

Yavapai County Workforce Development Board Meeting

November 6th, 2025

Agenda Packet

9/11 Minutes Approval, Item

IV



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

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Director's Report VI

Yavapai County Workforce Development Board Meeting

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WDB Membership



YAVAPAI COUNTY

MEMBERSHIP ROSTER

Member Name	Full Contact Address	Contact Phone & Email	Organizational Affiliation	In Demand Industry Represented (Be Specific)	Member's Title	Describe Optimum Policy-Making or Hiring Authority of the Appointee. How is it documented?	Term Start & End Date	Geographic Area Represented	Voting Privilege? (Yes or No)
Au, Joseph	915 Hinman St. Prescott, AZ 86305.	928-778-0170 granitemountaintraining@gmail.com	Granite Mountain Training	EMT Training Program	Director	Small Business Owner	Start: 7/17/25 End: 6/30/2027	Yavapai County	Yes
Bascom, Garth	Fann Contracting, Inc. 6725 Generation Lane Prescott, AZ 86301	928-778-0170 gbascom@fanncontracting.com	Fann Contracting, Inc.	Major Building Contractor	Chairman	HR/Safety/Compliance Director - YCWDB Application	Start: 8/7/2024 End: 6/30/2026	Yavapai County	Yes
Heiney, John	Prescott City Hall 201 N. Montezuma Prescott, AZ 86301	928-777-1460 john.heiney@prescott-az.gov	City of Prescott	Urban Administration	Member	Community Outreach Manager	Start: End: 6/30/2027	Yavapai County	Yes
McCollum, Tracey	YRMC-West Campus 1003 Willow Creek Rd Prescott, AZ 86301	928-379-1097 tracey.mccollum@commonspirit.org	Dignity Health/YRMC	Hospital Administration, Nursing	Member	Chief Nursing Officer, Vice President	Start: End: 6/30/2026	Prescott, Prescott Valley	Yes
Meierbachtol, Matt	6672 Corsair Ave. Prescott, AZ 86301	928-443-6668 matt.meierbachtol@aps.com	APS	Apprenticeships, Prescott Service Planning, Labor Supervisor, State Utility	Member	APS Supervisor, Labor Coordinator	Start: End: 6/30/2026	Yavapai County+	Yes
Oliva Del Rio, Christian	849 Cove Parkway Suites C Cottonwood, AZ 86326	928-634-9006 christian@verdevalleychamber.org	Greater Verde Valley Chamber of Commerce	Greater Verde Valley Chamber of Commerce	Member	Chamber of Commerce President	Start: End: 6/30/2025	Verde Valley/Cottonwood	Yes
Teclaw, Justin	5980 E 2nd St Prescott Valley, AZ 86314	928-759-7053 justin.teclaw@wafefbank.com	Washington Federal Bank	Business Financing, Banking	Member	Branch Manager, business financing	Start: End: 6/30/2026	Yavapai County	Yes
White, Matt	140 N. Montezuma Ste. 201 Prescott, AZ 86301	928-224-8531 prescottarea@gmail.com	HomeSmart Fine Homes and Land	Realty, Small Business Owner	Member	Small Business Owner	Start: End: 6/30/2025	Yavapai County	Yes

Section A: List the LWDB members representing business in the Local Workforce Development Area (LWDA), which must be the majority of the total Local Workforce Development Board (LWDB) membership. The LWDB Chair must be from the business representation. These members must: 1. Represent an in-demand industry or occupation in your LWDA, as documented using State and regional business and labor market projections including labor market information; 2. Must have optimum policy-making or hiring authority as documented by job title (owner, chief executive officer, or chief operating officer) or written documentation from the company; 3. Must be appointed from among individuals nominated by local business organizations and business trade associations; 4. At least two members must represent small business as defined by the US Small Business Administration.

