

Yavapai County Workforce Development Board Executive Committee September 10, 2020 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2020
Anita Payne, Chairman	Absent	1
Philip Tovrea, Vice-Chairman	Present	1
Steve Silvernale	Present	0
Mark Timm	Absent	2
Gary Hassen	Present	0
Rick Duff	Present	1

Staff: Teri Drew, Executive Director
Julia Sawyer, Executive Assistant

- I. **Call to Order/Welcome/Introductions**
Vice Chairman Phil Tovrea called the meeting to order at 9:00 AM. Executive Assistant Julia Sawyer called the roll; a quorum was present.
- II. **Approval of the July 14, 2020 Minutes**
Vice Chairman Tovrea called for a **motion to approve the minutes of the July 14, 2020 meeting; so moved by Steve Silvernale and seconded by Gary Hassen.** With no further discussion, Vice Chairman Tovrea called for a vote; **the motion carried unanimously.**
- III. **Director's Report**
Vice Chairman Tovrea turned the meeting to over to Executive Director Teri Drew for the Director's Report.

➤ **Program Update**

Ms. Drew thanked everyone for meeting today, and thanked all who attended the Annual Awards Ceremony, a very successful meeting highlighting achievements in workforce development. She noted that the online news venue, Signals, published the highlights of the Annual Meeting.

Ms. Drew announced that Marti Bergan has been hired as a new Senior Administrative Assistant for the NACOG-EWD office, noting that everyone should have received an email announcing Marti's position as Ms. Drew's primary point of contact regarding anything that needs her attention, whether via email, phone calls or scheduling.

Ms. Drew reported that the State is preparing its Annual Report and had sent out a request to local workforce development areas for success stories to share – Ms. Drew shared three stories with the State.

Ms. Drew noted that the Yavapai County Annual Report is in the final stages, sharing some of the highlights of the year-in-review. To begin with, Ms. Drew reported that ARIZONA@WORK Yavapai County served 37,000 clients during Program Year 2019-2020; she noted that the bulk of those clients are unemployed individuals since January 2020. Compared to the total for last program

year of 9,000, this represents a huge impact in service delivery for Yavapai County. Ms. Drew reported that the Northern Arizona Council of Governments Economic/Workforce Development (NACOG – EWD) office was open every day throughout the pandemic, continuing operations.

Performance measures of note in the Annual Report are reflecting the following:

- Title I far-exceeded 2019 State and Federal performance expectations;
- Average placement rate for all programs – Adult, Youth and Dislocated Worker was 115% of expected performance;
- Wage gain across Adult and Dislocated Worker Programs was 120% of expected performance;
- Job retention was 114% of expected performance for Adult and Dislocated Worker; and
- Youth employment and occupational skills gain was 143% of expected performance.

Ms. Drew also reported that NACOG – EWD contracted a Memorandum of Understanding with Yavapai County to perform contact tracing services as it relates to COVID-19, assisting the short-staffed County offices with phone calls to individuals who may have come into contact with any COVID-19 infected individuals. Currently, COVID-19 numbers have been low, but NACOG – EWD is standing by in case of need.

Ms. Drew shared the Program Year 2020-2021 negotiated performance numbers for recommendation and approval. She prefaced her comments by speaking about the trend for individuals receiving the additional unemployment federal assistance to choose to remain on unemployment, and how it has impacted businesses trying to reopen following the pandemic shut-down executive order from Governor Ducey. Ms. Drew noted that unemployment is not intended to become a lifestyle, and as the additional unemployment funding runs out, numbers of job seekers will increase.

Ms. Drew reviewed the proposed performance measures that she negotiated with the State, and the State's targets overall, noting that Yavapai County numbers are greater than the State's. The expectation from the State is that, because Yavapai County fares well in performance, Yavapai County is expected to assist areas that do not so that the State meets its overall performance standards. Ms. Drew noted that performance standards for Program Year 2021 through 2022 were also negotiated.

