



**Workforce Development Board Meeting
May 22, 2019
Minutes**

1. **Call to Order at 10:05 a.m.:** Jeri Byrne, LWDB Vice-Chair

2. **Roll Call - Stephanie Ray**

Present: Jessica Beach, Peggy Belknap, Jeri Byrne, Gail Campbell, Elizabeth Flake, David Meyers, Steve North, Cliff Potts, Chris Lewis

Present via Phone: Kelly Hart, Melissa Lopez, Ben Smith, John Sorensen

Visitors: Mary Jane Barrett, Michael Bruchett, Christina Caldwell, Glenn Kephart, Bryan Layton, Pat Ray, Robert Freeman, Nicholas Del, Robin Lamney

Absent: Gary Moore, Von Stradling, Malissa Buzan, Roxanne Dean, Connie Kakavas,

Quorum declared at 10:07 a.m.

Old Business

3. **Discussion/Action:** Review of February 22, 2019 Workforce Development Board Meeting Minutes. Motion to Approve the February 22, 2019 Workforce Development Board Meeting Minutes.

Motion by Peggy Belknap to approve the Minutes from the LWDB Meeting on Feb 27, 2019; Second by Gail Campbell, Motion Approved

4. **Discussion/Action:** Review of Actions taken by Executive Committee since February 22, 2019 Workforce Development Board Meeting:

- **Motion to Ratify Actions Taken by Executive Committee during April 3, 2019 meeting:** The following items were discussed separately.

- Approval of Purchase of Dynamics Works Package

Motion by Peggy Belknap to ratify the purchase approval of the Dynamic Works products; Second by Elizabeth Flake; Motion carried

- Approval of Memorandum of Agreement with Northland Pioneer College

Motion by Jessica Beach to ratify the Executive Committee's approval of the Memorandum of Agreement with Northland Pioneer College; Second by Jeri Byrne; Motion carried; with Peggy Belknap & Gail Campbell abstaining

- **Motion to Ratify Actions Taken by Executive Committee during April 24, 2019 meeting:**

- Approval of Memorandum of Agreement with Navajo County Probation Department

Motion by Dave Meyers to ratify the Executive Committee's approval of the Memorandum of Agreement with Navajo County Probation on April 24, 2019; Second by Gail Campbell; Motion carried

- Approval of Purchase of (2) 15-Passenger Vans
Motion by Jessica Beach to ratify the Executive Committee's approval of (2) 15-Passenger vans; Second by Elizabeth Flake Seconds; Motion carried
- Approval of Temporary Employment Agreement with Patricia Ray

Motion by Chris Lewis to ratify the Executive Committee's approval of temporary employment of Patricia Ray; Second by Jessica Beach Second; Motion carried

New Business

5. **Information/Discussion:** Introduction to Pat Ray, former Interim Workforce Development Director for Yuma Private Industry Council

Pat comes to us from the Yuma Private Industry Council with approximately 35 years of experience which includes, but is not limited to, budget management of up to \$1 million, provision of Technical Assistance, grant writing, and program development.

6. **Information/Discussion/Action:** Election of New LWDB Chairperson to fill position vacated by Gary Moore. Term will run from May 22, 2019 through June 30, 2020. Chairperson must be a Business Representative from Navajo or Apache County. Current board members who qualify for nomination and election:

Jessica Beach
Connie Kakavas

Chris Lewis
Von Stradling

Roles and responsibilities discussed and clarified. Von Stradling declines; Jessica Beach declines; Chris Lewis & Jeri Byrne agree that it would be in the best interest of the Board and Chris if he were to serve on the Board prior to Chairing the Board.

Motion by Gail Campbell to nominate Connie Kakavas as Chair; Second by Jessica Beach; Motion carried

7. **Information/Discussion/Action:** Review of Year-to-date Budget. Discussion on staff-recommended special projects.
- Fleet Review - Transfer older vehicles to probation, assess need for additional vehicles

State approval will come prior to transfer. strategic priorities for spend-down. If the vehicles were to be sold at auction for \$5000 or more, that money goes to the state; if they sold for under \$5000, that money goes into the reserve funds for the program. The State's authorization or denial will be brought to the Executive Committee or Local Workforce Development Board, prior to vehicle transfer.

- Development of a Web Portal/Data Tracking System to allow for referrals from and coordination with community partners outside the ARIZONA@WORK System

Community ProSuite came to us and provided a demo of their web portal. Another option has made itself available via Amazon Cloud Innovation Center and Arizona State University and holds additional room for customization and is also extremely

cost-effective. Stephanie is gathering information to gain the best possible product.

8. Information/Discussion/Action: Review of proposed PY19/FY20 Operating Budget. Motion to approve PY19/FY20 Operating Budget.

Discussed current budget, including specific allocations, as well as a pending career-based youth bootcamp day/weekend in its planning stages with The Youth Ad-Hoc Committee. Operating budget for 2020 is a series of “guess-timations” based on previous State allocations. The process of the State allocations was detailed, with a reminder that the focus this agenda item today is the structure of allocations, knowing that the actual dollar amounts may change.

There was discussion regarding a request for changes to be brought back to Board for the Board’s understanding. Stephanie is happy to accommodate the request. It is highlighted that over time, the last two line items may change, initiating consistent conversation with the Board to keep a clear picture, and to welcome input from the Board, Stephanie, and Pat.

