

**Yavapai County Workforce Development Board
Board Draft Meeting Minutes
January 8, 2026**

Attendee	Sector	Present/Absent	2026 Absences
Joseph Au	Private	Present-Virtual	0
Garth Bascom	Private	Present	0
Alycia Botkin	Title IV	Present-Virtual	0
Linda Bolyard	Title III	Present	0
Tony Gauthier	Labor	Present	0
John Heiney	Econ Dev	Present	0
Mel Ingwaldson	Labor	Absent	1
Sandy Griffis	Private	Excused	0
Chris Kawabata	Title II	Present	0
Chris Kuknyo	CEO	Present	0
Tracey McCollum	Private	Present-Virtual	0
Matt Meierbachtol	Private	Present	0
Christian Oliva del Rio	Private	Present-Virtual	0
Justin Teclaw	Private	Present	0
Matt White	Private	Absent	1

Other Attendees: Craig Lefever, YCWDB Director; Mishel Urias, YC Workforce Development Program Coordinator; Dawnette Polland, Director Title I-B; Dr. Marylou Mercado, Yavapai College, VP Workforce Development and Health Services; Sharal Patinathan, Yavapai College; Karen Jones, Yavapai College, interim One-Stop Coordinator; Dr. Brett Watts, Yavapai College, Associate Professor of Economics and business; Aurora Slatin, Yavapai College, Katherine Anderson, Yavapai College; Rachael Tashbook, Deputy Administrator, OEO; Janice Grace, OEO; Kelly Hart, AZDES, Ben Roche, United Yavapai Firefighter, IAFF, Local 3066; John Cumiskey, Laser Technology.

I. Call to Order

The meeting was called to order at 10:01 am by the Chair, Garth Bascom, and made available via Teams. Garth welcomed everyone to the meeting. 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. Thirteen 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.

IV. Approval of Previous WDB Meeting Minutes (11/6/2025)

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 November 6, 2025, meeting minutes was made by Sandy Griffis. A Second was made by John Heiney. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

V. Presentation: ARIZONA@WORK – High Impact Training (HIT) Dashboard

Rachael Tashbook gave a twenty-minute presentation on a new project her team is working on which focus on Titel IB – Adult High Impact Training. Her colleague, Janice Garza explained the EPTL portion of the presentation, and they indicated that this would be a five-year plan, the HIT Program, that would roll information up to the federal level.

(presentation summary attached)

VI. Director's Report

Craig introduced himself as the Workforce Development Directors for Yavapai County and the Workforce Development Board. He instructed everyone that if they have questions or concerns, to direct them to their Chair, Garth Bascom.

a. ARIZONA@WORK Security Workgroup/Representative (DES)

Craig shared an email he received from AZDES on the recent threats that were made to two separate DES locations from upset UI recipients. Because of these threats, DES is creating an emergency alert to be sent out to the four core partners, Title IB, II, III and IV.

b. Bylaws Revision Committee

Craig stated that the Bylaws Committee has met twice and are working on the revisions.

Sandy asked if the board would be reviewing the revised Bylaws and when.

Craig stated the committee should have them done by the next board meeting and he would present them to the board for review at that time.

c. Executive Committee Formation

Craig stated, per the Bylaws of the Workforce Development Board, they need to form an Executive Committee to be able to call on it when needed.

d. MOU/IFA

Craig stated he received a draft MOU from Karen Jones, Yavapai College, and added part of it to a template from the State.

e. One-Stop Certification Committee Formation

Craig stated that it was time to do the One-Stop Operator location(s) certifications. He explained that they need to form a committee, which can be anyone interested, to do an onsite inspection to

ensure the ARIZONA@WORK requirements are being met. He asked everyone attending today if anyone would be interested in this task, a volunteer effort.

Six people committed to the task: Garth Bascom, Tracey McCollum, Chris Kuknyo, Chris Kawabata, Justin Teclaw and Ben Roche.

f. YCWDB membership Compliance

Craig gave an update on membership status and the status of members for the board. He indicated that there are still two Private/Business positions to fill which would bring the board to seventeen members. He stated that he would like to add two additional positions, one Private/one Public, to have a buffer in the event an individual resigns from the board. There was some discussion, and the consensus was in support of this.

