

Local Workforce Development Board Bi-Monthly Meeting

MINUTES

WELCOME

5 minutes

Call to Order: at 11:03 AM by Vice-Chair

Roll call: James Bruzzi (Vice-Chairman), Ryleigh Aubuchon (Secretary), Chris Pasterz, Cathy Melvin, Billy Smith, Janet Dean, Dominic Marcanti, Tabitha Stickel, Elizabeth Flake, Chad Meier, Dennis Cox

Call to the Public: No public present

Consent Agenda:

- Meeting minutes for November 2024: requested to table by Clerk of the Board; motioned by Elizabeth Flake; seconded by Chris Pasterz; all in favor; motioned passed

RAPID RESPONSE REPORT

10 minutes

- Business service and layoff aversion update from Adam Garrard: intend to utilize CTEs with students to work on coding our website

DIRECTOR'S REPORT

5 minutes

- Departmental updates by Adam Garrard: Adam was promoted to Executive Director

OSO Report

10 minutes

- Update on program trainings

OLD BUSINESS

20 minutes

- Update on losing Steve Zachary (BSR) and the need to replace him as well as hire another BSR
- Update on 4-year plan; hired Consulting agency (Workforce180); should have product by March 1st, 2025.
- Two new vehicles have been ordered with approved one-time funding

NEW BUSINESS

- Fiscal Monitoring Audit by DES in progress and a site visit is being conducted by DES next week; another audit by a third party through the county to audit WIOA department which includes all funding and practices
- Contractor semi-annual audit conducted in December 2024 and per agreement is to happen bi-annually
- CHIP/CHA tabled for Executive Committee
- Board Elections tabled until Chair is present; Elizabeth requested to know requirements for the positions being held be shared with voting members; tabled until March meeting
- RR Vehicle dedicated for Assistant Director brought before the board for discussion in the future

BOARD UPDATES/COMMENTS

- Any updates from Board members – outside speakers to address the board with a 15–20-minute presentation
- Include success story speakers in the agenda to have participant updates
- Have Annual Retreat (1-day or ½ day) for board members suggested by Elizabeth Flake

CLOSING

5 minutes

Next meeting: March-26th, 2025, at 11:00 AM Reschedule to in-person on Friday, March 21st, 2025, at 11:00 AM at Show Low City Hall; virtual option made available

Meeting adjournment: 11:33 AM by Vice-Chair, motioned by Chris Pasterz, seconded by Tabitha Stickel; motion passed