

Yavapai County Workforce Development Board One Stop Committee September 15th, 2020 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2020
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	1
Alycia Botkin, Title IV	Present	0
Leah Cickavage, Title I	Present	0
Kristy Prather, Title III	Present	1

Staff:

Guest:

I. Call to Order

Due to the current health situation, committee members agreed to meet remotely for this session. Contact information was made available to the public through the NACOG website. Chairman Craig Lefever called the meeting to order at 10:01 a.m. and welcomed everyone. A quorum was present. Craig decided that introductions were not necessary at this time.

II. Approval of June 16th, 2020 Meeting Minutes

Chairman Lefever called for questions or comments on the meeting minutes. There were none. Chairman Lefever called for a motion to approve the Minutes as drafted; so moved by Mr. Askew, seconded by Ms. Prather. The motion carried unanimously.

III. Chair's Report

Chairman Lefever recognized that we are all endeavoring to provide necessary services to our clients and students and that we should continue to do so, as circumstances change.

IV. One Stop Operator's Report

Ms. Cickavage gave the Fair Share Contributions update. All partners had received the draft copy of the 2020-2024 Memorandum of Understanding.

1. Invoices

- a. Ms. Cickavage confirmed that invoices had been received by the higher level WIOA partners' administrative entities
 - i. Title I has paid its invoice
 - ii. Title II is drafting a response
 - iii. Title III is drafting a response

- iv. Title IV is discussing the request with their business office and drafting a response

2. Review/Approval

- a. Ms. Cickavage noted that the MOU Draft had been reviewed and approved by the Executive Committee
- b. Ms. Cickavage also mentioned a new partner, Title V, in the form of Senior Services through the AARP Foundation
- c. Review
 - i. p.3 “provide and exceptional” changed to “provide an exceptional...”
 - ii. p.8 “capacity of client needs” change to “capacity of client and staff development needs”
 - iii. Craig Lefever/Title II noted that while the MOU described a “fair share agreement,” the discrete amounts of each partner’s fair share was only included in the IFA. He reserved the right to discuss the calculation metrics for the “fair share” referred to in the MOU/IFA.
 - iv. Chairman Lefever asked for further comments or questions
- d. Approval
 - i. Ms. Prather made a motion to accept the 220-2024 MOU draft as amended above
 - ii. Mr. Askew seconded the motion
 - iii. The motion carried without objection

V. **Partner Update**

- **Title I:** Mr. Askew described how Title I was experiencing an increase in contacts. He also explained that the Prescott One Stop was beginning face-to-face orientation on site, with a limit of six clients. Ms. Cickavage mentioned that the One Stop was doing remote testing through Castle Proctoring.
- **Title II:** Chairman Lefever explained Yavapai College has a detailed plan for ongoing closures due to COVID-19. He said that his program was continuing to serve students remotely. He also described his program’s participation in a new federal grant process, Strengthening Community Colleges.
- **Title III:** Ms. Prather described staffing changes at the Cottonwood and Prescott Valley sites. She also explained that Title III was transitioning to all virtual supervision of services over the next 90 days.

- **Title IV:** Ms. Botkin explained that Title IV was still providing services virtually to all clients requesting assistance and would continue to do so for the foreseeable future. They are expanding their mobile format, but there is no timeframe.

VI. Public Comments

Chairman Lefever called for public comments and there were none.

VII. Adjournment

Ms. Botkin motioned to adjourn the meeting. Mr. Askew seconded. Chairman Lefever adjourned the meeting at 10:44 a.m.

DRAFT