



**WORKFORCE DEVELOPMENT BOARD**

**September 18, 2025  
Board Meeting Packet**



# Meeting Packet

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## WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

Thursday, Sep 18, 2025, 1:30 pm-3:00 pm Hybrid

Meeting Location: 211 W. Aspen Ave, Flagstaff, AZ 86001, Chamber Conference Room

Microsoft Teams: Meeting ID: 260 133 466 218 3 Passcode: qw9yC3UA

[Join the meeting now](#)

**1. CALL TO ORDER:** (5 minutes)

Agenda items may be taken out of order. Pursuant to A.R.S. 38-431.03(A)(3) the Board may vote to go into executive session for legal advice from its attorney on any item listed on this agenda.

- A. Pledge of Allegiance
- B. Roll Call – *Bruce Sobczak*

**2. Call the public** (5 minutes)

**3. Approval of Agenda and Minutes** (5 minutes)

- A. Approval of Agenda
- B. Approval of the minutes of the 7/17/2025 board meeting

**4. Consent Item** (5 minutes)

- A. Eligible Training Provider List Update

**5. Executive Director updates** - *Billy Francis* (10 minutes)

**6. Presentation:**

- A. Title1B Update and Report - *Eckerd* (20 minutes)

**7. Committee and Partner Reports:**

- A. Finance Report - *Jessica Hudson* (10 minutes)
- B. One-Stop Operator updates - *Chicanos Por La Causa* (10 minutes)

**8. Future agenda items discussion** (10 minutes)

**9. Meeting recap** - Board Chair (5 minutes)

**10. ADJOURNMENT**

- A. Next Workforce Development Board Meeting, Thursday, November 13, 2025

**COCONINO WORKFORCE DEVELOPMENT BOARD**

**Meeting Minutes**

**July 17, 2025**

**WDB Members Present**

Beth Caplan  
 Gail Jackson  
 John Dimer  
 Julie Pastrick  
 Bruce Sobczak  
 Shannon Shoots  
 Jeff McCormick  
 Jabarah Nichols  
 Donovan Weidmann  
 Sandra Hinski  
 Brenda sipe  
 Jason Jones  
 Kengatta Callen

**Board Staff**

Billy Francis  
 Steven Reyna  
 Yanzi Liu

**Guests**

Aaron Moon  
 Amy Bratlie  
 Eilise Fisher  
 Patricia Sobczak  
 Cori Cusker  
 Linda Branch  
 Sandra Darling  
 Rebecca Cirzan  
 Haley Moss  
 Heather Bachicha  
 James Betoney  
 Jeronimo Vasquez  
 Troy Roland  
 Brandon J. Kavanagh  
 Creag Znetko  
 John Gould  
 Jessica Hudson  
 Kay Leum  
 Daniel Lozon  
 Luke Metzheiser  
 Terebce Pinkston  
 Sudesh Sangelkar

**WDB Members Absent**

Valerie Kelly  
 Brent Neilson  
 Carolyn Kidd  
 Armando Bernasconi  
 Judy Franz  
 John Conley

- i. **CALL TO ORDER** – Agenda items may be taken out of order. Pursuant to A.R.S. 38-431.03(A)(3), the Board may vote to go into executive session for legal advice from its attorney on any item listed on this agenda. The meeting was called to order by Chair Sobczak at 1:30 PM.
- ii. **PLEDGE OF ALLEGIANCE** – Chair Sobczak led the pledge of allegiance.
- iii. **ROLL CALL** – Chair Sobczak did the roll call. We did have a quorum.
- iv. **CALL TO THE PUBLIC** – No public comments this time.
- v. **Approval of Agenda** – Motion to approve the agenda was made by Julie Pastrick and seconded by Jeff McCormick. Motion carried.
- vi. **Approval of Previous Minutes** – With the correction of the typo in Shannon Shoots’ last name, a motion to approve the minutes of the May 15, 2025 meeting was made by Shannon Shoots and seconded by Jeff McCormick. The motion carried.

vii. **Consent item** - Application for Jonathan Nez

MOTION: Chair Sobczak called for a motion to approve the Consent Agenda. Jeff McCormick made a motion; Julie Pastrick seconded the motion.

OPPOSED: None

ABSTAINED: None

MOTION CARRIED

viii. **Board Election**

Attorney Brandon J. Kavanagh hosted the board election. Julie Pastrick nominated Bruce Sobczak for the position of Chair, and Jabarah Nichols also nominated Bruce Sobczak for Chair. Bruce accepted the nomination.

Jabarah Nichols nominated Armando Bernasconi for the position of Vice Chair, and Julie Pastrick also nominated Armando for Vice Chair. Armando, who was out of town and unable to attend the meeting, accepted the nomination by providing a letter.

Sandra Hinski nominated Shannon Shoots for the position of Secretary, and Shannon accepted the nomination.

ix. **Presentation** – Rebecca Cirzan gave a presentation about the NAU Early Learning and Development Center.

x. **Committee Reports**

A. **Finance Report by Jessica Hudson**

Jessica Hudson provided an update on the current financial status. She shared preliminary figures through the end of June, noting that final numbers may change as additional invoices are still coming in.

Jessica estimated that approximately **30% of the budget will remain unspent** at the end of the fiscal year, which she indicated is a positive outcome.

Regarding **one-time funding**, she explained that significant expenses were incurred for branding and outreach services provided by the Gordley Group. Despite these expenses, about **\$59,000 in one-time funds remain unspent**, mainly due to advertising services that were not received by year-end. She confirmed that this portion has been reported to the State as of Tuesday, but other expenditures are still pending final reporting.

Jessica also reviewed **Youth funding requirements**, reporting that **79% of expenditures have been for out-of-school youth**, exceeding the required minimum of 75%.

However, she noted that **WEX (Work Experience) expenditures** are currently reported at **\$21,359**, which equals about **5% of the allocation**, falling short of the required \$84,600. This leaves a shortfall of about **\$60,000** in WEX spending.

Jessica further reported that approximately **\$191,000 is projected to expire** at the end of the fiscal year, which includes:

- \$58,000 in unspent one-time funding,
- \$18,000 in potential unspent administrative funds, and
- about \$114,000 in unspent youth expenditures.

She emphasized that the shortfall in WEX spending contributes to this unspent youth funding.

#### **B. One-Stop Operator Update**

Heather Bachicha provided an update, noting that she has now been in the One-Stop Operator role for a year as of last week. She shared progress on the Atlas referral system, reporting that all kiosks have recently been updated and she plans to begin delivering them personally within the next two weeks. Heather invited anyone interested to join her during these deliveries.

She also mentioned her ongoing work with Armando Bernasconi, prior to his vacation, to add Quality Connections into the Atlas system to better serve Title IV vocational rehabilitation partners.

Board members discussed potential new kiosk locations. Beth suggested exploring a kiosk placement at Northern Arizona University (NAU), possibly in the library or Career Center, to help retain talented students in the local workforce. Beth also raised the idea of placing a kiosk at the local shelter due to an increase in demand there during the summer.

Heather agreed to look into NAU as a potential site and noted these suggestions for further follow-up.

In response to a question, Heather confirmed that current kiosks are located at Donovan's location and the Page campus.

Regarding Atlas referral data, Heather shared that she is working on converting referral and client data into more visual formats using Canva and will share an updated report, including charts showing where referrals are going and for what services, with the board by the end of the week.

Shannon suggested considering the County Department of Health and Human Services, specifically the WIC program location, as another valuable site for a kiosk to better reach families. Heather agreed this would be a strong addition and noted the idea for future planning.

Heather concluded by indicating that more updates will be shared at the next board meeting and in upcoming presentations to the Board of Supervisors.

### **C. Title 1B update**

The Title I-B report was presented, highlighting program year activity and service updates. A total of 47 participants were served this program year, with 38 newly enrolled. It was also noted that the last data validation showed 100% accuracy, which was commended by the presenter.

Team updates were provided, and discussion followed regarding some concerns raised by Jabar Nichols about participant referrals and outcomes. Specifically, there was concern about participants being denied placements at certain training providers, including reports of seven individuals being denied entry into barber and beauty college training programs.

Beth confirmed that Jabar's program is still listed on the eligible training provider list, as shown on the website, and offered clarification to address confusion communicated to participants. The group agreed that this issue needs further follow-up and committed to working through it outside of the full board meeting.

Additionally, Beth requested more detailed information on where participants are being referred and the training outcomes, suggesting this data would help the board better understand the effectiveness of the services. It was agreed that Aaron will provide this information in a future update.

In response to a question from Shannon, it was clarified that Eckerd Connects began its contract in October, and the current Title I-B representative stepped into their role on April 1st. The board acknowledged that the provider is relatively new but is gaining momentum, as reflected by increased outreach and activities such as job fairs.

It was noted that initial concerns about local capacity and community presence have been addressed, and the new team is performing well. The board will continue to receive these reports regularly to track progress and outcomes.

xi. **Meeting Recap** by Chair Sobczak

The board received an update on two recent workforce impacts. Executive Director, Billy Francis, reported that due to a natural disaster at the Grand Canyon North Rim, rapid response services are being coordinated. The National Park Service has activated its own response team, and the Red Cross is providing assistance on site. Aramark, the employer for many affected workers, provided full annual salaries to employees and covered return travel costs home. Staff will continue to work with them through additional rapid response efforts.

Additionally, the board was informed about the recent closure of Zenny Holmes, which resulted in the layoff of approximately 230 employees. Rapid response services and collaboration with regional partners are underway to help connect those impacted with new employment opportunities and support.

Gail Jackson raised a question about a WIOA-funded entrepreneurial certificate reportedly presented by Moonshot at a recent Flagstaff City Council meeting. It was confirmed that no WIOA Title I dollars were allocated for that program; staff will investigate this matter further and report back to the board with more information and clarification on how WIOA funds are being used.

Members also discussed general questions about how to suggest future agenda items and how WIOA funds are tracked. Staff confirmed that board packets go out two weeks in advance, and members can contact leadership with any suggested topics or questions.

Before adjournment, the chair recognized Gail Jackson for her service and welcomed Shannon Shoots and Armando Bernasconi to their new roles.

xii. **ADJOURNMENT**—Julie moved to adjourn the meeting, seconded by Gail Jackson. The motion carried unanimously, and the meeting was adjourned at 3:00 p.m.

**1100. BACKGROUND**

WIOA requires the State of Arizona to maintain a list of Eligible Training Providers (ETP), whose occupational skills training qualifies for funding through the WIOA Title 1B (Adult and Dislocated Worker training services). Arizona’s Eligible Training Provider List (ETPL) is available on [www.azjobconnection.gov](http://www.azjobconnection.gov) (AJC), Arizona’s case management and reporting system.

