

## Yavapai County Workforce Development Board One Stop Committee September 2nd, 2025 Meeting Minutes

Committee Members	Present/Absent	Number of Absences in 2025
Chris Kawabata, Title II	Present	0
Dawnette Polland, Title I	Absent	0
Alycia Botkin, Title IV, <b>Chair</b>	Present	0
Tania Sheldahl, Interim One Stop Operator	Present	0
Linda Bolyard, Title III	Absent (excused)	1 (excused)

Attendees: Dwayne Miller (YC I-B), Mellissa Miller (DES), Craig Lefever (Yav Workforce Director)

**I. Call to Order/Introductions**

This meeting was held in a hybrid format, with Zoom 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 previous engagement. There was a quorum present and the Chair determined that the members could discuss items and take actions. The Chairman confirmed that all attendees were able to access the attachments that were sent out with the invitation. All attendees were asked to introduce themselves by name/affiliation.

**II. Approval of July 15, 2025 Meeting Minutes**

Approval of the 7/15/25 One Stop Committee meeting minutes was tabled until the next OSC meeting. (Motioned by Rep. Polland and seconded by Rep. Kawabata.

**III. Chair's Report**

The Chairman reported no significant information to report and entertained questions.

**IV. One Stop Operator's Report**

Mr. Lefever introduced Tania Sheldahl as the Interim One-Stop Coordinator in place of Carol Beard, who had resigned from her position at Yavapai College as of 8/29/2025. Interim Rep. Sheldahl asked the OSC several detailed questions about the OSO reporting policies and procedures. OSC members described and discussed the ways that previous OSO reporting had been handled by the board. Chair Botkin described foundational changes in the Title IV data reporting system. When the question of the next OSC meeting date arose, it was left to be determined at the Chair's discretion.

**V. MOU/IFA Discussion (VI in agenda)**

Mr. Lefever spoke about the importance and relationships of the Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA). He stressed the need to draft a

new MOU/IFA agreement between and among the WIOA Core Partners over the next few months and took responsibility for heading up the project. Mention was also made of the required revisions to the Local Plan for Yavapai County. Mr. Lefever introduced a “bottom-up” rather than “top-down” approach to re-writing these critical documents.

**VI. DES Site Referrals (VII in agenda)**

Mr. Dwayne Miller presented a detailed plan for the referral of DES/ One-Stop clients at the Prescott, Prescott Valley and Cottonwood sites to receive Title I-b services. Typical client interaction situations were describes and resolved (see “DES Site Referral” document included along with the OSC agenda found at the Yavapai County WDB website). He stressed that Inter-partner referral remains a key foundational of a successful workforce program.

**VI. Partner Updates**

Chair Botkin asked each attending Core Partner representatives to give a brief update on their current service activities and platforms.

Title I: Rep. Polland said that the new Title I-B services were going apace and as expected.

Title II (presented earlier out of sequence): Rep. Kawabata described desperate ABE staffing needs and the plan to open a second Fall semester starting 10/15/25.

Title III: Rep. Bolyard was not present.

Title IV: Rep. Botkin also described critical staffing needs at the Prescott Valley DES site and added that there were currently only three staff members (including herself) seeing a growing client list.

**VIII. Public Comments**

Chair Botkin called for public comments and there were none.

**IX. Adjournment**

Chair Botkin officially adjourned the meeting at 11:35 am.