

Yavapai County Workforce Development Board

Board Draft Meeting Minutes

May 7th, 2026

Attendee	Sector	Present/Absent	2026 Absences
Joseph Au	Private	Present	0
Garth Bascom	Private	Present	0
Alycia Botkin	Title IV	Present	0
Linda Bolyard	Title III	Present	0
Tony Gauthier	Labor	Present	0
VACANT	Econ Dev		
VACANT	Labor		
Sandy Griffis	Private	Present	0
Chris Kawabata	Title II	Excused	1
Chris Kuknyo	CEO	Excused	1
Tracey McCollum	Private	Present	0
Matt Meierbachtol	Private	Present	0
Christian Oliva del Rio	Private	Present	0
Justin Teclaw	Private	Present	0
Dr. Brett Watts	Post-Secondary Ed	Excused	1
Matt White	Private	Present	1

Other Attendees: Craig Lefever, YCWDB Director; Chris Damron, Geiler Eckman, Ben Roché (incoming WDB Members) Phil Bourdon – Yavapai County Manager; Dawnette Polland, Director Title I-B; Dr. Marylou Mercado, Yavapai College, VP Workforce Development and Health Services; Richard James, Art Askew (Title I-B Staff); Jeremy Smith – OEO Liaison; Eduardo Soto – Interim Director; Tina Landavazo - State ETPL Program Manager;

1. Call to Order

- a. The meeting was called to order at 10:00 am by the Acting Chair, Justin Teclaw, and made available via Teams. 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. Eleven of the Fifteen voting 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. Justin welcomed everyone to the meeting and asked the board members and attendees to introduce themselves.

4. ELECTIONS

- a. Craig explained the succession and election process after Garth Bascomb resigned the Chair on 4/22/26. Craig described Justin Teclaw as the “Acting Chair” under the YCWDB guidelines.

- b. Chair

- i. Justin Teclaw was the sole nominee from the floor (**Motioned Tracey McCollum/2nd Sandy Griffis**)
- ii. **Justin Teclaw was elected unanimously by voice vote to be Chair, with a two-year term beginning July 1st, 2026.**

- c. Vice-Chair

- i. Sandy Griffis was the sole nominee from the floor (**Motioned Justin Teclaw/2nd Matt Meirbachtol**)
- ii. **Sandy Griffis was elected unanimously by voice vote to be Chair, with a two-year term beginning July 1st, 2026.**

5. Approval of Previous WDB Meeting Minutes (3/12/2026)

- a. Justin 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 March 12th, 2026, meeting minutes was made by Sandy Griffis. A Second was made by Garth Bascom. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.**

6. Director's Report

- a. Contract Amendment, Shared Governance Agreement (SGA)

- a. Craig stated that there is currently a conflict between the Bylaws and the Shared Governance Agreement. He asked if the board would approve amending the SGA membership description of a two-year term for all WDB members to match the terms given in the Bylaws of a two-year public member term and a four-year term for a private member. **A Motion to approve amending the SGA to match the YCWDB Bylaws was made by Sandy Griffis. A Second was made by Tracey McCollum. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.**

- b. Standing Committee Overviews

- a. Finance Committee: Garth's last official act as WDB Chair was to appoint Justin as the Chair of the newly-formed Finance Committee. Justin will be choosing the members of this committee. Phil Bourdon stated that the county would provide assistance and a member for this committee.
 - b. Youth Committee: Mel Ingwaldson has resigned his WDB position and Chair of the Youth Council/Committee on 5/2/26. Justin is seeking a new Chair.
 - c. One Stop Committee: The One-Stop Committee is continuing work on the MOU/IFA agreement. The MOU/IFA is of critical importance and need to be approved by 6/30/26.
 - d. Executive Committee: The new WDB Chair will determine if an Executive Committee will need to be appointed and retained in the Bylaws.
- c. One-Stop Certification Team Report: completed and submitted to the OEO
 - d. Local Plan Update/Timeline: See attachment for dates

7. Yavapai County Workforce Development Board Membership Items

- a. Justin explained that the resignation of John Heiney's resignation on 4/27/26 leaves an opening for the PUBLIC/Government-Economic Development position. Tricia Lewis has applied to fill that position (application and resume in attachments). **A Motion to approve the appointment of Tricia Lewis to the Workforce Development Board was made by Alycia Botkin. A Second was made by Linda Bolyard. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.**
- b. Justin solicited volunteers for the Youth Council and Youth Council Chair
- c. WDB members whose terms are expiring on 6/30/26 were asked to resubmit applications and resumes for the BOS.

8. Yavapai College Title 1-B/One-Stop Operator Presentation

- a. Staff introductions
- b. Title IB Success Stories and Program Impact
- c. OSO Intro
- d. "Last Dollar In"
- e. Work Experience (WEX)

9. Eligible Training Provider List (ETPL)

- a. Justin presented the applications of two new programs for the YCWDB ETPL.
 - i. Integrated Laser Solutions/ [Certified Laser Technologist 40 Hour Didactic Course](#)
 - ii. Artificial Intelligence and Machine Learning Certificate/ [Download Progression Plan - Artificial Intelligence and Machine Learning](#)
- b. **A Motion to approve the addition of both the Certified Laser Technologist 40 Hour Didactic Course and the Artificial Intelligence and Machine Learning programs to the YCETPL was made by Tracey McCollum. A Second was made by Garth Bascom. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.**

10. Granite Mountain Training, Funding Exception

- a. Joseph Au, the WDB Business Member representing Granite Mountain Training requested an ETPL funding Request Exception of \$500 (\$6,000 to \$6,500) for two clients (Kristen Murphy and Lukas Becker). After discussion, the WDB decided to refer

the request to the Finance Committee.

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

- a. None was given

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

Alycia reported that the OSC recently held an extra meeting on 5/22 to negotiate the MOU/IFA agreement among the WIOA Core Partners. Alycia also announced that she had been asked to resign from the OSC Chair by DES administration but was discussing the issue with her boss.

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

Tara presented the performance attached metrics for all four Core Partners (Titles I-B, II, III & IV).

Title II Q3 numbers were not yet available from the new ADE database.

There were questions from the WDB about the source of the Title I-B numbers being from internal tracking rather than the Tableau reporting from AJC.

14. Arizona Open Meeting Law Training

15. A Motion to table the Arizona Open Meeting Law Training

Agenda item was made by Alycia Botkin. A Second was made by Garth Bascom. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

The training will be deferred until a future meeting.

16. Scheduling for PY2026

Chair Teclaw opened a discussion about scheduling by request additional alternate sessions (monthly meetings) for the next six months. Craig suggested that the additional alternate meetings be virtual only, to facilitate attendance by the WDB members. Justin asked Craig to follow up with a scheduling request and invitations for June, 2026.

A Motion to move to a monthly WDB meeting schedule for the next six months was made by Chair Teclaw. A Second was made by Alycia Botkin. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

Next (scheduled in-person) Meeting – July 9th 2026, Yavapai County Building, 1st Floor-BOS Boardroom, 1015 Fair Street, Prescott, AZ

17. 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.

There were no public comments

18. Adjournment:

Justin asked for a motion to adjourn.

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

The Chair adjourned the meeting at 12:18pm