

**Workforce Development Board
Executive Committee Meeting
July 24, 2019
Minutes**

Meeting called to order by Connie Kakavas, Chair, at 9:58am

Board Members present: Connie Kakavas, John Sorensen, Elizabeth Flake, Gail Campbell

Board Member present by phone: Jeri Byrne

Staff present: Stephanie Ray, Paul Watson, Pat Ray

Guests present: Jeff Lee

- 1. Information/Discussion/Action:** Approval of June 26, 2019 Executive Committee Meeting Minutes. Motion made by John Sorensen to approve the June 26, 2019 Executive Committee Meeting Minutes. Motion seconded by Liz Flake; No Discussion; Unanimous Vote; Motion Carried.
- 2. Information/Discussion:** Executive Committee reviewed YTD Budget Summary and Revised PY20/FY19 Budget based on actual PY19/FY18 carryover funds. There was some discussion.
- 3. Information/Discussion:** Executive Committee reviewed the DOL Monitor Report and First Draft Revised CEO/LWDB Partnership Agreement. There was some discussion regarding conflict of interest and the language required for the revised partnership agreement according to the Workforce Arizona Council Shared Governance Policy.
- 4. Information/Discussion:** Executive Committee reviewed the latest draft of the Organization Chart that would create the firewall required by DOL regs and State policies. There was some discussion about the program staff being housed within the Navajo County Health Department.
- 5. Information/Discussion:** Executive Committee reviewed the draft MOA between LWDB and Navajo County Health Department for delivery of Title IB services and Proposed Budgets and Enrollment and Performance Goals for Title IB Sub-Recipient
- 6. Information/Discussion:** Executive Committee reviewed the draft MOA between LWDB and Northeastern Arizona Community Resource Network (NACRN). The MOA requires NACRN to hold one board seat for a member of the LWDB Executive Committee. There was some discussion and John Sorensen volunteered to fill that seat until the next LWDB officer elections on June 30, 2020.

7. **Information/Discussion:** Executive Committee reviewed the APHSA Organizational Development Proposal for NACRN.

8. **Staff and Committee Updates:** John Sorensen reported that he is able to connect with NECA for connections to employment in the construction industry and is also willing to reach out to potential donors for building rehab on the future community resource center. There was discussion about recruitment of members to the LWDB and it was suggested that staff reach out and present to city councils as well as Lions, Kiwanis, and Rotary Clubs in the area.

Meeting adjourned at 11:41 am