



Minutes

LWDB Quarterly Meeting

📅 Wed February 26th, 2020

🕒 10:00am - 12:00pm MST

📍 Show Low City Hall/Zoom

👥 **In Attendance**

I. **Call Meeting to Order**

Pledge of Allegiance

Roll Call

Meeting called to order at 10:06 am by Connie Kakavas, Chair

Roll Call - Stephanie Ray - A quorum was declared

LWDB Members in attendance: Peggy Belknap, Malissa Buzan, Jeri Byrne, Gail Campbell, Daryl Ferrell, Elizabeth Flake, Kelly Hart, Connie Kakavas, Chris Lewis, Gary Moore, Steve North,

LWDB Members in attendance via Zoom teleconference: Ben Smith

Staff in attendance: Stephanie Ray, Kathleen Smith

Guest: Bryan Layton, Sue Hilgart, Mary Jane Barrett

II. **Consent Agenda**

Recommended Action: Approve all items on the Consent Agenda as presented.

1) Ratification of Exec Committee Actions:

a. **Approved Operations Request to Shift approximately \$30,000 of Participant Services funding to Staff Salaries for the purpose of funding a Youth-Specific Workforce Specialist**

b. **Approved Local LMI and Entrepreneurial Ecosystem as Priority Strategic Initiatives**

2) Approve December 11, 2019 LWDB Meeting Minutes

Review of December 11, 2019 Workforce Development Board Meeting Minutes. Jeri Byrne made a motion to approve the Decemeber 11, 2019 Workforce Development Board minutes. The motion was seconded by Gary Moore. Peggy Belknap abstained from the vote; Unanimous Vote; Motion Carried.

In regards to Approving Operations Request to Shift apx. \$30,000 of Participant Services funding to Staff Salaries for the purpose of funding a Youth-Specific Workforce Specialist, Peggy

Belknap approved but noted with caution.

III. **Budget Report**

Review of YTD Budget Summary

Review of YTD Budget Summary - Stephanie Ray

IV. **Director's Report**

Stephanie Ray noted 2 items from the attached Director's Report: DES will be moving their office to Pinetop in September, will begin researching an interim location until the new resource center is complete; Workforce Arizona Council convening on May 1, 2020. Details to follow.

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

Review of One Stop Operator/Partner Reports

VI. **Presentation - Trevor Stokes - Workforce Quality Initiative**

Trevor Stokes was unable to attend due to illness, Stephanie Ray gave a brief overview of what scope of work his organization will be able to offer if given the bid.

VII. **Review Proposed Local Plan Goals and Strategies**

Recommended Action: Approve 2020-2024 Local Plan Goals and Strategies

2020 - 2024 Local Plan Goals and Strategies were presented to the board. Elizabeth Flake made a motion to Approve the Local Plan Goals and Strategies. The motion was seconded by Gail Campbell; Unanimous Vote, Motion Carried

VIII. **Review Proposed Strategic Initiative - Development of Integrated Technology System**

Recommended Action: Approve Integrated Technology System Development as a Priority Strategic Initiative and Authorize expenditure of up to \$125,000 through June 30, 2020 for development costs.

Gail Campbell made a motion to Approve Integrated Technology System Development as a Priority Strategic Initiative, and authorize expenditure of up to \$125,000 through June 30, 2020 for development cost. The motion was seconded by Gary Moore. Discussion ensued whether the Board should wait a few months to see what the State Board's timeline will be in fixing issues with the current system Roll call vote: Yes votes -Peggy Belknap, Malissa Buzan, Gail Campbell, Daryl Ferrell, Elizabeth Flake, Connie Kakavas, Gary Moore, Ben Smith, Von Stradling; Nay's - Jeri Byrne, Kelly Hart, Chris Lewis, Steve North; Motion Carried

IX. **Review Proposed One Stop Operator Scope of Work and Procurement Timeline**

Recommended Action: Approval of One Stop Operator Scope of Work and Procurement Timeline

Jeri Byrne made a motion to Approve the Proposed One Stop Operator Scope of Work and Procurement Timeline. The motion was seconded by Elizabeth Flake, Unanimous Vote; Motion Carried

X. **Review Vehicle Fleet**

Recommended Action: Approve reallocation of approximately \$40,000 of Strategic Initiatives Funding for two additional vehicles - one will be used by Health Department for Program Staff; one will be used by Board Staff.

Elizabeth Flake made a motion to Approve reallocation of apx. \$40,000 of Strategic Initiatives Funding for two additional vehicles - one will be used by Health Department for Program Staff; one will be used by Board Staff. The motion was seconded by Kelly Hart. Unanimous Vote;

Motion Carried

XI. **Review Adult Education Proposal Review Process**

Recommended Actions: Identify Review Team and Approve Review and Recommendation Process

The Board identified a review team for the Adult Education Proposal Review Process. Kelly Hart, Jeri Byrnes, Connie Kakavas, and Gary Moore will serve on the committee. Elizabeth Flake made the motion to allow Review Team to make recommendations to Title II on behalf of the LWDB. Kelly Hart seconded the motion. Unanimous Vote; Motion Carried

XII. **Next Meeting Date: May 27, 2020**

May 27, 2020

Parking Lot

Meeting adjourned at 11:25am.