

Members:	Entity	Present/Absent
Art Askew	Title I, Northern Arizona Council of Governments (NACOG)	Absent*
Alycia Botkin	Title IV, Rehabilitation Services Administration, Department of Economic Security (DES)	Present
Leah Cickavage	Title I, NACOG	Present
Pat Kuykendall	Title III, Employer Engagement Administration, DES	Present
Craig Lefever	Title II, Adult Education Services, Yavapai College	Present
Kristy Prather	Title III, Reemployment Assistance Administration, DES	Present

* Excused Absence

Guests: Kenda Robinson, Reemployment Assistance Administration, DES
Teri Drew, Workforce Development Board Executive Director

Staff: Loreen Vargo, Administrative Specialist, NACOG

I. Call to Order, Welcome and Introductions

Ms. Cickavage called the meeting to order at 10:02 a.m. A quorum was present. She welcomed everyone to the meeting and self-introductions were made around the table.

II. Approval of Meeting Minutes from 11/20/18

Ms. Cickavage asked for questions or comments on the minutes. Ms. Cickavage called for a motion to approve the minutes from November 20, 2018 as drafted. **Ms. Prather moved to approve the minutes, seconded by Mr. Lefever. The motion passed unanimously.**

III. One Stop Operator Update

a. Yavapai County Local Workforce Development Plan Update

Ms. Cickavage reported that revisions were approved by the Local Workforce Development Board and the Yavapai County Board of Supervisors. The revisions were submitted to the Department of Economic Security/Office of Economic Opportunity for their review process on December 14, 2018 and no information has been received back. Ms. Cickavage said the revisions have been forwarded to the Workforce Arizona Council (WAC) for approval on February 28, 2019. Ms. Drew asked all core partners if they had read the plan and encouraged everyone to review their responsibilities in the plan. Ms. Cickavage asked for any further discussion on the Plan update. There was no further discussion.

b. Yavapai County MOU/IFA Addendum A Update

Ms. Cickavage shared the IFA Addendum with Title II has been completed and signed. Ms. Cickavage expressed her appreciation and the Board's to Mr. Lefever for all of his efforts to get the addendum completed. Ms. Drew noted this means that Title II will be providing a financial contribution and the need to move forward with an addendum with DES. Additional discussion continued regarding the next steps needed with DES and Ms. Prather mentioned she would follow up with Mr. Tafoya. Ms. Cickavage asked for any further discussion on the Addendum A update. There was no further discussion.

c. One Stop Committee Goals 2019

Ms. Cickavage stated that new goals need to be developed for 2019. Ms. Cickavage mentioned that the previous goals met were based on the One Stop assessments that were done last year. Items that had been identified were completed and the information submitted to DOL and WAC. A good strategy would be to conduct a case study strategy to identify areas of focus and how partners may address. Ms. Cickavage shared ideas/items that had been previously discussed with core partners were:

- Referrals & Follow-ups w/core partners (Art Askew/Leah Cickavage)
- Title II Integration/Potential Students for HSE/ESL – how that will flow (Craig Lefever)
- SNAP – Updated education and training program (Leah Cickavage)
- Title III – present and available for the One Stop Center in Prescott (Kristy Prather)
- Veteran Services (Pat Kuykendall)
- Employer Measures (All)
- Placements/Co-enrollments (All)

Ms. Cickavage asked if there were any other ideas or thoughts. Ms. Drew commented that a case study is a more formalized process where together the core partners identify strengths, weaknesses, and barriers. As a group, solutions are identified and then the case study is presented to the Board, typically by a PowerPoint presentation. This allows for the Board to add their input and to illustrate to the Board how the goals will be accomplished.

Ms. Cickavage asked the group for any other items and started around the table with Mr. Lefever. Mr. Lefever shared that every year the Department of Education (DOE) provides a snapshot of basic information by county. Some of the information provided includes number of people living in the county, education level, and main language spoken in the household. Mr. Lefever shared the data provided in the snapshot is from the Community Survey found on the DOE's website. This survey gives Title II the number of potential students in Yavapai County such as English Language Learners. Title II's funding is based partially on the number of potential students in the county in addition to the number of students served.

Ms. Prather mentioned she would like to include placements/co-enrollments in services. This would include having Title III presence at One Stop orientations again and having Title I presence at RESA orientations.

Ms. Botkin and Mr. Kuykendall did not have any other items to add at this time.

Ms. Cickavage asked all core partners to provide a draft of information by March 5, 2019 with the goal the One Stop Committee will present the case study to the WDB at their April 10, 2019 meeting.

IV. Policy Discussion/Action Plan

Ms. Cickavage asked core partners if they had reviewed the Workforce Arizona Council (WAC) Conflict of Interest Policy draft. Ms. Cickavage provided members a draft overview. Ms. Cickavage shared the link for the full WAC policy. Ms. Cickavage reviewed the overview with core partners and asked core partners to submit their policies and organizational charts by March 5, 2019 as the information will have to be compiled and submitted together. Additional discussion continued regarding the requirements of the policy. Ms. Cickavage reiterated the March 5th due date for information from all core partners. Ms. Cickavage also referenced the Project/Service Plan handout which can be used for implementation and

action for the updated policies for the Conflict of Interest Policy and 2019 Goals. Ms. Cickavage asked if there was anything else on the Conflict of Interest Policy and if everyone was comfortable with the deadline. There

was no further discussion.

V. Partner Reports

Ms. Cickavage mentioned the Summer Youth program is fast approaching and Title I is still looking for out-of-school youth, primarily ages 16-24. The 8-week program starts in June and sometimes there is the chance for them to have an extension of time. She asked for everyone to please make referrals now as there are other opportunities available to work with them and get them ready for the opportunities in June.

