

**Workforce Development Board
Regular Meeting 1-6-2026**

IV. WDB Meeting Minutes - 11-6-2026, for Approval

Yavapai County Workforce Development Board Board Draft Meeting Minutes November 6th, 2025

Attendee	Sector	Present/ Absent	2025 Absences
Joseph Au	Private	Present	0
Garth Bascom	Private	Present	0
Alycia Botkin	Title IV	Present	1
Linda Bolyard	Title III	Present	0
Tony Gauthier	Labor	Present	0
John Heiney	Econ Dev	Present	0
Mel Ingwaldson	Labor	Absent	3
Sandy Griffis	Private	Excused	0
Chris Kawabata	Title II	Present	0
Chris Kuknyo	CEO	Present	0
Tracey McCollum	Private	Present Virtual Zoom	1
Matt Meierbachtol	Private/Labor	Absent	1
Christian Oliva del Rio	Private	Absent	2
Justin Teclaw	Private	Present	0
Matt White	Private	Present Virtual Zoom	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; Jason Ebersole, Yavapai College, Dean of Health Sciences & Public Services; Ty Payne, Yavapai College, Chief of Police; Ron Sauntman, Fire Chief Cottonwood Fire Department

I. Call to Order

The meeting was called to order at 1:15 pm 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. Eleven 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 (9/11/2025)

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 September 11, 2025, meeting minutes was made by Tony Gauthier. A second was made by John Heiney. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

V. Presentation: First Responder Workforce Readiness and Retention Initiative

- a. The Director of WIOA and Title I-B will outline a collaborative effort to raise local and regional funding to support education, employment, and retention.

Yavapai County is experiencing a critical shortage of first responders, with about 43 positions currently unfilled across fire, law enforcement, and emergency medical services. Many who complete local training programs leave within just a few years—27 to 36 percent—often drawn to areas with higher pay and more affordable housing. Ambulance services are turning over entire crews every three years on average, and fire departments continue to struggle with education and hands-on training gaps.

Police agencies are also seeing a sharp decline in applicants. Where there used to be 90 candidates for just two positions, there are now only 8 to 10 applicants for up to 10 openings—and departments are being forced to adjust standards just to fill the jobs.

Meanwhile, housing costs are pushing first responders farther away from the communities they serve. The average home price in Prescott has climbed to around \$800,000, which would require an income of about \$178,000—far beyond the typical \$50,000–\$60,000 salary of a first responder. As a result, many are commuting longer distances, which can delay emergency response times.

Population growth projections suggest Yavapai County could need 40 to 55 more first responders by 2027. Local programs are stepping up to meet the demand: Yavapai College offers EMT, paramedic, fire academy and law enforcement training and will launch a new Detention Officer Academy in 2026. Granite Mountain Training also provides EMT and paramedic education, helping prepare the next generation of first responders to serve the community.

To address the growing shortage of first responders, community leaders are coming together to form a partnership uniting local board members, county officials, businesses, educators, employers, and job seekers. The group will help develop an 18-month action plan focused on recruiting and retaining first responders, expanding mental health and wellness support, and exploring creative housing solutions for essential workers. These efforts aim to ensure that Yavapai County remains a safe, well served community, supported by first responders who can afford to live, and work in their community.

Anyone interested in being part of this working group are encouraged to contact Dawnette Polland for more information.

VI. Director's Report

a. Funding Update

WIOA funding remains uncertain as federal budget negotiations continue. The Senate has proposed funding the program at approximately 90% of the previous year's level, while the House significantly reduces funding and redirects support toward block grants to state governors. Yavapai County funding has already decreased due to low unemployment rates, which do not take underemployment into account, further limiting resources.

b. Bylaws Revision Committee

The previous bylaws revision committee project was incomplete. Craig asked the board members if any of them were interested in being part of a new bylaws committee. Justin, Alycia and Craig volunteered. Craig told the board, if anyone else was interested in being part of the committee to please contact him.

c. YCWB Staffing Update

Craig is currently the only staff member for the Workforce Development Board. The additional staff member that was previously approved by the Board of Supervisors, has been put on hold. The county Board of Supervisors is currently reviewing staffing requests.

VII. County Workforce Development Board Membership Items

a. Discussion regarding a possible Post-Secondary Education Representative.

There is a candidate from Yavapai College interested in filling this position. The board will review their application at the January meeting.

b. Discussion regarding renewed terms for Christian Oliva del Rio and Matt White.

Craig announced that Christian and Matt were reappointed by the Board of Supervisors for an additional two-year term starting back to July 1st.

VIII. Eligible Training Provider List (ETPL)

Craig reported that over 99% of ETPL programs are current and approved at the state level.

IX. Member Discussion, One-Stop Center contact and access process.

- a. How do community members and partner organizations get in touch with the One-Stop Centers to receive assistance or referrals?

Joseph Au raised concerns about the accessibility of information regarding ETPL programs and the process of potential students to access services. He tried contacting One-Stop and no one answered the phone. Both Linda and Tania asked Joseph if he left a message and Joseph stated that he did not. Linda and Tania said they are both having staffing issues and may not be able to answer the phones right away, but that if you leave a message, they will call you back.

Tania also said she will be updating the rack to make sure it has all the updated information for the public.

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

No update. Mel Ingwaldson was not in attendance.

XI. One-Stop Committee Report – Alycia Botkin, One-Stop Committee Chairman

The committee met last week, no significant updates. Still having staffing issues.

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

Working on improving the referral system between partners. Continuing to work on staffing shortages. Tania will be updating the rack cards with the current One-Stop information. The new One-Stop is expected to be open and operational by March 2026.

XIII. Member Discussion, WDB Meeting Calendar for 2026

Craig presented the proposed calendar for the year 2026. The meetings will continue to be held bi-monthly. Next meeting will be held at the County Building on Fair Street on January 8, 2026. If anyone is interested in hosting a Workforce Development Board Meeting, please reach out to Craig Lefever.

