



NORTHEASTERN ARIZONA

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DATE: August 27<sup>th</sup>, 2025

TIME: 11:00 AM

LOCATION: 180 N. 9<sup>th</sup> Street or

Virtual

# Local Workforce Development Board Bi-Monthly Meeting

## Google Meet joining info

Video call link: <https://meet.google.com/gea-adcq-otn>

Or dial: (US) +1 651-447-8418 PIN: 295 010 306#

More phone numbers: <https://tel.meet/gea-adcq-otn?pin=1792958451852>

## AGENDA

### WELCOME

2 minutes

Call to Order:

Roll call:

Joining virtually: Kelly Zagrzebski

Limited to 5 minutes each

Call to the Public:

5 minutes

Consent Agenda Items: Approval of June and July Meeting Minutes

### RAPID RESPONSE REPORT - Greg Clark

10 minutes

- Business service and layoff aversion update from Greg Clark

### DIRECTOR'S REPORT - Adam Garrard

5 minutes

- Departmental updates
- MOU/IFA / Board Recertification/4 Year Plan Update
- Multiple Monitors happening
  - EO Monitor

- ETPL Monitor
- September WIOA Title 1
- Staff Monitor mid-September OSO/WIOA Title 1

### **OSO Report - Jessica Head**

10 minutes

- Update on program trainings

### **FINANCIAL REPORT - Briony Buchholz**

10 minutes

- Update on finances by Briony Buchholz
  - PY24/FY25 Fiscal Year End Close
  - PY25/FY26 New Allocations
  - Updated Budget needing final approval

### **OLD BUSINESS**

20 minutes

- Award Presentation
- Formal removal of board members discussed as resigning from the board in July's meeting - Josh Drake, Dennis Robbins Cox
- Globe affiliate Site Globe DES

### **NEW BUSINESS**

- Removal of another board member and applications sent for new member(s)
  - White Mountain Economic Development Application - Donald Mclaughlin
- Status on prospects to fill board vacancies that were discussed in July's meeting.
  - Gila County Position
  - Apache County Position - With Leads
- Old Board Meeting Schedule

### **CLOSING**

5 minutes

Next meeting: September 24<sup>th</sup>, 2025, at 11:00 AM

Meeting adjournment:

# MEETING MINUTES

## LOCAL WORKFORCE DEVELOPMENT BOARD

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Date: July 23<sup>rd</sup>, 2025,

Time: 11:02 AM

Meeting called to order by: David Miller (Chairman)

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### IN ATTENDANCE

David Miller (Chair), James Bruzzi (Vice-Chair), Chad Meier (T), Elizabeth Flake, Elizabeth Valdez, Dominic Marcanti, Janet Dean, Ryleigh Aubuchon, Billy Smith, Stephanie McCarthy, Steve North, Jennifer Fair, Peter Tims

Excused: Chris Pasterz, Tabitha Stickel, Kelly Zagrzebski

Absent: Josh Drake, Derron Hansen

### CONSENT AGENDA ITEMS

Minutes from May 2025 were tabled until next meeting by Chair.

### REPORTS

#### Rapid Response Report (Greg Clark)

- 2,256 open jobs as of July 15<sup>th</sup>
- Zenni Homes interviewed 83 people on June 25<sup>th</sup>; will be closing its location in Page, AZ due to conflicts and has postponed the Snowflake hiring event
- Loves Truck Stop hired interviewed 175 people which 114 were hired – reported as the companies most successful hiring event in history by its Oklahoma City Headquarters; breaking ground for more locations in Eloy, Pinal County, and Coconino County
- Answer to last meetings question: PTS Farms that sells local marijuana is the plant that went out of business. Due to Federal Regulations, ARIZONA@Work was not able to be involved in the rapid response event.
- MOU/IFA had final corrections made and is ready to be sent out for signatures for partners to solidify agreements

#### OSO Report (Jessica Head)

- June - 65 job placements making an average of \$32,198.40 annually (\$15.48/hr.)
- PY24/FY25 – 362 job placements making an average of \$36,858.62 annually (\$17.65/hr.)

- Still receiving reporting delays on data and will continue to for Title II due to the nature of their reports. Numbers will be in the rears every month for them; board is aware and agrees to accommodate
- JVSG (Jobs for Veteran State Grant) report is behind due to being understaffed since May. Chair stressed the importance of having the numbers even if retroactively.
- Observations of Title I staff telling clients there is no Title I services has been a concern; OSO suggests a temporary waitlist of applications to streamline processes until new Title I staff is trained.
- Referrals will be done in AJC once State implements that part of the software but for now, they are made via emails or post-it notes.

#### **Director's Report (Adam Garrard)**

- See New Business section below

#### **Financial Report (Briony Buchholz)**

- CPLC went over the previously agreed upon budget for Q4 and invoices were rejected; CPLC is revising the invoices to be within the budget provided them for Q4 and will resubmit it to the Admin Officer
- CPLC requested to use Youth funds for Adult services to be able to submit for over expenditure of Adult expenses but request was denied by Admin Officer after confirming with the Chair and Executive Director
- Admin Officer met with Eckard and Head Forward Solutions to establish a strong understanding of the budget and how invoicing will be handled.

#### **OLD BUSINESS**

- ARIZONA@Work had a successful audit follow-up with DES
- Question was raised by Elizabeth Flake regarding the attendance policy for board members; the Chair clarified that board members need to reach out to both the Chair and the Clerk when they are going to be absent from a meeting or the absence will not be excused. Executive Director reminded board members of the policy of 2 consecutively unexcused absences is cause for removal from the board. He also informed the board members that the Fiscal Agent's CEO (Jason Whiting) has the final say in both removing and adding board members after the LWDB makes the suggestion.
- Executive Director informed board members that all future board applicants must also be nominated by the company they represent and gave examples for different scenarios.

#### **NEW BUSINESS**

- Dennis Cox, representing Walking Down Ranch and Veterans, resigned his board position; Josh Drake, whose company dissolved has also resigned from the board, leaving open position for non-profit representation in Apache County
- New Policy for monitoring contractors on a quarterly basis with an evaluation tool to be used by Compliance Officer and Administrative Officer to meet requirements set forth by DES and DOL voted on by board.
  - o Elizabeth Flake motioned to approve the new policy and evaluation tool
  - o James Bruzzi seconded the motion
  - o All were in favor; none opposed – motioned carried
- Adam Garrard and Ryleigh Aubuchon presented Globe DES to the board as a shared cubicle with Title III that would cost ARIZONA@Work \$1,500/year for the space. This is in

comparison to the 25,000/year paid previously for the space at the Globe Health Department. Due to a remodel of the DES building, occupation of the space has to wait but once completed, Title III and ARIZONA@Work can move in and then certify as an affiliate site.

- Elizabeth Flake motioned to move into the DES shared cubicle space at a TBD date after the remodeling is complete
- Steve North seconded this motion
- All were in favor, none opposed – motion carried
- Adam asked the board if anyone would have objections getting professional pictures taken for the website, board agreed to have pictures taken and uploaded on the website.
- ARIZONA@Work would like to invite Jason Whiting to the August board meeting; attending one meeting per year is required and Executive Director will present the changes with OEO and the executive team of the Workforce Advisory Council concerning HR1 and the “Make America Skilled Again” initiative.

## **BOARD UPDATES/COMMENTS**

No updates/comments by board members

## **NEXT MEETING**

Next meeting will be on August 27<sup>th</sup>, 2025, at 11:00 AM at Show Low City Hall located at 180 N. 9<sup>th</sup> Place in Show Low, Arizona for those who wish to attend in person. A Virtual option is also available; the link will be sent out with next meetings agenda and posted on NEAZ webpage.