Included in the Operating Budget is the shared personnel agreement with Navajo County Probation, Northeastern Arizona Community Resource Network and Center, Mobile One-Stop, and Show City Library, which is to be a youth job center.

Motion by Cliff Potts to approve the PY19 Operating Budget with the caveat of a re-approval by LWDB when the official allocations are handed down by state; Second by Chris Lewis; Motion carried

9. Partner Reports: Core Partner Supervisors: Reporting Template

Mary Jane has a report including partner service numbers; this report is to be sent out

10. One Stop Operator Report: Mary Jane Barrett

Michael Burchett: Concerning the core partners, the same template is being utilized. Discussion regarding some corrections to report for accuracy and clarity. Mary Jane will send out a correction to reflect more accurate numbers for Globe. A request for the number of total individuals served was presented, noted, and to be accommodated. Further discussion included that this total will likely be less than the sum due to duplication, meaning multiple individuals receiving multiple services; while the “number served” will always be duplicated, “services” will not.

This conversation aided in further clarification regarding how the board wants and/or needs to see these numbers.

Mary Jane Barrett: The updated Orientation PowerPoint is to be in all the career centers by May 31. There has been some discussion regarding the possibility of laptops or tablets in offices to disseminate program information to potential participants.

The resource list for Navajo, Gila, and Apache Counties is in the process of being completed.

The Social Media interaction has been placed on hold due to the need for the most recent Rapid Response effort/process for Tate’s Auto Group. Most of the effected employees have found jobs, and information has been provided for anyone else that may need services. The

company closure effected 80-100 individuals over Show Low, Winslow, and Holbrook; the Globe location had a few people come in and request job assistance.

There will be a working partners meeting June 11, 2019 in Show Low; the Gila County date will be determined once that location is staffed. The intention is to have a meeting regularly once it is started. Any and all requests and/or feedback to create informative reports is welcome.

11. Chairperson Report: Jeri Byrne

Invitation for additional comments/discussion regarding the Organizational Chart. The top-heavy nature of the Org. Chart was noted along with the acknowledgement that this is a state directive. It was also clarified that contract staff is serving participants as well as in-house staff, ensuring adequacy of service.

Current staff and open positions reviewed, along with the mention of the location of the third Workforce Specialist being North Navajo County.

Presentation of Thanks to Carla Fails for 8 years of service

There are five LWDB members whose terms are ending: Malissa Buzan, Melissa Lopez, Cliff Potts, Kelly Hart, and Jeri Byrne. Invitation for all to continue. Cliff Potts states he will not continue and recommended that local supervisors be pursued and utilized for leverage. Kelly Hart remains undecided due to a recent change in travel schedule. Melissa Lopez will not continue and recommends Daryl Farrell; Melissa Buzan is not present. Jeri Byrne has been in contact with and recommends Supervisor Kline as a new LWDB Member.

12. Economic Development Report: Paul Watson

Upon completion of the assessment of the impact of coal-related industry to Navajo and Apache Counties, the recommendation has been to create an environment that fosters entrepreneurship. We have teamed up with Moonshot by NACET to hold workshops to disseminate their curriculum. A number of workshops have already been attended and are yielding positive feedback. A Pitch Event will be held at NPC culminating with the finalists participating in a final pitch at Show Low days. It is the intention that this pilot program continue for the next 3 years.

Cable One has committed to commercially expanding from Forest Lakes to Payson, then to Phoenix, creating a broadband loop. A number of entities including hospital, school district, counties, director, etc. are all in support of this development, and the Governor has put \$3,000,000 of seed money in place to assist rural areas in reliable broadband connectivity. APS is also informally looking at bringing new fiber up from Phoenix to Cholla and Joseph City.

13. Director's Report: Stephanie Ray

There were no findings during our Program and Fiscal audit. The feedback in the programmatic piece identified that the "Measurable Skills Gain" section needs some "clean-

up”; this is also the case state-wide, for which we will be receiving technical assistance in June. In regard to our files and documentation, we were advised that the process we utilize could become a Best Practice.

The State has reviewed the Local Plan Modification, suggested minor corrections such as old numbers and acronyms, however it has not yet been approved. There was a finding against the State regarding not enforcing the firewall. The State has since requested technical assistance from the Department of Labor specific to conflict of interest. Once this assistance has been received the plan will be approved. The LWDB cannot recertify until the plan is approved. There is a 2-year recertification as of the date of approval, at which time the state will want a new board roster.

Job center certification is in process and includes a Continuous Improvement Plan and Corrective Action plan. DES facilities are working on ADA compliance. The Corrective Action Plan is in the process of being updated with the new One-Stop-Operator information, with a self-imposed deadline of September 2019.

A questionnaire specific to the needs of a functioning web portal is to be filled out to and sent to ASU to allow for discussion and development. This product incurs no cost as it becomes an open market product. Community ProSuite is still a viable option; both products are under consideration.

We are on the second round of interviews in the recruitment process for the AmeriCorps Vistas

14. Call to the Public: Jeri Byrne

No public comments

15. Next Meeting - August 28, 2019

Adjourn at 11:58 a.m.