XIV. Next Meeting – January 8th, 2026, Yavapai County Building, 1015 Fair Street, Prescott, AZ 86305

XV. 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

XVI. Adjournment – 2:58pm

DRAFT

**Workforce Development Board
Regular Meeting 1-6-2026**

VI. Director Report

- a. ARIZONA@ WORK Security
Workgroup/Representation (DES)**

- e. One-Stop Certification Committee Formation**

V1-a

 Outlook

Continuity Of Operations/ Communications Workgroup

From Anna Hunter <ahunter@azdes.gov>

Date Tue 12/9/2025 4:25 PM

To Connie Fraijo <NTNPosting2021@gmail.com>; LaSetta Hogans <lasetta.hogans@phoenix.gov>; Deb Furlong <deb.furlong@phoenix.gov>; Steve Clark (COA) <steve.clark@maricopa.gov>; jorloski@coconino.az.gov <jorloski@coconino.az.gov>; Michael Smith <SmitMi@mohave.gov>; Adam Garrard <adam.garrard@navajocountyaz.gov>; Cassie Lundin <Cassie.Lundin@pima.gov>; joel.millman@pinal.gov <joel.millman@pinal.gov>; Zaida Bustamante <zbustamante@santacruzcountyaz.gov>; Vada Phelps <vphelps@cpic-cas.org>; Craig Lefever <Craig.Lefever@yavapaiaz.gov>; Nidia Herrera <nherrera@ypic.com>; BAguilar@ypic.com <BAguilar@ypic.com>

Cc Tom Colombo <ThomasColombo@azdes.gov>; Betsy Hall <bhall@azdes.gov>; Lynn Larson <llarson@azdes.gov>; Jennifer Kelley <jkelley@azdes.gov>; Kristen Mackey <kmackey@azdes.gov>; Kevin Herring <kherring@azdes.gov>; Chevera Trillo <ctrillo@azdes.gov>; David Almaraz <dalmaraz@azdes.gov>; Amanda Hartle <ahartle@azdes.gov>

Good Afternoon ARIZONA@WORK Partners,

Last Friday afternoon, Maricopa County received a specific, direct threat of violence toward an ARIZONA@WORK office. I want to express my sincere appreciation for the immediate response of Maricopa County leadership in locking down the offices and coordinating with local law enforcement. I can confirm that the client involved has since been arrested by the Maricopa County Sheriff's office. A news article detailing the event is available here: <https://www.fox10phoenix.com/news/man-accused-making-terrorist-threat-maricopa-co-facility> (<https://www.fox10phoenix.com/news/man-accused-making-terrorist-threat-maricopa-co-facility>)

Please accept my apology for not notifying you immediately of the potential danger and the actions taken to ensure the safety of employees.

To improve our preparedness moving forward, I would like to form a workgroup to develop a comprehensive communication plan. This plan will align with each of your jurisdiction's continuity and communications plans and can be used for communication between our organizations across the entire ecosystem during incidents. The DES side will facilitate this group with Tom Colombo and Betsy Hall.

Please reply to this email directly with the name(s) of the person(s) from your LWDA who will participate in the workgroup and who is authorized to make decisions regarding communication flow in conjunction with your local plans.

Given the continued heightened emotions and recent incidents occurring in centers, please submit your representative's name(s) by Tuesday, December 16, 2025.

Thank you for your leadership and collaboration.

Anna

Anna Hunter
Assistant Director



A proud member of the [Arizona@Work](#) network

Division of Employment and Rehabilitation Services

1789 W. Jefferson St.
Phoenix, Arizona 85007

(602) 542-4910

NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.

Workforce Arizona Council
Certification of ARIZONA@WORK Job Center Policy

POLICY NAME: Certification of ARIZONA@WORK Job Center Policy

POLICY NUMBER: 05

EFFECTIVE DATE: June 1, 2023

ISSUING AGENCY: Workforce Arizona Council

SCOPE: Workforce Arizona Council (Council), Arizona Department of Economic Security (DES) Staff, Arizona Department of Education (ADE) Staff, Arizona Commerce Authority/Office of Economic Opportunity (ACA/OEO) Staff, Local Workforce Development Boards (LWDBs), Local Workforce Administrative Entities, One-Stop Operators and Workforce Stakeholders

REFERENCES: Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014, (Pub. L. 113-128); WIOA Final Regulations – 20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800, USDOL Employment and Training Guidance Letters 4-15, 16-16, and 19-16.

OBJECTIVE: To establish state-wide objective criteria for use by the Local Workforce Development Boards (LWDBs) to certify the ARIZONA@WORK Job Centers. LDWBs must certify the comprehensive, affiliate and specialized centers in order to be eligible to use infrastructure funds in the State funding mechanism. This policy applies to ARIZONA@WORK Job Center comprehensive, affiliate, and specialized sites.

TABLE OF CONTENTS:

- I. Definitions
- II. Certification Process
- III. Certification Frequency
- IV. Certification Teams
- V. Certification Assessment Tool
- VI. Submission

I. Definitions

ARIZONA@WORK Comprehensive Job Center is a physical location where job seeker and employer customers can access the programs, services, and activities of all required ARIZONA@WORK Job Center partners.

ARIZONA@WORK Affiliate Job Center is a site that makes available to job seekers and employer customers one or more of the ARIZONA@WORK Job Center partners' programs, services, and activities. An affiliate site does not need to provide access to every required ARIZONA@WORK Job Center partner program. Affiliate sites are access

points in addition to the comprehensive ARIZONA@WORK Job Center center(s) in each LWDA used to supplement and enhance customer access to services. All affiliate sites must be physically and programmatically accessible to individuals with disabilities.

ARIZONA@WORK Network of Partners or Specialized Centers: Any network of ARIZONA@WORK Job Center partners or specialized centers that must be connected to the comprehensive ARIZONA@WORK Job Center in the area, as well as, any appropriate affiliate centers.