YAVAPAI COUNTY

MEMBERSHIP ROSTER

Member Name	Full Contact Address	Contact Phone & Email	Organizational Affiliation	In Demand Industry Represented (Be Specific)	Member's Title	Describe Optimum Policy-Making or Hiring Authority of the Appointee. How is it documented?	Term Start & End Date	Geographic Area Represented	Voting Privileges? (Yes or No)
Please complete the following information for each vacancy in Section A.									
Length of time of vacancy	Efforts made to fill the vacancy	Estimated month and year when vacancy is anticipated to be filled							
11 months--07/26/2024	Interim Director recruited new WDB member and filled the majority of the vacant spaces	7/17/25 (Joe Au. Granite Mountain Training)							
Section B: List the LWDB members who represent workforce representation, which must be at least 20% of total LWDB membership. These members: 1. Must include two or more representatives of labor organizations (where such organizations exist) or representatives from other employee representatives (if no labor organizations exist); 2. These labor organization members must be nominated by local labor federations, or other representatives of employees (where labor organizations do not exist); 3. Must include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a labor organization member. If no union affiliated program exists, a representative of a registered apprenticeship program with no union affiliation must be appointed; 4. May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; 5. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.									
Gauthier, Tony	8630 E. Hopi Dr. Prescott Valley AZ 86314	480-228-4420 tonyg@uajocal469.org	U.A. Local 469	Organized Labor, Tradesman	Member	Financial Secretary - Treasurer	Start: End: 6/30/2027	Yavapai County+	Yes
Ingvaldson, Mel	44243 N 14th St New River, AZ 85087	602-291-8419 mingvaldson@uajocal469.org	U.A. Local 469	Organized Labor, Tradesman	Member	Business Representative	Start: End: 6/30/2026	Yavapai County+	Yes
Please complete the following information for each vacancy in Section B.									
Length of time of vacancy	Efforts made to fill the vacancy	Estimated month and year when vacancy is anticipated to be filled							

YAVAPAI COUNTY

MEMBERSHIP ROSTER

Member Name	Full Contact Address	Contact Phone & Email	Organizational Affiliation	In Demand Industry Represented (Be Specific)	Member's Title	Describe Optimum Policy-Making or Hiring Authority of the Appointee- How is it documented?	Term Start & End Date	Geographic Area Represented	Voting Privilege? (Yes or No)
10 months...08/22/2024	Interim Director recruited new WDB member and filled the majority of the vacant spaces		09/11/2025						
<p>Section C: List the balance of the LWDB membership, which must include: 1. At least one eligible provider administering adult education and literacy activities under WIOA title II, nominated from these entities; if there is more than entity; 2. At least one representative from an institution of higher education providing workforce investment activities, including community colleges, nominated from these entities; if there is more than entity; 3. At least one representative from economic and community development entities; 4. At least one representative from the state Employment Service Office under the Wagner-Peyser Act serving the LWDA; 4. At least one representative from the programs carried out under title I of the Rehabilitation Act of 1973</p>									
Botkin, Alycia	3262 Bob Drive, Ste #12 Prescott Valley, AZ 86314	928-228-9321 abotkin@azdes.gov	DES, Title IV	Vocational Rehabilitation	Member	DES Supervisor	Start: 7/1/2022 End: 6/30/2026	Yavapai County	Yes
Bolyard, Linda	3262 Bob Drive Ste 6 Prescott Valley AZ 86314	928-308-7880 lbolyard@azdes.gov	DES, Title III	Employment Services	Member	DES Supervisor	Start: End: 6/30/2027	Yavapai County	Yes
Kawabara, Chris	Yavapai College 1100 E Sheldon St. Prescott, AZ 86301	928-717-7357 christopherkawabara@yc.edu	ADE, Title II	Adult Education & Family Literacy	Member	ABE Program Director	Start: 5/21/2025 End: 6/30/2026	Yavapai County	Yes
Heiney, John	Prescott City Hall 201 N. Montezuma Prescott, AZ 86301	928-777-1460 john.heiney@prescott-az.gov	City of Prescott	Community Outreach	Member	Manager, City of Prescott	Start: End: 6/30/2027	Prescott	Yes
<p>Please complete the following information for any vacancy in Section C</p>									
Length of time of vacancy	Efforts made to fill the vacancy				Estimated month and year when vacancy is anticipated to be filled				