Title 1B Contractor staff ensure customers in need of training are equipped with the skills and qualifications required to successfully complete WIOA funded training. Only approved Training Providers on the ETPL may be used for WIOA-funded training. On-the Job Training, Contracted Training and Customized Training are exempted from the ETPL policy.

**1101. APPLICABILITY/SCOPE**

The purpose of this policy is to establish the process and procedure to be utilized to include training programs/providers on the Statewide Eligible Training Provider list (ETPL).

This policy applies to all training providers delivering programs approved and funded by the Workforce Innovation and Opportunity Act (WIOA) and impacts all internal and external partners who are part of service delivery.

**1102. DEFINITIONS**

None

**1103. CONFLICT OF INTEREST POLICY**

I. STATE, LOCAL WORKFORCE DEVELOPMENT AREAS AND TRAINING PROVIDER RESPONSIBILITIES

1. Role of the State: Designated agency for administration of WIOA, Department of Economic Security ETPL:
  - a. Establish criteria for initial eligibility and performance standards for subsequent eligibility
  - b. Develop and maintain the ETPL throughout Arizona
  - c. Review Training Provider applications and programs approved by the local areas; place those approved on the ETPL within 30 Calendar Days
  - d. Notify Training Providers and local areas of Training Provider and program denials

- e. In consultation with LWDA, verify program performance and remove those failing to meet performance
- f. Take appropriate action against ETPL Training Providers intentionally providing inaccurate information or violating WIOA requirements

*Refer to the DES ETPL Policy for details:*

[https://des.az.gov/sites/default/files/media/etpl\\_policy\\_final10\\_3\\_16.pdf](https://des.az.gov/sites/default/files/media/etpl_policy_final10_3_16.pdf)

2. Role of Local Workforce Investment Area (LWDA) and Title 1B Contractors:
  - a. Assist in determining the initial eligibility of Training Providers
  - b. Review programs for initial eligibility and coordinate with DES to ensure placement on the ETPL
  - c. Notify DES of program denials including reason for denial
  - d. Ensure dissemination and appropriate use of the ETPL throughout LWDA system
  - e. Monitor Training Providers for compliance and performance by collecting performance data
  - f. Assist in determining subsequent eligibility by evaluating performance data
  - g. Consult with DES if removal of a training program or provider is necessary due to lack of performance, compliance, or non-use of program(s) by participants
  - h. Make recommendations to DES on initial and subsequent eligibility process, forms and policies
  
3. Role of Training Providers: Training Providers who apply to have their programs listed on the ETPL:
  - a. Fully complete the on-line AJC application for the appropriate local workforce development area
  - b. Provide documentation as requested by the State or LWDA
  - c. Submit initial and subsequent performance information

- d. Collect information on **all students** attending a training program for WIOA annual reports to DOL
- e. Update changes to provider and program information in AJC. It is the responsibility of the provider to ensure program information is accurate and updated consistently through regular review of what is published.
- f. Provide progress reports on WIOA training participants; including copies of credentials received by WIOA participants to LWDA Career Advisors and contractor staff as requested
- g. Provide access to student records for DES and/or LWDA reviews

II. TRAINING PROVIDERS MUST MEET THE FOLLOWING QUALIFICATIONS TO BE ELIGIBLE

1. Be a Postsecondary Educational Institution eligible to receive federal funds under Title IV of the Higher Education Act of 1965; or, a registered apprenticeship program; or, other public/ private provider of training programs including community-based organizations.
2. Be licensed by the appropriate Arizona or Federal licensing authority such as the Arizona Board of Nursing, Arizona Board of Cosmetology, Federal Aviation Agency, etc. for a period of 12 months directly prior to application
3. Private post-secondary institutions not licensed by an Arizona or Federal authority must be licensed by the Arizona State Board of Private Post-Secondary Education [www.azppse.state.az.us](http://www.azppse.state.az.us)
  - a. Specific occupations have governing boards that issue licenses, such as the Arizona Board of Cosmetology, Arizona Department of Transportation, and Arizona Board of Nursing. Training providers must be licensed by the appropriate governing board to offer training for the occupation.
  - b. Private post-secondary institutions and training providers must be licensed by a federal or Arizona authority as specified in Section 603.02.A. Private post-secondary must be licensed by the Arizona State Board of Private Postsecondary Education (<http://azppse.state.az.us/>).
  - c. Private post-secondary training providers, who apply for an Arizona Private Postsecondary license and are denied due to a determination that the training program is not vocational in nature, are not eligible to be listed on the ETPL.

- d. For training providers of adult education and literacy activities that are provided in combination with occupational skills training, the training provider of the adult education must be listed on the Arizona Department of Education’s list of Adult Basic Education (ABE) in Basic Reading, Writing, and Mathematics Skills and GED® Preparation Classes. No additional licensing is required for the provider of the adult education. The list can be found online at [Welcome to Adult Education Services | Arizona Department of Education \(azed.gov\)](#). The provider of the occupation skills training must be licensed if a training license is required by law.
  - e. Apprenticeships are not licensed but must be registered with the Arizona Office of Apprenticeship.
4. Have a physical and permanent Arizona mailing address (Post Office boxes are not considered a physical address). This requirement does not apply to third-party Providers.
  5. Be a legal entity authorized to conduct business in Arizona
  6. Have been in licensed operation at least 12 months prior to application (apprenticeship programs are exempted from this requirement) and can demonstrate a proven record of students successfully completing programs in accordance with the performance standards specified in the Performance Standards Section.
  7. Have a written and published refund policy. A policy stating no refunds is not acceptable.
  8. Comply with nondiscrimination and equal opportunity provisions of all Federal and State applicable laws:
    - a. Section 188 of the Workforce Investment Act of 1998
    - b. Section 188 of the Workforce Innovation and Opportunity Act of 2014
    - c. 29 CFR 37, Title VI of the Civil Rights Act of 1964
    - d. Age Discrimination Act of 1998
    - e. Sections 504 and 508 of the Rehabilitation Act of 1973
    - f. Title IX of the Education Amendments of 1972
    - g. Title II Subpart A of the Americans with Disabilities Act of 1990

h. The Genetic Information Nondiscrimination Act of 2008

9. Training Providers that have been debarred by any state or by the federal government are not eligible to be on the ETPL
10. Training program must result in an Industry Recognized Credential as defined by the Department of Labor in TEGL 15-10

III. TECHNOLOGY-BASED TRAINING

Technology-based training (on-line learning) Training Providers must meet the following requirements in addition to those previously mentioned:

1. Be licensed to provide training in Arizona or be included on the ETPL of a state with which Arizona has a reciprocal agreement. This does not apply to third party Providers.
2. Have a mechanism for tracking and reporting student participation in the training program
3. Have a mechanism for student interaction with an instructor or instructors
4. Ensure periodic assessment of each student
5. Policy in place describing the responsibilities of the Training Provider and participant in the distance learning experience
6. Provide LWDA Career Advisors and contractor staff with student progress reports and a certificate of completion

IV. SUBCONTRACTING OF TRAINING SERVICES (THIRD PARTY TRAINING PROVIDERS)

ETPL Training Providers may partner with third party Training Providers under the following circumstances:

1. ETPL Training Provider must disclose the program is offered through a third-party Training Provider and identify the name of the third party in the Program Synopsis in AJC
2. All third-party Training Providers must be licensed for post-secondary training by the appropriate state or federal agency as required
3. Out of state third party Training Providers must be on that state's ETPL

4. ETPL Training Provider ensures that third party Training Providers comply with all WIOA and ETPL requirements and make information available during monitoring
5. Credential received by a participant’s successful completion of the program must be issued by the Arizona ETPL Training Provider and display that Provider’s name, not the third-party Provider
6. ETPL Provider is responsible for collecting initial and subsequent program performance data and entering the data into AJC in the timeframes as specified by DES and / or LWDA
7. Third party Providers will assist the ETPL Provider in collecting and submitting performance data
8. ETPL Provider must provide participants and third party Providers a description of the responsibilities related to the program of the ETPL Provider, third party Provider and participant
9. When partnering with third party Training Providers, verification of school’s license, liability insurance, performance data, instructor qualification requirements, testimonials of other schools that subcontract with the Provider (minimum of two), must be provided
10. ETPL Training Providers must make information on the third-party vetting process available for review by the State ETPL Coordinator and LWDA during monitoring activities
11. ETPL Training Providers cannot partner with third party Providers located outside of the U.S.

V. CREDENTIALS

Training programs on the ETPL must result in an industry-recognized credential. The Training Credential Checklist (Attachment A) will be used by the LWDA ETPL Coordinator to determine if a program meets the definition as outlined in the DOL TEGl 15-10 and DES WGL 2-13.

1. Approval of Training programs must meet the following definition of a credentialed program:
  - a. Educational Diplomas, Certificates, and Degrees
  - b. Apprenticeships Certifications or Certificates

- c. Personal Certifications
  - d. Occupational Licenses
  - e. Other Skill Certificates
2. Training programs must meet one or more of the following credential attributes:
    - a. Industry Recognized
    - b. Stackable
    - c. Portable
    - d. Accredited
  3. Definitions of each credential and their attributes are on the Training Credential Checklist.

**VI. RECIPROCAL AGREEMENTS**

Arizona currently has reciprocal agreements with several other states. As a result, LWDA customers have access to other training programs through these states' ETPL systems **if a comparable training program is not available on Arizona's ETPL**. Currently the states that have established reciprocal agreements are: Nevada, Utah and New Mexico.

These agreements allow WIOA participants in Arizona to use the approved training providers in the states listed. Likewise, participants in the reciprocal states can enroll in programs on Arizona's ETPL.

In rare cases, where a comparable training program is not available on Arizona's ETPL or on the reciprocal states' ETPLs, WIOA participants can be referred to training programs on another state's ETPL.

**VII. TRAINING PROVIDER APPLICATION PROCESS**

Training Providers must complete the on-line application in [azjobconnection.gov](http://azjobconnection.gov). (see Attachment A - Training Program Credential Checklist). The State ETPL Coordinator will send the training provider a Training Provider Assurances (See Attachment B - Training Provider Assurance Form) after receiving the application.

1. Training providers may apply for inclusion on the Arizona ETPL at any time.

2. Training should be limited to those occupations that have been determined to be in demand in the local area. The Local Workforce Development Board should determine which in-demand occupations to invest WIOA training dollars based on the local/regional economy.

