

MEETING MINUTES

LOCAL WORKFORCE DEVELOPMENT BOARD

Date: March 21st, 2025

Time: 11:00 AM

Meeting called to order by: David Miller (Chairman) at 11:08 AM

IN ATTENDANCE

David Miller (Chair), James Bruzzi (Vice-Chair), Ryleigh Aubuchon (Secretary), Chris Pasterz, Janet Dean, Elizabeth Flake, Chad Meier, Steve North, Elizabeth Valdez, Stephanie McCarthy, Jennifer Fair, Dennis Cox, Billy Smith

A quorum was present, and business was conducted.

CONSENT AGENDA ITEMS

Minutes from November 2024, and January 2025, were approved.

- Motion to approve by James Bruzzi
- Seconded by Billy Smith
- All in favor

Updated Policies were approved with updates and suggested changes as follows: Fraud, Waste, and Abuse Policy – Change verbiage from Pinal County to Navajo County; Cost Allocation Policy; Small Purchase Policy; Adult/Dislocated Worker Policy – make Veterans the priority and fix formatting; Rapid Response Policy

- Motioned to approve of the suggested changes by Chris Pasterz
- Seconded by Steve North
- All in favor

REPORTS

Rapid Response Report (Greg Clark)

- New Staff Introductions for Gregory Clark (Assistant Director/Business Engagement/Compliance), Jason Forest (Business Service Representative), Nolen Seymore (Business Services Representative)
- BSRs are doing a lot of activity with job orders/placements/and needs with 84 manual placements from Jan 20, 2025 – March 20, 2025
- Title IV (Voc Rehab) has no presence in the community

OSO Report (Jessica Head)

- JANUARY - 34 job placements making an average of \$36,236.05 annually (\$17.42/hr.)
- FEBRUARY - 14 Job Placements \$36,920 annually (\$17.75/hr.)
- TOTAL ANNUAL INCOME CREATED for FY25 is \$265,411.04
- Kudos to Melody Graham (Title 1-B Case manager for Apache County) for 38% of placements in Jan and created a partnership with WayPoint Recovery
- Total Participants serviced: 118 Adults, 59 in training; 5 Dislocated Workers, 3 in training; 35 Youth, 9 in training; 29 Adults/DW on waitlist; 1 positive exit and zero negative exits this month
- Chris Pasterz suggests having reports in hardcopy format as well as verbally to be helpful to visually track the numbers
- Also suggested was to have the dates on the reports to know when they were run

Director's Report (Adam Garrard)

- 4- year plan will be completed by the end of March
- Board re-certification will happen once the 4-year plan is completed and is comprised of legal positions designated by the WIOA rules that are not negotiable; all positions must be filled before re-certification can happen

Financial Report (Briony Buchholz)

- Options for viewing where we stand on the budget for Title 1B broken down by Youth, Adult and Dislocated Worker; again, broken down Youth, Adult and Dislocated Worker for Board staff only
- Adam's idea to move Ring Central to the Business Service Team for employers to reach out to and can be directed to the appropriate BSR by the Coordinator and solves the issue of not being able to cancel
- Youth expected carryover of 41k, Adult program expected to have assistance from the state to get out of the red; Dislocated worker funds expected to have carryover of 64k; Rapid Response does not carryover but have funds to cover additional expenses like Ring Central
- PY25/FY26 Budget is created and submitted to Navajo County for approval, and we are within our allocation with the cost shares with our partners planned by the Director

OLD BUSINESS

Copy of Bylaws were updated by the staff which Adam recommends: all three Counties be added in the verbiage; terms be extended from two years to three years; Steve North suggests that verbiage and sections be clarified; Elizabeth Flake agrees with a five-year term on the board and a three-year term in Executive; Adam asked for boards permission to go through the Bylaws specialist at OEO

- Elizabeth Flake motioned to move forward with the Bylaws
- Billy Smith seconded
- All in favor

Peter Tims Board Membership Application – Jeweler who is interested in the apprenticeships and will fill the vacate position on the board for Small Business groups in Navajo County

- Janet Dean motioned to accept the application for Peter Tims to join the board
- Steve North seconded the motion
- All in favor

Adam informed the board to expect an email from the Board Clerk in April regarding the workgroups to start scheduling the meetings

NEW BUSINESS

Adam recommended that the board move to an executive session to discuss contractual items. Chairman asked for a motion:

- Steve North motioned to move to executive session
- Chris Pasterz seconded the motion
- Chair approved and executive session

The Executive Session began at 12:12 PM to discuss upcoming Requests for Proposal (RFPs) for both the One Stop Operator as well as for the Title 1B service provider.

Liz Flake motioned to conclude the Executive Session; Steve North seconded the motion; none opposed; Executive Session was concluded at 12:51 PM.

Title 1B Extension contract motioned to be terminated by Steve North; seconded by Chris Pasterz; none opposed; motion carried

Steve North motioned to move Title 1B to RFP with a cap of \$415,000; Elizabeth Flake seconded the motion; all were in favor; motion carried

Chris Pasterz motioned to approve OSO RFP for posting; Billy Smith seconded; motioned passed unanimously; motion carried

Adam made a recommendation to the board to meet monthly instead of bi-monthly to keep the board more up to date and receive support from the board with at least once a quarter being in person.

Chris Pasterz suggested making the change temporary. Date of future meetings was discussed.

Jennifer Fair motioned to have monthly meetings for the next 6 months in person and virtually to take place on the 4th Wednesday of the month at 11:00 AM; motioned seconded by Steve North; motion carried.

BOARD UPDATES/COMMENTS

Janet Dean reported that Cholla Power Plant burned the last coal this week and is now closed.

NEXT MEETING

Next meeting will be held on April 23rd, 2025, at 11:00 AM both in person at Show Low City Hall and virtually at meet.google.com/nqq-vycn-pyt

Motion to adjourn was made by Steve North, seconded by Jennifer Fair, all were in favor, and meeting was adjourned at 1:07 PM