Motion to adjourn at 12:11 PM by James Bruzzi

Seconded by Elizabeth Flake

All were in favor, none opposed – motion carried

# MEETING MINUTES

## LOCAL WORKFORCE DEVELOPMENT BOARD

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Date: June 25<sup>th</sup>, 2025,

Time: 11:05 AM

Meeting called to order by: David Miller (Chairman)

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### IN ATTENDANCE

David Miller (Chair), James Bruzzi (Vice-Chair), Chris Pasterz, Janet Dean, Elizabeth Valdez, Steve North, Jennifer Fair, Billy Smith, Kelly Zagrzebski, Josh Drake

Excused: Elizabeth Flake

Absent: Ryleigh Aubuchon (Secretary), Chad Meier, Stephanie McCarthy, Dennis Cox, Peter Tims, Derron Hansen, Tabitha Stickel, Dominic Marcanti

### CONSENT AGENDA ITEMS

Minutes from May 2025 were approved.

- Motion to approve by Chris Pasterz
- Second by Elizabeth Valdez
- All were in favor

### REPORTS

#### Rapid Response Report (Adam Garrard)

- Zenni Homes has a hiring event today; Greg is attending
- Loves Truck Stop hired 114 people from hiring event – a big success
- 546 job openings being handled by Business Service Team
- Greg is focusing on increasing referrals
- DES laid off 460 people; NEAZ is supporting in any way possible
- Cannabis Farm shut down laying off 53 people

#### OSO Report (Jessica Head)

- May - 28 job placements making an average of \$36,673.37 annually (\$17.63/hr.) and a total annual income created of \$376,126.97
- Working on establishing a Google-based referral system to replace ATLAS

- Transition of contractors is operating smoothly but requires innovative processes due to limited staff

### **Director's Report** (Adam Garrard)

- Job Center co-location opportunities must include Title III; they cannot stand alone
- NEAZ is focusing on participation in ONLY those Chambers that utilize our partnership and offer referrals and not just to be a member
- PY25/FY26 Budget was approved by CEO (Jason Whiting) at Navajo County (Fiscal Agent)

### **Financial Report** (Briony Buchholz)

- July 2024 – January 2025 expenses have been submitted for reimbursement totaling \$953,948.73
- Reimbursed monies received to date \$566,548.30
- One-Time Funding expended to date \$155,157.18
- \$1,110,301.70 is the Total Expended to date; per fund as follows:
  - o Youth - \$370,882.29
  - o Adult - \$594,042.16
  - o Dislocated Worker - \$155,157.18

## **OLD BUSINESS**

- Title 1B and OSO RFPs/Contracts have been signed by B.O.S. and is fully executed
- Title 1B, OSO, and NEAZ will be receiving regular monitoring as part of the agreement for NEAZ's additional funding
  - o T1B will be monitored monthly
  - o OSO will be monitored at least annually
  - o NEAZ will be monitored quarterly
- IFA/MOU has received slight adjustments to split costs between Title partners for the OSO contract; partners are aware, and negotiations are taking place
- 4-year plan is ready to go out for public comment
- NEAZ Admin Team is still working on the Board Recertification process

## **NEW BUSINESS**

- NEAZ LWDB Chairperson term is expiring; nomination for Chairperson put before the board
  - o James Bruzzi nominated David Miller for another term as Chairman
  - o Janet Dean seconded nomination
  - o All were in favor, none opposed, accepted by David Miller, motion carried
- Gila County Private Sector Employer Vacancy needs to be filled; suggestions were made of who might fill the vacancy that has influence over policy and hiring; the business service team will reach out to employers in Gila County to fill the vacancy before July's meeting
- IFA/MOU is still on hold due to Gila County and NEAZ being unable to reach an agreement on a new lease. NEAZ cannot support the current lease due to budget cuts; NEAZ suggests the board withdraw from the current lease with 30-day written notice (see Exhibit A); the board opened floor for a motion to withdraw from lease for the Gila Community Center lease after 30-day notice
  - o Chris Pasterz motioned to approve discontinuation of lease mentioned above
  - o Steve North seconded this motion
  - o All were in favor, none opposed, motion carried
- NEAZ is negotiating with DES for a possible affiliate site in Globe to follow other job centers which are in DES sites

## **BOARD UPDATES/COMMENTS**

No updated by board members

## **NEXT MEETING**

Next meeting will be on July 23<sup>rd</sup>, 2025, at 11:00 AM at Show Low City Hall located at 180 N. 9<sup>th</sup> Place in Show Low, Arizona for those who wish to attend in person  
Virtual option is also available; the link will be sent out with next meetings agenda and posted on NEAZ webpage.

Motion to adjourn at 12:17 PM by Steve North

Seconded by Janet Dean

All were in favor, none opposed, motion carried

# ARIZONA

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## BSR Report 8-14-25

1. **BSR Team Member- Nolen Seymore resigns from Navajo County and takes a management position with ZenniHome. WIOA does not anticipate hiring a replacement BSR at this time.**
2. **BSR Team is using Tracor and taking Title 1 classes.**
3. **Assistant Director to travel to Pinal County WIOA for training in Title 1 monitoring Aug 25th.**
4. **BSR Team is matching employer job openings- with potential employees in AJC.**
5. **Zenni Home - Snowflake- major fire destroys renovation of old papermill building/ equipment July 28th. Hiring events canceled. Opening date delayed- no details have been publicly provided by ZenniHome. Crews are cleaning/ recovery operations. Fire is under investigation per media outlets. Unofficial estimate- 6-8 month delay in opening for ZenniHome**
6. **BSRs notice a slight downturn in job postings.**
7. **Title 1 contractor- Eckerd is now taking applications for services.**



7-28-25

**SNOWFLAKE — A late-night fire damaged ZenniHome’s newly remodeled manufacturing facility in Snowflake, just weeks before the company was set to begin operations there.**

**The blaze broke out around 10 p.m. Monday night. It was quickly met with a response from local emergency crews, including the Timber Mesa Fire District, Taylor-Snowflake Fire and Medical, and Heber-Overgaard Fire District. No injuries were reported.**

**According to ZenniHome, preliminary information points to a possible link between the fire and an earlier incident at the facility involving a subcontractor’s welding crew. Around noon the same day, a small blaze believed to have been caused by welding activity near wooden infrastructure was extinguished. Officials are now investigating whether that earlier fire was fully contained.**

**The facility is located at the site of the former Snowflake paper mill, which operated from 1961 until its closure in 2012. The historic mill property, with its rail access and existing industrial infrastructure, was repurposed by ZenniHome for modular housing production.**

**“Our first priority is the safety of our team and our community,” ZenniHome CEO Bob Worsley said in a statement. “We are working closely with investigators and taking all necessary steps to understand what happened.”**

**The Snowflake site was slated to begin production following the closure of ZenniHome's Page, Arizona factory on July 14. The company has not yet released an estimate of the damage or indicated whether the opening will be delayed.**

**ZenniHome specializes in sustainable, high-quality modular homes aimed at addressing housing needs through innovative design and manufacturing. The company says it will provide further updates to Mountain Daily Star as the investigation progresses.**

**Picture Credit: Timber Mesa Fire District**

**Source-Mountaindaily.com**

**Arizona Department of Economic Security advises of 9,950 layoffs in different sectors in Arizona. Jan 01- Aug 8th, 2025. Source - Eilise Fisher, AZDES**

*39 total WARN notice(s). 6,786 total employee(s) laid off.*

*32 total Non-WARN notice(s). 3,164 total employee(s) laid off.*



# MONTHLY ONE-STOP OPERATOR REPORT

**June 2025**

**FINAL DRAFT**

Report Prepared by: Jessica Head, One-Stop Operator

Report Submitted by: Jessica Head, One-Stop Operator

Date: 07/14/2025

Reporting Entity: Head Forward Solutions

Reporting Period: June 2025

## **1. Major Activities and Accomplishments**

Successful hiring event hosted in Winslow during the month of June for Luv's Truck Stop, Arby's, and Dunkin' Donuts resulting in 171 interviews and the hiring of 112 people. Per the Love's Corporate Office, the hiring event with our ARIZONA@WORK team was the most successful hiring event in the company's history. Additionally, Winslow Love's is leading for the entire United States in terms of Sales and Arby's sales are setting record national numbers. Love's Management considers ARIZONA@WORK a partner to the company's current and future success.

