

## Yavapai County Workforce Development Board Board Draft Meeting Minutes

**March 12, 2026**

Attendee	Sector	Present/Absent	2026 Absences
Joseph Au	Private		0
Garth Bascom	Private		0
Alycia Botkin	Title IV		0
Linda Bolyard	Title III		0
Tony Gauthier	Labor		0
John Heiney	Econ Dev		1
Mel Ingwaldson	Labor		2
Sandy Griffis	Private		0
Chris Kawabata	Title II		0
Chris Kuknyo	CEO		0
Tracey McCollum	Private		0
Matt Meierbachtol	Private		0
Christian Oliva del Rio	Private		0
Justin Teclaw	Private		0
Dr. Brett Watts	Post-Secondary Ed		0
Matt White	Private		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; (Candidates for Approval – Chris Damron, Geiler Eckman, Ben Roché)

### 1. Call to Order

- a. 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.

### 2. Roll Call

- a. 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.

### **3. Welcome, Introductions and Remarks.**

- a. Garth welcomed everyone to the meeting.

### **4. Approval of Previous WDB Meeting Minutes (1/8/2025)**

- a. 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
- b. **A Motion to approve January 8, 2025, meeting minutes was made by Sandy Griffis. A Second was made by Alycia Botkin. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.**

### **5. DES Local Governance Roles and Responsibilities Training**

Justin read through his presentation on the roles and responsibilities of board members.

(presentation attached)

### **6. Director's Report**

- a. Bylaws Revision Committee: Craig stated that he and committee would be working more on the Bylaws revisions and asked the board for input on the following:
  1. WDB Membership Term – Craig stated that there is a conflict between the Bylaws and the Shared Governance Agreement. He asked if the board would like the membership of a two-year term for a public member and a four-year term for a private member, or 2 years for each position.

Sandy stated that they cannot discuss this or decide without seeing the full set of revised Bylaws. She added that she wants to see the revised Bylaws with all the redlining, so it is clear what is changing.

Craig stated he would present them at a follow-up meeting, and the board can amend them then.

2. WDB Meeting Schedule – Craig stated that there have been mentions of the meeting frequency changing to monthly. As it stands, the Bylaws state quarterly and the board voted to change them to bi-monthly.

Garth asked if anyone wanted to discuss the matter.

Sandy stated that there is a lot of work to be done and that for now, while the Bylaws are being revised, that they stay the way they are with the understanding that the Chair can call additional meetings as needed.

Garth added that if anyone sees value in having more frequent meetings, to contact him.

- b. Local Plan Status: Craig stated that the federal government has completed theirs, now the State is working on theirs and it is due April 30, 2026. Once the State is done, this Workforce Development Board will then be able to revise the current Local Plan.

Sandy reiterated that she wants to see the redlining of the revisions.

- c. YCWDB Membership Compliance: Craig stated that there is a copy of the tentative organizational chart in the packet today that shows all the board members.

Supervisor Kuknyo asked if under each person's name, could they area they represent be noted.

Craig stated he would check into it.

## **7. Yavapai County Workforce Development Board Membership Items**

Garth stated that the board has four potential new members to review and approve today: Chris Damron, Geiler Eckman, Kai Buchanan and Ben Roché. That each person's application packet was handed out and asked for comments or discussion.

Supervisor Kuknyo stated he was very impressed with the resumes of each of the individuals.

**A Motion to approve the four new members, Chris Damron, Geiler Eckman, Kai Buchanan and Ben Roché, to the Workforce Development Board was made by Christian Olivia del Rio. A Second was made by Tracey McCollum. 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.

## **8. One-Stop Certification Update**

Garth stated that they would be visiting the new One-Stop Center in Prescott on March 24, 2026, to complete the required documentation for the certification of the center. That the documents are due to the State by March 31, 2026.

Sandy asked if the others needed to be done.

Craig stated that they were done by the Interim Director back in August 2024, and that this center is new and was the only they needed to complete.

## **9. YCWDB Fiscal Report/Budget Update**

Connie introduced herself and stated that she was in attendance to give an update on the budget for the Title I-B provider and One-Stop Operator. She indicated that she sent a memo providing some information on the revenues that are available that were not included in the RFP process so that when everyone sees that the budget has increased, you will know why. The budget in total, presented here today, has increased a little over \$187,000 over the various categories. The first increase is \$107,000 in personnel as the Title I-B provider made some operational changes in staff. After the RFP process, the federal government has limited or made zero all the monies that were provided for on-the-job training and work experience. Those monies were transferred to other places in the budget. The training budget decreased by a little over \$71,000 but support services increased, that money goes to participants to assist with needs that might be a barrier to employment which could be work boots, supplies, or even childcare. This line item increased \$56,000. The Title I-B provider did increase some administrative cost to about \$82,000 to cover things like mileage, training and supplies.

Sandy stated that she wasn't seeing all the numbers that were being presented here.

Connie stated that she did not provide all the analytics but can send those to Craig for you, that she provided the final numbers for approval.

Sandy indicated that she is fuzzy about what is being presented, and this is an important item to approve so can we get more definitive numbers and all the backup.

Connie stated she would be happy to come back to the next meeting.

Supervisor Kuknyo stated the next meeting is in May, will delay the review and approval to then have a negative effect.

Connie I cannot answer that question, the college would have to. This is a change to the contract.

They would just have to operate within the old budget.

Garth stated they will operate under the old budget until this is approved.

## **10. Eligible Training Provider List (ETPL)**

Mishel presented to the board what ETPL is, how it operated and that the current tuition is \$6,000 per individual and that increases on a case-by-case basis is at the discretion of the board (presentation attached).

