

**Yavapai County Workforce Development Board
Board Draft Meeting Minutes
July 17, 2025**

Attendee	Sector	Present/ Absent	2025 Absences
Garth Bascom	Private	Present	0
Alycia Botkin	Title IV	Present Virtual Teams	0
Linda Bolyard	Title III	Present	0
Tony Gauthier	Labor	Present	0
John Heiney	Econ Dev	Excused	0
Mel Ingwaldson	Labor	Absent	2
Sandy Griffis	Private	Present	0
Chris Kawabata	Title II	Present	0
Chris Kuknyo	CEO	Present	0
Tracey McCollum	Private	Present	1
Matt Meierbachtol	Private/Labor	Absent	1
Christian Oliva del Rio	Private	Present Virtual Teams	0
Justin Teclaw	Private	Present	0
Matt White	Private	Absent	1

Other Attendees: Craig Lefever, YCWDB Director; Kerri Gump, Yavapai County Administrative Assistant II; Dawnette Polland, Director Title I-B; Marylou Mercado, Yavapai College, VP Workforce Development and Health Services; Carol Beard, One-Stop Coordinator; Dwayne Miller, Assistant Director Title I-B; Joseph Au, Granite Mountain Training; Gus Andrews, Daily Courier.

I. Call to Order

The meeting was called to order at 10:00 am by the Chair, Garth Bascom, and made available via Zoom. 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. Eight 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 everyone to go around the room and introduce themselves.

IV. Approval of Previous WDB Meeting Minutes (5/8/25)

Garth asked if everyone had the chance to look at the minutes from the last meeting and whether there were any comments or changes from the Board. Craig Lefever stated to the Board that if they didn't feel comfortable voting yea or nay because they weren't at the last meeting, they were free to abstain from approving. Tracy McCollum and Sandy Griffis abstained because they were not present at the May 8th meeting.

A motion to approve the May 8, 2025, meeting minutes was made by Tony Gauthier. A second was made by Linda Bolyard. A vote was requested and 6 said Yes and 2 abstentions. Motion carried.

V. Director's Report – Workforce Development Director Craig Lefever

Workforce Development Director Craig Lefever spoke about the situation surrounding the Colt Grill. They were raided by Yavapai County Sheriff's Department, Local PD, and ICE. Several people were arrested. Colt Grill has restaurants in Prescott, Prescott Valley, Cottonwood and Oak Creek. With Colt Grill no longer in business, those employees will now be coming to us for Workforce help. Craig has already spoken to DES at the state level and applied for Rapid Response funding. The idea behind the Rapid Response Funds is that they are allocated at the state level to a regional economic development area in case of a workforce or employment emergency. Craig will update everyone as soon as he hears about the Rapid Response funding.

Craig moved on to the day-to-day funding. He is currently waiting for the Federal Funds to be released through the OMB. The funds have been allocated within the budget at the Federal level, but have not been released to the states yet for WIOA. Craig stated it is partially because the budget was late getting passed. As of right now we do not have our regular funding for the current fiscal year that started July 1st. Craig said it is business as usual and that he will keep everyone updated.

Craig talked about the MOU, the Memorandum of Understanding, which is the agreement between the 4 Core Partners and what roles and responsibilities each partner plays within the One-Stop. Then the IFA, the Infrastructure Funding Agreement is how people are going to pay for their space in each of the One-Stop areas. This used to be based on percentage of occupancy and square footage, but things are a bit different now. It's less bookkeeping and charging for spaces and more about come and offer your services at our site. So, the next step is to complete the MOU/IFA and submit them to DES. Craig will be working on these with the 4 Core Partners and will let everyone know the status on these.

VI. Membership Items

a. Discussion and possible action regarding resignation of Pat Ramirez as WDB member/Vice Chair

Garth stated that Vice Chairman Pat Ramirez had to resign at the last meeting. We wish him well, He did a lot of good work for us. Craig states that there is a Resignation letter from Patrick in everyone's packet. Patrick is no longer qualified to be a business representative because he sold his business and is no longer the key decision maker for the business. Unfortunately, he had to leave the position as Vice Chair as well.

Craig asked the Board Members if anyone was interested in being the Vice Chair or has an idea of anyone that would make a good Vice Chair. Justin thought Linda would be a great Vice Chair. Linda declined Justin's recommendation due to her limited time. Craig said the duties of the Vice Chair are to second the chair at the meetings and usually run a committee or two. The main thing is to be ready to step in incase something happens to the Chairman. Vice Chair is a good way to get involved with Workforce Development Board duties and responsibilities. Craig asks again if anyone is interested. Sandy asks what the terms and processes are for the Vice Chair? Craig says the Vice Chair is a 2-year position. It is not an appointment. It is an election of the Workforce Development Board as a body. Someone is chosen and if they agree, they are seconded and then there is a vote. If the Board agrees to installing them, they take over right away in that position. Sandy asks about the Chairman Garth's term. Craig says the Chair and Vice Chair have a term that can be renewed. There are no limitations on the number of terms that can be served. Garth states that it is a 2-year term unless the board decides to change that. Gus Andrews asked the question whether it needs to be someone already engaged with the board? Craig states it must be a Board Member and someone that is eligible to take over as chair. It must be someone on the business side of things. The Chair must be a member of the business community. The Vice Chair should also be a member of the business community, so they can take over should something happen. Chris Kuknyo states the Char duties are probably light. You run the meetings, go over the agenda with Craig, sign a few things. The Vice Chair does even less. They're just ready to step in if need be. Justin Teclaw states "if nobody wants to take it, I'll do it." Craig states that Justin is willing to accept the position.

