

MEETING MINUTES

LOCAL WORKFORCE DEVELOPMENT BOARD

Date: September 24th, 2025,

Time: 11:03 AM

Meeting called to order by: David Miller (Chairman)

IN ATTENDANCE

In-Person: Elizabeth Flake, Tabitha Stickel

Virtual: David Miller (Chair), James Bruzzi (Vice-Chair), Elizabeth Valdez, Dominic Marcanti, Ryleigh Aubuchon, Billy Smith, Jennifer Fair, Kelly Zagrzebski, Donal Laughlin

Excused: Chris Pasterz, Steve North, Peter Tims

Absent: Derron Hansen, Janet Dean, Chad Meier

Call to the Public: no public present or online.

CONSENT AGENDA ITEMS

Minutes from August 2025 approved; motioned to approve made by Elizabeth Flake, seconded by Elizabeth Valdez; motion carried.

REPORTS

Rapid Response Report (Greg Clark)

- Eckerd has hired 3 coaches with the lead based in Payson.
- DES updated CACTUS (unemployment software) and has had issues with this update leading job seekers to come into the job center for assistance.
- DES monitoring equipment and WEX from last year as well as finances that will be done on-site in October.
- Android devices in NEAZ possession are being calibrated by Navajo County I.T. department to act as digital live sign in at each of the job centers. These are ATLAS equipment that has been re-calibrated to work for NEAZ without ATLAS and in the specific ways that are needed in this rural area.

Director's Report (Adam Garrard)

- MOU/IFA are still in negotiations with Title II. NPC and NEAZ Director will be talking soon and should be completed by November's board meeting.

OSO Report (Jessica Head)

- June - 30 job placements making an average of \$34,849.71 annually (\$16.75/hr.)
- Created Word and PDF fillable forms for customer flow
- Site visits are being completed next week, and report will be on next agenda
- Staff are reporting their numbers by county and recommends that it be reported by job center instead.
- Posters were ordered for the job centers that are informative to clients when they enter the job center.

Financial Report (Briony Buchholz)

- Rapid response funds were adjusted from \$440,994 for PY and FY combined to \$195,997 for PY and FY combined. Budget was adjusted accordingly but is still in the red by \$9,824.34 which the Executive Director will ask for when needed.
- Updates to Budget were approved by the board; motion to approve made by James Bruzzi, seconded by Dominic Marcanti; motion carried.

OLD BUSINESS

- Monitoring discussed in Rapid Response report
- DES office is still an option but there is no update on the timeline of the remodel
- 4-year plan included the OSO, Chair and Vice-Chair in the completion of the plan. It has been approved by OEO and DES but still needs the approval of the LWDB. Once approved by LWDB, it will be placed on the consent agenda at the BOS October 13th meeting. Motion to approve 4-year plan with updated changes made by Elizabeth Flake, seconded by Billy Smith, all in favor; motion carried.
- Recertification that will move forward once the 4-year plan is approved will take place in one package at the state-level with the final approval of the 4-year plan. Meeting for recertification will be recorded and minutes posted to the website. Motion to approve the recertification of the LWDB was made by James Bruzzi, seconded by Billy Smith, all in favor; motion carried.

NEW BUSINESS

- Jamie Ramsey's application is awaiting the nomination letter from Capstone Mines to represent them on the board. Once received, application will go out to board members for review and voting will be held at the following meeting. Director thanks James Bruzzi for connecting NEAZ with Jamie Ramsey. This position is vital to recertification.
- Apache County position has reached 30 days and must be filled within 90 days, or a waiver must be sought. Director is working with Preston Raymond to fill this position. Thanks to Jason Forest for working on finding the right person to fill the role.
- Request to purchase additional equipment for meetings to help those joining virtually hear the entire meeting. Chair mentions this a few times during this meeting stating the audio issues experienced by virtual attendees. Director believes it will cost roughly \$800. Motion to purchase the necessary equipment made by James Bruzzi, seconded by Jennifer Fair, all in favor; motion carried.

BOARD UPDATES/COMMENTS

No updates/comments by board members

NEXT MEETING

Next meeting will be on November 19th, 2025, at 11:00 AM in the Cougar Conference Room at Show Low City Hall located at 180 N. 9th Place in Show Low, Arizona for those who wish to attend in person.

A Virtual option will also be available; the link will be sent out with next meetings agenda and posted on ARIZONA@Work website.

Motion to adjourn made by James Bruzzi, seconded by Billy Smith, all in favor; motion carried and meeting adjourned at 11:46 PM.