

**Yavapai County Workforce Development Board
Board Meeting Minutes
May 8, 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	Present	0
John Heiney	Econ Dev	Present	0
Mel Ingwaldson	Labor	Absent	1
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	Present	1
Tracey McCollum	Private	Absent	1
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; Eilise Fisher, DES-WSA Rapid Response Project Manager; Ryleigh Aubuchon, Arizona Department of Economic Security Program Manager; Dawnette Polland, Yavapai College, IET - Adult Education Title II; Chris Kawabata, Yavapai College, Program Director, Title II.

I. Call to Order

The meeting was called to order at 10:00 am by the Chair, Garth Bascom, and made available via Teams. Garth welcomed everyone to the meeting and thanked Yavapai College for hosting the meeting today. The agenda and attachments for the meeting were both emailed in advance, posted as required, 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 guests, Dawnette Polland and Chris Kawabata of Yavapai College.

IV. Executive Director’s Report.

Garth asked Corey Christians to give an update.

Corey thanked everyone for the opportunity to serve on the board, stating he admired the combined vision and the way everyone has worked well together to help the community.

Corey then stated it was great pleasure to now hand off the baton to the new Workforce Development Director, Craig Lefever.

Craig thanked Corey for all the work done to get things back on track.

Craig introduced himself and stated that moving forward with the new Board, that there will not be an Executive Committee and that all work will be discussed and approved through this Board. That as a Board we have a shared vision and shared clients, and it will be great to work together.

V. Consent:

a. Approval of the March 13, 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 March 13, 2025, meeting minutes was made by Tony Gauthier. A Second was made by Matt Meierbachtol. A vote was requested and all stated “Yes” with no opposition or abstentions.

V. Action:

a. Discussion and possible action regarding the resignation of Craig Lefever as Title II Representative and appointment of Chris Kawabata.

Garth read the action and asked for any comments or discussion.

Craig stated now that he is the Director of Workforce Development he needs to resign from his position as the Title II Representative. He informed the Board that this position is not chosen by the Workforce Development Board, but appointed by Beverly Wilson, Deputy Associate Superintendent, Arizona Department of Education. She has appointed Chris Kawabata to fill this position. Once voted by this Board, it will move the Yavapai County Board of Supervisors for approval at the May 21, 2025, meeting.

A Motion to approve the transition of the Title II Representative from Craig Lefever to Chris Kawabata 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.

b. Discussion and possible action regarding the RFP Selection Committee’s approval of a new One-Stop Operator/Title I-B Provider.

Garth read the action item and asked for any comments or discussion.

Craig deferred this to Corey Christians for presentation and information.

Corey stated that he wanted to complete this process as he represented a non-bias opinion in the process working for Yavapai County. He stated that the Board hired SunnyPath & Associates to oversee and take the Board through the RFP process. The RFP was made available to almost eight hundred vendors and Yavapai County only received one application. The committee vetted the application and put it through the entire process to ensure the application met all the areas of need. He added that the one application went above and beyond the requirements to meet the needs of Yavapai County.

Garth added that it was a great process and was glad to be a part of it.

Corey stated that the one applicant that applied and met the requirements was Yavapai College. Craig stated that once the Board approves this today, it will then go to the Yavapai County Board of Supervisors for approval at the May 21, 2025, meeting.

Craig informed the Board that NACOG is the provider until June 30, 2025, with Yavapai College to begin July 1, 2025.

Alycia stated that she received an email from NACOG stated they would not be accepting new clients, nor were they able to assist current one.

Craig replied that he would follow up with Chris Fetzer of NACOG and asked that the email be forwarded to him.

Chris Kuknyo asked, given that Yavapai College will be the new Title I-B provided, does this mean that Marylou Mercado will have to stepdown as a Board member.

Craig replied he would investigate it and verify, but believes it is a conflict of interest.

Marylou stated she understands and told everyone it has been an honor to serve, and that even though she may not a member of the board, she will still be involved with the program through all the efforts of Yavapai College.

A Motion to approve and accept the application from Yavapai College to be the new Title I-B Provider, beginning July 1, 2025, was made by Matt Meierbachtol. A Second was made by Alycia Botkin. A vote was requested and all stated “Yes” with an abstention from Marylou Mercado.

c. 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 Craig Lefever.

