

Yavapai County Workforce Development Board Board Draft Meeting Minutes September 11, 2025

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

Other Attendees: Craig Lefever, YCWDB Director; Kerri Gump, Yavapai County Administrative Assistant II; Dawnette Polland, Director Title I-B; Marylou Mercado, Yavapai College, VP Workforce Development and Health Services; Dwayne Miller, Yavapai College, Assistant Director American Job Center; Gina Revere, AZ Apprenticeship Office with DES, Lead Apprenticeship and Training Representative; Eilise Fisher, State Rapid Response Project Manager – Northern Region; Ryleigh Aubuchon, DES, Program Manager, Employment Services/Workforce Solution Administration; Jason Ebersole, Yavapai College, Dean of Health Sciences & Public Services; Deseret Romero, Workforce Arizona Council, Governance and Compliance Advisor; Cheryl McCauley; Annette Collin, Title I-B Director.

I. Call to Order

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

II. Roll Call

Roll was taken. Nine of the Fifteen members of the board were present to create a quorum for the meeting which enabled the members to discuss and vote on motions being presented today.

III. Welcome, Introductions and Remarks.

Garth welcomed everyone to the meeting and asked everyone to go around the room and introduce themselves.

IV. Approval of Previous WDB Meeting Minutes (7/17/25)

Garth asked if everyone had the chance to look at the minutes from the last meeting and whether there were any comments or changes from the Board. There were no comments or changes

A motion to approve the July 17, 2025, meeting minutes was made by Tony Gauthier. A second was made by Matt Meierbachtol. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

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

a. Reauthorization Update

The Yavapai County Workforce Development Board was reauthorized by the Workforce Arizona Executive Committee last month and will go before the Workforce Council next week for final approval, with no issues expected.

Craig would like to say a special thank you to Deseret for all her support.

b. Funding Update

Yavapai County received a revised allocation of WIOA Title 1 funds, resulting in a 60% reduction in Rapid Response funding due to the funds being held back by the Governor's office. While this impacts our budget for the fiscal year, we will continue to maximize and make the best of the funding we currently have.

There is a possibility that some Rapid Response funding could return to us if a qualifying event occurs.

c. Bylaws Revision Update

We had a Bylaws Committee come together under Corey Christians and work on our Bylaws. Pat Ramirez, our previous Vice Chair oversaw putting all that together on a proprietary software he developed. Unfortunately, when Pat sold his business, that software went along with it. So, we no longer have access to the Bylaw revisions that were put together.

Alycia shared her notes with Craig and efforts are underway to reconstruct the work that was lost. Craig plans to meet with people from the previous bylaws committee and see what information he can come up with. If reconstruction isn't possible, a new committee will be formed to restart the process.

Bylaws are important because it's the policies and procedures for everything the Workforce Development Board does. Once the Bylaws are complete, they will go before the board for approval.

d. YCWDB Staffing Update

Craig is going before the Board of Supervisors on September 17, 2025, asking for the approval of a Program Coordinator I position for the Workforce Development Board.

VI. Yavapai County Workforce Development Board Membership Items

a. Discussion regarding the composition and compliance of the YCWDB membership.

Craig submitted the Yavapai County LWDB membership roster for the recertification. This shows everyone's contact information, their organizational affiliation, who's a business member, who's an education member. This is a clear way of looking at each board member and the roles they fill within the requirements of the WIOA legislation.

If you know of anyone that would be interested in being on the Workforce Development Board, please have them reach out to Chair Bascom or Craig Lefever. We need a minimum of 19 members. We need 10 Business members, 4 Workforce members, 3 Government and Economic Development members and 2 Education and Training Organizations.

We currently need to fill 3 positions on the board. One for Post-Secondary Education and 2 business members.

b. Discussion regarding a possible Post-Secondary Education Representative

With Yavapai College taking over as the Title 1-B One-Stop Operator, Dr. Marylou Mercado had to step down as the Post-Secondary Education Representative. The Board is currently in need of a

Post-Secondary Education Representative. It could still be a member from Yavapai College, it just can't be Dr. Mercado or anyone within her chain of command or has direct authorization over. Tania Sheldahl will be reaching out to Dr. Doug Berry at Yavapai College regarding the availability of the Post-Secondary Education Representative seat on the board.