Dr Watts asked when the last time this figure had been reviewed against the costs of the programs.

Craig stated he was not sure but that it had been this amount for as long as he could remember.

Dr watts further suggested that maybe they should review this, look at high-impact programs and reassess the amount(s).

Justin added that they could look at high-impact and create categories because it appears that for some programs, we are shortchanging the individual and not paying enough of the costs.

Sandy added that they need to change the Local Plan, create a matrix to increase the amount being paid out.

Justin asked if this would be an item to place on the agenda for the next meeting.

Craig stated that criteria could be established and that the information would be part of the Local Plan revision.

Joe added that in listening to the discussion, that the paramedic program is \$6,500 and is a high-impact job so having \$6,000 of the program covered is a great with \$500 to the student is doable. He added that they need to give priority for high impact job programs.

Sandy stated that she agreed with Joe and Dr Watts that they need to look at the high-impact careers and come up with a matrix and look at increasing the tuition, as it has been expressed here in the room today, and that it is our job as the Workforce Development Board to get people out into the work force.

## **11. Youth Council Report – Mel Ingwaldson, Youth Council Chairman**

Garth stated that in speaking with Mel, he is going to retire and would provide a written letter to the board effective immediately. He went on to state that he is in need of a new Youth Council Chair, that

information was provided in the packet today on some of the requirements and duties, as well as encourages anyone interested to also do their own research and to reach out to him as he needs to get a new person appointed by the May 7, 2026, meeting.

## **12. One-Stop Committee Report – Alycia Botkin, One-Stop Committee Chairman**

Alycia stated there was nothing new to report, that both Title 3 and 4 were both understaffed and working on hiring people but that they are struggling to find qualified people for the positions.

## **13. One-Stop Operator Update – One-Stop Coordinator**

Garth asked if anyone could speak on this. The college was asked if they wanted to come forward and speak about this.

Dr Mercado stated that their new One-Stop Coordinator, Tara Matusik, was in attendance but did have to leave. She will be working 25 hours a week. She then turned the time over to Dawnette Polland. Dawnette stated that Tara comes from Emry Riddle, is very detail-oriented, great with rules and compliance. That she has been training with Mojave/La Paz County. She explained that they have almost completed their hiring and will have eight employees

Dawnette stated that they do have a career navigator and a new one who is training and will be the BSR. The navigators will meet with clients, assess their needs and assist with the completion of the paperwork if needed, and can spend as much time as needed with the client. If a client doesn't follow through with signing up, they will contact them to see what they can do to assist them in their goals.

Sandy asked what kind of tracking can be provided to the board on their performance and clients served.

Dr Mercado stated that the Title I-B director can provide whatever data they would like to see and if the Chair, Garth, makes a request, they would be happy to get that to the board.

Sandy then asked how long that would take.

Dr Mercado reiterated that as soon as the Chair makes a request, they will provide that data as soon as possible. She then recommended that the board have an item on the regular agenda for them to present this type of information to the board.

Garth made a note to add that to future agendas for presentation and discussion.

## **14. One-Stop Operator/Title I-B Contract Renewal**

Garth opened the floor for discussion on whether or not to renew the contract with Yavapai College as the Title I-B provider.

Craig explained that the contract is good for up to three years but is only renewed one year at a time and that the Board of Supervisors must notify the college in writing if they intend to renew it, ninety days prior to the expiration, which is June 20, 2026.

Justin commented that it is hard to make an education decision without some sort of matrix of their performance to look at.

Sandy asked to clarify that what they are doing here today is to vote and give their commendation to the Board of Supervisors.

Craig stated, yes, it would be appropriate to make a recommendation to the Board of Supervisors.

Justin asked if we had any matrix or numbers to speak of to decide.

Garth asked Carig to share the numbers he has.

Craig stated as of this morning, Title I-B has eighteen clients entered into the AJC (American Job Center) system as follows: Eighteen Adult, zero Youth, five Dislocated Workers and zero Rapid Response recipients.

Garth then asked the Board if they wanted to vote on the recommendation.

Sanday stated that given the nature of the item, the votes should be recorded per individual.

Garth asked for a motion.

**A Motion to renewal the Title I-B contract for an additional year, July 1, 2026, through June 30, 2027, was made by Tony Gauthier. A Second was made by Sandy Griffis. A vote was called by member and recorded as follows:**

**Garth Basom – Yes**

**Justin Teclaw – Abstained**

**Alycia Botkin – No**

**Linda Bolyard – No**

**Supervisor Chris Kuknyo – Yes**

**Sandy Griffis – Yes**

**Dr Brett Watts -Yes**

**Chris Kawabata – Yes**

**Matt Meierbachtol – Yes**

**Christian Oliva del Rio – Yes**

**Joseph Au – Yes**

**\*Two members of the board left the meeting prior to the voting of this motion.**

**The motion passed with eight yes, two no and one abstention.**

**15. Next Meeting – May 7, 2026, YRMC – Dignity Health, Bauman Boardroom, 1003 Willow Creek Rd, Prescott, AZ 86301.**

**16. 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.

Dr Mercado emphasized that the numbers they have, in regard to clients, is different. Yes, they opened in July as a soft launch per Mr. Lefever's direction, but they have had struggles and stated that Dawnette could share their numbers with the board.

Dawnette Polland stated that in be awarded the contract of \$1.3 million in July, that they did not start seeing clients until January 12, 2026. That the AJC system doesn't show everything and they have one hundred sixty-eight clients they have spoken with.

**17. Adjournment:**

Garth asked for a motion to adjourn.

**A Motion to adjourn was made by Tony Gauthier. A Second was made by Justin Teclaw. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.**

**12:45pm**