

Local Workforce Development Board Executive Committee Meeting

MINUTES

WELCOME

5 minutes

Call to Order: by David (Chairman) on,
October 23rd, 2024, at 11:25 AM.

Roll call: David Miller, James Bruzzi, Chris
Pasterz

Excused: Steve North, Ryleigh Aubuchon

Approval of February, April, June, and August of
2024; motion by James Bruzzi (Vice-chair),
seconded by Chris Pasterz, motion passed.

CHAIR REPORT AND ANNOUNCEMENTS

10 minutes

- Board Applications to fill vacancies
 - Chad Meier (Owner of Cattleman's); motion by Chris Pasterz to accept Chad Meier's appointment to the board, James (Vice-chair) seconded, motion passed.
 - Dennis Cox (Retired Veteran with Veteran's Village); motion by Chris Pasterz to accept Dennis Cox's appointment to the board, James (Vice-chair) seconded, motion passed.
- Member Resumes
- Move Bryan Layton to non-voting member; OEO questioned employee of Fiscal Agent (Navajo County) was on the board as a voting member, OEO recommended his move to non-voting member to ensure there is no conflict of interest; motioned to move Bryan Layton to non-voting member tabled by chair until Adam provides board layout.

- Investigate removal of (3) three board members; Woody Cline, Stephanie McCarthy, Cathy Melvin, and Stella Gore contact information was shared with Chair who will contact them before changes are made.
- Discuss current roster; Adam explained where people fit into the roster and what roles we are required to fill per the Office of Equal Opportunity. OEO states 19 is basic and must have 52% employers outside government.
- Delete all future meeting invites and accept new invite from clerk@neazwork.org Chair announcement for board members to delete old invites and accept the ones from the clerk email address to avoid issues of members joining meetings when turnover happens.

DEPARTMENT UPDATES

5 minutes

- Good Jobs Network; only LWA working with Good Jobs Network, creating template for communication, wrap around service and keeping in mind boundaries
- Grow AZ; benefit through collaboration with other partners, asset to NEAZ; Chris Pasterz added some background: Expo at Holbrook High School with funding that REAL AZ helped them obtain; all day saw groups of students highly engaged; tremendous youth connection and engagement; built into the youth school systems
- Local Plan through Lightcast, Workforce180, and Pathway2Careers; each agency has agreed to do the local plan for a sum of \$ 49,000; plan should be completed by March 1st, 2025; must have local plan before recertification of board.

OLD BUSINESS

10 minutes

- Discussion: Local issues relevant to executive committee members; update on job fairs provided by Adam at the request of the Chairman; leading the other areas leading them to reach out to Adam to see what steps to take in their efforts.
- Committee members are encouraged to discuss trends, events, and concerns about recent development in the community to explore how we can address them as a workforce area. – *Move to Full Board Meeting Agenda*
- Review Procedures for Upcoming Elections / Board Term-Renewal; 2023 some members were up for renewal, need to complete to be compliant; 6 members need recertification; Chairman asked Clerk to get the info out to those board members.

NEW BUSINESS

20 minutes

- Financial Update
 - WEX Tracker – Log created by Clerk to track WEX accurately; will have to process Journal Entries the following month each time to report previous months WEX allocations.

- \$ 159,069 Youth Carryover was good
- Rapid Response Funds allocation for PY23 was \$ 125,000 which NEAZ spent \$ 105,259 leaving \$ 19,741 that was returned to DES; FY24 allocation was \$ 200,000 which all was returned to DES resulting in a loss of \$ 219,741; Rapid Response does not carryover and that was unknown to us
- Adult Carryover was \$ 22,480
- Dislocated Worker Funds had carryover of \$ 93,963 that previous Director (Jeremy Flowers) wanted moved to Adult due to the low carryover amount; suggestion was made by Admin Officer to adjust amount for transfer so Dislocated Worker funds would not be depleted leaving us no DW funds to pay for DW expenses until 10/1/24.
- WIOA NEAZ Budget some funds were billed double due to not being paid last year when Admin Officer was not staffed; changes in staffing will change the budget; only 104.74 left in budget after all known expenses are calculated.
- One-time funds set aside for vehicles will not impact our budget due to being awarded those amounts specifically for that use.
- CPLC request for more funds of \$ 75,000; did not budget for Dislocated Worker on their end but still spending DW monies; over expense of training dollars in Q1 on CDL training; Chairman asked about CPLC's validation process before sending participants through training, Adam suggested they should be conducting a comprehensive assessment to meet the needs of the participants and training is not aligned with local employers; Chris Pasterz asked what mechanisms the board can provide to flag over/under expenditures in advance to support the organizations, helpful to have percentages on budget report; Admin Officer reported 3 year comparison of CPLC to see if spending is normal at this time of year; no extra \$ 75,000 to honor CPLC's request; might be able to ask for more funds from DES but that is not a concrete option. Travel funding was obligated to CPLC outside the contract by previous director, Jeremy Flowers, which came directly out of NEAZ funds for staff and department operations. Adam suggested scheduling another Executive Committee meeting and invite CPLC to present their need/request to the board.
- Small amount of funds available for Technical Assistance in One-time Funds, Chris Pasterz motioned to move \$13,200 of OTF Technical Assistance to move to Incumbent Worker Training, David (Chairman) seconded, motion passed.

CLOSING

5 minutes

Next meeting: February 26th, 2024, at 11:00 AM

Meeting adjournment: James (Vice-chair) motioned to adjourn, seconded by Chris Pasterz, motion passed at 12:50 PM.