

LWDB- Bi- Monthly Meeting Minutes

January 24,, 2024 10:00am - 12:00pm

I. Welcome

A. Call to Order

The Meeting was called to order at 10:04am.

B. Attendance

LWDB Members in Attendance: Billy Smith; Elizabeth Flake; Marti Landis; Ryleigh Aubuchon; Dominic Marcanti; Tabitha Stickel; Chris Pasterz; David Miller; James Bruzzi; Rochelle Shanta; Stephanie mcCarthy

Staff Members: Jeremy Flowers; Adam Garrard; Steven Mills; Lisa Grannis

Guests: Jessica Head; Janet Dean; Jen Fair; Stella Gore; Janelle Linn

C. Welcome and Introductions

1. Introduction of Jennifer Fair, Summit Healthcare, Human Resources Employee Relations

Consider Jennifer Fair's LWDB Member application.

Approval Recommended

[J Fair Application, Resume & Confidentiality](#)

Jen was introduced by Lisa. She was asked to tell the board a little about herself. Motion to approve Jen Fair's LWDB application for membership was made by Elizabeth, and the 2nd Motion was made by Stephanie McCarthy. Motion passed.

2. Introduction of Janet Dean, APS, Sr. Public Affairs NE Division

Consider Janet Dean's LWDB Member application.

Approval Recommended

[J. Dean Application](#)

[J Dean Resume](#)

Janet was introduced by Lisa. She was asked to tell the board a little about herself. Motion to approve Janet Dean's LWDB application for membership was made by Chris, and the 2nd Motion was made by Tabitha and Elizabeth.. Motion passed.



NORTHEASTERN ARIZONA

A proud partner of the [americanjobcenter](#) network

3. Introduction of Stella Gore, (Replacing Kayle Lathrop) Gila County, Community Services Manager
Consider Stella Gore's LWDB Member application.
Approval Recommended
[S. Gore Application](#)
[S. Gore Resume](#)
[S. Gore Confidentiality](#)

Stella was introduced by Lisa. She was asked to tell the board a little about herself. Motion to approve Sella Gore's LWDB application for membership was made by Tabitha, and the 2nd Motion was made by Ryleigh.. Motion passed.

II. **Consent Agenda** [07.26.2023 Minutes](#)

[LWDB Bi-Monthly minutes 10.25.23](#)

[LWDB Bi-Monthly Minutes 11.29.2023](#)

Approval of July 26 07.26.2023 Minutes, 2023, October 25, 2023, and November 29.2023 Minutes Recommended.

Motion was made to approve all the above Minutes in the consent agenda by Elizabeth, and the 2nd motion was made by Tabitha. Motion was passed.

II. **Reports**

A. **CEO/Executive Director**

1. Funding Opportunities

Jeremy described the current Budgeting and Funding activities occurring at the state level. He described the One Time Funding available for Kiosks, promotional & job fair items and more.

Jeremy explained that we had reconfigured the CPLC Budget to move the unused salaries due to vacancies in staff to be used for Adult Training.

2. RFPs

Jeremy described the processes and progress being made in terms of the RFPs for both Title 1B and OSO providers. Other areas have been researched to see what their RFPs consist of. He is in hopes to be able to begin the next Fiscal year beginning Jul 1, 2024 with the new provider. He is planning on having RFPs ready for the LWDB Executive committee to approve in their February meeting.

3. Other Updates

Jeremy presented the AZ@Work Northeastern structure for maintaining the Firewalls. He will be researching how other Boards are organized in working with the OSO. He would like to have a LWDB contact specifically for the OSO to be able to keep in communications with.

B. Staff Reports and updates

1. Administrative Officer updates:

FY2024 MOU/IFA Progress

Lisa explained the MOU/IFA processes and progress. She will be sending out the MOU/IFAs for review and feedback. After the feedback is received and documents are finalized, the MOU/IFA will be presented to the board for approval.

Other Updates

Lisa shared with the board that she will be retiring February 22, 2024.

2. Business Engagement Services updates

Adam explained how important it was to have a new Business Services Representative in Globe for Gila County. Mining will be needing that relationship.

Timber Mesa is working on an incumbent worker agreement.

Show Low Chamber of Commerce is working on a WEX agreement.

Blue Ridge TSW is working to gain soft skills for their students.

Chris stated that Adam follows through. He thanked Adam for engaging with the Employers.

Adam is hoping to have a complete Job Fair Calendar per each Area.

3. Compliance Officer updates

[Compliance Report](#)

Steven stated that we are good with compliance. Chris asked if he saw any potential

non compliance issues. Steven stated that we needed to work on our programmatic policy and compliance.

4. OSO Reports

[December 2023 OSO Report](#)

Jessica will send an amended DEC OSO Report.

Atlas referrals are in the process of onboarding partners.

The Ring Phone tree system should be up and running as of the end of February.

Transfer VR headsets - we ranked in the top 2 performance with them. Jessica would like to see us as #1.

Jessica is working on the customer flows between partners. She is currently working toward helping staff learn about each other's programs so when a participant comes in, everyone in the system knows who can best serve their needs.

V. Closing

A. Action Items

No action items

B. Next Bi-Monthly Board meeting is on March 27, 2024

TBD/Google Meet

VI. Adjournment

Motion to adjourn was at 11:47 am by Chris, Elizabeth made the 2nd motion. Motion passed.

All adjourned.