Sandy asked if this should/would be added into the Bylaws.

Craig stated that the Bylaws were generalized and stated the board would follow the minimum requirements, but that this would take them above the minimum. He added he would take this to the Bylaws committee if this was the wish of the board, to incorporate into the Bylaws.

A Motion to approve the addition of two additional positions, one private and one public, to the board bring the membership to nineteen members, ten private and nine public by Chris Kuknyo. A Second was made by Matt Meierbachtol. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

VII. County Workforce Development Board Membership Items

The Chair spoke on the matter of Mel Ingwaldson and the possibility of his retirement. He added that there is a perspective member of a local labor union that is interested in the board. This will be discussed at a future meeting.

a. Post Secondary Education/Workforce Training Position (Public/Education).

Dr. Brett Watts' application was presented to the board as a possible new member to the board and Dr. Watts took the opportunity to introduce himself and give his history and qualifications.

After interaction with the applicant, a motion to approve his application was called by the chair.

A Motion to approved Dr. Brett Watts as a new member under Public/Education was made by Justin Teclaw. A Second was made by John Heiney. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

Craig Lefever stated to the board that given this approval, he would move forward with the steps to obtain the Yavapai County Board of Supervisors' approval.

b. Accepting applications for Private/Business Representatives.

The Chair stated there are currently two openings on the board in the Private/Business representative category. He urged members to seek local business owners within their circle of influence.

Supervisor Kuknyo suggested that they seek local individuals that could be long-term residents/owners as well as people who have come to Yavapai County bring variety to the board.

VIII. Eligible Training Provider List (ETPL)

The Chair referred everyone to the packet they received with the courses that are up for renewal or new. He stated that there were (4) programs past renewal, (14) coming up for renewal now and (1) that is a new program. The new program is by Integrated Laser Solutions and the owner, John Cumiskey, was present to speak about his company and services.

Sandy asked if it was prudent to approval the programs, or should they be looking at the HIT metrics to decide if a program should be offered.

Supervisor Kuknyo pointed out that all the programs on the list had a decent wage, and looking at the residential electrician position, even though the wage seems low, this position would quickly evolve into a high paying wage.

Justin asked about the fact that for Rogers Academy of Beauty courses there is not a wage provided.

It was explained that it was not provided on the site but that the Program Coordinator would reach out the school to see if they could provide some type of wage range for their graduates and report back to the board.

Motion to approve the presented list of (18) programs for renewal and (1) new program was made by Sandy Griffis. A Second was made by Tony Gauthier. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

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

No update. Mel Ingwaldson was not in attendance.

IX.5. One-Stop Committee Report – Alycia Botkin, One-Stop Committee Chairman

The Chair asked Alycia Botkin, the One-Stop Committee Chair, for her report.

The One-Stop Committee chair stated the committee met on January 6, 2026, and discussed the performance of Titles I-b, II, III and IV. That there was much discussion about the lack of numbers for the One-Stop Operator due to various obstacles. The committee further discussed how the partners could assist with bringing up the numbers of the OSO (Title I-B). She suggested that the board needs to discuss the One-Stop Operator's performance, and what the board would want to do in this regard.

The Chair asked for comments, and none were given.

X. One-Stop Operator Update – Karen Jones, Interim One-Stop Coordinator

The Chair invited Karen Jones, the Interim One-Stop Coordinator for the One-Stop Operator to the floor to give her report.

Craig gave introduction of Karen to the board.

Karen shared from a spreadsheet provided to the board, the metrics for all four core partners. She explained that the lack of clients served numbers for Title I-B, the One-Stop Operator, were due to a couple variables such as program setup, transition work, staff training, but that they did reach out to clients from the Legacy Report for July through September. She then stated that for the months of October through December there was no funding for operations, so no clients were supported.

Karen added that she has been working on the MOU with Craig and that it should be available soon.

She stated that she is retiring January 16, 2026, and that the college is interviewing and should have her replacement and no interruptions with the position.

