

# 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

David Miller

A handwritten signature in black ink that reads "David Miller". The signature is written in a cursive, flowing style.