<https://www.azcommerce.com/oeo/labor-market/workforce-analysis/>

3. Training providers must apply to the LWDA that has jurisdiction over the area where the training provider address is physically located. The training provider’s geographical location dictates which LWDA will review the program for inclusion on the ETPL.
4. LWDA’s may request that a training provider’s program that is located outside of the local area be evaluated for the ETPL by the LWDA that has jurisdiction. The program must be evaluated based on state and local criteria of the area that has jurisdiction.
5. Training providers must enter one initial program on the AJC website to be evaluated. Additional programs can be entered when the training provider’s user account is approved.
6. Registered apprenticeships are identified as eligible providers and are not subject to the requirements to initial and continued eligibility requirements in this policy.
  - a. In Arizona, Registered Apprenticeships remain eligible for the ETPL as long as they remain registered with the Arizona Apprenticeship 11 Issue Date: August 1, 2014; Revised Date: October 3, 2016 Office. Registered Apprenticeships are required to add their program on AJC, and the following information:
    - i. Occupations included within the registered apprenticeships;
    - ii. The name and address of the registered apprenticeship sponsor;
    - iii. The name and address of the Related Technical Instruction Provider, and the location of the instruction if different from the program sponsor’s address;
    - iv. The method and length of instruction; and
    - v. The number of active apprentices.
  - b. The State ETPL Coordinator must verify that the apprenticeship is registered and authorize the Registered Apprenticeship as an eligible training provider. The LWDA ETPL approver must verify that the required information is listed in AJC and authorize

- c. the Register Apprenticeship program at the local level.
- d. Unlike Registered Apprenticeships, pre-apprenticeship programs must be evaluated and meet criteria for initial and continued eligibility to be added and to remain on the ETPL. Pre-apprenticeship programs are not exempt from requirements in this policy.

**VIII. TRAINING PROGRAM REVIEWS AND TIMEFRAMES:**

Once a Training Provider has been approved by the State, the LWDA ETPL Approver will review **programs** submitted for inclusion on the ETPL. The Training Provider has **30 calendar days** to submit a complete application (includes required information in AJC and Training Credential Checklist [Attachment A] for each program submitted).

The Local ETPL Coordinator must approve or deny the program within **30 calendar days of receipt of the completed application**. After the LWDA ETPL Approver has reviewed and approved a program, it is submitted to the State ETPL Coordinator for final approval. The State has **30 calendar days** to review the program and make final approval if requirements are met. Programs will not appear as WIOA-approved in AJC until final approval by the State. Programs are approved initially for one year and are reviewed annually for subsequent eligibility by the LWDA ETPL Approver.

**IX. MONITORING**

DES and the CCWDB share responsibilities for monitoring training providers.

1. DES is responsible for monitoring training providers for accuracy for training provider information in the AJC system and compliance with training provider requirements in section IV of this policy.
2. DES must monitor a minimum of fifteen percent (15%) of the training providers within the State each year between July 1 and June 30.
3. The ARIZONA@WORK Coconino County ETPL Coordinator must monitor a minimum of fifteen percent (15%) of the training providers' programs each year between July 1 and June 30.
4. The ARIZONA@WORK Coconino County ETPL Coordinator must monitor training programs for compliance with State and ARIZONA@WORK Coconino County ETPL policy, ETPL reporting requirements, accuracy of information in the program description in the

AJC System, and Equal Opportunity requirements as part of the ETPL monitoring.

5. For information on ARIZONA@WORK Coconino County monitoring of training providers, refer to the ARIZONA@WORK Coconino County Monitoring and Data Validation Policy.

X. SUBSEQUENT ELIGIBILITY OF PROGRAMS:

All ETPL programs will be reviewed Biannually for subsequent eligibility from the approved date to ensure that Training Provider and program information is up-to-date and performance standards are met. The Local ETPL Coordinator will notify Providers of the process and request that Providers review program information and make necessary changes, add performance data, etc. Training Providers must keep information in AJC current. Failure to do so may result in removal. LWDA will determine if programs meet all performance measures and recommend approval or denial of subsequent eligibility. The State will verify data for final approval. LWDA will notify Training Providers in writing if performance goals are not met; in which case that Provider and/or program(s) will be removed from the ETPL within 30 calendar days. Removal will not affect participants currently enrolled in the program(s).

XI. ANNUAL PERFORMANCE MONITORING REPORTING:

Training Providers listed on the ETPL are required to enter annual performance data for all programs listed on the ETPL for the ETPL Annual Report.

- A. Performance data must include data on all students, including those whose training was paid using WIOA funds and all other students in the training program regardless of how the training was paid.
- B. Data on all students in the training program includes:
  - a. Number Served;
  - b. Number Exited;
  - c. Number Completed;
  - d. Numerator Employed in the 2<sup>nd</sup> Quarter After Exit;
  - e. Denominator Employed in the 2<sup>nd</sup> Quarter After Exit;
  - f. Numerator Employed in the 4<sup>th</sup> Quarter After Exit;
  - g. Denominator Employed in the 4<sup>th</sup> Quarter After Exit;
  - h. Numerator Who Attained Credential;
  - i. Denominator Who Attained Credential;

- j. Median Earning in the 2<sup>nd</sup> Quarter After Exit; and
  - k. Average Earnings in the 4<sup>th</sup> Quarter After Exit.
- C. Performance data on all students must be accurate and submitted on time.
- D. The annual performance period date range entered in the date field in AJC system is the Program Year (July 1<sup>st</sup> to June 30<sup>th</sup>).
- E. Each performance measure has a distinct cohort date range. Refer to table below for performance cohort date ranges for each performance measure. The performance cohort date range for each Program Year will commence immediately following the conclusion of the data range for the previous year’s performance cohort date range for the specific measure.
- For example, the cohort data range for each performance measure for PY24 are included in the chart below.

Performance Measure	Program Year 2024 Performance Period <b>Begin</b>	Program Year 2024 Performance Period <b>End</b>	Performance Measure Description
Number Served	7/31/2024	6/30/2025	Total number of students enrolled in the program during reporting period
Number Exited	4/01/2024	3/31/2025	Total number of students who completed, withdrew, or transferred from the program during reporting
Number Completed	4/01/2024	3/31/2025	Total Number of students who successfully completed (did not withdraw or transfer) the program during reporting period
Employed in the 2 <sup>nd</sup> Quarter After Exit	7/01/2023	6/30/2024	For students who EXITED during the reporting period, report their employment status in their “2 <sup>nd</sup> Quarter After Exit”.

Median Earnings 2 <sup>nd</sup> Quarter After Exit	7/01/2023	6/30/2024	For students who EXITED during the reporting period, report their median wages in their "2 <sup>nd</sup> Quarter After Exit".
Average Earnings 2 <sup>nd</sup> Quarter After Exit	7/01/2023	6/30/2024	For students who EXITED during the reporting period, report their median wages in their "2 <sup>nd</sup> Quarter After Exit".
Employed in the 4 <sup>th</sup> Quarter After Exit	1/01/2023	12/31/2023	For students who EXITED during the reporting period, report their employment status in their "4 <sup>th</sup> Quarter after Exit".
Median Earnings 4 <sup>th</sup> Quarter After Exit	1/01/2023	12/31/2023	For students who EXITED during the reporting period, report their median wages in their "4 <sup>th</sup> Quarter After Exit".
Average Earnings 4 <sup>th</sup> Quarter After Exit	1/01/2023	12/31/2023	For students who EXITED during the reporting period, report their average wages in their "4 <sup>th</sup> Quarter After Exit".
"Credential Attainment Rate" Metrics	1/01/2023	12/31/2023	Total number of students who successfully completed the program and attained a credential associated with the program within one year after completing the program. The Denominator is the total number of students

			who exited during the reporting period.
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- F. DES will provide ETPL Reporting technical assistance to all training providers at least annually.
- G. Annual performance data must be entered annually between July 1<sup>st</sup> and September 1<sup>st</sup> into the AJC system
- H. Data entered by Training Providers is submitted to the Department of Labor and the results are posted on [www.trainingproviderresults.gov](http://www.trainingproviderresults.gov) for potential students to make informed consumer choices when choosing a training program.
- I. Data Requirements for Annual Reporting do not apply to Registered Apprenticeship Programs.
- J. Training providers listed on the ETPL must provide the information necessary to determine program performance and to meet requirements per WIOA. The training provider listed on the ETPL must agree to make their data available to validate the information submitted for reporting.
- K. For information on how to enter performance data into the AJC system, refer to the following link: [HOW TO ENTER DATA FOR ANNUAL PERFORMANCE REPORT.docx](#)

XII. DENIAL OR REMOVAL OF TRAINING PROVIDERS AND PROGRAMS:

Non-placement of a participant for a period of two years, the program will be removed. The denial of a training program is sent to the provider by email via the AJC website. When a training provider or program is denied for any reason other than lack of documentation or information, the training provider must wait 6 months to reapply.

1. A Training **Provider** or program may be denied initial eligibility for the following reasons:
  - a. The application is not complete or not submitted within an appropriate time frame.
  - b. Programs from Providers that do not submit required documentation within 30 calendar days of request will be removed.
  - c. The program does not meet the definition of WIOA training services.
  - d. Performance data is not included with the application or does not meet the

minimum performance standard. As some Training Providers will not have this information, this requirement may be waived for the year of initial eligibility in order to give the Training Provider time to develop a data system.

- e. Training program does not support the demand occupations for the area.
- f. The Training Provider is out of compliance with the Act, regulations, or any agreement executed under WIOA
- g. The Training Provider is not accredited, licensed, or certified by the proper agency overseeing training by the organization or loses its accreditation, license, or certifications.
- h. It is determined that the Training Provider intentionally supplied inaccurate information.
- i. The Training Provider substantially violated any requirement under WIOA
- j. The Training Provider misrepresented WIOA or LWDA in any capacity.
- k. When a Training Provider or program is denied for any reason other than the lack of documentation or information, the Training Provider must wait six months to reapply.

2. A training **Program** must be removed from the ETPL for the following reasons:

- a. The State or LWDA has determined the Training Provider supplied inaccurate information
- b. The training program no longer meets the WIOA definition of training services
- c. The program does not meet minimum performance standards
- d. No WIOA participants have been enrolled in the program for a period of two years
- e. The occupation is no longer in demand in the local area

3. A Training **Provider** must be removed from the ETPL for the following reasons:

- a. All of the Training Provider’s programs have been removed

- b. The Training Provider has not maintained required licenses and liability insurance or is found to be non-compliant with the Training Provider Assurances
- c. The Training Provider is out of compliance with the Act, regulations, or any agreement executed under WIOA
- d. The Training Provider is found knowingly to make false claims to prospective participants about costs or WIOA eligibility

XIII. APPEALS:

An Appeal Process has been created and may be utilized if you feel the above policy has been adhered to and an error has been made resulting in an unfavorable decision. Please refer to the ETPL Procedures for further instruction of the Appeal process.

XIV. TRACKING OF TRAINING PARTICIPANT COMPLAINTS:

The Local ETPL Coordinator will track complaints by WIOA participants related to ETPL Training Providers on the ETPL Complaint Log. All complaints related to ETPL Providers and programs will be submitted to the State ETPL Coordinator by the end of the month.

**1104. POLICY MANAGEMENT REQUIREMENTS**

- 1. Administrative revisions to the policy may be made by the Local Workforce Development Board or other designated officiates (as specified through the LWDB) and approved through the Coconino County Workforce Development Board.