ARIZONA@WORK One Stop Delivery System: The one-stop delivery system brings together workforce development, educational, and other human services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. ARIZONA@WORK partners administer separately funded programs as a set of integrated streamlined services to customers.

II. Certification Process

The ARIZONA@WORK Job Center Certification is intended to ensure that every comprehensive and affiliate site is in compliance with key WIOA statutory and regulatory requirements. LWDBs will complete the certification assessment tool and submit a letter signed by the LWDB Chair and Executive Director certifying their comprehensive and affiliate sites to the Council. The following requirements will be outlined in the assessment:

1. Physical accessibility
2. Programmatic accessibility
3. Career services
4. Business services
5. Employment and training
6. Youth measures
7. Continuous improvement

III. Certification Frequency

- A. The LWDB must evaluate and certify each ARIZONA@WORK Job Center once every three years at minimum using the assessment tools adopted by the Council and any additional measures adopted by the LWDB.
- B. The LWDB may require site evaluations and certification more frequently as determined appropriate and warranted by the LWDB.
- C. The LWDB must regularly monitor progress in meeting the proposed goals, and develop a plan for continuous improvement if necessary. Progress in meeting these goals should be outlined in the future certification process.

IV. Certification Teams

- A. The LWDB must establish a certification assessment team that is responsible for conducting an independent and objective evaluation of each comprehensive, affiliate, and specialized ARIZONA@WORK Job Center in the LWDA and make certification recommendations to the LWDB. The LWDB must certify each site.
- B. LWDBs may choose to use board staff, LWDB members, a subcommittee, or a neutral third-party to conduct the open, independent evaluation of each comprehensive and affiliate/specialized Job Center. Based on those evaluations, the individual(s) or entity that conducted the independent review can provide recommendations to the LWDB regarding certification status and continuous improvement strategies. The LWDB must submit the certification assessment tools for each of the comprehensive and specialized/affiliate job centers in the local area.
- C. The LWDB certification assessment team must be free of real or perceived conflicts of interest; therefore, the job center staff, partner programs, one-stop operators, any service provider, or fiscal agent staff may not participate on the LWDB certification assessment team. These entities may provide information to the certification assessment team as data resources to support the work of the assessment team, as needed.
- D. The Council is required to certify a LWDA's ARIZONA@WORK Job Center when the LWDB also serves as the one-stop operator. In these cases, the Council will establish a certification assessment team and certify the job center. The LWDB should consult the Workforce Council Project Manager when questions arise related to the certification assessment teams.

V. Certification Assessment Tool

- A. LWDBs must use the ARIZONA@WORK Job Center Certification Assessment Tool to certify all comprehensive, affiliate, and specialized sites in their LWDA.
- B. LWDBs may establish criteria and set higher standards for service coordination than those set by the Council. LWDBs must also review and update all additional criteria and standards every two years as part of the WIOA Local Plan update process.
- C. For each measure, the LWDB assessment team will record whether the criteria is present or not at the ARIZONA@WORK Job Center site. In the column labeled supporting data source(s), the assessment team will list the information relevant to the measure. Written documentation should supplement, but not replace on-site visits by the assessment team.
- D. At the completion of the assessment, if the LWDB has identified areas where measures are not met, LWDBs should seek technical assistance to achieve full

compliance prior to submitting the assessment tool and letter to the Council for approval.

VI. Certification and Submission

Assessment tools and letters will be reviewed by Council staff and presented to the Executive Committee and Full Council for approval.

If a LWDB cannot meet the deadline for submission, they must notify the Council in writing to request an extension 30 days prior to the next Full Council meeting.

Local Boards must electronically submit their certification letter and assessment tools via email to the Workforce Arizona Council staff at Workforce.Council@oeo.az.gov.

CONTACT ENTITY: Inquiries regarding this policy should be directed to the Workforce Arizona Council staff at Workforce.Council@oeo.az.gov

ATTACHMENTS:

Attachment A: ARIZONA@WORK Job Center Certification Assessment Comprehensive

Attachment B: ARIZONA@WORK Job Center Certification Assessment

Affiliate/Specialized

**Workforce Development Board
Regular Meeting 1-6-2026**

**VII. YC Workforce Development Board
Membership**

- a. Post-Secondary Education/Workforce
Training Position**
 - i. Dr. Brett Watts, appointment**

October 27, 2025

To whom it may concern

It is my pleasure to recommend Dr. Brett Watts for service on the Yavapai County Workforce Development Board. Dr. Watts is an accomplished business leader, military veteran, and Associate Professor of Economics & Business at Yavapai College. He brings both industry and academic perspectives grounded in real workforce preparation.

Dr. Watts is the co-owner of True Course Simulations (TCS), a Prescott-based company providing extended reality flight training simulators used in education and military sectors around the world. This year, TCS received the 2025 Arizona Veteran Small Business of the Year award from the U.S. Small Business Administration, recognizing its innovation, economic contribution, and leadership within our region.

As a long-time resident, veteran business owner, and respected faculty member, Dr. Watts understands both sides of the workforce pipeline, including talent development and talent demand. As a career and technical development educator, he works directly with students who are preparing to enter high-skill, high-demand careers, giving him firsthand insight into both employer expectations and the barriers learners face when transitioning into the workforce. He is deeply connected to the economic realities of Yavapai County and models the type of employer engagement, educational partnership, and entrepreneurial thinking that aligns with the long-term workforce development vision.

I recommend him without reservation. Should you require further information, please do not hesitate to contact me at lauri.dreher@yc.edu.

Sincerely

YAVAPAI COLLEGE



Lauri L. Dreher
School of Business Associate Dean



Yavapai County Workforce Development Board Membership Application

Please read the **WDB Overview** Document *before* completing this application. You may utilize the back of this page if additional space is needed in providing information for the questions listed below. **PLEASE PRINT.**

Name: Brett Watts, Ph.D.