YAVAPAI COUNTY

MEMBERSHIP ROSTER

Member Name	Full Contact Address	Contact Phone & Email	Organizational Affiliation	In Demand Industry Represented (Be Specific)	Member's Title	Describe Optimum Policy-Making or Hiring Authority of the Appointee. How is it documented?	Term Start & End Date	Geographic Area Represented	Voting Privilege? (Yes or No)
Membership Summary									
Total # of LWDB Individuals Currently Sitting on the LWDB:			INSERT #s BELOW						
Total # of Vacancies Currently on LWDB:			14						
Total LWDB Members:			3						
Total # of Business Representatives Currently Sitting on the LWDB:			17						
Total # of Business Representative Vacancies Currently on LWDB:			8						
Total # of LWDB Business Representatives:			1						
			9						
Percentage of Business Representatives:			Do not insert #s below: % will calculate						
			52.94%						
			<i>Must be greater than 50%</i>						
Total # of Workforce Representatives Currently Sitting on the LWDB:			2						
# of Workforce Representative Vacancies Currently on LWDB:			2						
Total # of LWDB Workforce Representatives:			4						
Percentage of Workforce Representatives:			Do not insert #s below: % will calculate						
			23.53%						
			<i>Must not be less than 20%</i>						

YAVAPAI COUNTY

STANDING COMMITTEE

Name of Committee	One Stop Committee		
Purpose The purpose of the Youth Council is to provide oversight quality services to youth in Yavapai County for long-term success. Mission- leader of innovative partnerships and services that support sustainable youth opportunities in Yavapai County. Vision-to build a stronger future for youth in Yavapai County.			
Standing Committee Members			
Name (*indicates chair)	LWDB Member (Yes/No)	Entity Representing	
Botkin, Alycia*	Yes	DES, Title IV	
Bolyard, Linda	Yes	DES, Title III	
Kawabata, Chris	Yes	ADE, Title II	
Polland, Dawnette	No	YC, Title I-B	
XXX	No	YC, One-Stop Operator	
STANDING COMMITTEE			
Name of Committee	Youth Committee		

<p>Purpose</p> <p>The purpose of the One Stop Committee is to facilitate communications among One Stop Partners in order to provide business development to areas with the greatest impact and improve quality of services to Yavapai County residents. Mission-empower job seekers, businesses, and community with innovative workforce solutions. Vision-Facilitate an innovative local service delivery system to the Yavapai county community.</p>	<p>Standing Committee Members</p>		
	<p>Name (*indicates chair)</p>	<p>LWDB Member (Yes/No)</p>	<p>Entity Representing</p>
	<p>Ingwaldson, Mel*</p>	<p>Yes</p>	<p>U.A. Local 469, Business Representative</p>
	<p>Polland, Dawnette</p>	<p>No</p>	<p>YC, Title I-B</p>
	<p>Marshall, Corey</p>	<p>No</p>	<p>"past participant"/AZ DES</p>
	<p>Brannock, Linda</p>	<p>No</p>	<p>Yavapai College, Recruiting</p>

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2026 MEETING SCHEDULE

Yavapai County Workforce Development Board

General Session

Thursday, January 8th, 2026 10am-12 pm

Yavapai County Building 1015 Fair St Prescott, AZ 86305

Thursday, March 12th, 2026 10am-12 pm

Yavapai College 1100 E Sheldon St, Prescott AZ 86301

Building 1, Room #225

Thursday, May 8th, 2026 10am-12 pm

(TBA)

Thursday, July 9th, 2026 10am-12 pm

(TBA)

Thursday, September 10th, 2026 10am-12 pm

(TBA)

Thursday, November 5th, 2026 10am-12 pm

(TBA)