes from previous meeting:
 - Minutes not submitted in time; tabled until November meeting
- IV. Board Updates
 - Jeremy Flowers accepted a position in the California Workforce and is no longer with WIOA Northeastern; Jayson Vowell, Navajo County Finance Director has been named Interim Director
 - Chris Pasterz questioned timeline for recruitment for director position; Chairman confirmed he will be included in process, multiple applicants and moving forward; posting is open until filled
- V. Department Updates – Business Services
 - Navapache BSR (Steve Zachary) new employer numbers rising; Gila County numbers are high

- Adam will present at the Good Jobs Network
 - Elizabeth Flake questioned Good Jobs Network; Adam explained it is a Governor's initiative, he is working with other local areas to create a survey and on best practices for promotion of the service for Adult and Youth.
- 2nd chance employer in Winslow, Steve Zachary is catching them
- Cholla Power Plant will be shut down by November 2025 but will not be leveled. It will be used for other purposes and plan to have a smooth transition during shutdown

VI. Department Updates – Administration Update (if any)

- None at this meeting

VII. Contractor Updates – OSO Report

- July numbers strong, median wage is reported at \$32,000+ 42 job placements, through Pinetop office's job events
- ATLAS forms are being created by Jessica and Sherri to save money rather than purchase them from ATLAS themselves.
- Job Center recertification found ADA equipment is lacking and staff needs training on using it once it is obtained; Ryleigh will aid in getting the process going to bring centers ADA compliant
 - Elizabeth Flake questioned why all locations needed to be certified as past requirements only required one location to be fully certified
 - Sherri Davis requests replacing the equipment in Globe because it is outdated and no one uses it due to that issue
- Training modules were successful in collaboration between Titles
- RingCentral is not being utilized; MOU with Gila County office and NPC lab assistant were suggested as possible operators to handle the call flow and service callers
 - Ryleigh Aubuchon suggests utilizing the states virtual line that directs clients to the service provider in their area and can be obtained through a simple google search such as "employment services" potentially saving money on RingCentral
 - Theresa Bukowski suggested utilizing a CSEP to answer the RingCentral line; board attendees liked the idea
- Title III in Pinetop is vacant and needs to be filled
- Melody Graham in Apache County has been increasing numbers of success stories; Apache County is not listed on the website and needs to be

VIII. New Business Announcements

- Need to update outdated policies and procedures
- Need to designate workgroups for Policies, Program Updates, and placement of Kiosks and possible to figure out how to work out the RingCentral issue

- TEGL 09-22 Food Supportive Service needs to have a policy created; Adam recommends a different workgroup, Chairman agrees

IX. Board Input

- Billy Smith recommends Clerk sharing job descriptions to understand who is responsible for what; see reports and agendas at least a week prior to the meeting to better prepare for the meetings to be shared annually with the board
- Steve North agrees with Billy and suggest receiving the meeting packet at least a week prior to the meetings
- Elizabeth Flake asked about a missing agenda; Chairman confirmed we are working on correcting the issues

X. Next Meeting

- Steve North suggested moving the next meeting to the week prior due to scheduling conflicts with the Holiday
 - Chairman approved moving the meeting a week prior to 11/20/24

XI. Adjournment – 10:42 AM

- 1st motion – James Bruzzi
- 2nd motion – Steve North
 - All in favor – motion passed