Sector Representation: (Please check one):

- Private Sector Local Education Labor Organization
- Economic Development One Stop Partner

Resident of Yavapai County? Yes If "Yes", how many years? _____
 No

Phone: Work (628)776 -2027 Home (____)____-____ Cell (____)____-____
Email Brett.Watts@YC.edu

Business: Education **Job Title:** Associate Professor of Economics and Entre.

Type of Business: Education

Job Responsibilities: Overseeing curriculum development and course deployment for all economics and entrepreneurship education at Yavapai College.

Are you an "optimum policy maker" for your business? Yes No

Please describe: Yes for True Course Simulations. Limited for YC, as all major policies must go to YC Executive Leadership.

A representative with optimum policy-making authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action, including hiring authority.

Please provide a brief description of your interest and qualifications to be a WDB member (experience, desire, profession, etc.) I am a full time educator in post-secondary education in Yavapai County. In addition, I am a local business owner versed in the job market in the county and the need for economic development.

Briefly describe your knowledge of Yavapai County's labor market (workforce skills needed, industry/business trends, needs of employers, etc.) Business needs and trends, workforce education programs, and entrepreneurial endeavors within the county.

How many hours per month can you contribute to WDB activities? 2

Please Attach a Current Resume and Letter of Recommendation

Brett M. Watts

330 Laureleaf Drive
Prescott, AZ

714.728.5458
Wattsbm@Gmail.com

Clearance: Top Secret SCI (active)

Undergraduate	Embry-Riddle Aeronautical University- Prescott (ERAU) . Received: 2011 Bachelor of Science in Global Security and Intelligence Studies (GSIS) <u>Minor</u> : Chinese Language <u>Area of Concentration</u> : Pre-Law
Graduate	Embry-Riddle Aeronautical University- Daytona Beach (ERAU) . Received: 2014 Master of Aeronautical Science , focus in Aviation Management
Doctoral	Embry-Riddle Aeronautical University- Daytona Beach (ERAU) . Received: 2023 Doctor of Philosophy in Aviation Business Administration Research Area: Career Choice Motivation for Commercial Pilots
Languages	Mandarin Chinese -4 years of collegiate training -6 years of in country work experience
Certificates	FAA Private Pilot : Airplane Single Engine Land, Complex, High Performance
Current Experience	True Course Simulations, Chief Executive Officer (2022-Current) -Co-owner of a pilot training simulation software and hardware development company -Responsible for all business activities including sales, marketing, HR, and finance -Over 4,000 students enrolled in TCS' virtual reality pilot training courses -Expanded TCS' products worldwide, to pilot training organizations on three continents -Oversaw multiple product development cycles, resulting in increased sales and expanded capabilities Yavapai College, Associate Professor, Economics and Entrepreneurship (2024-Current) -Responsible for all curriculum development and deployment for economics and entrepreneurship courses. -Managed the redeployment of the Entrepreneurship Principles and Practices certificate, aimed at encouraging and preparing prospective Yavapai County entrepreneurs to launch new businesses.
Past Experience	United States Air Force, 148th Space Operations Squadron (2018-2024) -Space Operations Officer (13S), command and control of \$4B space weapon system -Counterpart squadron to the US Space Force 4 th Space Operations Squadron -Operations Flight Commander -Milstar and AEHF Satellite Operations. 24/7/365 federal deployed-in-place mission -Fully qualified Satellite Vehicle Operator on Advanced Satellite Mission Control Subsystem -Graduate of Advanced Orbital Mechanics (Space Warfighter Follow On, Orbital Warfare) -Deployed to Osan Air Base, South Korea in support of Space Forces Korea, Space Integration Team, Strategy Cell (2023) Embry-Riddle Aeronautical University- Prescott, Adjunct Professor (2019-2023) -Courses taught (examples): <ul style="list-style-type: none">• BA443: Current Trends and Issues in Aviation• BA335: International Business• BA102: Introduction to Aviation Business• BA341: Global Supply Chain Management True Course Simulations, Vice President (2014-2022) -Original entrepreneurial startup team for a virtual reality flight training company -Successfully secured United States Air Force contract for VR flight training program -Oversaw entrepreneurial growth from non-revenue stage to rapid expansion

PacMin Inc., Director of Business Development and Marketing (2015-2021)

- Managed and supervised all activities in the PacMin BD and Marketing Team
- Responsible for overseeing the growth and development of all accounts,
- Coordinated all PacMin growth and development plans
- Responsible for managing departmental budgets and personnel staffing
- Traveled to over 40 countries to build relationships, negotiate and win business

PacMin Inc., Business Development Manager- Global Division (2014-2015)

- Oversaw a team of Account Managers and monitor activity for all accounts in Europe, Middle East, Africa, Asia, and Oceania
- Managed the maintenance and growth of airframe, airline, and leasing accounts

PacMin Inc., Global Airline Marketing Manager (2012-2014)

- Oversaw and monitored activity for all accounts in Europe, Africa, Asia, and Oceania.
- Responsible for the customer relationship development for high profile and large scale accounts across the globe.
- Managed the maintenance and growth of airframe, airline, and leasing accounts.
- Supervisory role to both sales staff as well as a customer relations department.
- Created growth on a scale never seen in the company's 68-year history, resulting in the largest historical regional revenue gains from Europe, Asia, Africa and the Pacific.
- Assisted in product development and expansion efforts into new product offering.

National Geospatial Intelligence Agency- Intelligence Analyst (2009-2010)

- Office of Aeronautical Intelligence (2009)
- Office of Counter proliferation and Advanced Weapons Intelligence (2010)
- Further information controlled by classification, may be available upon request

Embry-Riddle Aeronautical University, Marketing Assistant (2008-2011)

- Assisted with the design and implementation of many campus marketing efforts including campus video shoots, website design and updates, public events, and student outreach.

