



ARIZONA TRIBAL WORKFORCE

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ARIZONA TRIBAL WORKFORCE DEVELOPMENT BOARD (ATWDB)

MEETING MINUTES

Wednesday, March 5, 2025

10:00 am – 11:30 am

Virtual Meeting

Prepared by: Nadine Talayumptewa

I. Call to Order – Crystal Banuelos, ATWDB Chair

Chairwoman Banuelos called the meeting to order at 10:09 am

II. Roll Call - Connie Fraijo, ATWDB Executive Director

Connie Fraijo conducted a roll call; a quorum was present

Members' Present: Crystal Banuelos, Bernadette Kniffin, Wendy Begay, Brent Kurth, Wallin Gustin, David Howard and Craig Lefever

Members' Absent: Neil White, Erin Pazos, Aaron Brown, Genevieve Datsi, Tommy Canyon

Staff Present: Connie Fraijo and Nadine Talayumptewa

III. Approval of February 5, 2025, Meeting Minutes

The meeting minutes of February 5, 2025, were presented on screen for review. Craig Lefever motioned to approve and seconded by Bernadette Kniffin. Motion carried.

IV. Office of Economic Opportunity Fiscal Agent – Mayen Akpan, Senior Grants & Compliance

- IGA Update – the agreements are still in review process. Next steps will include a walk through with each tribe for completion. As reported last month there were some behind the scenes delays. The projected completion date was to have it by the end of March.
- Crystal noted that we had challenges with our budget because of our trouble with obtaining a fiscal agent.
- Wendy stated she was revising IGA with her staff and Mayen will check to see if admin funds have been extended to PY26. Also asked if other tribes have PY24 funds and that submission of budgets for them is a very long process.
- Crystal reminded everyone that PY23 funds will end on June 30, 2025. Funds will no longer be available, that is why we are trying to spend down our budgets.

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- V. Board Chair Report – Crystal Banuelos, ATWDB Chair:
- Shared Governance and Consortium Board Agreements Update: We are still waiting for Hopi, Salt River and Colorado River to submit these agreements.
 - Ft. Mojave has not submitted their Consortia Agreement.
 - There are still vacancies on the ATWDB for Colorado River, Gila River and Hopi. We have had these vacancies for some time and have asked for a waiver from the Workforce Council which was granted and is currently in place.
 - ATWDB WEX and Monitoring policies have been reviewed by all entities and corrections made. We sent the policies to the Board for review and feedback. Minor changes were made that were grammatical. Motion made by Wallin Gustin to approve the WEX Policy, seconded by Bernadette Kniffin. WEX Policy is approved. Motion was made by Bernadette Kniffin to approve Monitoring Policy, seconded by Wallin Gustin. Monitoring Policy is approved.
- VI. Executive Director Report Connie Fraijo, ATWDB Executive Director
- Mayen and I have been discussing procuring a consultant to help with the writing of the plan that is now overdue.
 - Plans for the Training Academy are ongoing, and I am working with Mayen on the budget. We have a scheduled meeting this month to continue to work on securing dates and venue.
 - Performance is still showing up in the red, we have a MIS meeting March 19th to work on improving those numbers. All CEOs received a letter from Anna Hunter from DES on the WIOA Performance Measures, the ATWDB failed Median Wages for Dislocated Worker. During that performance period we did not have a DW program due the Fiscal Agent issues and how the board was administering the program.
 - Enrollments for Adult and Youth have increased slightly and we now have enrollments for a few Dislocated Workers.
 - Data Validation Audit has been received for the 3rd Quarter, and we are addressing that. Outcomes have not yet been received.
 - EO Training will be presented by the State on March 12th. We are audited annually so this would be an asset to the tribes to participate in this training.
 - OEO Webinar for evaluation will also be presented on March 6th from 2 pm to 3 pm.
- VII. Call to Public – Jon Rios asked again if any of the tribes were able to complete the background process. We will ask around again or maybe bring it up at the MIS meeting.
- VIII. Next meeting April 2, 2025, 10-11:30 a.m.
- IX. Adjournment at 10:57 a.m. Motion made by Crystal Banuelos to move to Executive Session.

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Executive Session: Called to Order by Chair Crystal Banuelos at 11:02 am

Attendees: Members' Present: Crystal Banuelos, Bernadette Kniffin, Wendy Begay, Brent Kurth, Wallin Gustin, David Howard and Craig Lefever

Summary: The Board convened to discuss existing two staff members, Executive Director Connie Fraijo and Program Coordinator Nadine Talayumptewa's and their present status. After discussion, the Board moved to support an amendment extension up to June 30, 2025 and to increase wages as outlined within decision. The amendment will reflect these changes and will be signed by the two staff and Board Chair as approved.

Motion: Wallin Gustin moved to approve the amendment from January 1, 2025 to June 30, 2025 and the agreed upon salary increase for the Executive Director and Program Coordinator. Craig Lefever seconded the motion.

Vote: Unanimously Approved

Adjournment: Bernie Kniffin motioned to adjourn. Second by Wallin Gustin. The executive session adjourned at 11:22 am

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