Supervisor Kuknyo asked how the One-Stop, college location, is doing in terms of their construction and timeline and asked if there were others in the audience from the college that might be able to speak on this.

Dawnette Polland, Yavapai College, spoke regarding the lack of numbers and stated that all though they do not have numbers to place on the report given by Karen Jones, in the third quarter they did speak with approximately fifty people but that they could not provide services for them because the County has their funds on hold and that they have not release any funds to the college to pay for their tuition within the program. She went on to say that they have been stopped and on hold and not able to continue supportive services to clients because of the funding hold. She clarified that they do have staff in place after losing a few of the former staff, and that while construction is taking place, they do have a temporary space setup for people to come in and meet with their staff. The remodel is supposed to be completed soon, and they are hoping for the mid-to-end of this month to fully open the new space.

Craig stated that the WIOA quarters start July 1st and unclear of which quarters were being spoken about.

Dawnette stated she did misrepresent the quarters and yes, they are speaking on quarter two with regards to see and speaking with clients.

Mishel Urias, the Yavapai County Workforce Development Program Coordinator, stated that the funds are not on hold and explained that the funds awarded for this program remain with the State, DES. That the process is as such that Yavapai College is the Subrecipient of the award through the County. That the college must expend tuition funds and place those costs on the monthly report they submit to the County for reimbursement. The County in turn submits the form to the State, DES, for approval and then will send the funds to the County, who in turn will issue the requested reimbursement to the college.

Craig asked if they were drawing down funds from the County.

Dawnette stated that they have requested and received funds for staff reimbursement.

Supervisor Kuknyo stated he did not want to get this granular into this and asked if the funding issue was getting ironed out.

Dawnette stated they are working on it, and their staff is looking into how the college will get funding from the County adding that they have been trying to get clarification on how the process works for getting funding from the County and that there has been a bottleneck when it comes to information.

The Chair stated that if there are any further questions on this matter to take them through him.

Joe asked to summarize what he believes he heard today: stating that since the college took over the program nothing has been processed, that they have spoken to 50 people, which seems to have been all Yavapai College students, and after being awarded this funding from the State, and tasked with the responsibility to use these funds for our community with little to no one served, and we are saying the funding has been frozen. Regardless the assignment has been given to Yavapai College, and I have sent four to five students who needed assistance with funding have been told there is no funding available. I too spoke with Art Askew at Yavapai College who used to be with NACOG, and he too indicated there were no funds. I think an email should have been sent out to the ETPL providers letting them know that there has been this issue with funding, so we were aware.

Alycia stated that Title IV – Vocational-Rehabilitation has funded just over 300 students to attend Yavapai College because they couldn't get funding anywhere else, so we are trying to assist while this all gets ironed out.

John asked, with these reported zeros, is the board out of compliance or facing compliance issues, is there a concern and how do we address this.

Garth asked Craig to expound on it.

Craig stated that the funds that we get come from the federal government to the State, Workforce Arizona Council, and OEO is our compliance liaison with the Workforce Arizona Council. I do not know the specific ramifications but believe the best thing we can do is get those numbers up and serve clients and show the council we are up and running.

Karen stated that she is aware the clients that the college sees must be entered into the AJC reporting system.

Craig confirmed that everyone seen for services must be entered into the AJC, Arizona Job Connection, as that is how DES measured how clients are served and with what services.

Linda confirmed that all clients must be entered into AJC so we can all put the required reports.

John stated that there is a vacuum of information out there on this, and of course misinformation is being mixed in, so is there a way to get a statement out, whether it comes from this board, Yavapai County or the college, to stakeholders of this county communicating that things are coming soon because not communicating is leaving this open for further misunderstandings.

XI. Next Meeting – March 12, 2026, Yavapai College, 1100 E Sheldon St., Bldg. 1, Rm 225, Prescott, AZ 86301.

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.

Dawnette Polland, Yavapai College, spoke on the MOU/IFA, that Yavapai College has hired an attorney and that they expect to have it ready for the (4) core partners to review soon for their input. She went on to express her concern that firewalls had been breached with regards to the MOU with the YC Workforce Director.

XVI. Adjournment – 2:58pm