**Business
Travel**

Mexico	Turkey	United Kingdom
Canada	Brunei	France
Belize	Oman	Germany
China	Bahrain	Luxembourg
Cambodia	Qatar	Denmark
Thailand	United Arab Emirates	Iceland
Japan	Jordan	Malta
South Korea	Algeria	Greece
New Zealand	Ethiopia	Italy
Australia	Hungary	Austria
Maldives	Ireland	Singapore
Argentina	Uruguay	India
Colombia	Chile	Indonesia

**Activities/
Awards**

- Superior Academic Achievement: US Space Force, Undergraduate Space Training**
- City of Prescott Excellence in Economic Development Award (2023)**
- GSIS Recruitment/Admissions Team- President (2010)**
- Phi Beta Lambda- Business Organization**
 - Arizona State Business/Leadership Competition 2010
 - 1st in state, Justice Administration, 1st in state, Public Speaking
 - 1st in state Market Analysis, 1st in state International Business
- Military Order of the Purple Heart: National Leadership Award**
- Eagle Scout, Boy Scouts of America (2006)**

**Workforce Development Board
Regular Meeting 1-6-2026**

VIII. Eligible Training Provider List for Approval

ETPL Programs to Approve - January 8, 2026

Program Name	Provider Name	In-State Total Cost	Out-of-State Total Cost	Wage/Hrly	Created at	Local Review Date	State Review date	Renewal Date
Fire Service Community Risk Reduction Certificate	Yavapai College	\$4,372.00	\$10,598.00	\$18.55	9/17/2019	4/14/2023	4/20/2023	4/20/2025
Massage Therapy Certificate Program	Sedona School of Massage	\$8,000.00	\$8,000.00	\$25.00	2/16/2012	4/13/2023	5/4/2023	5/24/2025
Bachelor of Science in Nursing (RN - BSN)	Yavapai College	\$16,341.00	\$41,950.00	\$41.38	8/28/2024	9/9/2025	9/9/2025	9/9/2025
Practical Nursing Fast Track Certificate	Yavapai College	\$7,136.50	\$13,362.50	\$0.00	4/18/2024	9/5/2024	9/9/2024	9/9/2025
Plumbing Technician Certificate	Yavapai College	\$2,916.00	\$7,444.00	\$18.00	5/24/2021		1/12/2024	1/12/2026
Fire Service - Advanced firefighter Certificate	Yavapai College	\$7,964.00	\$17,586.00	\$27.46	8/29/2024		2/10/2025	2/10/2026
Management - Foundations of Leadership Certificate	Yavapai College	\$393.00	\$1,242.00	\$30.50	6/12/2024		2/10/2025	2/10/2026
Media Editing and Post-Production Certificate	Yavapai College	\$1,808.00	\$6,336.00	\$32.02	6/14/2024		2/10/2025	2/10/2026
Residential Electrical Technician Certificate	Yavapai College	\$3,424.00	\$8,801.00	\$16.00	11/19/2024		2/10/2025	2/10/2026
Women's Health Imaging Certificate	Yavapai College	\$991.00	\$2,972.00	\$40.26	6/12/2024		2/10/2025	2/10/2026
Practical Nursing Transition Certificate	Yavapai College	\$1,805.00	\$2,229.00	\$28.72	8/29/2024		2/10/2025	2/10/2026
Agriculture technology Management Certificate	Yavapai College	\$5,256.00	\$15,444.00	\$20.76	6/12/2024		2/10/2025	2/10/2026
Aesthetics	Rogers Academy of Beauty	\$15,282.31	N/A	\$0.00	2/11/2025		2/12/2026	2/12/2026
Student Instructor	Rogers Academy of Beauty	\$5,127.00	N/A	\$0.00	2/11/2025		2/12/2026	2/12/2026
Script Supervisor Certificate	Yavapai College	\$1,314.00	\$3,861.00	\$39.67	6/12/2024		2/10/2025	2/10/2026
Cosmetology	Rogers Academy of Beauty	\$19,367.37	\$19,367.37	\$0.00	12/27/2024		2/10/2025	2/10/2026
HVAC Installation & Maintenance Technician Certificate	Yavapai College	\$5,004.00	\$11,796.00	\$27.55	8/29/2024		2/10/2025	2/10/2026
Media and Extended Realities Certificate	Yavapai College	\$3,936.00	\$13,275.00	\$47.63	6/12/2024		2/10/2025	2/10/2026
Certified Laser Technologist Course/Laser Safety Officer	Integrated Laser Solutions	\$7,800.00	\$7,800.00	\$25.00	6/12/2025			

Green - Expired seeking board approval for renewal

Yellow - Comin up for renewal and seeking baord approval

Orange - pending initial review (new) and seeking approval by the board

ETPL Programs

Expired – Need Renewal Approval

Training Program

FIRE SERVICE COMMUNITY RISK REDUCTION CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

Industry
certification, IHE
Certificate of
Completion,
Measurable Skill
Gain Leading to a
Credential

Method of Delivery

Hybrid or blended

📅 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Fire/Arson Investigation and Prevention.
430205

Description

The Fire Service Community Risk Reduction certificate is designed for those interested in training in the area of risk management with a fire prevention emphasis.

Credit Hours Required: 22

Program Requirements

- FSC 104 - Hazardous Materials First Responder Operations Credits: 3

Training Program

MASSAGE THERAPY CERTIFICATE PROGRAM

Program Information Performance Data

 Credential(s) Offered

Industry certification In Person

Method of Delivery

 When offered

Daytime Hours

Instructional Program (CIP)

Massage Therapy/Therapeutic Massage.

513501

Description

MIG6504 – The Sedona School of Massage offers a 700 hour, holistic education in Massage Therapy. Within the program, students learn Anatomy & Physiology, and Kinesiology, the study of muscles and their movements.

The bodywork modalities covered are: Swedish, Polarity, Connective Tissue Therapy (myofascial techniques), Shiatsu, Neuromuscular Therapy, Ortho-Bionomy, Cranial-Sacral Therapy, and more. Communication and the development of therapeutic skills, ethics, and basic business practices are woven into the curriculum...with an introduction to Herbology, Homeopathy, Aromatherapy, and Hydrotherapy.

