

Yavapai County Workforce Development Board Board Meeting Minutes March 13, 2025

Attendee	Sector	Present/ Absent	2025 Absences
Garth Bascom	Private	Present	0
Alycia Botkin	Title IV	Present	0
Linda Bolyard	Title III	Present	0
Tony Gauthier	Labor	Absent	0
John Heiney	Econ Dev	Present	0
Mel Ingwaldson	Labor	Present	0
Craig Lefever	Title II	Present	0
Matt Meierbachtol	Private/Labor	Present	0
Christian Oliva del Rio	Private	Present	0
Patrick Ramirez	Private	Present	0
Justin Teclaw	Private	Present	0
Dr. Marylou Mercado	Public	Absent	1
Tracey McCollum	Private	Present	0
Matt White	Private	Present	0

Other Attendees: Corey Christians, YCWDB Interim Executive Director; Mishel Urias, Yavapai County Free Library District Administrative Assistant II; Chris Kuknyo, Member of the Yavapai County Board of Supervisors and Chief Elected Official for the Workforce Development Board; Chris Fetzer, Executive Director of NACOG; Allison Priest, Finance Director for NAGOC; Eilise Fisher, DES-WSA Rapid Response Project Manager; Ryleigh Aubuchon, Arizona Department of Economic Security Program Manager; Myra Rios, Goodwill Industries, member of the public; Jennifer Hernandez, ArizonaFuture.org, member of the public.

I. Call to Order

The meeting was called to order at 10:09 am by the Chair, Garth Bascom, and made available via Teams. Garth welcomed everyone to the meeting and thanked Matt Meierbachtol of APS for hosting the meeting today. The agenda and attachments for the meeting were both emailed in advance and hard copies available at the meeting.

II. Roll Call

Roll was taken. Twelve of the fourteen members of the board were present to create a quorum for the meeting which enabled the members to discuss and vote on motions being presented today.

III. Welcome, Introductions and Remarks.

Garth welcomed everyone to the meeting and asked if there were any new attendees. There were two new members of the Board, Tracey McCollum and Matt White present as well as two members of the public, Myra Rios – Goodwill Industries and Jennifer Hernandez – ArizonaFuture.org.

IV. Executive Director’s Report.

Garth asked Corey Christians to give an update.

a. Job Center Certification Update.

Corey stated that the corrective action plan was submitted and accepted by the State. NACOG has started completing the requested items in the plan. Corey received a box of documents from NACOG that intended to address some of the discrepancies that were discovered because of the Job Center Assessment. He went on to say that he has not reviewed those documents yet but will start the review as soon as feasible. He asked before moving on if there were any questions about the Job Center Certification Update.

No comments.

b. WDB Certification

Corey stated that they filed another extension to have the certification completed with that new date being April 1, 2025. The reason for the extension is that the Workforce Development Board did not have the Shared Governance Agreement ready for approval. The Shared Governance Agreement is the document that states how the Workforce Development Board operates in conjunction with the Yavapai County Board of Supervisors. The agreement defines what the roles and responsibilities are of the Workforce Development Board, as well as the Board of Supervisors. The reason for the new agreement is that the previous one named NACOG as the administrator for the Workforce Development Board and NACOG was a party to the agreement. Since Yavapai County is now the administrator, NACOG should not be a party to the agreement anymore. An updated version of the Shared Governance Agreement is in your packet today. We will speak on when we come to that section of the agenda for this meeting. Tom Stoxen, worked diligently to put this together for Yavapai County and the Workforce Development Board.

Corey added that he may be reaching out to the Board to request additional information as a part of the WDB certification. The good news is, by the next meeting in two months, the Board should be certified, provided that the WDB approves the Shared Governance Agreement. If it is approved, the agreement will go to the Board of Supervisors for final approval.

c. Local Plan Update

Corey stated that the local plan has been reviewed and approved by the Workforce Arizona Council's (WAC) Executive Committee so it will move to Workforce Arizona Council for approval. The WAC meeting will be held this afternoon so the hope is that the local plan will be approved at that meeting. Corey thanked Yavapai College and the REDC for the creating the 4-year plan. Corey also acknowledged Board Member Craig Lefever for his work on the plan as well.