Following the review of the Performance Standards for Adult, Youth and Dislocated Worker, Ms. Drew noted that complete data has not been identified for all elements by the State and the Department of Labor, so there may be further negotiations following the current year. With that, she asked for questions and requested a motion and second to approve the negotiated standards. Some discussion followed regarding the differences between funding for local areas and funding for tribal areas. Ms. Drew shared that unspent tribal funding goes back to the federal government and can't be disbursed to local areas in need of additional funding. Following the discussion, Vice Chairman Tovrea called for a **motion to approve the negotiated Performance Standard measures for Program Years 2020 and 2021 as presented; so moved by Steve Silvernale, seconded by Gary Hassen.** Vice Chairman Tovrea made a comment about high performing areas lifting the lower performing areas, and called for a vote; **the motion carried unanimously.**

➔ **Yavapai County Plan Discussion/Approval**

Ms. Drew noted that this agenda item was prepared in anticipation of receiving state comments to Yavapai County's Draft Plan by now, however, comments were not received. No action required. A question was asked by Rick Duff regarding the process of review at the state level and whether local areas have input in the review. Ms. Drew noted that she does not have the opportunity to provide input, but was able to make a public comment at the last Performance Excellence Committee meeting, where it was stated that two local areas had submitted their plans and were ready for approval, and Ms. Drew's comment was that many local areas had submitted their plans, but the state had not

reviewed all of them yet. Discussion followed regarding the comment period and the process for getting approval.

➤ **Yavapai County WDB Bylaws Discussion**

Ms. Drew reported that it is time to update the Yavapai County WDB Bylaws. The Board must be noticed when the Bylaws are to be opened for revision, so this is notice to the Board of the need to open them for revision. Ms. Drew noted that this will require a vote.

Of particular need for update is the provision for meeting electronically, as has been the case since the COVID-19 pandemic. Ms. Drew reported that the State is requiring this provision be in the Bylaws if electronic meetings are necessary, and it is not in the current Bylaws. Ms. Drew noted that she would also like to add the limits of liability to the Board, noting Directors and Officers Insurance. She also recommends adding non-discrimination language as well. Ms. Drew noted that changes to the Bylaws require a majority vote of the full Board, so this will be added to the Agenda for the next full WDB meeting. **Steve Silvernale made the motion to open the Bylaws for the recommended adjustments. Gary Hassen seconded the motion.** Vice Chairman Tovrea called for discussion; with no discussion, he called for a vote. **The motion carried unanimously.**

IV. Memorandum of Understanding Review/Approval

Ms. Drew reported that she was notified recently that the Yavapai County Memorandum of Understanding (MOU) was in need of updating to coincide with the recently approved Intergovernmental Agreement (IGA) with the Yavapai County WIOA Partners. Ms. Drew noted that this MOU was prepared initially in 2019 and already contains necessary updates to align with State policies. She noted a few minor revisions that were necessary, including the effective dates from a two-year document to a four-year document to coincide with the IGA – July 1, 2020 through June 30, 2024. There is also a reference to the Workforce Arizona Council Policy #5 on page 2, and the four funding streams for the IFA instead of three. She noted that Titles III and IV are separate funding streams, and that all WIOA core partners will have equal shares of cost funding. Ms. Drew also noted that the representative for DES has changed from Chris Tafoya to Alineth Gamero-Hernandez. Vice Chairman Tovrea called for a **motion to approve the MOU; so moved by Gary Hassen and seconded by Steve Silvernale.** There was no discussion, and Vice Chairman Tovrea called for a vote. **The motion carried unanimously.** Ms. Drew concluded her report.

V. Member Comments

Vice Chairman Tovrea called for Member Comments. He noted that Zoom meetings are difficult and prefers to attend meetings in person. Ms. Drew noted that it was her understanding that the Executive Committee wanted Zoom meetings but she is comfortable with meeting in person, and will go forward with live meetings.

VI. Public Comments

Vice Chairman called for Public Comments, there were none.

VII. Adjournment

Vice Chairman Tovrea called for a **motion to adjourn; so moved by Steve Silvernale and seconded by Gary Hassen. The meeting adjourned at 9:39 AM.**