Upon completion, students are prepared and qualified to sit for the National Certification Exam and MBLex.

If becoming part of a rewarding and growing profession inspires you, we invite you to explore our Sedona, Arizona massage school.

Details

Program Length (Weeks)

20

Hours

700

Entrance Requirements

High School Diploma or Equivalent

School

[Sedona School of Massage](#)

Training Program

BACHELOR OF SCIENCE IN NURSING (RN - BSN)

Program Information Performance Data

🔑 Credential(s) Offered

Bachelor's degree
and above

Method of Delivery

Online, e-learning,
or distance learning

📅 When offered

Daytime Hours,
Evening Hours,
Weekends

Instructional Program (CIP)

Nursing Science.

513808

Description

The Bachelor of Science in Nursing (RN-BSN) degree prepares nurse leaders by building on prior knowledge and experience to address the healthcare needs of the community. The RN-BSN degree requires completion of a minimum of 120 credits. RN-BSN courses are 100% online and include two service-learning projects. The practice experience can be in any setting where healthcare is delivered that will facilitate the attainment of course and program outcomes. Students completing LDR 201, LDR 202, and LDR 203 will earn an additional certificate in Strategic Leadership.

Admission to the program requires successful completion of an associate degree nursing program at a regionally accredited institution validated by transcript(s) and possession of an active, unencumbered RN license.

Credit Hours Required: 120

Note: There are special admission requirements for the RN-BSN degree. Additional information and an application packet are available online at www.yc.edu/bsn.

General Education Requirements (31 credits)

Training Program

PRACTICAL NURSING FAST TRACK CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

Industry certification

Method of Delivery

In Person

📅 When offered

Daytime Hours

Instructional Program (CIP)

Nursing Practice.

513818

Description

The Practical Nursing Fast Track Certificate program provides students with the theory and skills required to practice as a practical nurse in acute care, extended care, and intermediate care settings. The program of study combines nursing theory lectures with clinical experiences in a variety of client care settings including hospitals, nursing homes and other healthcare agencies. Graduates are eligible to take the National Council Licensure Examination (NCLEX-PN) to become a licensed practical nurse (LPN).

Application Requirements

Prior to program application, the applicant must have an active Arizona certification or licensure as a CNA or LNA, or MMP, with one year of full-time or two years of part-time recent work experience; a successful score on ATI TEAS entrance exam; and high-school diploma or GED. There are special requirements for admission to the Practical Nursing Fast Track Certificate. It is recommended that students work closely with their advisor to ensure all application requirements are fully met. The application can be found at the Allied Health website: www.yc.edu/alliedhealth

Conditional Acceptance

ETPL Programs

Ready to Expired – Need Renewal Approval

Training Program

PLUMBING TECHNICIAN CERTIFICATE

Program Information Performance Data

 Credential(s) Offered

IHE Certificate of
Completion,
Employment

Method of Delivery

In Person

 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Plumbing Technology/Plumber.

460503

Description

[Print \(opens a new window\)](#), [Help \(opens a new window\)](#), Plumbing Technician Certificate

[Download Progression Plan PDF - Plumbing Technician Certificate](#)

The Plumbing Technician Certificate is designed to provide the essential skills required of an entry-level employee in the residential plumbing industry. Training in various aspects of the construction and plumbing industry include: hand and power tool operation, blueprints, materials, and layouts. Students will learn to install and repair residential plumbing systems which include new construction, renovations, wells, and septic systems. Program will also address plumbing system design, calculations, safety, testing, and applicable codes and standards.

Credit Hours Required: 16

Training Program

FIRE SERVICE - ADVANCED FIREFIGHTER CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

Industry certification

Method of Delivery

In Person

📅 When offered

Daytime Hours,
Evening Hours,
Weekends

Instructional Program (CIP)

Fire Science/Fire-fighting.
430203

Description

The Advanced Firefighter certificate program is designed to prepare students for positions as career and volunteer firefighters at the entry level. Some students may already be employed at the entry level and are seeking to enhance their knowledge and skills.

Credit Hours Required: 34

Program Requirements

- EMS 143 - Emergency Medical Technician Practicum Credits: 2
- EMS 144 - Emergency Medical Technician Credits: 10

Training Program

MANAGEMENT - FOUNDATIONS OF LEADERSHIP CERTIFICATE

Program Information Performance Data

🔗 Credential(s) Offered

Industry certification

Method of Delivery

Hybrid or blended

📅 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Business Administration, Management and Operations, Other.

520299

Description

The Management - Foundations of Leadership Certificate is designed to provide aspiring leaders and early-career professionals with the essential skills and knowledge required to excel in leadership roles across various organizational settings. This online certificate program focuses on laying a strong foundation in leadership principles, emphasizing practical skills and real-world applications. Coursework covers basic leadership theories, effective communication, team collaboration, problem-solving, and ethical decision-making.

Credit Hours Required: 3

∞ *Note: This program can be completed entirely online.*

This certificate is not currently eligible for Federal Financial Aid. To explore other financial aid opportunities, please visit YC Admission.

Program Requirements

Training Program

MEDIA EDITING AND POST-PRODUCTION CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

Industry certification

Method of Delivery

Hybrid or blended

📅 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Film/Cinema/Media Studies.

500601

Description

The Media Editing and Post-Production Certificate prepares students for entry-level employment in the post-production field. Coursework provides hands-on training to create engaging content across platforms including film, television, and social media.

