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## Yavapai County Workforce Development Board

One Stop Committee, Special Session MOU/IFA

June 9th, 2026, Meeting Minutes

Location: DES Center 3274 Bob Drive Prescott Valley, AZ 86314

Committee Members	Present/Absent	Number of Absences in 2026
Justin Teclaw, Chair	Present	0
Dawnette Polland, Title I-B	Present	2
Chris Kawabata, Title II	Present	0
Tara Matuisk, One Stop Operator	Present	1
Alycia Botkin, Title IV	Present	0
John Soto, Title III	Excused	1-excused

Attendees: **Justin Teclaw, Chair; Chris Kawabata, Title II; Alycia Botkin, Title IV; Dawnette Polland, Title I-B; Tara Matusik, OSO; Sandy Griffis, WDB Vice Chair; Vincent Redgrave, YC REDC; Dr. Marylou Mercado, YC VP-Workforce & Health Sciences; Aurora Slatin, Title I-B Coordinator; Sharal Micale, YC Project manager.**

### I. Call to Order/Introductions/Role Call

This meeting was held both in-person and virtually via Teams with contact information was made available to the public through the Yavapai County website. OSC Chair Justin Teclaw called the meeting to order at 11:06 am and welcomed everyone. There was a quorum present, and the Chair determined that the members could discuss items and take actions.

### II. Approval of May 5th, 2026, Meeting Minutes

The chair stated that the meeting minutes for May 5th, 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 May 5th, 2026, meeting minutes was made by Alycia Botkin. The second was made by Chris Kawabata. A vote was requested and all stated Yes with no opposition or abstentions.**

### III. Partner Discussion and Negotiation of the Draft MOU/IFA (Memorandum of Understanding/Infrastructure Funding Agreement)

WIOA Partners/One-Stop Committee members is attendance agreed to review the 85 elements of the DERS feedback and suggested revisions one-by-one in order to resolve the issues raised. Individual partners were tasked with follow-ups based on content area. Due to the pending MOU/IFA submission deadline, OSC members agreed to provide follow-ups within a one-week window. Partners also agreed to refer to additional YCWDB policies and procedures, such as the current Bylaws (2023).

**IV. One-Stop Operator's Report**

Not addressed during this special session.

**V. Partner Updates**

Not addressed during this special session.

**VI. Adjournment**

OSC Chair Teclaw adjourned the meeting at 1:36 pm.