Craig stated that at the last meeting, it was requested that the ETPL List show more data to give the Board more information about the programs up for renewal. The three areas asked for were credentials, provide a living wage and in-demand. (A list of ETPL programs with this information was given to the Board).

The Board reviewed the information and asked the question, of whether there was any harm to having so many programs available, particularly if the program had a negative completion number.

Craig stated that it does not affect funding and felt that having as many as possible programs available would not limit someone's choices.

There was much discuss about the programs, and that even with the large array of choices, it is expected that counselor(s) working with the client should review the criteria for the course, what the living wage can be and, if available, coordinate a visit to a job location or interview with a manager in that industry to gain insight about the profession. Some other key items to think about and consider on the ETPL List would be location of classes/training, whether transportation is provided and when the class or training takes place, both dates, days and time of day, and if there is a waitlist.

A Motion to approve the provided EPTL List of programs up for renewal presented at this meeting was made by Tony Gauthier. A Second was made by Alycia Botkin. A vote was requested and all stated "Yes" with no opposition or abstentions.

d. Discussion and possible action regarding the Local Plan from the Yavapai College Regional Economic Development Center team.

Garth read the action item and asked for any comments or discussion.

Craig stated that at the last meeting the Board was waiting approved by the State.

Corey replied that the Workforce Development Local Plan has been approved.

Craig replied that given the good news, he will now turn back to Yavapai College to do the rewrite with the changes needed to add the new Title I-B provided.

No further discussion was made, and no action is required at this time.

e. Discussion and possible action regarding the appointment of a new Chairman for the One-Stop Committee.

Garth read the action item and asked for any comments or discussion.

Craig stated that the One-Stop Committee is comprised of the four core partners, Title I-B, II, III and IV. Since he is now the Workforce Development Director, he can no longer hold this position. He added that he has reached out to a few people within the core partners but has not had a person step forward to take the position.

Item placed on hold until the Workforce Development Board is complete as there are still positions open to be filled.

No action taken at this time.

f. Discussion and possible action regarding recommendations on appointment(s) to the Workforce Development Board.

Garth read the action item and asked for any comments or discussion.

Craig stated that he has a few people interested in joining the Board. He received, for current review and approval, the application from Sandy Griffis who is the Executive Director for the Yavapai County Contractors Association. Sandy was not able to attend today but that she is very excited to work with all of us.

Justin commented that he has had interactions with Sandy, and she is driven and a good representation of the contractors here in Yavapai County.

Garth commented that she is very plugged into the community.

A Motion was made by Justin Teclaw to approve the recommendation of Sandy Griffis to the Workforce Development Board, which in turn should go before the Yavapai County Board of Supervisors for final approval May 21, 2025. A Second was made by Tony Gauthier. 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 was not present; no report given.

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

Garth asked for an update.

Craig stated that the One Stop Committee meetings are currently on hold pending the award of the RFP and the appointment of a new OSC Chair.

IX. One Stop Operator Update

Garth asked for an update.

Craig stated that he was provided the 3rd quarter report (provided to the Broad) from Leah Cickavage before her departure from NACOG. Given the numbers, it will affect our funding for next year. He added that the State is aware of circumstances due to the actions of NACOG and he is planning to setup a meeting with Chris Fetzer of NACOG.

Craig stated that as of July 1, 2025, the new Prescott One-Stop location will be at Yavapai College and at the next Board meeting they will be able to tour the new space.

X. Bylaws Committee Report

Garth asked for an update.

Patrick stated they were finished with the revisions, and it is ready to be presented to the Board at the next meeting.

Craig confirmed it will be on the July 17, 2025, agenda.

XI. Member Discussion

Garth asked if there was anything for discussion.

Corey shared with the Board that the Yavapai County Board of Supervisors has approved the Digital Equity Plan with the possibility of a grant for \$250,000 to be used for a vehicle, equipment, and training, as well as additional staff, to assist people of Yavapai County with learning and digital needs.

XII. Next Meeting – July 17, 2025, 10:00 am at Yavapai College, 1100 Sheldon Street, Bldg. 1, Rm 225, 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 Linda Bolyard. The motion was seconded by Tony Gauthier. A vote was requested and all stated "Yes" with no opposition or abstentions.

Adjournment – 11:46 am