




## Minutes

### LWDB Quarterly Meeting

 Wed December 11th, 2019

 10:00am - 12:00pm MST

 Show Low City Hall

 **In Attendance**

#### I. **Call Meeting to Order**

Pledge of Allegiance

Roll Call

Meeting called to order by John Sorensen at 10:07am

Role Call:

Board Members in attendance: Gail Campbell, Elizabeth Flake, Kelly Hart, Chris Lewis, Steve North, John Sorensen, Neil Traver

Board Members in attendance via phone: Woody Cline, Ben Smith

A quorum is present.

Guests in attendance: Susan Hilgart, Jeff Lee, Paul Watson

Staff in attendance: Stephanie Ray

#### II. **Action: Review of October 23, 2019 LWDB Meeting Minutes.**

**Recommended Action:** Approval of October 23, 2019 LWDB Meeting Minutes

A motion was made by Elizabeth Flake to Approve the October 23, 2019 LWDB Meeting Minutes as presented. Gail Campbell seconded the motion. After no further discussion, the vote was unanimous in favor. Motion passed.

#### III. **Budget Report**

Review of YTD Budget Summary

Stephanie Ray presented the year-to-date budget report. There were no questions from board members.

#### IV. **Director's Report**

Stephanie provided an update on the Integrated Technology Solution, a prototype of which is currently being developed by the ASU Cloud Innovation Center and is expected to be complete

by March 20, 2020 with an anticipated pilot start date of July 1, 2020.

Board members were reminded that all board meeting materials and agendas can be accessed via Boardable.com. The goal is that by the end of 2020, all board members will access their materials electronically and paper packets will no longer be printed for meetings.

Stephanie reported on the current status of the LWDB Recertification. There are two outstanding items before the board can be recertified by the Workforce Arizona Council - a referral tracking system needs to be implemented by the One Stop Operator and recruitment of 2 Gila County Business Representatives and 3 Apache County Business Representatives to fill current LWDB vacancies. The Council has approved a waiver for filling the vacant seats; the deadline to have all seats filled is now March 31, 2020.

Neil Traver was introduced as the newest board member. He was appointed in November and is a Business Representative for Navajo County. He is a Regional Manager for Arizona Public Service, representing the Utilities industry.

#### V. **One Stop Operator/Partner Reports**

The One Stop Operator and Title IB provided written reports. Susan Hilgart, the Title IB Operations Manager also presented a verbal report regarding progress on enrollment and performance goals. She stressed the need for an Apache County Workforce Specialist to meet the needs of applicants in that area.

#### VI. **Review Proposed Strategic Initiative - Talent Pipeline Management Project**

*Recommended Action: Approve Funding Talent Pipeline Management as a Strategic Initiative*

Stephanie presented information and a proposal to pilot a project in Gila County. Talent Pipeline Management is an initiative that's been successful in other states and uses employer collaboratives to determine current and projected workforce needs and eventually collect data that pinpoints the efficacy of talent pipeline development across targeted industries and/or occupations. The proposal from Local First Arizona includes a feasibility study/development of an employer collaborative in Gila County. If the feasibility study shows that there is interest from employers, a one-year project would follow. The cost for the study is \$5,000 with an additional \$20,000 for the one year project. This project could be used to enhance employer engagement efforts as well as use it as a recruitment tool for business representatives on the LWDB.

Gail Campbell asked about ongoing maintenance costs. Annual costs would be \$25,000; however, this platform could be integrated into the technology solution, creating the employer side of the portal. There may also be the possibility for employers to pay for the ongoing maintenance.

Gail Campbell made a motion to approve Talent Pipeline Management as a Strategic Initiative and allocate \$25,000 of the strategic initiatives budget for this project. Chris Lewis seconded the motion.

Discussion: Elizabeth Flake asked whether the \$25,000 would include work only in Gila County. It is anticipated that if the first collaborative is successful, the project would expand throughout the region; there may be additional funding from the Governor's office to convene subsequent collaboratives in other towns/counties in our service area. Kelly Hart has been doing some research on this project as well and will provide Stephanie with follow-up information on prior projects that were started in Arizona but were not sustained. There was discussion around which industries would be targeted and whether this will help employers in the trades/construction industry to find talent.

Unanimous Vote. Motion Carried.

VII. **Review Proposal for Additional Workforce Specialist to serve Apache County**

Recommended Action: Approval of Additional Workforce Specialist to serve Apache County

Stephanie discussed the current organizational chart for the Health Department Subrecipient and the proposal to re-allocate a portion of the direct services budget to staff salaries for the purpose of adding an additional Workforce Specialist which will be hired to serve Apache County.

Neil Traver asked for clarification about whether there was sufficient money in the budget to shift funds to salary; there is enough money in the current year operating budget that was approved previously.

Gail Campbell made a motion to approve the Health Department hiring a Workforce Specialist to serve Apache County. Elizabeth Flake seconded the motion. No further discussion. Unanimous Vote; Motion Carried.

VIII. **Review Revised LWDA System Policy Manual**

Recommended Action: Approve Revised LWDA System Policy Manual as presented.

Stephanie talked about significant proposed changes to the LWDA System Policy manual which include changes to supportive service maximums, allowing child care as an approved supportive service, and a provision that allows Workforce Specialists to place both Youth and Adults in non-in-demand training when there is a reasonable expectation that an individual will successfully find employment in that industry.

Neil Traver made a motion to approve the revised LWDA System Policy Manual as presented. Elizabeth Flake seconded the motion; No further discussion; Unanimous Vote; Motion Carried.

IX. **Review 2020 Meeting Calendar**

Meeting schedule will remain the same in 2020. Executive Committee will meet the 4th Wednesday of every month when there is not a regular Board Meeting. The Quarterly Board meetings will be held the 4th Wednesday of the month in February, May, August, and November.

X. **Next Meeting Date: February 26, 2020**

Meeting adjourned at 11:08am