



Yavapai County Workforce Development Board

Board Draft Meeting Minutes

June 11th, 2026

Attendee	Sector	Present/Absent	2026 Absences
Joseph Au	Private	Present	0
Garth Bascom	Private	Present	0
Alycia Botkin	Title IV	Present	0
Kai Buchanan	Workforce	Present	0
Chris Damron	Private	Present	0
Geiler Eckman	Private	Present	0
Tony Gauthier	Labor	Present	0
VACANT	Labor		
Sandy Griffis	Private	Present	0
Chris Kawabata	Title II	Excused	2
Chris Kuknyo	CEO	Excused	1
Tracey McCollum	Private	Excused	1
Matt Meierbachtol	Private	Present	0
Christian Oliva del Rio	Private	Excused	1
Ben Roche	Labor	Present	0
John Soto	Title III	Present	0
Justin Teclaw	Private	Present	0
Dr. Brett Watts	Post-Secondary Ed	Absent	2
Matt White	Private	Absent	2

Other Attendees: Craig Lefever, YCWDB Director; Dawnette Polland, Director Title I-B; Richard James, Art Askew, Tonisha Primuse, Sheri Denny, Aurora Slatin (Title I-B Staff); Jason Ebersole (Yavapai College), Janette Osborn (AJC); Tara Matusik (OSO)

1. Call to Order

- a. The meeting was called to order at 10:03 am by the Acting Chair, Justin Teclaw, and made available via Teams. The agenda and attachments for the meeting were both emailed in advance to all registered attendees.

2. Roll Call

- a. **Workforce Director, Craig Lefever, took the roll and determined that a quorum was present**
- b. Roll was taken. Twelve of the eighteen 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. Approval of Previous WDB Meeting Minutes (5/7/2026)

- 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 June 7th, 2026, meeting minutes was made by Sandy Griffis. A Second was made by Ben Roche. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried unanimously.**

5. Director's Report

- a. Title I-B Performance Metrics Negotiation
 - i. Craig explained the process for negotiating the PY26 and PY27 Title I-B performance metrics (see attached). Approval by the WDB will take place during the next WDB regular session.
- b. Local Plan Timeline Update
 - i. Craig presented the timeline for the Yavapai Country Local Plan modification process
 - ii. Sandy requested a detailed timeline for WIOA partner tasks
- c. Title I-B PY26 Funding
 - i. Craig presented the provisional Title I-B funding numbers (see attached)
- d. Standing Committees Overview
 - i. Finance Committee
 1. FC Chair seeking members
 - ii. Youth Committee
 1. Likely Chair being recruited from WDB members
 - iii. One Stop Committee
 1. WDB Chair serving as current OSC Chair, full

- iv. Executive Committee
 - 1. Discontinued by WDB Chair
- v. Bylaws Committee (Ad Hoc)
 - 1. Alycia willing to Chair, but checking with DES

6. Yavapai County Workforce Development Board Membership Items

- a. Justin presented the following membership items:
 - i. Tricia Lewis, City of Prescott as a Public/Government (Econ Dev) Representative (complete 4-year term ending June 30th, 2027) to be confirmed by BOS on 7/1/26
 - ii. WDB Renewals to be confirmed by BOS 7/1/26:
 - 1. Garth Bascom, Fann Contracting as a Private/Business Representative (new 2-year term starting July 1st, 2026)
 - 2. Justin Teclaw, Washington Federal Bank as a Private/Business Representative (new 2-year term starting July 1st, 2026)
 - 3. Matt Meierbachtol, APS as a Private/Business Representative (new 2-year term starting July 1st, 2026)
 - 4. Tracey McCollum, Dignity Health/YRMC as a Private/Business Representative (new 2-year term starting July 1st, 2026)
 - 5. Alycia Botkin, DES as a Public/Title IV Representative (new 4-year term starting July 1st, 2026)

7. Eligible Training Provider List (ETPL)

- a. Craig presented the applications of thirteen new programs for the YCWDB ETPL.
 - 1. [Bachelor of Applied Science in Public Safety Administration](#)
 - 2. [Bachelor of Design in Visual Design](#)
 - 3. [Integrative Health \(Massage Therapy\) - AAS](#)
 - 4. [Integrative Health \(Fitness/Reiki Trainer\) - AAS](#)
 - 5. [Integrative Health \(Reflexology\) - AAS](#)
 - 6. [Artificial Intelligence and Machine Learning Certificate](#) (approved WDB 5/7)
 - 7. [Custom Firearms Design and Manufacturing Certificate](#)
 - 8. [Detention Officer Training Academy Certificate](#)
 - 9. [Diagnostic Medical Sonography Certificate](#)
 - 10. [Early Childhood Education Industry Certificate](#)
 - 11. [HVAC Service Technician Certificate](#)
 - 12. [Massage Therapy Certificate](#) (req. Higher Learning Commission approval)
 - 13. [Reflexology Certificate](#) (req. Higher Learning Commission approval)
 - 14. [Robotics Certificate](#)

b. **A Motion to approve the addition of all 13 (not including program #6, which was approved at the 5/7 WDB meeting) was made by Garth Bascom. A Second was made by Alycia Botkin. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried unanimously.**

c. Five additional programs from Yavapai College were deferred until performance metrics could be added in the AJC system.

8. MOU/IFA (Memorandum of Understanding/Infrastructure Funding Agreement) Update

- a. Justin gave a positive summary of discussions at the recent OSC MOU/IFA special session meeting on 6/9/26.
- b. Further MOU/IFA progress is forthcoming
- c. No action to be taken today regarding the MOU/IFA

9. Youth Council Report – VACANT, Youth Council Chairman

- a. None was given

10. One-Stop Committee Report – Justin Teclaw , One-Stop Committee Chairman

- a. Justin revisited his MOU/IFA presentation and asked for questions

11. Yavapai College Title I-B/One-Stop Operator Presentation

- a. Staff introductions by Dawnette Polland
- b. “Workforce Pell” explanation by Jason Ebersole
- c. Title IB Success Stories and Program Impact
- d. Work Experience (WEX) summary by Richard Jones

12. Finance Committee Report – Justin Teclaw, Finance Committee Chairman

- a. Justin reported that there was still space for an additional member or members
- b. Justin reported that the committee was gathering relevant data to report to the WDB

13. Adjournment:

Justin asked for a motion to adjourn.

A Motion to adjourn was made by Chris Damron. A Second was made by Ben Roche. A vote was requested and all stated Yes with no opposition or abstentions. Motion carried.

The Chair adjourned the meeting at 12:14pm