

**Workforce Development Board Meeting  
August 28, 2019**

**Minutes**

1. **Call to Order:** Meeting called to order at 2:07pm by Jeri N. Byrne, Vice-Chair
2. **Roll Call** – Stephanie Ray – A quorum was declared at 2:08pm

**LWDB Members in attendance:** Peggy Belknap, Gail Campbell, Jeri Byrne, Liz Flake, Steve North, Gary Moore, Malissa Buzan, Chris Lewis

**LWDB Members in attendance via phone:** Von Stradling, John Sorensen

**Staff/Guests in attendance:** Glenn Kephart, Paul Watson, Bryan Layton, Melissa Buckley, Stephanie Ray, Chris Davis Karen Nelson-Hunter, Daryl Ferrell, Christina Caldwell, Mary Jane Barrett, Pat Ray

**Old Business**

3. **Discussion/Action:** Review of May 22, 2019 Workforce Development Board Meeting Minutes. Peggy Belknap made a motion to Approve the May 22, 2019 Workforce Development Board Meeting Minutes. The motion was seconded by Malissa Buzan; Unanimous Vote; Motion Carried

**New Business**

4. **Information/Discussion:** Review of Final Expenditures for PY18 and Final Budget for PY19. Stephanie Ray presented final expenditure report for PY18 and final budget for PY19. There was brief discussion about both reports.
5. **Information/Discussion/Action:** Review of MOU with Navajo County Health District to operate the Adult, Dislocated Worker, and Youth Title IB programs from September 1, 2019 to June 30, 2020. Elizabeth Flake made a motion to approve MOU with Navajo County Health Services District to operate the Adult, Dislocated Worker, and Youth Title IB programs. The Motion was Seconded by Chris Lewis. There was some discussion regarding legal review of documents, verifying reason for move of program operations to Health Department is the implementation of a firewall between operations and board staff. Peggy Belknap indicated there was no requirement for reporting of program progress to the board. Elizabeth Flake amended the motion. Motion made to approve MOU with Navajo County Health District with an additional requirement under the Navajo County Health Services District Organizational Responsibilities to read: "6. Report to LWDB staff monthly on program development and progress toward meeting enrollment

and performance goals.” Chris Lewis restated a second to the new motion. Unanimous Vote; Motion Carried.

6. **Information/Discussion/Action:** Review of MOU with Northeastern Arizona Community Resource Network. Jeri Byrne made a motion to approve MOU with Northeastern Arizona Community Resource Network as written. There was discussion clarifying details of the Northeastern Arizona Community Resource network and explaining the connection between the two entities. Motion was then seconded by Gail Campbell. Vote taken: 9 yays, 1 nay vote. Motion carried.
7. **Information/Discussion/Action:** Review of Revised LWDB and CEO Partnership Agreement. This agenda item was tabled until the partnership agreement is completely revised and approved by DES.
8. **Partner Reports:** Core Partner Supervisors: Reporting Template Provided to LWDB. Gail Campbell provided brief explanation of the Adult Education reports that were provided.
9. **One Stop Operator Report:** Mary Jane Barrett gave brief One Stop Operator report on activities during past quarter.
10. **Chairperson Report:** No Report
11. **Economic Development Report:** No Report
12. **Director’s Report:** No Report
13. **Call to the Public:** No Public Present
14. **Next Meeting** – November 27, 2019

Meeting adjourned at 3:13pm.