Craig added the Board will have to complete a requisite 2-year update. This will be an opportunity to update the plan with input from the new Title 1B provider since NACOG has indicated they do not intend to submit a proposal.

A call for comments was made and none were expressed.

d. RFP Update

Corey stated that the RFP for the One Stop Operator - Title 1B Service Provider was released last week. It is currently posted on the Yavapai County website so if anyone knows of a provider that may be interested, please pass on the information to them. It is important to mention that a provider can put in for all or just part of the services such as the One Stop Operator where they would coordinate all the partner; this RFP has this flexibility in it. He stressed the importance that if anyone looking to bid on this RFP should contact a board member, that they are not to answer questions but refer them to the website as there is a place for asking questions which will be publicly answered so all bidders will have the opportunity to see the same answers provided each other. This needs to be a fair and competitive process.

Craig asked the question, what if an application doesn't cover all the necessary elements?

Corey answered that they may have to go back out to RFP for those individuals' missing information, which might also include information research ahead of time.

A call for comments was made and none were expressed.

e. NACOG Update

Corey stated he had sent out an email to everyone, indicating there have been some staffing changes at NACOG. Discussions also took place on how services are going to be funded through the remainder of the year considering the funding shortages at NACOG. He went on to say that Chris Fetzer, the Executive Director for NACOG, is available to speak to the Board about those changes and how the changes are going to effect the services they are contracted to provide.

Chris stated that the budget was approved back in November/December by the WDB and the BOS, and since then they have quickly discovered the spending of Training Services, such as on the job training and paid training, by mid-year, was overspent. The other line items were in line with where spending should be at this time if the year except for dislocated worker. Dislocated worker funds are not being spent as quickly because these services are not as needed. Considering funding realities, some difficult decisions had to be made to address budget realities. As a result, staff reductions took place via

layoffs. With our limited staff, we will continue to monitor the Budget and provide services through June 30th. As a result of all of this, NACOG will not be submitting a response to the RFP for Title IB services. NACOG stated they are available and willing to work with whomever is selected to be the new provider during their transition. Also, they will/would not want to write any new contracts as they are typically for a twelve-week period and that would put NACOG past June 30th in which they couldn't service those any longer.

Craig asked Mr. Fetzer if, for the remainder of the fiscal year, should core partners continue to refer clients to the One Stop. Chris replied, not the paid services clients, but the staff will still be available to manage case work, do career assessments, and job placement. The staff will also continue to track performance metrics and do that aspect of the work.

Corey asked Craig if the Workforce Development Board could handle the contracts going forward if NACOG was no longer the provider, and a contract is in the middle of its term. Craig replied that it is possible depending on who is providing the training. Corey asked specifically about WEX.

Craig replied that that it would be difficult for the Board and that the Board should have a policy in place for this specific instance to cover ones that are agree to in one fiscal year and then carries over to another. Having a policy and related procedures in place that were approved by the Board would be necessary before exploring this option.

Chris added that, in doing this, the provider is responsible for creating the payroll, paying Workman's Compensation, etc. on the person(s) in the training program (WEX). So, the Board would need an entity to handle payroll. Corey stated to the Board that the reason he brought this up is the State has mentioned we are deficient in this area, and that the WDB will be seeking a Waiver if the minimum WEX obligation cannot be met. Corey stated that he is not sure the County can take on that role, because it might be a conflict.

Corey then asked if this is something DES could do in terms of providing payroll services for the WEX training program. Alycia stated no, DES could not manage a payroll. John Heiney asked that since this would be for the interim until a new Title IB Provider is chosen, and the County is already handling HR tasks for Workforce Development, could the County assist with the payroll. Corey replied that he will check into it and report back.

Justin asked what percentage they were short, and Allison at NACOG stated that 20% of the Youth Program Funding is part of this. Corey stated that this makes sense since the youth benefits the most from the work experience.

