



YAVAPAI COUNTY

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Yavapai County Workforce Development Board One Stop Committee January 6, 2026, Meeting Minutes

Committee Members	Present/Absent	Number of Absences in 2026
Alycia Botkin, Title IV, Chair	Present	0
Dawnette Polland, Title IB	Absent	1
Chris Kawabata, Title II	Present	0
Karen Jones, Interim One Stop Operator	Present	0
Linda Bolyard, Title III	Absent (excused)	1-excused

Attendees: Mishel Urias, YC Workforce Program Coordinator.

I. Call to Order/Introductions

This meeting was held virtually via Teams with contact information was made available to the public through the Yavapai County website. Chair Botkin called the meeting to order at 10:01am and welcomed everyone. Rep. Bolyard was excused from the meeting due to a previously scheduled conference. There was a quorum present, and the Chair determined that the members could discuss items and take actions.

II. Approval of September 2, 2025, Meeting Minutes

The chair stated that the meeting minutes for the September 2, 2026, meeting were up for approval and asked if there was any discussion regarding the minutes. No one requested discussion.

A Motion to approve the September 2, 2025, meeting minutes was made by Chris Kawabata. The second was made by Alycia Botkin. A vote was requested and all stated Yes with no opposition or abstentions.

III. Chair's Report

The Chair stated this is the first meeting of 2026 and that she would be giving her report of this meeting at the next Workforce Development Board Meeting January 8, 2026.

IV. One-Stop Operator's Report

Alycia asked Karen to present her report.

Karen shared her prepared spreadsheet with the committee and stated her focus for this meeting was three areas of topic: Quart 2 Performance, the MUO/IFA and the One-Stop Operator location update.

- a. She indicated that the Title I-B did not have any numbers to report for Q2.
- b. She stated that it is the responsibility of the One-Stop Operator to have the required documents in place, indicating that would be Yavapai College as the OSO, and added that she sent a MOU draft to Craig for review.
- c. She indicated that they are making progress on the One-Stop Operator location at the college and hope to have it open by the end of the month.

V. WIOA Performance Metrics, Q1 and Q2

Alycia stated that there have not been any Title IB services provided to the clients and hope that they will be staffed and able to get those numbers up in the near future. She added that she will be presenting this information and speaking about the metrics to the Workforce Development Board on January 8, 2026.

Alycia asked the committee if they had any suggestions for facilitating the increase in numbers and clients served. Karen replied that a plan of action needs to be put in place with transparency and all work together.

VI. Partner Updates

- a. Title IB – Not Present
- b. Title II – Chris stating all is moving along, that he is still in need of some instructors for the program, that the next eight-week classes and set and ready to go. He added that they are going through a database change and expect it in February with training on it as well. He concluded that their fund is set until June 2026 and will wait to see what July 2026 looks like.
- c. Title III – the representative was not present as she was at a conference, but Alycia gave an update: their staff are seeing approximately 40-50 clients a day and are very busy assisting with UI and AZ@Work clients at both the Prescott Valley and Cottonwood locations.
- d. Title IV – Alycia stated they are seeing an up take in referrals for the GED, GED tutoring and are utilizing both the Yavapai College in person classes as well as a virtual option. She asked Chris from title II if YC would be offering their virtual GED program again. Chris stated he his working on a program but that the State is requiring person classes, so he is trying to come up with a hybrid class.

VII. Public Comments

Chair Botkin called for public comments and there were none.

VIII. Adjournment

Alycia asked for a motion to adjourn.

A Motion to adjourn was made by Karen Jones. A Second was made by Chris Kawabata and all voted yes with no abstentions or objections.

Adjourned: 10:26 am