Craig informed the board that if anyone is interested in serving on the WDB, they should reach out to Chairman Bascom or himself, and they will work out the logistics of fitting them in.

- c. Discussion and possible action regarding renewed terms for Christian Olivia del Rio and Matt White.

Chair Bascom is going to send an email to Christian Olivia del Rio and Matt White to see if they want to continue to serve on the Workforce Development Board. If they choose to continue, it will go before the Board of Supervisors for reappointment. Once the Board of Supervisors approve it, we reinstate them going back to when their term ended.

VII. Eligible Training Provider List (ETPL).

- a. Discussion and possible action regarding the revision and update of the YCWDB Eligible Training Provider List (ETPL).

The board reviewed new educational programs submitted by Yavapai College for inclusion in the ETPL (Educational Training Provider List). Craig explained that these programs, including a brewing technology certification and two four-year degrees, require board approval to be officially recognized. Sandy raised a question about the need for approval since the programs were developed through the college, to which Craig clarified that all providers must submit details to the Workforce Development Board for approval. The board will vote on approving these programs, with Craig requesting the college address a specific item before the vote.

Yavapai College discussed the Detention Officer Training Academy, an 8-week program offering 320 hours of training in critical areas such as mental health first aid, CPR, and tactical combat casualty care. There is a need for this basic training program in our county through the Yavapai Sheriff's Office Detention Services Division. Jason, the Dean of Health Sciences and Public Services, explained that the program addresses a significant shortage of detention officers in the county and provides participants with a livable wage job opportunity upon completion. This program differs from NARDA (Northern Arizona Regional Training Academy), the Law Enforcement Academy, in terms of curriculum length and focus, serving detention officers rather than patrol officers. The detention officers will be in the jails supervising inmates. Jason mentioned the program could attract students from outside the county, as the curriculum aligns with other institutions across the state.

Motion to revise and update the YCWDB Eligible Training Provider List (ELTP) was made by Tony Gauthier. A second was made by Linda Bolyard. A vote was requested, and all stated Yes with no opposition or abstentions. Motion carried.

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

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

IX. One Stop Committee Report – Alycia Botkin, One Stop Committee Chairman

Alycia Botkin was not in attendance. There is no update. Craig stated that the minutes are available online if anyone wants to look at them.

X. One Stop Operator Update – Tania Sheldahl, Interim One-Stop Coordinator

a. Introduction

Tania Sheldahl, AVP of Student Affairs and Dean of Students at Yavapai College, has been appointed as the Interim One-Stop Coordinator following Carol Beard's resignation. The college is currently in the process of hiring for this position.

No update was provided.

XI. Member Discussion, Workforce Summit 11/6/2025

a. All YC WDB members are invited to attend Workforce Summit/Luncheon 9-1pm

Craig would like everyone from the board to attend if possible. All board members received the flyer through email.

b. Shall we move the official WDB meeting to 1:00pm to accommodate?

Craig suggested that we move the Workforce Development Board meeting to 1-3pm and hold the board meeting at the same place as the Workforce Summit.

Sandy raised concerns about the proposed schedule change and suggested the WDB meeting be on a different day. She feels that everyone has busy schedules and that going to the Workforce Summit from 9-1pm and then having the WDB meeting from 1-3pm removes an entire day of operating from our businesses.

The decision was made that Craig will send out an email to all the board members and get a consensus on how many board members will be attending the Workforce Summit and how they feel about moving the WDB meeting time to 1-3pm. Craig will also let the board members know where the meeting will be held.

XII. Next Meeting – November 6th, 2025 Yavapai College, 1100 E. Sheldon St., Bldg 1, Rm 225 Prescott, AZ 86301

Changing the time to 1:00-3:00pm was discussed above. Craig will be sending out an email to all board members to get their opinion on changing the time.

XIII. Call to the Public

Individuals may address the Board for up to three (3) minutes on any relevant issue within the Board's jurisdiction. Pursuant to A.R.S. §38-431.01(H), Board members shall not discuss or take action on matters raised during the call to the public. The Board may direct staff to study the matter or direct that the matter be rescheduled for consideration at a later date.

No one spoke or commented

XIV. Adjournment – 11:08am