Corey then asked if some of the salary savings from the layoffs help go back into providing services to participants. Chris stated the short answer is no, it will not provide additional training services but rather it will continue to pay the existing staff as well as offset the training expenses year to date and what is in the pipeline already. The total already spent to date is \$700,000 for training with an

outstanding, committed balance of approximately \$70,000. Plus, the remaining operating expenses, facilities expenses, etc.

Corey stated that the packet contained the updated financial information provided from NACOG so that the Board could get a better understanding of NACOG's current financial position. A Board member asked why the Adult Program category was so far off compared to the other categories that indicated spending levels were on track or underspent. Chris stated that it was not managed correctly in the beginning of the fiscal year and that it should have been metered, for example it could have been broken out by quarter, etc. Corey stated that Workforce Development also received fewer funds due to Arizona's decrease in unemployment, and that Yavapai County had one of the lowest unemployment rates in the state. The impact is lower federal funds for Arizona and lower state funds for Yavapai County.

Craig asked of Chris from NACOG: Last December there were fifteen applicants for the CDL Program, two of which were funded, thirteen placed on a waiting list. Is there a possibility of them being funded or should we be looking for other options. Chris stated that for the immediate term, other options should be explored. He added that as people come in for paid training services, NACOG is maintaining a waitlist and as NACOG continues to monitor the budget, they will evaluate their funds to see if more can be served and paid for before their contract is completed. But, he reiterated, if they have an immediate need, they should pursue other options.

Chris Kuknyo asked if the YC Foundation could assist with some of these needs/expenses.

Craig stated he pursued supplemental funding for the "IEL/CE and T CDL IET" for the career pathway, specifically for CDL classes for students whose native language was not English, and while he did not receive the entire amount he asked for, he did receive enough to fund the thirteen students on the waitlist. He added that they do have the potential to cover those students still interested.

Chris Kuknyo commented on how great of a program it is; how it can change a person's life forever. Craig stated they are assisting the students through the entire program, prepping, passing the test, the physical, and that the credential received is industry recognized.

f. Workforce Development Board of Directors Recruitment Update

Corey stated that the interviews were completed and that an offer was made to a qualified candidate for the Director position, and that it should be announced very soon. He added that it was a good process that went well.

As for the remaining number of positions left to fill on the Workforce Development Board, there are three vacancies for the private sector and the State has acknowledged our efforts and has given the Workforce Development Board more time to get these positions filled. The hope is to have this completed by the next Workforce Development Board meeting in May. He stated that if anyone knew of a candidate that would work well for the position(s) to let him know. He added that it would be beneficial to have some more participation for the Verde, Cottonwood and/or Sedona areas to balance out the Board.

g. New Member Orientation Update

Corey stated that he held a new member orientation with Justin Teclaw, Tracey McCollum and Matt White and that it went very well. He explained that he reviewed with them, their duties and responsibilities as a board member. He added that as additional members join, there could be another orientation in a few months. However, given the enthusiasm by the Board, an orientation could be conducted sooner.

h. WIOA Funding Through the Title I Provider Update

Corey stated that the Board did receive an anonymous complaint on how the WIOA funds are being spent by the Workforce Development Board. He went on to state that Chris of NACOG has already updated us with their information which is located in the Board packet. The State has given the Workforce Development Board approximately 4-5 other issues to address. Corey told the Board he has prepared a response for the Yavapai County portion as the County is the fiscal agent for the Workforce Development Board. He added that he has received from Chris of NACOG, our Title IB Provider, a response to their portion of the complaint. He told the Board he will be preparing everything for the Board, and if any member has a comment or concern, please only address or respond to him, not the entire Board out of respect for open meeting law. Another part of the complaint was made to address what the Board's responsibilities are in terms of oversight, so the pertinent policies are provided in the packet.

There was a pause for the Board to read through the responsibilities.