Credit Hours Required: 16

Program Requirements (16 credits)

- FMA 107 - Post-Production I Credits: 3
- FMA 119 - Sound Design for Media Credits: 3
- FMA 138 - VFX and Motion Graphics Credits: 3

Training Program

RESIDENTIAL ELECTRICAL TECHNICIAN CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

IHE Certificate of Completion, Employment, Measurable Skill Gain Leading to a Credential

🚪 Method of Delivery

In Person

📅 When offered

Daytime Hours, Evening Hours

Instructional Program (CIP)

Electrical, Electronic, and Communications Engineering Technology/Technician.
150303

Description

The Residential Electrical Technician Certificate provides students with the knowledge and skills needed to enter into the electrical industry in entry level positions. The courses include electrical industry standards, residential drawings, National Electrical Code and installing an electrical system in a residential dwelling.

Credit Hours Required: 19

Program Requirements

- CBT 100 - Basic Carpentry I Credits: 8

Training Program

WOMEN'S HEALTH IMAGING CERTIFICATE

Program Information Performance Data

 Credential(s) Offered

Industry certification

Method of Delivery

Hybrid or blended

 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Women's Health Nurse/Nursing.

513822

Description

The Women's Health Imaging Certificate program is comprised of two courses designed as facilitated and self-directed learning for radiologic professionals seeking a fulfilling career as a mammographer. Participants must be in good standing with the American Registry of Radiologic Technologists (ARRT). The program, which can be completed in one semester, offers both didactic coursework and clinical skills experiences necessary to prepare the student to challenge the ARRT post-primary examination in mammography.

This certificate program meets the required 40-hour initial training outlined by the Mammography Quality Standards Act and Program (MQSA).

Note: For application and detailed program information, visit www.yc.edu/radiology.

Credit Hours Required: 7

This certificate is not eligible for Federal Financial Aid. To explore other financial aid opportunities, please visit YC Admission.

Program Requirements (7 credits)

Training Program

PRACTICAL NURSING TRANSITION CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

Industry certification

Method of Delivery

In Person

📅 When offered

Daytime Hours,
Evening Hours,
Weekends

Instructional Program (CIP)

Practical Nursing, Vocational Nursing and Nursing Assistants, Other.

513999

Description

The Practical Nursing Transition Certificate is an 8-week transition course designed for the nursing student who wishes to take the NCLEX-PN and begin a career as a practical nurse.

Credit Hours Required: 1.5

This certificate is not eligible for Federal Financial Aid. To explore other financial aid opportunities, please visit YC Admission.

Note: There are special admission requirements for the LPN certificate program, including admission to the Nursing program and completion of NSG 151, NSG 152, NSG 153, NSG 154, NSG 155, and BIO 205.

Program Requirements (1.5 credits)

- LPN 190 - Practical Nursing Transition Credits: 1.5

Training Program

AGRICULTURE TECHNOLOGY MANAGEMENT CERTIFICATE

Program Information Performance Data

🔗 Credential(s) Offered

Industry certification

Method of Delivery

Hybrid or blended

📅 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Agricultural Business Technology/Technician.

010106

Description

The Agriculture Technology Management Certificate prepares students for work in the agriculture science, business, and technology of plant and animal production and/or about the environmental and natural resources systems industry.

Credit Hours Required: 36

Program Requirements (36 credits)

- AGS 120 - Introduction to the Animal Industry Credits: 4
- AGS 157 - Community Supported Agriculture Credits: 3
- AGS 202 - Summer Horticulture Credits: 2

Training Program

AESTHETICS

Program Information Performance Data

🔑 Credential(s) Offered

Government license

Method of Delivery

In Person

📅 When offered

Daytime Hours

Instructional Program (CIP)

Aesthetician/Esthetician and Skin Care Specialist.

120409

Description

The esthetics program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, students will be able to demonstrate the following:

- Theory Knowledge: Proficiency in all theory topics needed to successfully pass the State Board written examination.

- Practical Skills: Demonstrate proficiency in delivering esthetics services to include facials, clinical therapies, hair removal, and body treatments.

- Professionalism: Demonstrate the customer service, communication, and business skills needed to be a successful industry professional.

Details

Program Length (Weeks)

19

Hours

600

Entrance Requirements

High School Diploma or Equivalent

School

Rogers Academy of Beauty

WIOA Approved Program

Yes

Training Location(s)

2375 E. State Route 69, Prescott, Arizona

Local WIB

12 - ARIZONA@WORK - Yavapai County

Training Program

STUDENT INSTRUCTOR

Program Information Performance Data

🔑 Credential(s) Offered

Government license

Method of Delivery

In Person

📅 When offered

Daytime Hours

Instructional Program (CIP)

Aesthetician/Esthetician and Skin Care Specialist.

120409

Description

The student instructor program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, students will be able to demonstrate the following:

-Theory Knowledge: Proficiency in all theory topics needed to successfully pass the State Board written examination.

-Practical Skills: Demonstrate proficiency in developing and delivering curriculum.

-Professionalism: Demonstrate the customer service, communication, and business skills needed to be a successful industry professional.

Details

Program Length (Weeks)

10

Hours

350

Entrance Requirements

High School Diploma or Equivalent

School

Rogers Academy of Beauty

Training Program

SCRIPT SUPERVISOR CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

Industry certification

Method of Delivery

Hybrid or blended

📅 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Playwriting and Screenwriting.

500504

Description

This certificate prepares students for employment as a Script Supervisor. This hands-on certificate covers the duties and skills of the script supervisor from pre-production through production. This includes knowledge of screenwriting format and structure, breaking down the script, department roles and the basic language of continuity including eyelines, space, motion, time, action, and dialogue.

Credit Hours Required: 9

This certificate is not currently eligible for Federal Financial Aid. To explore other financial aid opportunities, please visit YC Admission.

Program Requirements (9 credits)

- FMA 102 - Production I Credits: 3

Training Program

COSMETOLOGY

Program Information Performance Data

🔑 Credential(s) Offered

Government license

Method of Delivery

In Person

📅 When offered

Daytime Hours

Instructional Program (CIP)

Hair Styling/Stylist and Hair Design.