**1105. ATTACHMENTS and LINKS**

- 1. Attachment A- Training Program Credential Checklist  
[WIO-1031A-TRAINING PROGRAM CREDENTIAL CHECKLIST \(az.gov\)](#)
- 2. Attachment B – Training Provider Assurance Form  
[WIO-1040A- TRAINING PROVIDER ASSURANCES \(az.gov\)](#)

Adult, Dislocated  
Worker, & Youth



COCONINO COUNTY

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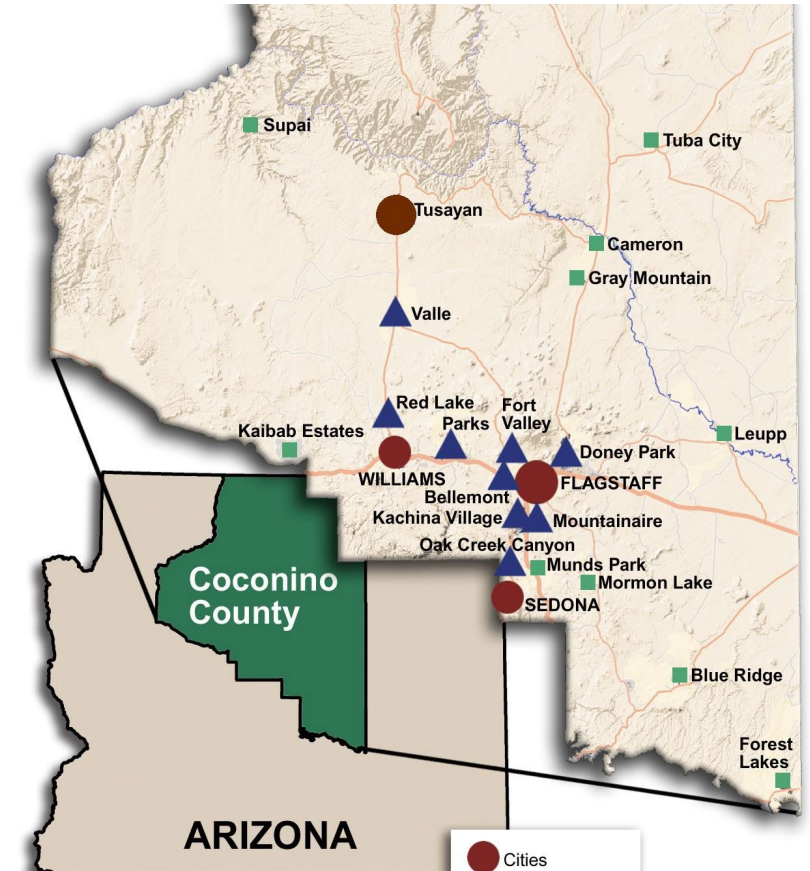
## CCWDB Service Provider Updates August 2025

- Sandra Darling, Program Manager
- Cori Cusker, Workforce Career Coach

# Team Updates!

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- We have rebuilt a staff of extraordinarily qualified, experienced and compassionate team members to serve all of Coconino County:
  - Sandra Darling – Program Manager
  - Triv Jones – Career Coach (Page!)
  - James Betoney – Career Coach
  - Cori Cusker – Career Coach



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# YTD Enrollments and Placements Program

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- 30 Active Cases
  - C/O support includes EXPLO OSY/ISY finishing WEX and finding employment or training: 2 placements and 1 OJT; 1 OSY who completed a CDL
- New Enrollments PY25
  - 5 Adults
    - 2 @ healthcare training
    - 2 @ electrical apprenticeships
    - 1 CDL paid by employer
  - 2 Dislocated Workers



# Engaging Youth

- Tse Yaato HS
- Ponderosa HS
- Transitions School to Work: Page and Flagstaff
- Peaks Transitional Living
- Hope Receiving Center
- Title 2 HSE Students
- Title 4 VR Co-enrolls
- Juvenile Probation Depts
- Flagstaff Shelter Services

*Dianna Yazzie*

**Introduction**  
Hi, I am Lailana, an 18 year old High School graduate class of 2025. I am proud to say I was an intern at the Coconino County Criminal Justice Coordinating Council through AZ@Work.

**Testimonial**  
My experience as an intern at the Criminal Justice Coordinating Council with Coconino County has taught me many valuable lessons. I am very thankful for Dianna and her words of wisdom throughout this chapter of my journey!




**JNA @ WC**

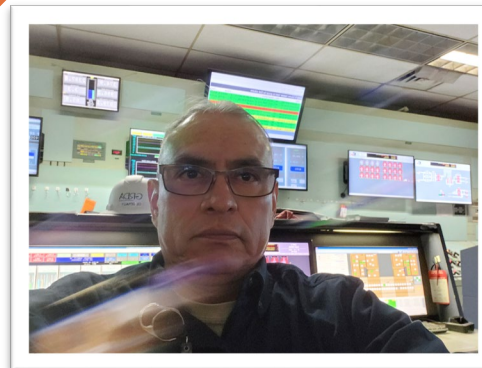
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# Adults and DW



- RESEA
- Flagstaff Shelter Services
- NACA Open House
- CATs
- Healthcare Workforce Forum
- Justice Bus
- Williams Stand Down
- Pathways



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# Strategic Partnerships – learning to meet people where they are and co-enroll to serve

- Working Alternatives
- Pathways
- Catholic Charities
- Navajo Nation Dept of Workforce
- Coconino Community College Adult Ed
- NAECA
- Flagstaff Shelter Services
- Community Assistance Teams of FLG
- PHX Indian Center Workforce



1. CBO's feed workforce services
2. Workforce services are informed by employer skill demand
3. Workforce Services develop talent aligned with skill demand

# Engage App Integration – EXPLO to BOOST



MOBILE APP INTEGRATION



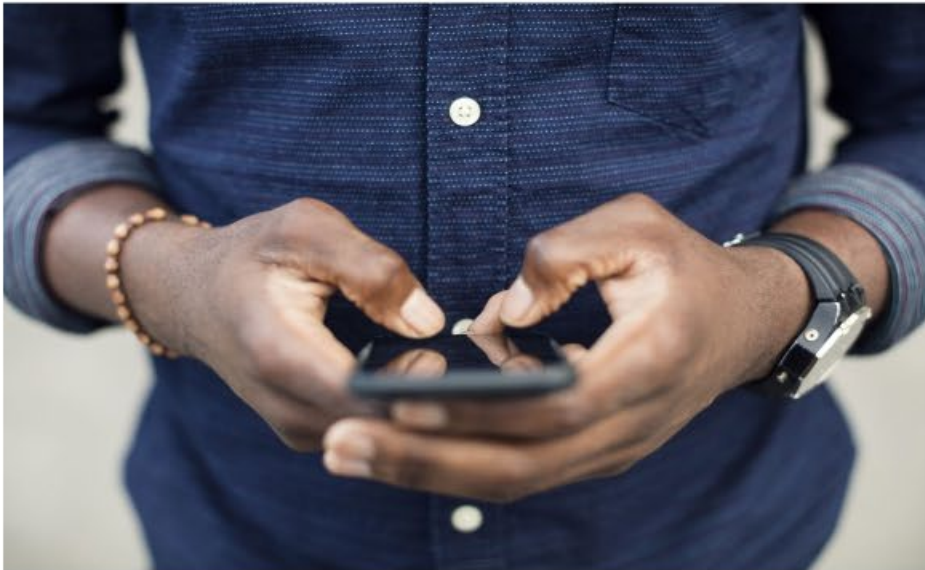
BUILT IN CALENDAR WITH  
SCHEDULED TASKS AND  
CAREER DEVELOPMENT  
ACTIVITY



STREAMLINES CUSTOMER  
COACH AND PROGRAM  
PARTICIPANT ENGAGEMENT



DRIVES ENGAGEMENT AND  
SUPPORTS OUTCOMES



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# ONAZONA @ WORK

COCONINO COUNTY

Workshop  
Wednesdays

of the americanjobcenter

Wednesdays at 10am

Fourth St., Flagstaff, AZ 86004



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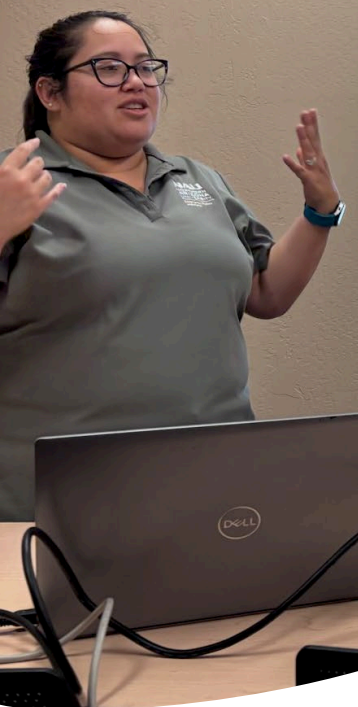
The information provided in this session does not constitute financial advice and is not intended to, constitute financial advice. Instead, all information, content and materials presented are for general informational and educational purposes only.



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# Questions





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# Adult, Dislocated Worker & Youth Programs

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PROGRAM OVERVIEW

# Adult Program

The **Adult Program** provides services to help individuals gain employment, increase wages, and improve job retention.

Basic Eligibility Requirements:

- ✓ Age: **18 years or older**
- ✓ Authorization to Work: **Must be legally authorized to work in U.S.**
- ✓ Selective Service Compliance: **Males born on or after Jan. 1, 1960, must be registered with Selective Service (unless exempt).**
- ✓ Priority of Service:

**Priority is given to individuals who are:**

**Low-income** (receiving public assistance, below 70% of the lower living standard income level, or meeting other income criteria).

**Basic skills deficient** (low literacy, English language learners, etc.).

**Veterans and eligible spouses** receive priority over non-veterans.

Services Available:

Career counseling, job placement, skills training, and supportive services for participants (transportation, childcare, work clothes).

# Adult



Adult Program spending is intended to serve those with greatest need who meet our Priority of Service structure. A review of prior years' expenditures indicates that spending was concentrated among a limited number of training providers and, geographically, in the City of Flagstaff.



Moving forward, we are committed to enhancing compliance and broadening our investment strategy to include a more diverse range of training—both geographically and across industries—to better serve our program goals and stakeholder needs.



# Dislocated Worker Program

The **Dislocated Worker Program** serves individuals who have lost their jobs due to layoffs, business closures, or economic conditions.

## **Basic Eligibility Requirements:**

- ✓ **Age:** 18 years or older
- ✓ **Authorization to Work:** Must be legally authorized to work in the U.S.
- ✓ **Selective Service Compliance:** Males born on or after Jan. 1, 1960, must be registered with Selective Service (unless exempt).
- ✓ **Dislocated Worker Criteria (Must Meet at Least One):**

**Laid off** or received a layoff notice due to **permanent closure or downsizing**.

**Receiving Unemployment Insurance (UI)** or exhausted UI benefits and unlikely to return to the previous industry/occupation.