Contract holders for Title IB and One-Stop Operator services have completed negotiations.

Title IB interviews in progress.

Equipment and files pertaining to Title IB have been transferred, stored, and dropped off at appropriate locations.

## 2. Problems/Barriers and How They Are Addressed

Title IB staff have not been identified; however, applications are being accepted and interviews are being scheduled.

Currently there is no official referral system being utilized. The One-Stop Operator has met with staff, noting that staff desire to use the referral feature in Arizona Jobs Connection. The One-Stop Operator will seek training in AJC Referrals and begin building a referral process for all partners with and without access to AJC accounts.

## 3. Planned Activities

Continued transition of new contract holders – Administration and Title I/OSO will be working together to prepare for continued transition.

Training and implementation in new referral process will be conducted.

Forthcoming hiring events with Abrio Home Healthcare and Zenni Homes.

## 4. Data by Program

\*NOTE – Data was not obtained by Title I for Apache, Navajo, or Gila County

\*NOTE – Data was not available for Title II NPC at the time report was prepared

\*NOTE – Data was not obtained by Title III DVOP for Navajo and Apache County

\*NOTE – Data was not obtained by Title IV for Navajo or Gila County

### Adult Monthly Tracker June 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of PROGRAM Enrollments this month	Total # of BASIC Enrollments this month	Total # of Job Placements this month
	0	0	0	0	0	0
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Enrollments	# of Job Placements
Payson	0	0	0	0	0	0
Globe	0	0	0	0	0	0
Winslow	0	0	0	0	0	0
Holbrook	0	0	0	0	0	0
Pinetop	0	0	0	0	0	0
Apache County	0	0	0	0	0	0

## Dislocated Worked Monthly Tracker June 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of PROGRAM Enrollments this month	Total # of Job Placements this month
	0	0	0	0	0
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Job Placements
Payson	0	0	0	0	0
Globe	0	0	0	0	0
Winslow	0	0	0	0	0
Hobrook	0	0	0	0	0
Pinetop	0	0	0	0	0
Apache County	0	0	0	0	0

## Youth Monthly Tracker June 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of PROGRAM Enrollments this month	Total # of BASIC Enrollments this month	Total # of Job Placements this month
	0	0	0	0	0	0
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Basic Enrollments	# of Job Placements
Payson	0	0	0	0	0	0
Globe	0	0	0	0	0	0
Winslow	0	0	0	0	0	0
Holbrook	0	0	0	0	0	0
Pinetop	0	0	0	0	0	0
Apache County	0	0	0	0	0	0

## Adult Basic Education Monthly Tracker June 2025

	Total # of Instructional Hours this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of Enrollments this month
	683	0	0	7
Location	# of Student Hours	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments
Gila Adult Basic Education	683	0	0	7
NPC				

## DVOP Monthly Tracker June 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of Enrollments this month	Total # of Job Placements this month
	30	4	9	4	0
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Job Placements
Gila	30	4	9	4	0
Navajo	0	0	0	0	0
Apache					

## Employment Services Monthly Tracker June 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of Enrollments this	Total # of Job Placements this month
	722	0	0	68	61
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Job Placements
Payson	107	0	0	1	3
Globe	146	0	0	2	6
Winslow	263	0	0	38	51
Holbrook					
Pinetop	206	0	0	27	1
Apache County					

## Vocational Rehab Monthly Tracker June 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing	Total # of Outgoing Referrals this month	Total # of Enrollments this	Total # of Job Placements this month
	185	8	0	0	8	2
Location	# of Contacts with Clients	# of Incoming Referrals	# FOLLOW UPS	# of Outgoing Referrals	# of Enrollments	# of Job Placements
Payson	106	6	0	0	6	2
Globe	0	0	0	0	0	0
Winslow	0	0	0	0	0	0
Pinetop	79	2	0	0	2	0
Apache County	0	0	0	0	0	0

## 5. Job Placements

AJC PID #	Starting Pay	Job Title	Employer	County
3262979	\$15.00 plus tips	Dishwasher	Buffalo Bar & Grill	Payson
3284059	\$16.50	Caregiver Assistant	Faubush Family Homes	Globe
3282340	\$16.50	Caregiver	Faubush Family Homes	Globe
575936	\$14.70	Store Associate	Bealls	Globe
3274316	\$14.70	Receptionist	Payson Care Center	Payson
1040056	\$14.70	Crew member	Jack in the Box	Globe
3010624	\$15.50	Customer Service	Circle K	Globe
1021908	\$14.35	Groundskeeper	Apache Gold Casino	Globe
3287709	\$16.00	Team Member	Mcdonalds	Payson
	\$18.00	Business Services	Gila community college	globe
2056178	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
2085967	\$15.70	Retail Cashier Part	Love's Travel Stops & Country	nav
2268887	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
2449022	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
2513142	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
2623334	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav

2956206	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
2980475	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3017573	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3036111	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3036995	\$15.70	Retail Customer	Love's Travel Stop #278 - Joseph	nav
3126262	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3164261	\$15.20	Maintenance	Love's Travel Stops & Country	nav
3178702	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3212343	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3222379	\$15.20	Maintenance	Love's Travel Stop #278 - Joseph	nav
3236041	\$16.00	Retail Shift Leader	Love's Travel Stop #278 - Joseph	nav
3270801	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3271082	\$15.70	Restaurant Team Member	Love's Travel Stops & Country Stores	nav
3272359	\$18.65	ROAD MAINTENANCE	Apache County	nav
3284381	\$15.70	Restaurant Team Member	Love's Travel Stop #278 - Joseph City 140	nav
3284391	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3284426	\$15.70	Retail Customer	Love's Travel Stops & Country	nav
3284437	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3284451	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3284472	\$15.70	Retail Customer	Love's Travel Stop #278 - Joseph	nav
3284481	\$15.70	Kitchen Team Member	Love's Travel Stops & Country	nav
3284751	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3284752	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3284781	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3284821	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
3284822	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
23581	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
199526	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
238692	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
265200	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
299703	\$15.70	Restaurant Team	Love's Travel Stops & Country	nav
354787	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
492584	\$15.70	Retail Customer	Love's Travel Stop #278 - Joseph	nav
576840	\$15.70	Retail Cashier Part	Love's Travel Stop #278 - Joseph	nav
595248	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
638042	\$15.20	Maintenance	Love's Travel Stop #278 - Joseph	nav
1063269	\$16.00	Retail Shift Leader	Love's Travel Stops & Country	nav
1068160	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
1104636	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
1350109	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
1427328	\$15.70	Retail Customer	Love's Travel Stop #278 - Joseph	nav
1662364	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
1695596	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
1776375	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
1816817	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
1839502	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
2035022	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav
2038757	\$15.70	Kitchen Team Member	Love's Travel Stop #278 - Joseph	nav
2056178	\$15.70	Restaurant Team	Love's Travel Stop #278 - Joseph	nav

	\$15.95 hr	CSR	Common Grounds	Gila
	\$14.30 hr	CSR	Subway	Gila

**MONTHLY IMPACT**

Average Annual Income: \$32,185.67  
Average Hourly Rate: \$15.47  
Total Annual Income Created (FY): \$408,312.64  
Job Placement Total: 67

**FISCAL YEAR IMPACT**

Average Annual Income: \$36,857.56  
Average Hourly Rate: \$17.65  
Total Annual Income Created (FY): \$408,312.64  
Job Placement Total: 364

**6. Vignettes**

GILA: (AGGREGATE) Total GED Exams Passed (13): Math (1), Reasoning through Language Arts (3), Science (1), Social Studies (3), AZ Civics (5); HSEs Earned: (1); TABE MSGs: Reading (2), Math (1), Language (0), Listening (0).