Sandy Griffis calls for a Motion. A Second was made by Linda Bolyard. Garth asks the Board if there is any further discussions, questions or opinions. Criag says just in the past few months having worked on the Workforce Development Board with Justin, he is really impressed by his dedication and enthusiasm.

A Motion to appoint Justin Teclaw to Vice Chair was made by Sandy Griffis. A Second was made by Linda Bolyard. A vote was requested, and all stated Yes with no opposition or abstentions. Motion carried.

- b. Discussion and possible action regarding resignation of Dr. Marylou Mercado as WDB member

Craig states that Dr. Marylou Mercado resigned upon Yavapai College taking over as the One-Stop operator and Title I-B Director.

A Motion to accept Dr. Marylou Mercado's letter of resignation was made by Sandy Griffis. A Second was made by Linda Bolyard. A vote was requested, and all stated Yes with no opposition or abstentions. Motion carried

- c. Discussion regarding the WDB membership appointment of Supervisor Chris Kuknyo

Craig stated that Chris Kuknyo will be a non-voting CEO representative. The County Manager recommended that Supervisor Kuknyo be added to the WDB as a CEO representative, but as non-voting member and DES approved it. The Yavapai BOS will be addressing the issue.

- d. Discussion and possible action regarding the WDB membership application of Joseph Au.

Garth asked the board members if they had any questions for Joe. Garth lets the board know that Joe's application is in their packets.

Joe went through his application and talked about his qualifications and training.

The board members asked him a few questions about the services and training he provides. Joe was asked by Chris Kuknyo if his traveling would be a factor in his ability to be on the board. Joe said that he has a road team that does the traveling, and he attends virtually.

Garth asked the board if they had any further questions or comments. Tony Gauthier added that he thought Joe's application was impressive and that he would be a great asset and a good member to the board.

A Motion to accept the WDB membership application of Joseph Au was made by Tony Gauthier. A Second was made by Justin Teclaw. A vote was requested, and all stated Yes with no opposition or abstentions. Motion carried.

VII. Discussion and possible action regarding the revision and update of the YCWDB Eligible Training Provider List (ETPL). Garth Bascom, Chairman

Craig tells the board members that there are currently 2 new programs that can be added to the ETPL list. The ETPL list is the official training list of programs that Title I-B can pay for. The two programs that

looking to be added are both Yavapai College programs. When looking to add programs to the ETPL list, we look at three areas. Does the program supply an industry recognized credential? Does it provide a living wage within Yavapai County? Is the topic of study in demand? If the answer to all three of these questions are yes, then we can add it to the ETPL list.

The two programs are Bachelor of Science in Computer Science and Bachelor of Applied Science in Business

Craig asked the board if they had any comments, questions or concerns about these not being a valid item to add to the ETPL list. The board raised concerns about the job market. Do we have a job market for this type of work? Will the person getting the degree leave the County? Craig addressed their concerns by saying several of the programs on the ETPL list are equally or more in demand in Maricopa County than in Yavapai County. A lot of people in the area earn industry recognized credentials, but Yavapai County can't compete with the salaries being offered in other counties like Maricopa or Pima. While this might seem like a local disadvantage, it's a win for the individual. Our responsibility is helping people gain skills, earn credentials, and access better paying jobs, even if those jobs are outside of Yavapai County.

Sandy Griffis brought up maybe postponing this item until the next meeting. She was wanting more information about the job demand and the research that goes into getting this information. She asked if putting this on the ETPL list was critical? Craig brought up the fact that if there were people trying to apply through Title I-B for these specific areas, they would have to wait until this was passed. It was brought up that the next meeting won't be for 2 months and classes start in 6 weeks.

Craig added that he has had discussions with DES and the Department of Education. The way our programs success is looked at, is by how many of the programs on our ETPL list are being used. What needs to be understood is that it does not cost anything to add something to the ETPL list. Adding programs to the ETPL list, gives more flexibility and opportunities for individuals to find a program that fits their needs and goals.

Justin Teclaw wanted clarification about adding these programs to the ETPL list. He asked if it would take funds away from another student? Craig said it would not take any funding away from existing students. It's just giving students more options to choose from.

Craig stated, the Board is responsible not only for voting on new programs to be added to the ETPL list, but also for regularly reviewing and renewing existing programs on the list. The programs do not stay on the list indefinitely. Each approved program is re-evaluated every two years, to make sure they are meeting all the expectations.