120407

Description

The cosmetology program is designed to teach, develop, and graduate future industry professionals. Upon successful completion and graduation, students will be able to demonstrate the following:

- Theory Knowledge: Proficiency in all theory topics needed to successfully pass the State Board written examination.
- Practical Skills: Haircutting, coloring, chemical texturizing, hairstyling, nail services and esthetics service
- Professionalism: Demonstrate the customer service, communication, and business skills needed to be a successful industry professional.

Details

Program Length (Weeks)

43

Hours

1500

Entrance Requirements

High School Diploma or Equivalent

School

Rogers Academy of Beauty

WIOA Approved Program

Yes

Training Program

HVAC INSTALLATION & MAINTENANCE TECHNICIAN CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

Industry certification

Method of Delivery

In Person

📅 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Environmental Control Technologies/Technicians, Other.

150599

Description

The HVAC Installation & Maintenance Technician Certificate provides students with the knowledge and skills needed to enter into the HVAC/Refrigeration industry in entry-level positions.

Credit Hours Required: 24

Program Requirements

- HVA 100 - Introduction to HVAC I Credits: 3
- HVA 110 - Introduction to HVAC II Credits: 3
- HVA 111 - Basic Electricity for HVAC Technicians Credits: 3

Training Program

MEDIA AND EXTENDED REALITIES CERTIFICATE

Program Information Performance Data

🔑 Credential(s) Offered

Industry certification

Method of Delivery

Hybrid or blended

📅 When offered

Daytime Hours,
Evening Hours

Instructional Program (CIP)

Visual and Performing Arts, Other.

509999

Description

This program is not currently accepting new students. Please visit <https://www.yc.edu/mxr> for more information.

The Media and Extended Realities Certificate offers students a comprehensive curriculum focused on digital design, extended realities (XR) development, and 3D modeling. Students will learn about architecture, lighting, sound design, hardware components for XR, 3D visualization software, and will culminate their studies with an experiential capstone project. This program equips graduates with the skills and knowledge necessary for a career in the field of digital design and extended realities.

Credit Hours Required: 33

∞*Note: This program can be completed entirely online.*

Program Requirements (33 credits)

ETPL Programs

New Program – Needs Approval

Training Program

CERTIFIED LASER TECHNOLOGIST COURSE/LASER SAFETY OFFICER

Program Information Performance Data

 Credential(s) Offered	Method of Delivery	 When offered
Industry certification	In Person	Daytime Hours, Weekends

Instructional Program (CIP)

Personal Health Improvement and Maintenance.

340103

Description

Description: Certified Laser Technologist Didactic and Hands-On Course/Laser Safety Officer Certification. Competencies to be achieved: The student will complete the didactic and hands-on training to operate Class IV Aesthetic Laser. The student will be able to perform aesthetic procedures, such as laser hair removal, (and many others) with the use of a Class IV Aesthetic Laser. The student will have the certification to become a Laser Safety Officer for any facility that operates a Class IV Aesthetic Laser.

Details

Program Length (Weeks)	2
Hours	64
Entrance Requirements	High School Diploma or Equivalent
School	<u>Integrated Laser Solutions</u>
WIOA Approved Program	No
Curriculum Competency Based	No

**Workforce Development Board
Regular Meeting 1-6-2026**

X. One Stop Operator Update

**Yavapai County Workforce Development
FY 2025-26 Second Quarter**

Title 1B – Adult, Dislocated Worker and Youth

	Adult				Youth				Dislocated				Total			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
# of participants served	0	0			0	0			0	0			0	0		
Credentials Earned	0	0			0	0			0	0			0	0		
Measured Skills Gains	0	0			0	0			0	0			0	0		
Participants Exited	0	0			0	0			0	0			0	0		
Employment Success	0	0			0	0			0	0			0	0		
Median Wage Earned	0	0			0	0			0	0			0	0		

Title II – ABE Program

	PY25	Q1	Q2	Q3	Q4
Primary Indicators of Performance (A)	Number of Participants who Exited (B)				
Employment Second Quarter after exit	338	225	83		
Employment Fourth Quarter after exit	341	226	75		
Attained a Recognized Postsecondary Credential while enrolled or within one year of exit	4	3	1		
Attained a Recognized Secondary OR Postsecondary Credential	39	35	4		

**Yavapai County Workforce Development
FY 2025-26 Second Quarter**

Title III – Wagner-Peyser - DES – Employment Services

	PY25	Q1	Top Job Orders	Q2	Top Job Orders	Q3	Top Job Orders	Q4	Top Job Orders
Cottonwood									
Customers Served	1441	733	Professional Food Service Healthcare Office & Adm Support Hospitality	708	Customer Services Caregiver General labor Transportation Hospitality				
Workshops	0	0		0					
Obtains & Placements	64	26		38					
Employer Contacts	77	27		50					
UI Assistance	621	325		296					
Veterans Served	191	96		95					
Job Orders Written	169	66		103					
Prescott									
Customers Served	0	0		0					
Workshops	0	0		0					
Obtains & Placements	0	0		0					
Employer Contacts	0	0		0					
UI Assistance	0	0		0					
Veterans Served	0	0		0					
Job Orders Written	0	0		0					
Prescott Valley									
Customers Served	2428	1203	Customer Services Healthcare General labor Transportation Office & Adm Support	1225	Customer Services General Labor Healthcare Transportation Hospitality				
Workshops	0	0		0					
Obtains & Placements	59	37		22					
Employer Contacts	236	143		93					
UI Assistance	1099	507		592					
Veterans Served	186	121		65					
Job Orders Written	406	198		208					

**Yavapai County Workforce Development
FY 2025-26 Second Quarter**

Title IV – DES - Vocational Rehabilitation Services

		PY 25	Q1	Q2	Q3	Q4
Service	Job Placements	17	17	Data not available currently		
	Clients Served	252	252			
	VR Waitlist	0	0			
Quality	Exited with Employment	19	19			
	Exited without Employment	55	55			
	AVG Hourly Wage	\$17.73	\$17.73			