**7. EO Complaints**

None for this reporting period.  
  
Quarterly Discrimination Complaint Log turned in to WIOA State EO Officer – DES for Quarter 2.

**8. Staffing Changes**

Open Title III Employment Services Specialist position – Payson, Arizona  
  
Open Title IB positions for Youth Workforce Career Coach, Workforce Career Coach, and Lead Career Coach – Northeastern Arizona

## 9. Fiscal Year at a Glance

Month	Average Annual Income	Average Hourly Rate	Total Annual Income Created by Month	Job Placement Totals
Jun-24	\$ 35,160.00	\$ 16.90	\$ 17,580.00	13
Jul-24	\$ 32,177.60	\$ 14.57	\$ 32,177.60	42
Aug-24	\$ 43,332.52	\$ 20.83	\$ 60,510.40	17
Sep-24	\$ 33,709.12	\$ 16.21	\$ 94,219.52	26
Oct-24	\$ 36,691.20	\$ 17.64	\$ 154,914.24	43
Nov-24	\$ 40,060.80	\$ 19.26	\$ 179,563.04	16
Dec-24	\$ 40,261.87	\$ 19.36	\$ 198,145.44	12
Jan-25	\$ 36,236.05	\$ 17.42	\$ 245,531.04	34
Feb-25	\$ 36,920.00	\$ 17.75	\$ 265,411.04	14
Mar-25	\$ 38,889.07	\$ 18.70	\$ 304,300.11	23
Apr-25	\$ 35,153.49	\$ 16.90	\$ 339,453.60	42
May-25	\$ 36,673.37	\$ 17.63	\$ 376,126.97	28
Jun-25	\$ 32,185.67	\$ 15.48	\$ 408,312.64	67
<b>Totals FY24/25:</b>	<b>\$ 36,857.56</b>	<b>\$ 17.65</b>	<b>\$ 408,312.64</b>	<b>364</b>



# MONTHLY ONE-STOP OPERATOR REPORT

## July 2025

Report Prepared by: Jessica Head, One-Stop Operator

Report Submitted by: Jessica Head, One-Stop Operator

Date: 08/18/2025

Reporting Entity: Head Forward Solutions

Reporting Period: July 2025

### **1. Major Activities and Accomplishments**

Title IB interviews in progress with partial staff hired.

Virtual site visits have begun.

Audit findings are being corrected.

Successful hiring event for Abrio Home Health Care hosted in Payson Arizona.

Event Calendar has been created and is being utilized.

Bulk texting via AJC is being trained and implemented.

Referral system is being discussed and built until AJC is able to handle the capabilities of referrals to core partners.

## 2. Problems/Barriers and How They Are Addressed

Title IB staff is partially hired and will begin training.

Currently there is no official referral system being utilized. The One-Stop Operator has met with staff, noting that staff desire to use the referral feature in Arizona Jobs Connection. The One-Stop Operator will seek training in AJC Referrals and begin building a referral process for all partners with and without access to AJC accounts. Until AJC is able to function providing referrals between Core Partners, a Google referral system will be discussed, built, and piloted.

## 3. Planned Activities

Continued transition of new contract holders – Administration and Title I/OSO will be working together to prepare for continued transition.

Training and implementation in new referral process will be conducted.

## 4. Data by Program

### Adult Monthly Tracker July 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of PROGRAM Enrollments this	Total # of BASIC Enrollments this month	Total # of Job Placements this month
					0	
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Enrollments	# of Job Placements
Payson	101	2	0	2	0	1
Globe	0	0	0	0	0	0
Winslow	0	0	0	0	0	0
Holbrook	0	0	0	0	0	0
Pinetop	0	0	0	0	0	0
Apache County	0	0	0	0	0	0

### Dislocated Worked Monthly Tracker July 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of PROGRAM Enrollments this	Total # of Job Placements this month
	0	0	0	0	0
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Job Placements
Payson	0	0	0	0	0
Globe	0	0	0	0	0
Winslow	0	0	0	0	0
Hobrook	0	0	0	0	0
Pinetop	0	0	0	0	0
Apache County	0	0	0	0	0

### Youth Monthly Tracker July 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of PROGRAM Enrollments this month	Total # of BASIC Enrollments this month	Total # of Job Placements this month
	0	0	0	0	0	0
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Enrollments	# of Job Placements
Payson	0	0	0	0	0	0
Globe	0	0	0	0	0	0
Winslow	0	0	0	0	0	0
Holbrook	0	0	0	0	0	0
Pinetop	0	0	0	0	0	0
Apache County	0	0	0	0	0	0

### Adult Basic Education Monthly Tracker July 2025

	Total # of Instructional Hours this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of Enrollments this month
	686	0	0	14
Location	# of Student Hours	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments
Gila Adult Basic Education	686	0	0	14
NPC				
Totals				

### DVOP Monthly Tracker July 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of Enrollments this month	Total # of Job Placements this month
	0	0	0	0	0
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Job Placements
Gila	0	0	0	0	0
Navajo	0	0	0	0	0

### Employment Services Monthly Tracker July 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing Referrals this month	Total # of Enrollments this month	Total # of Job Placements this month
	733	0	0	185	28
Location	# of Contacts with Clients	# of Incoming Referrals	# of Outgoing Referrals	# of Enrollments	# of Job Placements
Payson	103	0	0	17	5
Globe	165	0	0	31	7
Winslow	309	0	0	65	13
Holbrook					
Pinetop	156	0	0	72	3
Apache County					

## Vocational Rehab Monthly Tracker July 2025

	Total # of Contacts with Clients this month	Total # of Incoming Referrals this month	Total # of Outgoing	Total # of Outgoing Referrals this month	Total # of Enrollments this	Total # of Job Placements this month
	20	0	0	0	0	0
Location	# of Contacts with Clients	# of Incoming Referrals	# FOLLOW UPS	# of Outgoing Referrals	# of Enrollments	# of Job Placements
Payson	0	0	0	0	0	0
Globe	20	0	0	0	0	0
Winslow	0	0	0	0	0	0
Pinetop	0	0	0	0	0	0
Apache County	0	0	0	0	0	0