**Laid off due to foreign trade impact** (Trade Adjustment Assistance (TAA) may apply).

**Self-employed individuals** (including farmers and ranchers) who lost their business due to economic conditions or natural disasters.

**Displaced homemakers** (e.g., individuals who were dependent on another's income and are now unemployed due to divorce, death of spouse, or loss of income support).

**Military service members** who separated under conditions other than dishonorable (or eligible spouses of military members).

## **Services Available:**

Career transition support, job search assistance, retraining, On-the-Job Training (OJT), and ITAs for skills training.

Dislocated Worker (DW) spending is designed to support individuals who have lost their jobs due to layoffs, business closures, or other economic conditions, also uniquely serving displaced homemakers - defined as an individual who has been providing unpaid services to family members in the home and to include spouses of active-duty military members facing changes due to deployment, permanent change of station, or service-connected death or disability.

Despite their potential to support individuals impacted by layoffs and economic shifts, WIOA Dislocated Worker funds are frequently underutilized. This is often due to complex eligibility requirements, limited public awareness, and administrative burdens that make enrollment challenging.

To improve utilization, we are focusing on targeted outreach with partnerships like Rapid Response and our shelters, engaging intake processes, and a data driven alignment with local labor market needs to ensure these resources reach those who need them most.

# Dislocated Worker



# Youth

The Youth Program provides education, training, and employment support for young individuals facing barriers to employment.

Basic Eligibility Requirements:

✓ Age:

Out-of-School Youth (OSY): 16-24 years old.

In-School Youth (ISY): 14-21 years old.

✓ Authorization to Work: Must be legally authorized to work in the U.S.

✓ Selective Service Compliance: Males 18+ must be registered with Selective Service (unless exempt).

✓ Low-Income Requirement:

Most participants must be low-income (based on family size and income).

***75 percent of our Youth investments go towards OSY***

# Youth

It is important moving forward we work to maintain compliance with the federal guidelines: OSY cannot be enrolled in a program of study except a GED/HSE. OSY is 16-24 and not enrolled in school and low income and meets a barrier.

## Additional Barriers (Must Meet at Least One):

- **Out-of-School Youth (OSY) Eligibility:**

- **Not attending school** (dropout, high school graduate not in post-secondary, etc.).
- **One or more barriers to employment, such as:**
  - **Justice-involved** (juvenile or adult justice system).
  - **Homeless or runaway.**
  - **In foster care or aged out of foster care.**
  - **Pregnant or parenting.**
  - **Disability.**
  - **English language learner.**
  - **Basic skills deficient.**

## In-School Youth (ISY) Eligibility:

- **Attending school** (high school, alternative school, or post-secondary).
- **Low-income.**
- **Has at least one of the above-listed barriers.**
- **Services Available:**

Education support, work experience (WEX), leadership development, career counseling, and occupational training.

Youth Spending requires 20% of our spending be WEX spending and we are going to do this with EXPLO – 6 OSY&2ISY at the end of PY24 showed the potential for a way to serve local businesses and youth by creating mutually beneficial partnerships and giving the Youth that need it most new chances.

A PY24 EXPLO WEX described in our Success Stories cost the program \$1848.22 for 6 weeks of experience working with kids and close to \$1000 in supportive services to get us to a placement as a Paraprofessional in the local school district!

Upon review, we found expenditures from prior years did not always fully align with federal guidelines. We are taking steps to ensure future spending is compliant and properly documented; and transparent with monthly reporting.

# Youth



# Training Eligibility

## General Training Eligibility Criteria

To qualify for **WIOA-funded training**, individuals must meet the following conditions:

### ✓ Eligibility for WIOA Services:

Must be enrolled in the **Adult, Dislocated Worker (DW), or Youth** program.

Must be legally authorized to work in the U.S.

Males 18+ must be **registered for Selective Service** (if required).

### ✓ Demonstrated Need for Training:

**Lacks the skills or credentials** needed for self-sufficient employment.

**Unemployed or underemployed** and requires new skills to obtain better employment.

Has completed an **individualized career assessment** that confirms the need for training.

# Training Eligibility

## General Training Eligibility Criteria

### ✓ Labor Market Alignment:

Training must lead to employment in an **in-demand occupation** within the **local/regional labor market**.

Labor Market Information (LMI) must show job availability in the chosen field.

### ✓ Inability to Obtain Training Elsewhere:

**Must demonstrate that training costs cannot be covered by other sources** (e.g., Pell Grants, employer funding, personal financial resources).

If eligible, must apply for **federal financial aid** (Pell Grants) before using WIOA funds.

### ✓ Willingness and Ability to Complete Training:

Must have an **Individual Employment Plan (IEP/ISS)** outlining training goals.

Must show ability to commit to training completion (e.g., transportation, childcare, financial stability).

Must meet **training provider's** admission requirements.

# Industry Demand Drives Workforce Development Activities



*Table 1: In-Demand Industries – Individuals Employed*

Rank	Industry	Employment Level (2023)	Employment Location Quotient* (Q4 2023)	Projected Employment Numeric Change (2023-2025)	Projected Annual Percent Change (2023-2025)
1	Health care and social assistance	10,030	0.9	325	1.6%
2	Construction	3,042	0.85	52	0.9%
3	Management of companies and enterprises **	600	0.48	58	4.7%
4	Professional, scientific, and technical services	1,977	1.1	59	1.5%
5	Manufacturing	3,996	0.72	136	1.7%

# What the Local Plan Tells Us

Coconino County In-demand Occupations

# Comparing the Two Approaches

## **Training-First (Transactional)**

- Reverse referrals
- Participant fit uncertain
- Job opportunities unclear

## **LMI-First (Transformational):**

- Data-driven alignment
- Training connected to employer demand
- Clear job pathways

# How We Apply the Local Plan in Service Delivery

Assess	Assess Job Seekers
Align	Align interest, skills, and goals with labor market realities
Develop	Develop roadmaps to close identified in-demand skill gaps
Place	Place job seekers in career pathways that leads to self sufficiency



**Transformational**

# What referrals from training provider do

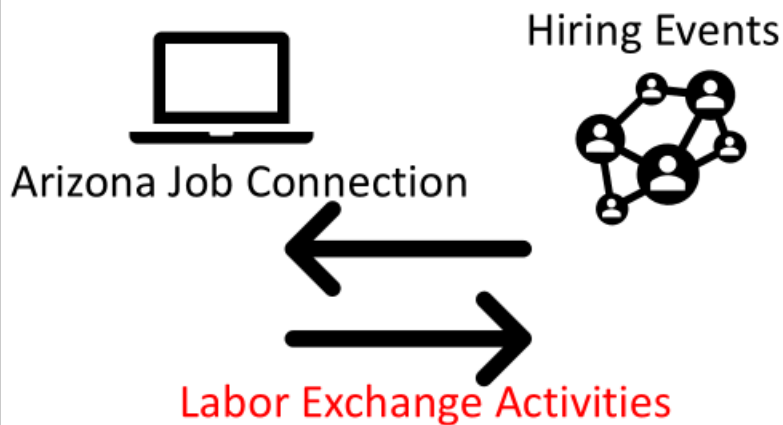
Check Boxes	Fill out paperwork required to give the job seeker what they want
Hope	Hope the training and occupation is a good fit for the job seeker and hope there are employment opportunities available



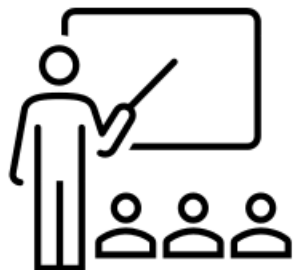
**Transactional**



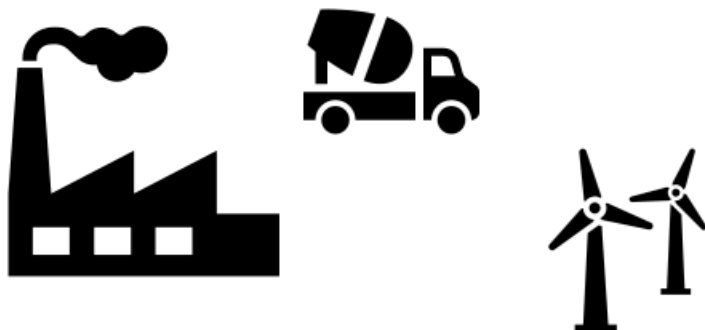
New and Existing Businesses



Job Seekers



Skill Development



Economic Development

## The Board's Vision in Action

- Economic Development attracts new businesses
- New and existing businesses drive demand for skilled labor
- Workforce Development Board creates strategies to ensure a highly effective and accountable workforce development system
  - Monitors the health of the workforce system via key performance indicators
- Job Seekers seek services to help identify employment and career opportunities
- ARIZONA@WORK provides:
  - Talent matching for all job seekers (Labor Exchange Activities)
  - Skill gap Identification for job seekers
  - Leverage system partners to close skill and service access gaps

## Closing Story / Call to Action





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Sandra Darling, Program Manager Title 1b

[SDarling@Eckerd.org](mailto:SDarling@Eckerd.org)

928-421-2112

**One-Stop Operator Monthly Report**

**Month:** August 2025

**Reporting Agency:** CPLC OSO, Heather Bachicha

- **Customer Services Total Customers Served:**
  - New Clients (Kiosk) to One Stop: 43
  - Returning Customers:
  - **Service Breakdown:**
    - Unemployment Assistance: 131
    - Initial Assessments: none reported
    - Career Counseling: none reported
    - Resume and Cover Letter Assistance: 47
    - Job Search Workshops: 0
    - Other Services (Specify):
      - Job placements: 14
- **Employer Services**
  - **Total Employer Interactions:**
    - New Employer Contacts: 3
    - Existing Employer Meetings: 3
  - **Services Provided:**
    - Job Posting Assistance: 55
    - Recruitment Events Held: 3
    - On-the-Job Training (OJT) Agreements Signed: none reported
    - Other Services (Specify):
- **Program participation**
  - **WIOA Title I Adult Participants:**
    - Enrolled in Training: 3
    - Placed in Employment: 0
  - **WIOA Title I Youth Participants:**
    - Enrolled in Education/Training: 0
    - Placed in Employment:
  - **Other Programs (if applicable):**
    - Vocation Rehab (Title IV)
      - New Clients: 11
      - Continuing Clients: 699
      - Job placements: 6
- **Challenges and Opportunities**
  - Some communication barriers are still present
  - Data collection seems to be a continuous room for improvement
  - Kiosk to be delivered at Quality Connections and CCC 4<sup>th</sup> Street Campus

- September 16<sup>th</sup> OPS meeting
- **Success Stories**
  - James' first client enrolled at Northern Arizona Electrical Contractors Association (NAECA) for Electrical Apprenticeship Program. Was able to assist the same customer to obtain an e-book for her course, as the customer needed accessibility option to read course material and completed first 5 initial assessments and 2 intake meetings.
  - The team visited multiple community events and tabled at new partners like Pathways supporting re-entry and we launched Community Education workshops weekly - next month to include partners presenting. We met with Title 2 to build a relationship and ways to use set aside funds and co-enroll to serve OSY. Outreach happened in Page and Williams and Tuba City as we identify employers and community-based organizations and begin to drive traffic to services from beyond Flagstaff! We had the whole team onsite in Flagstaff to connect with training via RESEA and Title 3 and 4 with a potluck and training that will greatly improve our ability to support referrals from RESEA!
  - Had a client come into the office for the past few months, as a re-entry client, he was struggling to find work. He came in for a resume make over. He heard about our A to Z Hiring Event. Came in for his appointment and was hired on the spot. He started work on 09-02-2025 after a long time of being unemployed. He came in to say he was thankful for all of the help that the ladies have offered in the resource room, the interview, the hiring event and the new position.
  - Had a client with a resume makeover, he was working on day labor jobs around town. He was encouraged to apply at performance staff (temp agency). Now he has been promoted with a \$3.00 per hour raise and hired as a staff member for UACJ White Hall Industries. He was living at the local shelter, but now because of the job change, he has a studio apartment. He calls it "my place".