Corey stated that, consistent with Section 108, the Board shall conduct oversight for the local youth workforce investment activities. Section 129(c) local employment and training activities and Section 134 (c and d), the One-stop delivery system in the local area. In addition, the Workforce Development Board must ensure the appropriate use, management, and investment of funds to maximize performance outcomes under Section 116.

Corey further reviewed all the responsibilities outlined.

Linda asked how the Board can be more proactive to prevent spending issues in the future. Corey responded stating that the Board can ask to review financial information from the Title IB provider monthly or stipulate their own reporting as they see fit.

V. Consent:

a. Approval of the January 16, 2025, Meeting Minutes

Garth asked if everyone had the opportunity to review the minutes from the last meeting and whether there were any comments or changes from the Board.

No one commented a motion was called.

A Motion to approve the January 16, 2025, meeting minutes was made by Matt Meierbachtol. A Second was made by Mel Ingwaldson. A vote was requested and all stated “Yes” with no opposition or abstentions.

VI. Action:

a. Discussion and possible action regarding the new, modified, and expiring training resources for the Eligible Training Provider List (ETPL).

Garth directed the discussion item to Corey Christians.

Corey presented a list of programs to be approved by the Board. The members of the Board discussed at great length the desire to see more information within the presented list, to include such columns as: length of course, cost, wage expectations, In Demand, Waitlist. The board decided to table this item until the additional information could be incorporated into the provided list to better understand the program and vote accurately.

Corey stated he would work on this and provided the updated list by the next board meeting.

EPTL Programs - March 13, 2025 Meeting:

Program Name	Provider Name	Created at	Local Review Date	State Review date
CNA TRAINING COURSE	The Meadows of Northern Arizona, Inc.	3/7/2014	8/11/2022	Aug 11, 2022 - Next Renewal: Aug 11, 2024
CDT Commercial Driver Training Certificate	Yavapai College	2/28/2020	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Computer Programming Certificate	Yavapai College	7/24/2019	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Electronics - Industrial Electronics Certificate	Yavapai College	7/24/2019	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Electric Utility Lineworker Certificate	Yavapai College	4/24/2019	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Basic Carpentry	Yavapai College	7/30/2018	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Assisted Living Facility Caregiver Certificate	Yavapai College	10/5/2015	1/12/2023	Jan 25, 2023 - Next Renewal: Jan 25, 2025
Welding: Pipe Welding Certificate	Yavapai College	10/29/2014	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Viticulture Fundamentals Certificate	Yavapai College	3/15/2013	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Radiologic Technology, AAS	Yavapai College	3/15/2013	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Phlebotomy Technician Certificate	Yavapai College	3/15/2013	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Medical Records Technician Certificate	Yavapai College	3/15/2013	1/12/2023	Jan 24, 2023 - Next Renewal: Jan 24, 2025
Cosmetology	Rogers Academy of Beauty	12/27/2024	2/10/2025	Feb 10, 2025 - Next Renewal: Feb 10, 2026
Aesthetics	Rogers Academy of Beauty	2/11/2025	2/11/2025	Feb 12, 2025 - Next Renewal: Feb 12, 2026
Critical Care Paramedic Program	Granite Mountain Training	12/21/2024		
Williamson Valley Fire District	Granite Mountain Training	4/1/2024		

Green - previously lost status, now have completed update on the website for approval

Yellow - up for renewal and to be approved by the board

Orange - pending initial review (new) and approval by the board

A Motion to table the EPTL List until further data could be presented with the program presented was made by Matt Meierbachtol. A Second was made by Christian Olivia del Rio. A vote was requested and all stated “Yes” with no opposition or abstentions.

b. Discussion and possible action regarding the Shared Governance Agreement with Yavapai County.

Garth directed this discussion item to Corey Christians.

Corey stated that the Board needs to review and, should they be in agreement, approve the presented Shared Governance Agreement between the Workforce Development Board and the Yavapai County

Board of Supervisors. The agreement outlines the duties and responsibilities of each entity and how the two will work together. If approved, the agreement will then go before the Board of Supervisors approval at the next meeting which will be on April 2, 2025, in Prescott, Arizona.