## 5. Job Placements

### Placement Details

AJC PID #	Starting Pay	Job Title	Employer	County	Manuel Placement?
	\$18.00	Dishwasher	Rim Golf Course	Gila	
74080	\$22.00	Heavey Equipement Op	Blattner Energy	Nav	y
1938309	\$14.70	Deli Assoc	Safeway	Nav	n
2013474	\$17.00	Beverage Server	Twin Arrows Casino	Coconino	n
2685746	\$19.00	Bus Driver/Custodian	WMAT	Apache	n
2863442	\$14.70	Team Member	Taco Bell	Navajo	n
3058596	\$14.75	Crew Team Member	McDonalds	Nav	y
3050092	\$15.00	Cook	Captain Tony's	Nav	n
3060092	\$14.70	Turquoise Room PM Co	La Posada	Nav	y
3060092	\$14.70	Restaurant Team Memb	LovesTravel Stop#9	Nav	y
3085427	\$22.23	Juvenile Dentention Offi	Navajo County	Nav	y
3166286	\$16.15	WHS Para Pro	WUSD	Nav	y
3217837	\$14.70	Retail Merchandizer	Shifts Mart	Nav	n
3241649	\$16.00	Cultivation Specialist	AZ Algae Products	Nav	n
3274945	\$24.19	Member Care Specialist	Navopache Electrial Co Op	Nav	y
3286681	\$17.50	Seasonal Team Associa	Walmart	Nav	y
3288547	\$21.00	Bus Aide	FUSD	Coconino	y
3155659	\$14.70	Counter Person	Churches Texas Chicken	Gila	n
3259922	\$14.50	Janitor	Taco Bell	Gila	n
3292547	\$18.00	Clerk	San Carlos Communications	Gila	n
575936	\$16.00	Clerk	Oasis Printing	Gila	n
2593920	\$15.00	Sales Person	American Barn Company	Gila	n
3158976	\$19.25	Accessioner	Rocky Mountain Labs	Gila	n
3226728	80,000.00 per year	Counselor	SCUSD	Gila	n
2940974	\$17.00	Asset Protection	WalMart	Gila	n
3135397	\$17.00	Front Desk	Kohl's Ranch Lodge	Gila	n
3281021	\$20.00	Landscaper	Patriot Landscaping	Gila	n
3290927	\$15.00	Crew Member	Jack In The Box	Gila	n
3298918	45.000 per year	Assistant Manaqer	Goodwill	Gila	n

### **MONTHLY IMPACT**

Average Annual Income: \$37,502.40

Average Hourly Rate: \$18.03

Job Placement Total: 29

## **6. Vignettes**

GILA: GED Exams Passed ( 5 ): AZ Civics ( 3 ) Math ( 0 ), Reasoning through Language Arts ( 1 ), Science ( 0 ), Social Studies ( 1 ); HSEs Earned: ( 0 )

Today Kevin Grapes is in our office, he is our Veterans Benefits Counselor that comes on the first Wednesday of every month.

He stopped me today and reminded me of a woman who came into our office about two years ago whose husband had just passed away that week. I knew exactly who he was referring to, having sat and cried with her the day she came in.

She and her husband had been fighting for his veterans benefits for a long time before his death to no avail.

Needless to say she was lost and came in seeking our assistance. I referred her to Kevin who went to work on the case.

Today he informed me that the Veterans case had been overturned and his wife would receive two years of back pay and \$1,600 per month moving forward.

This was from TWO years ago!

We love our Veterans !!

Thank you Kevin, job well done.

Never give in and NEVER give up!

## **7. EO Complaints**

None for this reporting period.

## **8. Staffing Changes**

Pending Title III Employment Services Specialist position – Payson, Arizona

Pending Title III Employment Services Supervisor position – Payson, Arizona

Two (2) Title I positions filled; one (1) Title I position in background process.

Vocational Rehabilitation position forthcoming.

## 9. Fiscal Year at a Glance

Month	Average Annual Income	Average Hourly Rate	Job Placement Totals
Jun-25	\$ 32,185.67	\$ 15.48	67
Jul-25	\$ 37,502.40	\$ 18.03	29
Aug-25			
Sep-25			
Oct-25			
Nov-25			
Dec-25			
Jan-26			
Feb-26			
Mar-26			
Apr-26			
May-26			
Jun-26			
<b>Totals FY25/26:</b>	<b>\$ 37,502.40</b>	<b>\$ 18.03</b>	<b>29</b>

**PY24/FY25**

	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR
Begin Date	4/1/2024	7/1/2024	7/1/2024	10/1/2024	10/1/2024	7/1/2024	10/1/2024
End Date	6/30/2026	6/30/2026	6/30/2026	6/30/2026	6/30/2026	6/30/2026	6/30/2026
Final Report Due	8/15/2026	8/15/2026	8/15/2026	8/15/2026	8/15/2026	8/15/2026	8/15/2026

Navajo County - NEAZ	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$35,034	\$6,506	\$4,254	\$26,589	\$15,480			\$87,863
Prog	\$315,309	\$58,556	\$38,285	\$239,298	\$139,318	\$105,645	\$384,435	\$1,280,846
<b>Total</b>	<b>\$350,343</b>	<b>\$65,062</b>	<b>\$42,539</b>	<b>\$265,887</b>	<b>\$154,798</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$1,368,709</b>

Cochise County - SEAZ	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$41,262	\$7,876	\$14,119	\$32,187	\$51,380			\$146,824
Prog	\$371,366	\$70,885	\$127,077	\$289,682	\$462,417	\$105,645	\$384,435	\$1,811,507
<b>Total</b>	<b>\$412,628</b>	<b>\$78,761</b>	<b>\$141,196</b>	<b>\$321,869</b>	<b>\$513,797</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$1,958,331</b>

Coconino County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$45,538	\$5,153	\$5,430	\$21,060	\$19,760			\$96,941
Prog	\$409,845	\$46,379	\$48,870	\$189,537	\$177,835	\$105,645	\$384,435	\$1,362,546
<b>Total</b>	<b>\$455,383</b>	<b>\$51,532</b>	<b>\$54,300</b>	<b>\$210,597</b>	<b>\$197,595</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$1,459,487</b>

Maricopa County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$409,182	\$74,569	\$110,479	\$304,741	\$402,026			\$1,300,997
Prog	\$3,682,634	\$671,122	\$994,313	\$2,742,664	\$3,618,231	\$105,645	\$384,435	\$12,199,044
<b>Total</b>	<b>\$4,091,816</b>	<b>\$745,691</b>	<b>\$1,104,792</b>	<b>\$3,047,405</b>	<b>\$4,020,257</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$13,500,041</b>

Mohave County - MoPAZ	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$57,322	\$12,533	\$10,242	\$51,219	\$37,271			\$168,587
Prog	\$515,902	\$112,799	\$92,181	\$460,975	\$335,437	\$105,645	\$384,435	\$2,007,374
<b>Total</b>	<b>\$573,224</b>	<b>\$125,332</b>	<b>\$102,423</b>	<b>\$512,194</b>	<b>\$372,708</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$2,175,961</b>

City of Phoenix	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$335,476	\$62,700	\$70,344	\$256,235	\$255,977			\$980,732
Prog	\$3,019,286	\$564,299	\$633,096	\$2,306,114	\$2,303,791	\$105,645	\$384,435	\$9,316,666
<b>Total</b>	<b>\$3,354,762</b>	<b>\$626,999</b>	<b>\$703,440</b>	<b>\$2,562,349</b>	<b>\$2,559,768</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$10,297,398</b>

Pima County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$234,526	\$44,218	\$50,490	\$180,705	\$183,730			\$693,669
Prog	\$2,110,729	\$397,962	\$454,412	\$1,626,344	\$1,653,569	\$105,645	\$384,435	\$6,733,096
<b>Total</b>	<b>\$2,345,255</b>	<b>\$442,180</b>	<b>\$504,902</b>	<b>\$1,807,049</b>	<b>\$1,837,299</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$7,426,765</b>

Pinal County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$71,604	\$15,824	\$17,395	\$64,669	\$63,300			\$232,792
Prog	\$644,431	\$142,418	\$156,558	\$582,016	\$569,704	\$105,645	\$384,435	\$2,585,207
<b>Total</b>	<b>\$716,035</b>	<b>\$158,242</b>	<b>\$173,953</b>	<b>\$646,685</b>	<b>\$633,004</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$2,817,999</b>

Santa Cruz County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$43,256	\$7,368	\$4,842	\$30,111	\$17,618			\$103,195
Prog	\$389,308	\$66,313	\$43,574	\$271,002	\$158,562	\$105,645	\$384,435	\$1,418,839
<b>Total</b>	<b>\$432,564</b>	<b>\$73,681</b>	<b>\$48,416</b>	<b>\$301,113</b>	<b>\$176,180</b>	<b>\$105,645</b>	<b>\$384,435</b>	<b>\$1,522,034</b>