# **Coconino County Workforce Development Board**

## **Financial Update: Fiscal Year Ending June 30, 2025**

### **Executive Summary**

The pages that follow include a detailed report of financial activity for the Workforce Development Board programs for Fiscal Year 2025. This information was developed to show high level information and analysis first (pages 2 through 5), with a drill down into additional detail for reference in the supplementary information section of this report (pages 7 through 15).

Also included in this report is a brief discussion and outlook for the Fiscal Year 2026 budget. State budget allocations were just provided on September 8, 2025, and the next steps for WDB staff is to develop a budget based on these known allocations and eligible carryover funding from Fiscal Year 2025. Overall funding is 27% lower than the FY25 allocation. More information about the Fiscal Year 2026 budget can be found on page 6 of this report.

The major findings and recommendations of this report note that the out-of-school youth earmarking requirement was not met for FY25 (page 2), and that there were \$84,882 of lapse appropriations unspent in FY25 (page 3). County staff strongly recommends the WDB Board direct Eckerd as the service provider to focus on Youth Work Experience to help remedy the program under-expenditure situation. In order to avoid additional lapse administration funds, and maximize Rapid Response program funding, County staff further recommends that WIOA staff maintain timely and accurate timekeeping records using the County's Executime system to better capture administration and Rapid Response related activities.

## Coconino County Workforce Development Board

### Financial Update: Fiscal Year Ending June 30, 2025

The information that follows is the annual financial report for Fiscal Year 2025. Fiscal Year 2025 covers the period of July 1, 2024 through June 30, 2025.

**Earmarking Requirements - Key Information**

- The 75% minimum earmarking requirement for out-of-school youth was met for program year 23 youth
- The 20% maximum earmarking requirement for incumbent worker training was met for program year 23 and program year 24
- The 20% minimum work experience earmarking requirement of out-of-school youth **was NOT** met by the service provider for program year 23. This may result in a fiscal monitor and/or single audit finding. The service provider contract specified an exact amount required to be expended for youth work experience.

	<b>Youth</b>			<b>OSY</b>	
	<b>Expenses to Date</b>	<b>Min % Required</b>	<b>Min Required Amount</b>	<b>Expenses to Date</b>	<b>Current %</b>
<b>Out-of-School Youth - 75% Min</b>					
PY23 Youth	\$ 377,658	75%	\$ 283,244	\$ 307,742	81%
	<b>Allocation</b>	<b>Min % Required</b>	<b>Min Required Amount</b>	<b>Expenses to Date</b>	<b>Current %</b>
<b>Work Experience - 20% Min</b>					
PY23 Youth	\$ 423,113	20%	\$ 84,623	\$ 36,900	9%
	<b>Allocation</b>	<b>Max % Allowed</b>	<b>Max Allowed Amount</b>	<b>Expenses to Date</b>	<b>Current %</b>
<b>Incumbent Worker Training - 20% Max</b>					
PY23/FY24 Adult & Dislocated Worker	\$ 515,039	20%	\$ 103,008	\$ 30,428	6%
PY24/FY25 Adult & Dislocated Worker	\$ 462,621	20%	\$ 92,524	\$ 29,328	6%

## Coconino County Workforce Development Board

### Financial Update: Fiscal Year Ending June 30, 2025

#### **Budget to Actual– Key Information**

Available WIOA program funding in FY25 was comprised of a mix of expiring funding and funding eligible to be carried over to support the program in FY26.

- Expired (lapse) appropriations:
  - Youth: \$14,634
  - Administration: \$10,855
  - WIOA One-Time Allocation: \$58,993

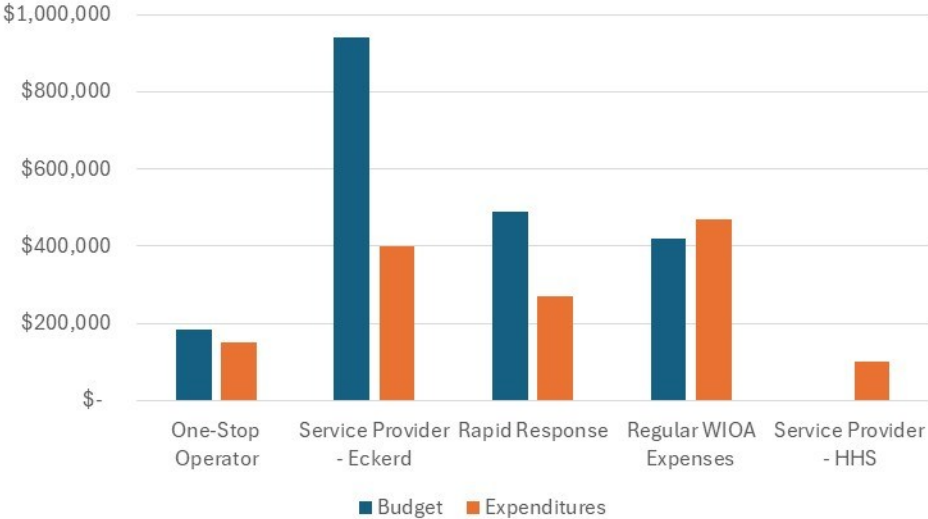
**Recommendation:** For FY26, WIOA staff should maintain timely and accurate timekeeping records in the County’s Executime system to better capture administration related activities and avoid lapse appropriations for administration.

- There is no budget carryover for Adult and Dislocated Worker Funding
- Budget carryover is available for Youth and Rapid Response programming. A final budget for FY26 will be presented by program and service provider that incorporates FY25 carryover funding and FY26 appropriations.

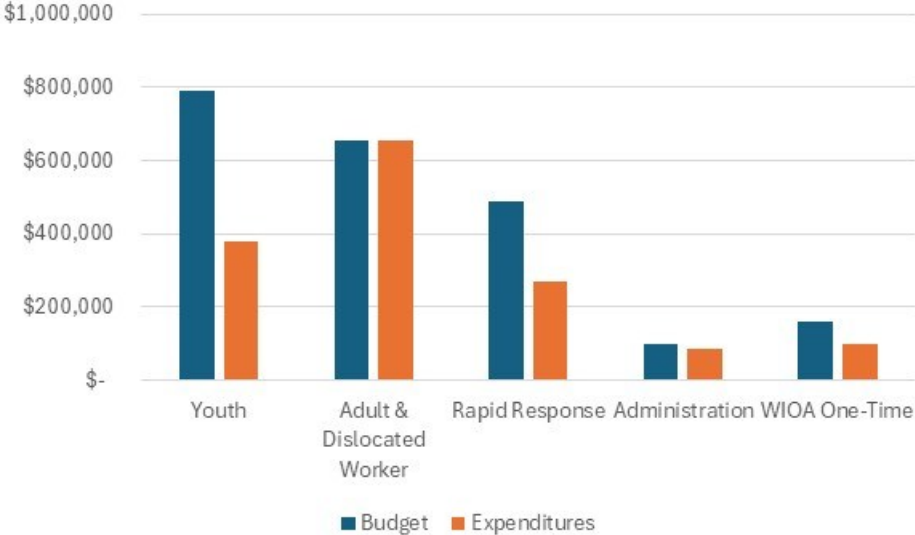
**Note:** During FY25, the role of service provider transitioned from Coconino County Health and Human Services to Eckerd Connects, however no specific budget was allocated to HHS as a service provider in the adopted budget. Both entities had overlapping expenses to facilitate the handoff of the program. The HHS service provider expenditures were covered by under-budget variances within each program area in total. The final salaries and benefits expenses of HHS were allocated quarterly and recorded in December.