Ms. Cickavage shared information regarding the Yavapai County Contractor's Association (YCCA) Boot Camp. The boot camp is a 3-week program to introduce out-of-school youth in Yavapai County to the construction industry. She noted that the construction industry had reached out to the community over the last couple of years for workforce and to get individuals interested in those types of careers back into training. The boot camp is being provided, in partnership, by United Way, YCCA and NACOG. She said twenty-nine youth are enrolled in the program and it teaches them basic carpentry knowledge, soft skills and work readiness skills. Art Askew is providing the soft skills training during the boot camp based upon the Arizona Career Readiness Credential (ACRC). So far, the boot camp is going very well and graduation is on January 25. Ms. Drew noted credit to YCCA for getting contractors to attend the first day of boot camp which gave youth encouragement and the prospect of employment at the end of the boot camp. She mentioned NACOG will be working with approximately 15 of the graduates for On-the-Job Training after graduation.

Ms. Drew shared Title I is looking at waivers right now as the Department of Labor has waiver opportunities available. She said one of the most difficult things for Title I has been the 75% out-of-school youth requirement which is a waiver that they will be bring to the WDB. Another item is the barrier to employment. Youth can be low income and a teen parent, but have to have an additional barrier to employment. The reality of that is a high population of youth is being served as adults because not all of the requirements can be met which changes Title I's spending. She mentioned Title I is doing a \$300,000 transfer of funds from Dislocated Worker into Adult programs to meet the local demand. Also, Ms. Drew explained there is an obligation to spend the youth money and the need for youth to spend the money which the new program and summer program will help do. Ms. Robinson asked if the waiver is so that you don't have to meet the 75% requirement. Ms. Drew explained that yes, it would waive that requirement and of the 28 states that have requested waivers so far, out-of-school youth was ranked #1.

Ms. Drew also noted for updates that the office for DES at the One Stop Center Prescott location has been upgraded and the hours of one of the Program Specialists at the Cottonwood One Stop will be changing for the short-term. She also noted that Leah Cickavage and Art Askew will be at the One Stop Center location in Cottonwood once per week.

Mr. Lefever shared that Title II's Measurable Skills Gains numbers are looking good. In general, attendance has been wonky. He mentioned that their newly remodeled dedicated space for Adult Education at the Prescott Valley location this semester had 36 students for their evening class which is wonderful except

the classroom can only hold 24 students so they had to be moved to a larger classroom for now. At the same time, the daytime attendance in Prescott Valley has gone down for GED, but mostly for ELLA which is a consequence of their new Career Pathway Workforce thrust. The 9am-12pm daytime class typically consisted of stay-at-home Moms and retirees who aren't really interested in employment and gaining new career skills. Camp Verde numbers are up for English Language Learners (ESL) compared to last year. On February 7 & 8, there will be a two-day training held for all of the Northern area (Coconino Community College, Mohave Community College, and Pioneer Community College) for English Language Arts & Mathematics Standards Curriculum training at the Prescott campus.

Ms. Prather shared Title III's updates:

- Re-entry program has officially started for 2019. This week will be the second one for the Men's & the Women's was held two weeks ago.
- The re-entry program has been moved to Thursdays from Fridays in hopes that more partners will be able to join in.
- RESEA's numbers are fluctuating, but are still on the rise. We are getting more referrals to Title I's orientation and more people coming in that are ready to work.
- As far as staffing goes, we have one person in Cottonwood that is looking to transfer to Prescott Valley. Upon approval, we can list for Cottonwood and once that is posted and filled, we will be fully staffed.
- There will be a job fair held on February 1 at Chino Valley High School.

Ms. Botkin shared Title IV's numbers are low and they are trying to work on referrals. Ms. Botkin mentioned they will be holding their own job fairs, doing intakes and determining eligibility at the same time will help bring their numbers up.

Mr. Kuykendall shared they've been working on the reentry program with the non-veterans. The Veterans piece is moving along. The Sheriff's Department is looking at a proposal to do one or two per month just focused on Veterans. We're also working with Judge Savone and Judge Mackey to give probation and possibly grant early release for Veterans if they have employment or are looking for employment rapidly. The second piece is we've been working on having veteran representation to the families and to our drilling guard and reserves across Arizona. In Arizona, there are 47 offices in the state, and we would have a dedicated representative to work individually with those armories. The third piece is working with a Canada company that just bought land in Verde Valley, jeep tours in Sedona and buying more companies that could bring more jobs west to the Prescott area.

Ms. Drew asked if persons affected by the federal government shutdown can apply for unemployment. Ms. Robinson said they are eligible to draw unemployment, but would have to be prepared to pay it back if they receive back pay. Ms. Robinson shared the challenge is the federal government is not required to report wages to the State of Arizona even though we have 1,500 people working for the federal government. Persons wanting to collect unemployment have to bring in a wage statement. Unemployment insurance is determined by the earnings on the wage statement.

Ms. Prather added that e-verify is currently down and is affecting companies being able to hire new employees. Also, food stamp allotments in January are being issued for two months so agencies may



receive calls in mid-February because people used their ration already. Their next allotment would be issued in March.

Ms. Cickavage asked if there were any other partner reports and there were none.

VI. Public Comments

Ms. Cickavage called for public comments. There were none.

VII. Adjournment

Ms. Cickavage called for a motion to adjourn. **Mr. Lefever moved to adjourn, seconded by Ms. Botkin. The meeting adjourned at 11:13 a.m.**