

**Workforce Development Board Meeting
February 27, 2019**

Minutes

1. **Call to Order:** Meeting called to order at 10:03am by Gary Moore, LWDB Chairman
2. **Roll Call** – Stephanie Ray

LWDB Members Present: Gary Moore, Connie Kakavas, Jeri Byrne, Cliff Potts, Jessica Beach, Peggy Belknap, Von Stradling, Steve North, Elizabeth Flake, Gail Campbell, John Sorensen

LWDB Members Present via telephone: Malissa Buzan, Kelly Hart, Ben Smith

Partners and Staff Present: Paul Watson, Stephanie Ray, Michael Burchett, Kim Walsh, Pete Tosi, Rochelle Shanta, Daryl Ferrell

Visitors Present: Chris Lewis, Jason Cash

Old Business

3. **Discussion/Action:** Peggy Belknap made a motion to Approve the November 1, 2018 Workforce Development Board Meeting Minutes; Motion seconded by Jeri Byrne; Unanimous vote (1 abstained), Motion Carried

New Business

4. **Information/Discussion:** Presentation by Jason Cash, Navajo County Chief Probation Officer, on NCIS School and The HUB in Holbrook. The HUB focuses on identifying and building strengths in the youth that attend after-school programming. There are currently 32 students enrolled in NCIS. Some of the students are criminal-justice involved and the proposed partnership with the LWDB would allow for the addition of enrollment in youth programs, case management on-site at the school and during after-school programs, additional transportation for students/participants, career readiness added to the school day, and long-term career planning. Participants who are enrolled in the Youth program prior to enrolling in school can be enrolled as Out-of-School Youth if they have been disconnected from the school system for a period of time.
5. **Information/Discussion/Action:** Review of Proposed Bylaws Modification to align with State Conflict of Interest Policy. Motion to approve Bylaws Modification. The State came out with the draft Conflict of Interest Policy in December 2018 that outlines the requirements from the Department of Labor (DOL) regulations. This was approved by the Workforce Arizona Council (WAC) subcommittee, the Performance Excellence Committee on the 12th, and is anticipated to be approved by the WAC on 2/28/2019. One item

addressed the Conflict of Interest regarding the hiring of Workforce Board Members or employees to provide direct service delivery; the added verbiage was “The local board must ensure its members do not control the daily activities” with the added caveat, given the nature of the Firewall now, that administrative, or board staff, also does not control the daily activities. Those two sections referenced on page 5 were copied and pasted into the Bylaws so that they align with the State’s new policy.

Cliff Potts made a motion to approve the changes to the Bylaws, as presented, subject to the approval of the state. The Motion was seconded by John Sorenson.

There was discussion to clarify whether the existing Conflict of Interest Statements signed by the LWDB are adequate; there may be some modified verbiage when they sign new statements in August.

Unanimous vote; motion carried

- 6. Information/Discussion/Action:** Review of proposed Organizational Chart to implement firewall required by State Conflict of Interest Policy. There was some discussion regarding the amount of administrative staff versus front-line staff in the new organizational chart. Clarifications were made regarding the requirement for a firewall and why there must be another manager over the program staff.

John Sorenson presented a motion to accept the Org Chart, as is, with notification that we change the chart later and put it into effect immediately. Motion Seconded by Jessica Beach.

After further discussion regarding firewall requirements, a roll call vote was taken with 12 ayes and 2 nays; motion carried.

- 7. Information/Discussion/Action:** Review of Year-to-date Budget. Discussion on staff-recommended special projects.

- Probation Partnership –
 - 2 PT Youth Care Worker/Case Managers
 - 15 Passenger Van
- NPC Partnership –
 - 4 PT Learning Assistants/Case Managers
 - Cohort Trainings – Construction, Early Childhood, Computer Information Systems, Education
- Career Pathways and Youth Case Plan Development – Dynamic Works Products
- Fleet Review – Transfer older vehicles, purchase one new and one van
- Web Portal – Development of a Web Portal/Data Tracking System to allow for referrals from and coordination with community partners outside the ARIZONA@WORK System

There was discussion around each of the strategic initiatives with staff providing clarification on details. Clarification was also given on year-to-date budget expenditures.

Cliff Potts made a motion to approve the agenda items and move forward with partnerships. John Sorensen seconded the motion. Unanimous vote with Peggy Belknap and Gail Campbell abstaining; Motion Carried.

8. **Partner Reports:** Core Partner Supervisors: Reporting Template Attached
9. **One Stop Operator Report:** Michael Burchett reported on plans to develop a single intake process with an effective referral process. The full-time position has not been filled so Michael will step in to perform those functions outlined during strategic discussions with board staff. Michael presented some sample reporting templates for feedback in developing final reports that will be presented consistently at future meetings.
10. **Chairperson Report:** Gary Moore reported on the need to fill the open positions allowed for by the budget in order to serve people who we are currently not serving.
11. **Director's Report:** Paul Watson reported on economic development efforts and the focus on branding our region as an outdoor experience and developing a sustainable entrepreneurship development and mentorship program.

Stephanie Ray introduced new Title IB and Board Support Staff: Sheri, Mandee, and Kendra and announced the upcoming on-site visit from Department of Labor. Natalie Stobs has resigned from the board and two new applications have been received to fill business representative seats in Navajo County.

12. **Call to the Public:** No Public Present

13. **Next Meeting** – May 22, 2019