# Coconino County Workforce Development Board Financial Update: Fiscal Year Ending June 30, 2025

**Budget to Actual by Service Provider**



**Budget to Actual by Program**



**Coconino County Workforce Development Area**  
**Expenses July 1, 2024 through June 30, 2025**  
**Fiscal Year 2025**

	<b>Fiscal Year 2025 Budget</b>	<b>Quarter 1 July - Sept 2024</b>	<b>Quarter 2 Oct - Dec 2024</b>	<b>Quarter 3 Jan - Mar 2025</b>	<b>Quarter 4 Apr - June 2025</b>	<b>FY25 Total Expenditures</b>	<b>FY25 Budget Variance</b>	<b>% of Budget Expended</b>
<b>Youth</b>								
One-Stop Operator	\$ 83,004	\$ 10,600	\$ 10,161	\$ 12,957	\$ 14,689	\$ 48,408	\$ (34,596)	58%
Service Provider - HHS	-	30,879	10,609	-	(15)	41,473	41,473	0%
Service Provider - Eckerd	425,000	1,420	19,636	39,711	84,339	145,106	(279,894)	34%
WDB Operations	283,691	1,858	3,403	9,367	128,044	142,671	(141,020)	50%
<b>Total</b>	<b>\$ 791,695</b>	<b>\$ 44,757</b>	<b>\$ 43,809</b>	<b>\$ 62,035</b>	<b>\$ 227,058</b>	<b>\$ 377,658</b>	<b>\$ (414,037)</b>	<b>48%</b>
<b>Adult &amp; Dislocated Worker</b>								
One-Stop Operator	\$ 101,667	\$ 31,800	\$ 31,793	\$ 25,606	\$ 12,468	\$ 101,667	\$ (0)	100%
Service Provider - HHS	-	54,597	4,209	-	-	58,806	58,806	0%
Service Provider - Eckerd	515,000	2,241	68,432	62,367	123,122	256,162	(258,838)	50%
WDB Operations	38,428	10,027	26,139	81,706	120,588	238,460	200,032	621%
<b>Total</b>	<b>\$ 655,095</b>	<b>\$ 98,664</b>	<b>\$ 130,574</b>	<b>\$ 169,679</b>	<b>\$ 256,178</b>	<b>\$ 655,095</b>	<b>\$ (0)</b>	<b>100%</b>
<b>Rapid Response</b>								
WDB Operations	\$ 490,080	\$ 28,306	\$ 29,538	\$ 26,830	\$ 186,657	\$ 271,331	\$ (218,749)	55%
<b>Total</b>	<b>\$ 490,080</b>	<b>\$ 28,306</b>	<b>\$ 29,538</b>	<b>\$ 26,830</b>	<b>\$ 186,657</b>	<b>\$ 271,331</b>	<b>\$ (218,749)</b>	<b>55%</b>
<b>Administration</b>								
WDB Operations	\$ 98,255	\$ 19,506	\$ 17,874	\$ 21,922	\$ 28,098	\$ 87,400	\$ (10,855)	89%
<b>Total</b>	<b>\$ 98,255</b>	<b>\$ 19,506</b>	<b>\$ 17,874</b>	<b>\$ 21,922</b>	<b>\$ 28,098</b>	<b>\$ 87,400</b>	<b>\$ (10,855)</b>	<b>89%</b>
<b>WIOA One-Time Funding</b>								
Marketing & Atlas	\$ 159,774	\$ 53,292	\$ 2,320	\$ -	\$ 45,170	\$ 100,781	\$ (58,993)	63%
<b>Total</b>	<b>\$ 159,774</b>	<b>\$ 53,292</b>	<b>\$ 2,320</b>	<b>\$ -</b>	<b>\$ 45,170</b>	<b>\$ 100,781</b>	<b>\$ (58,993)</b>	<b>63%</b>
<b>FY25 WDB Adopted Budget</b>	<b>\$ 2,194,899</b>	<b>\$ 244,524</b>	<b>\$ 224,115</b>	<b>\$ 280,465</b>	<b>\$ 743,160</b>	<b>\$ 1,492,265</b>	<b>\$ (702,634)</b>	<b>68%</b>

## **Coconino County Workforce Development Board**

### **Fiscal Year 2026 Outlook**

- FY26 State allocations provided on September 8, 2025
  - Total funding for FY26 is over 27% lower (\$404,114) than the FY25 allocation (excluding FY25 one-time funding allocations)
    - Youth = 8.6% reduction
    - Adult and Dislocated Worker = 13.8% reduction
    - Administration = 11.4% reduction
    - Rapid Response = 60% reduction
  
- The largest decrease is in rapid response funding. There is a significant carryover balance that can help bridge services while longer term plans are evaluated.
  
- The FY26 draft budget will be developed and presented to the Workforce Development Board by their next meeting or consideration and adoption.
  
- The One-Stop Operator budget has already been established through their contract
  
- The Eckerd budget needs to be adopted for FY26. Until a final budget is adopted, Eckerd shall continue to use the allocation provided in the agreement for FY25. County staff strongly recommends the WDB Board direct Eckerd to focus on Youth Work Experience to help remedy the program under-expenditure situation.

**Fiscal Year 2025 Supplemental Information**

County Staff Time: Payroll Hours by Quarter

Workforce Development Board Operating Expenses by Category

Eckerd Client Tuition Payments by Vendor

Program Expense Detail by Program, Provider, and Category:

In-School Youth

Out-of-School Youth

Adult

Dislocated Worker

Rapid Response

Administration

**Coconino County Workforce Development Board  
Financial Update: Fiscal Year Ending June 30, 2025**

**County Staff Time  
Payroll Hours by Quarter**

Title	Quarter 1 July - Sept 2024	Quarter 2 Oct - Dec 2024	Quarter 3 Jan - Mar 2025	Quarter 4 Apr - June 2025	FY25 Total Hours
<b>WDB Staff</b>					
Assistant Director - Workforce Development	480.00	560.00	480.00	432.00	1,952.00
Public Service Specialist, Sr	480.00	560.00	480.00	628.00	2,148.00
WIOA Executive Director	480.00	560.00	480.00	640.00	2,160.00
Workforce Development Specialist	480.00	560.00	480.00	640.00	2,160.00
<b>Coconino County Finance Staff</b>					
Assistant Director - Finance	48.00	14.25			62.25
Senior Accountant	280.50	190.00	192.00	235.00	897.50
<b>HHS Service Provider Staff</b>					
Administrative Support (Temp)	65.00				65.00
Career Center (Temp)	443.00				443.00
Division Manager - HHS			1.00		1.00
Program Manager	480.00	80.00			560.00
Public Service Specialist	25.20	3.20			28.40
Workforce Development Specialists	1,162.88	288.78			1,451.66
<b>Total Hours</b>	<b>4,424.58</b>	<b>2,816.23</b>	<b>2,113.00</b>	<b>2,575.00</b>	<b>11,928.81</b>

**Coconino County Workforce Development Board  
Financial Update: Fiscal Year Ending June 30, 2025**

**Workforce Development Board  
Operating Expense Detail**

Description	Amount
Attorney Fees-1099	\$ 7,140
Computer Hardware	139
Consultant Travel	1,998
Incumbent Wkr Training Reimb	45,723
Memberships	6,446
Miscellaneous	228
Office Supplies	1,452
Other Supplies	588
Parking Fees - Non-travel	12
Personal Liability Insurance	6,155
Phone, TV, & Internet	7,906
Postage & Freight	89
Profess. & Outside Svcs.-1099	74,158
Publish. & Advertise Svcs-1099	50,824
Room/Bldg./Grounds Rental-1099	53,485
Software Licenses - 1099	50,558
Sponsorships & Outreach-1099	100
Travel	21,376
WIOA Client Support	123
WIOA Client Training	23,021
<b>Total Operating Expenses</b>	<b>\$ 351,521</b>

**Eckerd Vendor Detail  
Client Tuition**

Vendor Name	Amount
Driver Dispatch Inc	\$ 63,445
Yavapai County Community College	1,148
<b>Total Hours</b>	<b>\$ 64,593</b>

## In-School Youth Expense Detail: Fiscal Year Ending June 30, 2025

	Fiscal Year 2025 Budget	Quarter 1 July - Sept 2024	Quarter 2 Oct - Dec 2024	Quarter 3 Jan - Mar 2025	Quarter 4 Apr - June 2025	FY25 Total Expenditures	% of Budget
<b>YOUTH</b>							
<b>In-School Youth (ISY)</b>							
<b>One-Stop Operator</b>							
Salaries and Benefits		\$0	\$ 2,832	\$ 3,237	\$ 1,666	\$ 7,735	
Travel		0	37	0	0	37	
Operating		0	0	18	7	25	
Indirect Costs		0	462	524	269	1,255	
<b>One-Stop Operator - ISY Subtotal</b>	<b>\$ 20,751</b>	<b>\$ -</b>	<b>\$ 3,331</b>	<b>\$ 3,779</b>	<b>\$ 1,942</b>	<b>\$ 9,052</b>	<b>43.6%</b>
<b>Service Provider - HHS</b>							
Program - Work Experience (WEX)		\$519	\$0	\$0	\$0	\$519	
<b>HHS - ISY Subtotal</b>	<b>\$ -</b>	<b>\$ 519</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 519</b>	<b>0.0%</b>
<b>Service Provider - Eckerd</b>							
Salaries and Benefits		\$0	\$ 5,147	\$ 8,178	\$ 7,209	\$ 20,533	
Program - Services		0	0	0	350	350	
Program - Work Experience (WEX)		0	0	2,838	5,876	8,713	
Outreach		0	0	0	17	17	
Travel		0	0	0	478	478	
Operating		0	0	0	150	150	
Indirect Costs		0	726	1,553	1,908	4,187	
<b>Eckerd - ISY Subtotal</b>	<b>\$ 106,250</b>	<b>\$ -</b>	<b>\$ 5,872</b>	<b>\$ 12,569</b>	<b>\$ 15,987</b>	<b>\$ 34,428</b>	<b>32.4%</b>
<b>Workforce Development Board</b>							
Salaries and Benefits		\$0	\$0	(\$0)	\$ 18,814	\$ 18,814	
Professional Services		0	0	2,527	(476)	2,051	
Travel		0	421	75	(377)	119	
Operating		0	429	106	158	694	
Indirect Costs		0	0	0	2,265	2,265	
One-Stop Co-Location		0	0	415	1,559	1,973	
<b>WDB - ISY Subtotal</b>	<b>\$ 51,532</b>	<b>\$ -</b>	<b>\$ 851</b>	<b>\$ 3,122</b>	<b>\$ 21,943</b>	<b>\$ 25,916</b>	<b>50.3%</b>
<b>In-School Youth Total</b>	<b>\$ 178,533</b>	<b>\$ 519</b>	<b>\$ 10,054</b>	<b>\$ 19,470</b>	<b>\$ 39,873</b>	<b>\$ 69,916</b>	<b>39.2%</b>

