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Yavapai County Workforce Development Board One Stop Committee Meeting Minutes

March 4, 2026

Committee Members	Present/Absent	Number of Absences in 2026
Alycia Botkin, Title IV, Chair	Present	0
Dawnette Polland, Title IB	Absent	2
Chris Kawabata, Title II	Present	0
Tara Matuisk, One Stop Operator	Absent	1
Linda Bolyard, Title III	Present	1-excused

Attendees: **Alycia Botkin, Title IV, Chair; Chris Kawabata, Title II; Linda Bolyard, Title III**

Craig Lefever, Workforce Director; Garth Bascomb, WDB Chair; Justin Teclaw, WDB Vice Chair; Tracey McCollum, WDB Member; Matt White, WDB Member.

1. Call to Order/Introductions/Role Call

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 10:01 am and welcomed everyone. Workforce Director Lefever took notes for the minutes/attendance. There was a quorum present, and the Chair determined that the members could discuss items and take actions. The Chair expressed her concern that the One-Stop Operator and Title I-B Representative were not in attendance.

2. Approval of January 6, 2025, Meeting Minutes

The chair stated that the meeting minutes for January 6, 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 January 6, 2025, meeting minutes was made by Linda Bolyard. The second was made by Chris Kawabata. A vote was requested and all stated Yes with no opposition or abstentions.

3. Chair's Report

The Chair stated that she had received an email from Tara Matusik, the new One Stop Operator from Yavapai College. The Chair said that they had begun coordinating service provision and were hoping to meet in person. Workforce Director Lefever asked if he could be included in the upcoming meeting. The Chair expressed her concern that the One-Stop Operator and Title I-B Representative were not in attendance.

4. One-Stop Operator's Report

The One Stop Operator did not attend the One Stop Committee meeting.

5. Partner Updates

a. Title IB –

The Title I-B Program Director did not attend the One Stop Committee meeting.

b. Title II –

Representative Kawabata reported that Title II was operating normally. He also reported that, while Title II had been moved from ADE to DOL, there were not yet any changes in policies, procedures and operations. Representative Kawabata told the OSC that there were currently two part-time instructor positions in Adult Education that were advertised but unfilled.

c. Title III –

Representative Bolyard reported that Employment Services were busier than usual with the February numbers for Title III as follows: Prescott Valley (455), Cottonwood (250), Prescott (no number given). Title II made 19 placements during the month of February. Changes to SNAP regulations (age requirement and veteran exceptions) are expected to affect UI numbers at the PV Center. Representative Bolyard told the OSC that there were currently two unfilled, but unadvertised, Title III positions in Yavapai County.

d. Title IV –

Chair/Representative Botkin reported that there had been an increase in Vocational

Rehabilitation during the month of February, including 8 placements. Chair/Representative Botkin told the OSC that there were currently two open positions in VR for which her program was actively hiring.

6. Public Comments

Chair Botkin called for public comments and there were none.

7. Adjournment

Alycia asked for a motion to adjourn.

A Motion to adjourn was made by Representative Bolyard. A Second was made by Representative Kawabata and all voted yes with no abstentions or objections.

Adjourned: 10:14 am

DRAFT