Tony Gauthier wanted to know what the board's responsibility was for the ETPL list. Is it to give people pathways into some sort of trade or skill for work? Is it trying to keep people in Yavapai County? Craig stated that ETPL doesn't say anything about keeping people here in Yavapai County. It's about three areas. Industry recognized credential, livable wage within the regional economic development area

and the demand for the position. The goal is to serve the individual, even if their success takes them outside of Yavapai County.

Chris Kuknyo made a statement that he thinks we should also tie this into the economic development. When someone is looking to relocate their workforce, we should offer training. The college is going to generate people to support the local industry and if we have these types of classes, it will make it more enticing for a company to relocate.

Craig stated that if a program is on the ETPL list, it opens all the Title I-B funds to be used on the individual's behalf.

Motion to revise and update the YCWDB Eligible Training Provider List (ELTP) to add the Bachelor of Science in Computer Science and Bachelor of Applied Science in Business was made by Sandy Griffis. A Second was made by Linda Bolyard. A vote was requested, and all stated Yes with no opposition or abstentions. Motion carried.

VIII. Discussion and possible action regarding the appointment of new Chairman for the One-Stop Committee. Craig Lefever, Workforce Director

Alycia Botkin is the new Chairman for the One-Stop Committee. She was not able to attend the WDB meeting in person today.

Linda Bolyard said the One-Stop Committee meeting was short. They went over everybody's role and how to work together.

Craig Lefever stated that the One-Stop Committee meets one time in between regular sessions. The One-Stop Committee meetings have members from all four of the core WIOA partners. Title I, II, III, IV all have representatives at the One-Stop Committee meeting along with the One-Stop operator Carol Beard.

Sandy Griffis asked for an explanation of the One-Stop Committee. Craig stated that the One-Stop Committee meets to discuss the duties and operations of the actual One-Stop itself. They look at hours of operations, who is going to be providing services and to what areas. They work closely with the One-Stop operator Carol Beard. Their big annual task is the MOU/IFA. They discuss what is going to appear in the Memorandum of Understanding and the Infrastructure Funding Agreement. Each member of the One-Stop Committee works with their supervisor at the state level, on whether they agree to the terms of the MOU/IFA and then will sign them. One-Stop also plays a role in writing the local plan for Yavapai County Workforce Development.

One-Stop will help anyone looking to receive WIOA services (Title I, II, III, IV). Veterans receive priority service.

There are One-Stop locations in Prescott, Prescott Valley and Cottonwood.

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

Mel Ingwaldson was not in attendance. There is no update.

X. One Stop Committee Report – One Stop Committee Chairman

Alycia is the new Chairman. Normally at every WFD board meeting, the One-Stop Committee gives a report on their last meeting.

We got the report about the last meeting in the discussion above.

XI. One Stop Operator Update – Carol Beard, One-Stop Coordinator

Carol Beard is new to her position and does not currently have an update.

Carol tells the board a little about herself. Carol states she is a Navy veteran. She has been here in the area and a part of Yavapai College since 2009. Carol is transitioning away from being an academic advisor into her current role as the One-Stop Coordinator. She is also a professor and teaches leadership and business administration courses at the college.

Craig stated that Carol started as the One-Stop Coordinator on July 1st, when the college took over as the One-Stop operator and the Title I-B provider. Carol represents the individual service provider as well as speaks for the One-Stop itself. She represents not only the clients, but the space itself. Carol makes sure the space is open and ready for business.

Craig asks Dawnette Pollard if she would like to speak about any changes within the One-Stop operation. Dawnette said, the One-Stop will no longer provide reverse referrals. Instead, they will focus on providing businesses with well-trained candidates from our pool of people. The goal is to not just fill temporary positions, but to ensure that individuals are skilled and employed permanently after completing training. We want to focus on skill-building, so that individuals can not only stay employed but advance in their careers and potentially start their own businesses.

XII. Bylaws Committee Update

Craig asks the board to send him any notes and materials they might have on the Bylaw Committee. He will put together a presentation.

XIII. Member Discussion – Garth Bascom, Chairman

Justin Teclaw asks the board if they feel there is a lot of push back with business development in Prescott? He sees a lot of it in Prescott Valley. He wants to know about antidevelopment. Sandy Griffis states that, she has seen the antidevelopment in Prescott. The message here, is that without development, new construction, new businesses, we won't have jobs.

Sandy Griffis is having an Arizona Town Hall November 5th to talk about housing. They will have 2 guest speakers with table talk discussion. She wants everyone to pledge to make a difference in housing.

The board discusses Craig Lefever getting an Administrative Assistant. The group decided to talk to the County Manager Maury Thompson.

XIV. Next Meeting – September 11, 2025 Yavapai College, 1100 E. Sheldon St. Bldg. 1, Rm 225, Prescott AZ

XV. 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.

XVI. Adjournment

A motion to adjourn was given by Tony Gauthier. The motion was seconded by Chris Kawabata. A vote was requested and all stated "Yes" with no opposition or abstentions.

Adjournment – 12:11pm