A Motion to approve the Shared Governance Agreement was made by Matt Meierbachtol. A Second was made by Craig Lefever. A vote was requested and all stated “Yes” with no opposition or abstentions.

c. Discussion and possible action regarding the approval of the updated Rapid Response Local Policies and Procedures.

Garth directed this discussion item to Corey Christians.

Corey stated that his primary role while working as the interim director has been to cleanup and update items as needed to ensure the Board is compliance with the WAC and WIOA. The State updated their Rapid Response Policies back in October and have asked LWDB’s to update their policies and procedures as well. Corey found the old policy and worked to create and present a new Rapid Response Policy to the Board for review and acceptance. He added that it had to be turned in by the 20th. One noted change that needed to be done is to remove NACOG and the listed director in the contact information. Keeping the contact information in the policy document would mean the policies need to be updated with the WDB and the BOS every time there is a staff change.

A Motion to approve the updated Rapid Response Local Policies and Procedures with the removal of the Director contact information was made by Tracey McCollum. A Second was made by Craig Lefever. A vote was requested and all stated “Yes” with no opposition or abstentions.

d. Discussion and possible action regarding the transfer of funds from Dislocated Worker to Adult.

Garth directed this discussion item to Corey Christians.

Corey stated that the need to make the transfer from Dislocated Worker to Adult budgeted areas was because NACOG stated there has been a larger need in the Adult category as well as the overage is that area. Chris explained that the qualification for the Adult Program is broader than the Dislocated Worker Program and that more clients have fallen into the Adult Program category for services. With this said, the Adult Program expenditures are over while the Dislocated Worker expenses are far under which is why the transfer is necessary.

A Motion to approve the transfer of funds from Dislocated Worker to Adult was made by Justin Teclaw. A Second was made by Linda Bolyard. A vote was requested and all stated “Yes” with no opposition or abstentions.

VII. Youth Council Report – Mel Ingwaldson, Youth Council Chairman

Garth asked for an update.

Mel stated that he did not have an update to report at this time.

VIII. One Stop Committee Report – Craig Lefever, One Stop Committee Chairman

Garth asked for an update.

Craig stated that the committee had their first meeting, after the long pause, on March 3, 2025, and that the Title 1, 2, 3 and 4 representatives were present. That the meeting went well and that they are back on track for their meetings.

Craig stated that the minutes from the meeting are posted on the Yavapai County Board of Supervisors/Workforce Development/Public Information/Minutes section for public viewing.

IX. One Stop Operator Update

Corey deferred to Chris of NACOG. Chris stated he did not have anything further to add but told the Board members that DES is welcome at the Prescott location as well. Linda thanked him but stated they do not have the staff unfortunately to cover that location.

X. Bylaws Committee Report

Garth asked for an update.

Corey stated that there were no updates to report at this time.

XI. Member Discussion

Garth asked if there was anything for discussion.

Supervisor Chris Kuknyo spoke, thanking everyone for the hard work the Board has been doing for this program. He also stated the program is an important resource for the county and the citizens who live here.

Corey took the opportunity to thank everyone for their participation in getting workforce development back on track. He expressed that this may be his last meeting as the new director may be hired before the next meeting. Corey stressed that if there is anything the Board may need to please reach out to him. Everyone on the Board thanked him for his time and service to the Board.

XII. Next Meeting – May 8, 2025, 10:00 am at Yavapai College, 1100 Sheldon Street, Prescott, AZ 86301.

XIII. Call to the Public

Individuals may address the Board for up to three (3) minutes on any relevant issue within the Board's jurisdiction. Pursuant to A.R.S. §38-431.01(H), Board members shall not discuss or take action on matters raised during the call to the public. The Board may direct staff to study the matter or direct that the matter be rescheduled for consideration at a later date.

No one spoke or commented.

XIV. Adjournment

A motion to adjourn was given by Alycia Botkin. The motion was seconded by Linda Bolyard. A vote was requested and all stated "Yes" with no opposition or abstentions.

Adjournment – 12:21 am