## Out-of-School Youth Expense Detail: Fiscal Year Ending June 30, 2025

	Fiscal Year 2025 Budget	Quarter 1 July - Sept 2024	Quarter 2 Oct - Dec 2024	Quarter 3 Jan - Mar 2025	Quarter 4 Apr - June 2025	FY25 Total Expenditures	% of Budget
<b>YOUTH</b>							
<b>Out-of-School Youth (OSY)</b>							
One-Stop Operator							
Salaries and Benefits		\$ 8,704	\$ 5,807	\$ 7,861	\$ 10,936	\$ 33,307	
Travel		352	76	0	0	429	
Operating		76	0	45	44	164	
Indirect Costs		1,468	947	1,273	1,768	5,456	
<b>One-Stop Operator OSY Subtotal</b>	<b>\$ 62,253</b>	<b>\$ 10,600</b>	<b>\$ 6,830</b>	<b>\$ 9,178</b>	<b>\$ 12,747</b>	<b>\$ 39,356</b>	<b>63.2%</b>
<b>Service Provider - HHS</b>							
Salaries and Benefits		\$ 23,190	\$ 10,609	\$ 0	\$ 0	\$ 33,798	
Program - Work Experience (WEX)		7,155	0	0	0	7,155	
Operating		15	0	0	(15)	0	
<b>HHS - OSY Subtotal</b>	<b>\$ -</b>	<b>\$ 30,360</b>	<b>\$ 10,609</b>	<b>\$ -</b>	<b>\$ (15)</b>	<b>\$ 40,954</b>	<b>0.0%</b>
<b>Service Provider - Eckerd</b>							
Salaries and Benefits		\$ 195	\$ 10,546	\$ 19,857	\$ 47,316	\$ 77,914	
Program - Services		0	0	0	4,564	4,564	
Program - Supplies		1,049	0	0	0	1,049	
Program - Work Experience (WEX)		0	0	0	4,971	4,971	
Travel		0	0	0	47	47	
Operating		0	16	4	2,058	2,077	
Outreach		0	1,381	3,396	959	5,737	
Liability Insurance		0	119	532	530	1,181	
Indirect Costs		175	1,701	3,354	7,907	13,138	
<b>Eckerd - OSY Subtotal</b>	<b>\$ 318,750</b>	<b>\$ 1,420</b>	<b>\$ 13,764</b>	<b>\$ 27,143</b>	<b>\$ 68,352</b>	<b>\$ 110,678</b>	<b>34.7%</b>
<b>Workforce Development Board</b>							
Salaries and Benefits		\$ (0)	\$ 0	\$ 0	\$ 86,675	\$ 86,675	
Professional Services		0	0	5,053	(76)	4,977	
Travel		57	1,264	149	(748)	721	
Operating		1,802	1,289	212	(1,118)	2,184	
Indirect Costs		0	0	0	13,438	13,438	
One-Stop Co-Location		0	0	830	7,930	8,760	
<b>WDB - OSY Subtotal</b>	<b>\$ 232,159</b>	<b>\$ 1,858</b>	<b>\$ 2,552</b>	<b>\$ 6,244</b>	<b>\$ 106,101</b>	<b>116,755</b>	<b>50.3%</b>
<b>Out-of-School Youth Total</b>	<b>\$ 613,162</b>	<b>\$ 44,237</b>	<b>\$ 33,755</b>	<b>\$ 42,565</b>	<b>\$ 187,185</b>	<b>\$ 307,742</b>	<b>50.2%</b>

## Adult Expense Detail: Fiscal Year Ending June 30, 2025

	Fiscal Year 2025 Budget	Quarter 1 July - Sept 2024	Quarter 2 Oct - Dec 2024	Quarter 3 Jan - Mar 2025	Quarter 4 Apr - June 2025	FY25 Total Expenditures	% of Budget Expended
<b>ADULT</b>							
One-Stop Operator							
Salaries and Benefits		\$ 23,211	\$ 15,822	\$ 12,746	\$ 6,649	\$ 58,428	
Travel		939	208	0	0	1,147	
Operating		202	0	72	27	301	
Indirect Costs		3,915	2,581	2,064	1,075	9,635	
<b>One-Stop Operator Adult Subtotal</b>	<b>\$ 69,511</b>	<b>\$ 28,268</b>	<b>\$ 18,611</b>	<b>\$ 14,882</b>	<b>\$ 7,751</b>	<b>\$ 69,511</b>	<b>100.0%</b>
Service Provider - HHS							
Salaries and Benefits		\$ 28,884	\$ 2,816	\$ 0	\$ 0	\$ 31,701	
<b>Service Provider - HHS Adult Subtotal</b>	<b>\$ -</b>	<b>\$ 50,988</b>	<b>\$ 3,858</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,845</b>	<b>0.0%</b>
Service Provider - Eckerd							
Salaries and Benefits		\$ 195	\$ 28,738	\$ 32,193	\$ 28,770	\$ 89,897	
Program - Services		0	0	0	58,893	58,893	
Program - Supplies		944	0	0	0	944	
Outreach		0	0	0	61	61	
Travel		0	257	197	1,230	1,683	
Operating		0	8,200	(3,900)	805	5,105	
Liability Insurance		0	391	488	816	1,695	
Indirect Costs		161	5,300	4,086	4,467	14,013	
<b>Eckerd Adult Subtotal</b>	<b>\$ 309,000</b>	<b>\$ 1,300</b>	<b>\$ 42,885</b>	<b>\$ 33,064</b>	<b>\$ 95,041</b>	<b>\$ 172,290</b>	<b>55.8%</b>
Workforce Development Board							
Salaries and Benefits		\$ 0	\$ (0)	\$ 0	\$ 101,504	\$ 101,504	
Incumbent Worker Training		0	5,351	0	6,594	11,945	
Professional Services		0	0	53,052	(53,052)	0	
Travel		151	5,056	1,566	(6,187)	586	
Operations		4,806	5,156	2,225	(7,765)	4,422	
One-Stop Co-Location		0	0	8,711	5,217	13,928	
<b>WDB Adult Subtotal</b>	<b>\$ 21,334</b>	<b>\$ 4,956</b>	<b>\$ 15,562</b>	<b>\$ 65,555</b>	<b>\$ 46,311</b>	<b>\$ 132,385</b>	<b>620.5%</b>
<b>Adult Total</b>	<b>\$ 399,845</b>	<b>\$ 85,512</b>	<b>\$ 80,916</b>	<b>\$ 113,501</b>	<b>\$ 149,103</b>	<b>\$ 429,031</b>	<b>107.3%</b>

## Dislocated Worker Expense Detail: Fiscal Year Ending June 30, 2025

	Fiscal Year 2025 Budget	Quarter 1 July - Sept 2024	Quarter 2 Oct - Dec 2024	Quarter 3 Jan - Mar 2025	Quarter 4 Apr - June 2025	FY25 Total Expenditures	% of Budget
<b>DISLOCATED WORKER (DW)</b>							
One-Stop Operator							
Salaries and Benefits		\$ 2,900	\$ 11,207	\$ 9,185	\$ 4,047	\$ 27,339	
Travel		117	148	0	0	265	
Operating		25	0	52	16	94	
Indirect Costs		489	1,828	1,487	654	4,459	
<b>One-Stop Operator DW Subtotal</b>	<b>\$ 32,156</b>	<b>\$ 3,532</b>	<b>\$ 13,182</b>	<b>\$ 10,724</b>	<b>\$ 4,717</b>	<b>\$ 32,156</b>	<b>100.0%</b>
Service Provider - HHS							
Salaries and Benefits		\$3,609	\$352	\$0	\$0	\$3,961	
<b>HHS - DW Subtotal</b>	<b>\$ -</b>	<b>\$ 3,609</b>	<b>\$ 352</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,961</b>	<b>0.0%</b>
Service Provider - Eckerd							
Salaries and Benefits		\$ 195	\$ 20,356	\$ 23,206	\$ 17,505	\$ 61,262	
Program - Services		0	1,148	0	6,303	7,451	
Program - Supplies		630	0	0	0	630	
Travel		0	0	0	46	46	
Outreach		0	0	4	820	823	
Operating		0	829	2,038	533	3,400	
Liability Insurance		0	199	434	184	817	
Indirect Costs		116	3,015	3,621	2,691	9,444	
<b>Eckerd - DW Subtotal</b>	<b>\$ 206,000</b>	<b>\$ 941</b>	<b>\$ 25,547</b>	<b>\$ 29,303</b>	<b>\$ 28,082</b>	<b>\$ 83,872</b>	<b>40.7%</b>
Workforce Development Board							
Salaries and Benefits		\$ (0)	\$ (0)	\$ (0)	\$ 62,713	\$ 62,713	
Incumbent Worker Training		4,451	7,174	540	21,614	33,779	
Professional Services		0	0	12,633	(12,633)	0	
Travel		19	1,685	373	(1,755)	321	
Operations		601	1,718	530	(297)	2,552	
One-Stop Co-Location		0	0	2,074	4,635	6,710	
<b>WDB - DW Subtotal</b>	<b>\$ 17,094</b>	<b>\$ 5,071</b>	<b>\$ 10,577</b>	<b>\$ 16,151</b>	<b>\$ 74,276</b>	<b>\$ 106,075</b>	<b>620.5%</b>
<b>DW Total</b>	<b>\$ 255,250</b>	<b>\$ 13,153</b>	<b>\$ 49,658</b>	<b>\$ 56,178</b>	<b>\$ 107,075</b>	<b>\$ 226,063</b>	<b>88.6%</b>

## Rapid Response Expense Detail: Fiscal Year Ending June 30, 2025

Fiscal Year 2025 Budget	Quarter 1 July - Sept 2024	Quarter 2 Oct - Dec 2024	Quarter 3 Jan - Mar 2025	Quarter 4 Apr - June 2025	FY25 Total Expenditures	% of Budget Expended
<b>RAPID RESPONSE</b>						
Workforce Development Board						
Salaries and Benefits	\$ 17,767	\$ 29,538	\$ 25,950	\$ 57,699	\$ 130,955	
Professional Services	10,398	0	380	54,539	65,317	
Travel	79	0	0	21,380	21,458	
Operations	62	0	500	9,347	9,908	
One-Stop Co-Location	0	0	0	19,170	19,170	
Indirect Costs	0	0	0	24,521	24,521	
<b>Rapid Response Total</b>	<b>\$ 28,306</b>	<b>\$ 29,538</b>	<b>\$ 26,830</b>	<b>\$ 186,657</b>	<b>\$ 271,331</b>	<b>55.4%</b>

## Administration Expense Detail: Fiscal Year Ending June 30, 2025

	Fiscal Year 2025 Budget	Quarter 1 July - Sept 2024	Quarter 2 Oct - Dec 2024	Quarter 3 Jan - Mar 2025	Quarter 4 Apr - June 2025	FY25 Total Expenditures	% of Budget Expended
<b>ADMINISTRATION</b>							
Workforce Development Board							
Salaries and Benefits		\$ 19,054	\$ 15,676	\$ 14,006	\$ 16,793	\$ 65,528	
Professional Services		0	0	6,972	1,981	8,953	
Travel		14	479	118	(431)	180	
Operations		438	1,719	168	(208)	2,118	
One-Stop Co-Location		0	0	657	2,286	2,943	
Indirect Costs		0	0	0	7,678	7,678	
<b>Administration Total</b>	<b>\$ 98,255</b>	<b>\$ 19,506</b>	<b>\$ 17,874</b>	<b>\$ 21,922</b>	<b>\$ 28,098</b>	<b>\$ 87,400</b>	<b>89.0%</b>

## **Calendar Year 2025 WDB Financial Reporting Schedule**

The list below provides a listing of upcoming Workforce Development Board, Executive Committee, and Executive Director meetings scheduled for Coconino County Finance Department staff for the remained of calendar year 2025.

### **Workforce Development Board Meetings**

- **September 18, 2025:** Financial information through July 31, 2025
- **November 13, 2025:** Financial information through September 30, 2025

### **WDB Executive Committee Meetings**

- **October 30, 2025:** Financial information through September 30, 2025
- **November 13, 2025:** Financial information through September 30, 2025

### **Executive Director/County Finance Meetings**

- **September 30, 2025:** Financial information through August 31, 2025
- **October 28, 2025:** Financial information through September 30, 2025
- **December 3, 2025:** Financial information through October 31, 2025
- **December 29, 2025:** Financial information through November 31, 2025