PY25/FY26

	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	
Begin Date	4/1/2025	7/1/2025	7/1/2025	10/1/2025	10/1/2025	7/1/2025	10/1/2025	
End Date	6/30/2027	6/30/2027	6/30/2027	6/30/2027	6/30/2027	6/30/2027	6/30/2027	
Final Report Due	8/15/2027	8/15/2027	8/15/2027	8/15/2027	8/15/2027	8/15/2027	8/15/2027	

Navajo County - NEAZ	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$30,703	\$5,779	\$3,604	\$23,915	\$13,281			\$77,282
Prog	\$276,330	\$52,008	\$32,436	\$215,230	\$119,524	\$94,130	\$346,864	\$1,136,522
Total	\$307,033	\$57,787	\$36,040	\$239,145	\$132,805	\$94,130	\$346,864	\$1,213,804

Cochise County - SEAZ	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$33,705	\$7,002	\$11,785	\$28,977	\$43,429			\$124,898
Prog	\$303,349	\$63,019	\$106,069	\$260,795	\$390,857	\$94,130	\$346,864	\$1,565,083
Total	\$337,054	\$70,021	\$117,854	\$289,772	\$434,286	\$94,130	\$346,864	\$1,689,981

Coconino County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$41,611	\$4,552	\$4,469	\$18,837	\$16,469			\$85,938
Prog	\$374,500	\$40,966	\$40,223	\$169,531	\$148,218	\$94,130	\$346,864	\$1,214,432
Total	\$416,111	\$45,518	\$44,692	\$188,368	\$164,687	\$94,130	\$346,864	\$1,300,369

Maricopa County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$375,124	\$68,760	\$107,680	\$284,557	\$396,798			\$1,232,919
Prog	\$3,376,116	\$618,847	\$969,130	\$2,561,015	\$3,571,185	\$94,130	\$346,864	\$11,537,287
Total	\$3,751,240	\$687,607	\$1,076,810	\$2,845,572	\$3,967,983	\$94,130	\$346,864	\$12,770,208

Mohave County - MoPAZ	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$48,447	\$11,248	\$8,659	\$46,547	\$31,909			\$146,810
Prog	\$436,026	\$101,230	\$77,934	\$418,925	\$287,181	\$94,130	\$346,864	\$1,762,290
Total	\$484,473	\$112,478	\$86,593	\$465,472	\$319,090	\$94,130	\$346,864	\$1,909,099

City of Phoenix	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$276,111	\$50,856	\$66,716	\$210,460	\$245,843			\$849,986
Prog	\$2,484,997	\$457,703	\$600,440	\$1,894,140	\$2,212,588	\$94,130	\$346,864	\$8,090,862
Total	\$2,761,108	\$508,559	\$667,156	\$2,104,600	\$2,458,431	\$94,130	\$346,864	\$8,940,848

Pima County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$211,371	\$37,396	\$41,955	\$154,758	\$154,603			\$600,083
Prog	\$1,902,337	\$336,564	\$377,599	\$1,392,825	\$1,391,431	\$94,130	\$346,864	\$5,841,750
Total	\$2,113,708	\$373,960	\$419,554	\$1,547,583	\$1,546,034	\$94,130	\$346,864	\$6,441,832

Pinal County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$63,648	\$15,237	\$15,038	\$63,054	\$55,413			\$212,390
Prog	\$572,829	\$137,128	\$135,338	\$567,486	\$498,712	\$94,130	\$346,864	\$2,352,487
Total	\$636,477	\$152,365	\$150,376	\$630,540	\$554,125	\$94,130	\$346,864	\$2,564,876

Santa Cruz County	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$34,440	\$5,684	\$3,929	\$23,523	\$14,476			\$82,052
Prog	\$309,964	\$51,156	\$35,356	\$211,703	\$130,287	\$94,130	\$346,864	\$1,179,460
Total	\$344,404	\$56,840	\$39,285	\$235,226	\$144,763	\$94,130	\$346,864	\$1,261,512

OEO - AZ Tribal Workforce	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$123,076	\$22,648	\$13,425	\$93,726	\$49,470			\$302,345
Prog	\$1,107,683	\$203,833	\$120,824	\$843,532	\$445,231	\$94,130	\$346,864	\$3,162,097
Total	\$1,230,759	\$226,481	\$134,249	\$937,258	\$494,701	\$94,130	\$346,864	\$3,464,441

Yavapai County - NACOG	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$35,909	\$8,015	\$7,655	\$33,170	\$28,209			\$112,958
Prog	\$323,166	\$72,138	\$68,898	\$298,532	\$253,883	\$94,130	\$346,864	\$1,457,611
Total	\$359,075	\$80,153	\$76,553	\$331,702	\$282,092	\$94,130	\$346,864	\$1,570,569

Yuma County - YPIC	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Admin	\$386,384	\$68,897	\$34,095	\$285,119	\$125,638			\$900,133
Prog	\$3,477,458	\$620,070	\$306,854	\$2,566,074	\$1,130,739	\$94,130	\$346,864	\$8,542,189
Total	\$3,863,842	\$688,967	\$340,949	\$2,851,193	\$1,256,377	\$94,130	\$346,864	\$9,442,322

Program Totals	PY YT	PY AD	PY DW	FY AD	FY DW	PY RR	FY RR	Total
Total	\$17,535,098	\$3,229,206	\$3,263,177	\$13,363,619	\$12,024,615	\$1,223,690	\$4,509,232	\$55,148,637

