

YC WD One-Stop Committee Meeting Minutes

May 5, 2026 | 10:00 AM

Attendees: Alycia Botkin (Chair), Craig Lefever, Linda, Tara Matusik, Christophe Kawabata, Dawnette Polland , Richard James,

Absent: NONE

Call to Order

- The meeting was called to order by Alycia Botkin at 10:00 AM.

Introductions

- Attendees introduced themselves. Richard James was recognized as a new attendee.
- Approval of Previous Minutes
- Minutes from April 22, 2026, were approved. Motion by Linda, seconded by Chris.

Announcements

- Reminder: Workforce Development Board meeting scheduled for Thursday at the hospital (Yrnc, Borden boardroom).

MOU/IFA Discussion

- Discussion on finalizing MOU/IFA; focus on how chair and representatives are selected for the One-Stop Committee and other standing committees. Clarified that chairs are appointed by the Workforce Development Board Chair, and representatives are appointed by their respective parent organizations.
- The committee agreed to remove all business service responsibilities from the MOU, as these are not required for reporting or committee operations.
- The committee agreed to remove all One-Stop operating information from the MOU.
- Referral process to be included in the MOU; the process is still in development, with partners working on forms and procedures. Email address to be added to referral forms where needed.
- The customer service survey for the One-Stop is in development; partners will collaborate to create and review it.
- Drafting meeting minutes, each quarter a different title partner will draft the meeting minutes. Currently, in quarter 4, Title IV is responsible for minutes.

- Quarter One- July, Aug, Sept- Title 1 or Title I-B
Quarter Two- Oct, Nov, Dec- Title II
Quarter Three- Jan, Feb, Mar- Title III
Quarter Four- Apr, May, June- Title IV

The committee agreed to table the 2027 meeting schedule until the Board determines its meeting frequency.

Branding

- All documentation must include the “Arizona at Work” logo and follow the DES branding guide. Alycia will ensure compliance with committee documentation, and partners are reminded to do the same.

One-Stop Operator Report (Tara Matusik)

- Quarter 3 data (Jan–Mar 2026):
 - Title 1B: 199 unique records, 365 clients (after removing duplicates), activities included follow-ups, orientations, and appointments.
 - Title 2: Data pending from ADE.
 - Title 3: 1,908 customers served, 66 placements, 121 employer contacts, 823 UI assists, 221 veterans, 323 job orders.
 - Title 4: 287 clients served, 29 job placements, 30 reported as employed (avg. wage \$16.85/hr), 0 waitlist.
- Ongoing focus: Improve reporting consistency, communication, federal referral visibility, and system coordination.

Partner Updates

- Title 1: No updates.
- Title 2: Awaiting award letter; concerns about budget cuts; summer term June 1–July 23.
- Title 3: Client traffic is slowing, placements steady; Linda retiring June 5th, temporary replacement to be arranged.
- Title 4: Fiscal year ends June 30th; hiring for a vocational counselor; working to be fully staffed.

Other Business / Public Comment

- Tara proposed using “Atlas” data visibility system and a shared calendar for improved coordination and reporting; will seek partner feedback.
- Tara to share workforce projection data for Yavapai County with the group.

Motion to adjourn approved.

1. Adjournment
 - The meeting adjourned approximately 38 minutes after start.

Respectfully submitted,

Alycia Botkin, Title IV