**PY25/FY26 BUDGET & EXPENSES**

Agency	TOTAL NEAZ Responsibility	Admin Responsibility	Youth Responsibility	Adult Responsibility	Dislocated Worker Responsibility	RR Responsibility	NEAZ Responsibility after Partners Billed
Occupancy (City of SL)	\$ 16,566.00	\$ -	\$ 1,822.26	\$ 1,822.26	\$ 1,822.26	\$ 11,099.22	\$ 16,566.00
Globe Rent	\$ 2,500.00	\$ -	\$ 833.33	\$ 833.33	\$ 833.33	\$ -	\$ 2,500.00
DES - co-location (Payson)	\$ 2,997.90	\$ -	\$ 999.30	\$ 999.30	\$ 999.30	\$ -	\$ 2,997.90
DES - co-location (Winslow)	\$ 889.69	\$ -	\$ 296.56	\$ 296.56	\$ 296.56	\$ -	\$ 889.69
DES - co-location (Pinetop)	\$ 2,920.94	\$ -	\$ 973.65	\$ 973.65	\$ 973.65	\$ -	\$ 2,920.94
OSO	\$ 87,760.00	\$ -	\$ 6,902.47	\$ 10,846.74	\$ 1,972.13	\$ -	\$ 19,721.35
T1B	\$ 445,000.00	\$ -	\$ 237,500.00	\$ 166,000.00	\$ 41,500.00	\$ -	\$ 445,000.00
Staff Fuel Costs	\$ 7,500.00	\$ -	\$ 1,080.00	\$ 1,080.00	\$ 1,008.00	\$ 4,032.00	\$ 7,200.00
Vehicle Maintenance Costs	\$ 5,000.00	\$ -	\$ 666.67	\$ 666.67	\$ 666.67	\$ 3,000.00	\$ 5,000.00
Verizon	\$ 5,000.00	\$ -	\$ 497.12	\$ 497.12	\$ 447.41	\$ 3,529.58	\$ 4,971.23
Sparklight - Payson	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sparklight - Winslow	\$ 2,000.00	\$ -	\$ 666.67	\$ 666.67	\$ 666.67	\$ -	\$ 2,000.00
Sparklight - Pinetop/Lakeside	\$ 2,000.00	\$ -	\$ 666.67	\$ 666.67	\$ 666.67	\$ -	\$ 2,000.00
Stickler Webb Insurance	\$ 1,050.00	\$ -	\$ 350.00	\$ 350.00	\$ 350.00	\$ -	\$ 1,050.00
Google Account	\$ 2,400.00	\$ -	\$ 375.00	\$ 375.00	\$ 375.00	\$ 1,275.00	\$ 2,400.00
RingCentral	\$ 5,300.00	\$ -	\$ -	\$ -	\$ -	\$ 5,300.00	\$ 5,300.00
Canva Pro	\$ 250.00	\$ -	\$ 83.33	\$ 83.33	\$ 83.33	\$ -	\$ 250.00
Office Supplies	\$ 1,500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ 1,500.00
Staff Salaries & ERE's	\$ 469,516.08	\$ 67,325.08	\$ 53,513.35	\$ 53,513.35	\$ 52,602.92	\$ 242,561.38	\$ 469,516.08
ACI - Business Cards	\$ 2,000.00	\$ -	\$ 266.67	\$ 266.67	\$ 266.67	\$ 1,200.00	\$ 2,000.00
Lightcast	\$ 34,000.00	\$ -	\$ 2,833.33	\$ 2,833.33	\$ 2,833.33	\$ -	\$ 8,500.00
DES Data Cost Sharing	\$ 300.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 300.00
CDW Government Inc. - Microsoft	\$ 5,000.00	\$ -	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ -	\$ 5,000.00
Adobe Acrobat Pro License(s)	\$ 500.00	\$ -	\$ 166.67	\$ 166.67	\$ 166.67	\$ -	\$ 500.00
Use Tax	\$ 3,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 3,000.00
Cisco Security Agreement	\$ 2,000.00	\$ -	\$ 666.67	\$ 666.67	\$ 666.67	\$ -	\$ 2,000.00
In-State Travel	\$ 2,000.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,000.00
Out-of-State Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 2,000.00	\$ -	\$ 571.43	\$ 571.43	\$ 571.43	\$ -	\$ 1,714.29
NAWB D.C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storage Unit	\$ 900.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ 900.00
<b>Chamber Dues</b>	\$ 2,250.00	\$ -	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	\$ 2,250.00
Springville-Eager Chamber of Commerce	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Show Low Chamber of Commerce	\$ 190.00	\$ -	\$ 63.33	\$ 63.33	\$ 63.33	\$ -	\$ 190.00
Winslow Chamber of Commerce	\$ 60.00	\$ -	\$ 20.00	\$ 20.00	\$ 20.00	\$ -	\$ 60.00
Globe-Miami Chamber of Commerce	\$ 150.00	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ -	\$ 150.00
NAWB	\$ 750.00	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	\$ 750.00
WMBORT	\$ 600.00	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	\$ 600.00
RealAZ	\$ 500.00	\$ -	\$ 166.67	\$ 166.67	\$ 166.67	\$ -	\$ 500.00
<b>TOTAL</b>	\$ <b>1,114,100.61</b>	\$ <b>67,325.08</b>	\$ <b>316,547.80</b>	\$ <b>248,992.07</b>	\$ <b>114,585.33</b>	\$ <b>272,497.18</b>	\$ <b>1,019,947.46</b>
ADD'L FUNDS AWARDED BY DES / DW Transfer							\$ -
ADMIN AWARDED	\$ 77,282.00	\$ 77,282.00	\$ 30,703.00	\$ 29,694.00	\$ 16,885.00	\$ -	\$ 77,282.00
PY PROGRAM AWARDED	\$ 454,904.00	\$ 40,086.00	\$ 276,330.00	\$ 52,008.00	\$ 32,436.00	\$ 94,130.00	\$ 454,904.00
FY PROGRAM AWARDED	\$ 681,618.00	\$ 37,196.00	\$ -	\$ 215,230.00	\$ 119,524.00	\$ 346,864.00	\$ 681,618.00
CARRYOVER PROGRAM FUNDS	\$ 121,947.00	\$ -	\$ 77,531.00	\$ -	\$ 44,416.00	\$ -	\$ 121,947.00
CARRYOVER ADMIN FUNDS	\$ 37,629.00	\$ 37,629.00	\$ 16,817.00	\$ 12,683.00	\$ 8,129.00	\$ -	\$ 37,629.00
PARTNER GRANTS BST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PARTNER GRANTS VETERAN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADD'L FUNDS NEEDED (RAPID RESPONSE)	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REMAINING BUDGET</b>	\$ <b>371,650.39</b>	\$ <b>9,956.92</b>	\$ <b>37,313.20</b>	\$ <b>18,245.93</b>	\$ <b>81,790.67</b>	\$ <b>168,496.82</b>	\$ <b>315,803.54</b>
<b>\$360,774.00</b>							
<b>Quarter One Amounts Available</b>		\$ <b>54,687.75</b>	\$ <b>146,613.50</b>	\$ <b>52,008.00</b>	\$ <b>76,852.00</b>	\$ <b>94,130.00</b>	
Q1 Monthly Allowance		\$ 18,229.25	\$ 48,871.17	\$ 17,336.00	\$ 25,617.33	\$ 31,376.67	
Quarter Two Amounts Available		\$ 20,074.42	\$ 69,082.50	\$ 71,743.33	\$ 39,841.33	\$ 115,621.33	
Quarter Three Amounts Available		\$ 20,074.42	\$ 69,082.50	\$ 71,743.33	\$ 39,841.33	\$ 115,621.33	
Quarter Four Amounts Available		\$ 20,074.42	\$ 69,082.50	\$ 71,743.33	\$ 39,841.33	\$ 115,621.33	
Program Funds ONLY Total for Checks/Balances		\$ <b>114,911.00</b>	\$ <b>353,861.00</b>	\$ <b>267,238.00</b>	\$ <b>196,376.00</b>	\$ <b>440,994.00</b>	
<b>FILL IN THIS LINE TO UPDATE SPREADSHEET</b>	<b>TOTAL AWARDED BY DES</b>	\$ <b>307,033.00</b>	\$ <b>296,932.00</b>	\$ <b>168,845.00</b>	\$ <b>440,994.00</b>	\$ <b>1,213,804.00</b>	
	PY ADMIN	\$ 30,703.00	\$ 5,779.00	\$ 3,604.00	\$ -	\$ -	
	PY PROGRAM	\$ 276,330.00	\$ 52,008.00	\$ 32,436.00	\$ 94,130.00	\$ 494,990.00	
	FY ADMIN	\$ -	\$ 23,915.00	\$ 13,281.00	\$ -	\$ -	
	FY PROGRAM	\$ -	\$ 215,230.00	\$ 119,524.00	\$ 346,864.00	\$ 718,814.00	
	<b>TOTAL PROGRAM AWARD</b>	\$ <b>772,810.00</b>	\$ <b>307,033.00</b>	\$ <b>296,932.00</b>	\$ <b>168,845.00</b>	\$ <b>440,994.00</b>	\$ <b>1,213,804.00</b>



Innovative Workforce Solutions

Serving Navajo, Apache, and Gila Counties

**Interest form for representation on the Northeastern Arizona Local Workforce Development Board**

**The purpose of this application is to obtain information about qualifications and interest in serving on the Northeastern Arizona Workforce Development Board. Please attach a resume or biography to this application.**

**Personal Data**

Name: Donald Laughlin

E-mail Address: dlaughlin@wmedev.org

Residence Address: \_\_\_\_\_

Mailing Address: 4750 N Central Ave., Ste 1A

Residence Phone: \_\_\_\_\_ Business Phone: 602-919-3539

Occupation: Executive

Employer: White Mountain Economic Development

Address: same as above

**Education**

<u>Schools attended</u>	<u>Address</u>	<u>Date</u>	<u>Degree</u>
<u>Azusa Pacific University, Azusa CA, 1991; MA in Organizational Development</u>			
<u>University of Southern CA, Los Angeles CA, 2001; Executive MBA</u>			

**Employment**

List major employment chronologically beginning with present.

<u>Dates</u>	<u>Employer</u>	<u>Position</u>	<u>Location</u>
<u>4/2020 - current</u>	<u>White Mountain Economic Development</u>	<u>Pres/CEO</u>	<u>Phoenix AZ</u>
_____	_____	_____	_____
_____	_____	_____	_____

**Related Activities**

List volunteer activities, elective offices held, participation in organizations related to job training and other activities that may be relevant to your interest in serving the Local Workforce Investment Board.

Dates	Activity/Office	Location
NAGJN	Set of programs creating workforce development for food industry	5 counties
Business Incubators	Across state developing multiple business incubators to grow businesses	
Northern Arizona Food Alliance	Programs and activities to stabilize and grow food businesses 5 counties	

**Description of Interest**

Category to represent (Check One)  Business  Education  One Stop Partner  
 Organized Labor  Economic Development  Community Based Organizations

**References**

1. Adam Garrard 623-640-6792 \_\_\_\_\_
2. Steve North 928-532-4124 \_\_\_\_\_
3. Russ Yelton 828-582-6323 \_\_\_\_\_

  
 \_\_\_\_\_  
 Signature

8/24/25  
 \_\_\_\_\_  
 Date

**Please submit application with Bio or Resume to:**

Briony Buchholz, 180 N. 9<sup>th</sup> Street, Show Low, AZ 85901; [briony.buchholz@navajocountyaz.gov](mailto:briony.buchholz@navajocountyaz.gov); 928-414-3002

**For Internal Use Only**

New Applicant/Recertification (Circle One)	Application Approved/Denied (Circle One)
Date Approved by BOS _____	Reason Denied _____
Membership Expires _____	Original Approval Date _____
Member Represents _____	

## Questionnaire for Northeastern Arizona Board member: Responses

1. Donald Laughlin; [dlaughlin@wmedev.org](mailto:dlaughlin@wmedev.org); 602-919-3539
2. White Mountain Economic Development
3. 11 in total, one specifically in region
4. President & CEO
5. Staff responsibility for all employees and have responsibility to speak on behalf of and commit the organization.
6. A. We do not provide employment opportunities but we have multiple programs designed to increase local business growth and as such directly impact the quality and aggregate need of additional staff.
6. B. We have current projects and program offerings in Apache, Navaho, Yavapai, Coconino, Mohave and Gila Counties.

## DISCLOSURE STATEMENT CONCERNING CONFLICTS OF INTEREST

I acknowledge that local board members must adhere to the following in regard to conflict of interest.

- 1) “No person preparing or assisting in the preparation of specifications, plans or scopes of work shall receive any direct benefit from the utilization of those specifications, plans or scopes of work” per Arizona Administrative Code R2-7-404.
- 2) A local board member may not vote on any matter that would provide direct financial benefit to the member or the member’s immediate family, or on matters of the provision of services by the member or the entity the member represents.
- 3) A local board member must avoid even the appearance of a conflict of interest. Prior to taking office, local board members must provide to the local board chair a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the local board. Such declarations must be updated annually or within 30 days to reflect any changes in such business interests or relationships. The local board must appoint an individual to timely review the disclosure information and advise the local board chair and appropriate members of potential conflicts.
- 4) Prior to a discussion, vote, or decision on any matter before a local board, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or property that would be affected by any official local board action, the member must disclose the nature and extent of the interest or relationship and must abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions must be recorded in the minutes of the local board meeting and be maintained as part of the official record.
- 5) It is the responsibility of the local board members to monitor potential conflict of interest and bring it to the local board’s attention in the event a member does not make a self-declaration.
- 6) A local board must ensure that the local board, its members, or its administrative staff do not directly control the daily activities of its workforce service providers, workforce system partners or contractors.
- 7) Local board members or their organizations may receive services as a customer of a local workforce service provider or workforce system partner.

I declare the following potential conflicts of interest:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.(1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

- a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective primary participant shall attach an explanation to this proposal.

## **Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

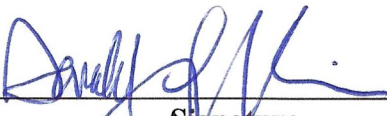
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any

person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly; and this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL A Disclosure Form to Report Lobbying, in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for each such failure.

LWDB Board Member:   
Signature  
Donald Laughlin  
Print

Date: 8/23/25

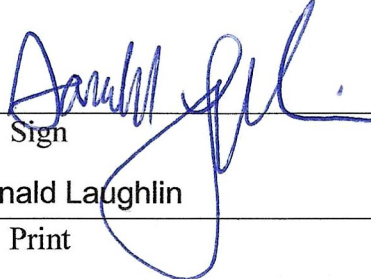
## CONFIDENTIALITY STATEMENT & POLICY

I, Donald Laughlin as a board member of the Northeastern Arizona Local Workforce Development Board (LWDB), have the responsibility to safeguard confidential information so that access is restricted to those who have a need to know. I will adhere to all applicable law, regulations, statutes and company policies concerning confidentiality.

Sharing any confidential document without prior written approval with any individual is grounds for immediate dismissal from the board.

I am bound by duty to report any violations of these principles to the appropriate level of management.

I have read and understand the confidentiality statement and policies.

LWDB Member:  Date: 8/23/25  
Sign  
Donald Laughlin  
Print

2023



August 24, 2025

To Whom It May Concern,

This nomination letter is to support Donald Laughlin's application to the Northeastern Arizona Local Workforce Development Board.

Mr. Laughlin has the responsibility and authority to speak for our organization and commit the organization to a specific course of action.

In helping to direct WMED activities, Donald has been able to understand the unique workforce development challenges that face this region. Though working directly with business owners, partners such as AZ@Work, the SBDC, NPC, the Chamber and others Donald fully understand the dynamics of the area and how these partners and municipalities can successfully work together.

Any questions please contact me directly.

Very best regards.

*Russ Yelton*

Russ Yelton  
Executive Director  
White Mountain Economic Development

## ***Donald Laughlin Biography***



Mr. Laughlin is a highly experienced corporate strategy and finance officer with two Master's Degrees. Mr. Laughlin brings national and multinational experience in both for-profit and not-for-profit sectors focusing on enterprise governance, leadership and culture development, and, finance and capital raising.

Mr. Laughlin established his career in operations management, teaming, organizational structuring, leadership and strategic planning through his first Master's Degree in Organizational Development from Azusa Pacific University.

Corporate governance, leadership assessment and development, strategic financial positioning and high growth entity management emerged as key skills resulting in his second Master's Degree, an Executive MBA from the University of Southern California.

Successful roles in various organizations over the last 20 years have included Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, Chief Administrative Officer and Board of Directors Member.

Currently Mr. Laughlin is President & Chief Executive Officer of White Mountain Economic Development (WMED). WMED is a 501(c)(3) with a mission of addressing systemic issues and impacting people's lives through initiating and leveraging cross sector organizations including private companies, municipalities, universities, and, regional, state wide, and national economic development and policy partners. Mr. Laughlin is also on several Boards in the finance industry as well as the non-profit world, creating innovative programs impacting others well-being.

Mr. Laughlin has authored four books, all within the Inside Edge Series:

- Leading a Company Through a Capital Raise
- Cash Assessment & Management in a Growing Business
- Strategic Planning
- Leadership Broken! Rebuilding Leadership in a Dynamic World

Mr. Laughlin, his wife, three kids and two dogs all live in Scottsdale, Arizona.

Contact information as follows:

Donald Laughlin  
Direct: 602.919.3539  
Email: [dlaughlin@wmedev.org](mailto:dlaughlin@wmedev.org)