

Yavapai County Workforce Development Board One Stop Committee March 26, 2019 Meeting Minutes

Attendees:

Art Askew, Title I, Northern Arizona Council of Governments (NACOG)
Leah Cickavage, Title I, NACOG
Pat Kuykendall, Title III, Employer Engagement Administration,
Department of Economic Security (DES)
Craig Lefever, Title II, Adult Education Services, Yavapai College
Kristy Prather, Title III, Reemployment Assistance Administration, DES

Guests: Kenda Robinson, Region 1 Workforce Manager – DES Employment Services

Staff: Julia Sawyer, Executive Assistant

I. Call to Order, Welcome and Introductions

Leah Cickavage called the meeting to order at 10:02 AM. She asked for introductions both around the table and by phone. A quorum was present.

II. Approve January 22, 2019 One Stop Committee Meeting Minutes

Ms. Cickavage called for comments and questions, there were none. She called for a motion to approve the January 22, 2019 meeting minutes, **so moved by Kristy Prather, seconded by Craig Lefever. The motion carried unanimously.**

III. One Stop Operator Update

Ms. Cickavage reported that the Workforce Development Plan revision was conditionally approved for a six month period of time from the month of February, at which time final required revisions must be submitted for approval. She noted that, since the Plan is valid only until 2020, there is a good chance that it may have to completely revised and rewritten as a new plan for 2021 and forward. It is unclear whether or not the Workforce Innovation and Opportunities Act (WIOA) of 2014 will be reauthorized for 2020.

Ms. Cickavage continued to report that Local Board recertification is still pending, as are the One Stop certifications. She reported that the Conflict of Interest Policy was approved by the Workforce Arizona Council in February with no revisions. Ms. Cickavage expressed appreciation those who have sent their agency Conflict of Interest policies in.

Patrick Kuykendall joined the meeting by phone.

Ms. Cickavage reported that the Title II Addendum to the Yavapai County Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) has been finalized, as was reported at the last meeting. She

noted that, as a result, Title I staff have presented orientations at Yavapai College at the Prescott Campus and the Verde Valley Campus a couple of times, which went very well; students were very receptive to the opportunities presented to them, whether it be supportive services, high school equivalency diploma, or furthering of their employment and education goals. Ms. Cickavage offered Orientation opportunities for Title II staff to attend at 10 AM on Mondays at the West County One Stop in Prescott, and 8:30 AM in Cottonwood.

Ms. Cickavage concluded the One Stop Operator Update by noting that flyers are now available for the Summer Youth Employment and Training Program (SYETP); flyers were provided.

IV. Case Study Findings

Ms. Cickavage reminded the Committee that at the last meeting assignments were made to develop and submit case studies for each of the Partner programs. A packet of the reports received were sent out in advance of the meeting for everyone's review. Ms. Cickavage first called on Art Askew to share his findings on referrals and follow-ups.

- **Referrals/Follow-Ups across ARIZONA@WORK Partners (Art Askew)**

Mr. Askew noted that referral forms are available to all partners, but are not used very often. Kristy Prather noted that the ARIZONA@WORK logo was incorrect on the form, so Title III has not been using it, nor had they received revised forms with the authorized logo. Ms. Cickavage noted that she will send it out to Ms. Prather again, noting that she had sent out an electronic version to all partners following the revision. Title II noted they received the referral form. Mr. Askew continued to note that the referral forms need to be used more in order to better track clients being sent from one partner to the other, in order to ensure that all requirements are being met, and to better aid in follow-up. Mr. Askew recommended that all partners be required to use the approved referral form for follow up, and that the receiving agency should return a copy to the sender once referral is completed. He noted that he is training a new employee now, and using the referral form works well for being able to document in the client file all of the information regarding the referral.

- **Title II Integration/Potential Students for High School Equivalency (HSE) and English as a Second Language (ESL) (Craig Lefever)**

Craig Lefever referred to the overview of Yavapai County Adult Education regarding number of students enrolled. He reported that English Language Acquisition for Adults (ELAA), or English as a Second Language (ESL), is approximately one-fourth of the adult education clients, down considerably from the past. Mr. Lefever shared some background, noting that in 2008, Arizona Proposition 300 brought tighter eligibility criteria for those receiving services paid for with state funding, in part or in whole, requiring these individuals to produce proof of legal status in the United States. He shared information about documentation showing verification of eligibility for students, which must be completed before anyone receives services through Adult Education. Mr. Lefever noted that verification of legal status can be an Arizona driver license or ID. If an individual cannot obtain either of those forms of identification, they are ineligible for the Adult Education program.

Mr. Lefever noted that, with the possibility of immigration reform at the federal level, the future of ELAA services should open the door to those students returning, as well as new students being included.

Adult Basic Education (ABE) students are anyone who tests into grades Kindergarten through grade 8.9; Adult Secondary Education (ASE) is for those testing into 9th grade or above. Individuals are placed at the lowest level of achievement. Measurable Skills Gain (MSG) is derived based on achievement at that level.

Mr. Lefever reviewed the “snapshot” of data, noting that 376 students were qualified and enrolled during the Program Year 2017-2018. In Yavapai County, there were 187 high school equivalency credentials awarded. He asked for questions. Ms. Cickavage noted that these statistics are geared toward several individuals who could potentially be reached to assist with High School Equivalency (HSE) and ELAA. Mr. Lefever agreed, noting that 1, 956 individuals aged 16 – 19 years old who are not enrolled in K-12 and do not have a high school credential – these could be enrolled as potential HSE students. He also shared that there are 3,222 adults over 18 years and living in a “linguistically isolated household” – where English is not the primary language. Ms. Cickavage asked Mr. Lefever what he would propose as the best way to reach those individuals. Mr. Lefever replied that typical methods have been through newspaper and radio, although these methods are less effective today. He remarked that the majority of students who self-refer come through the Yavapai College website. He noted that Graduate Equivalent Degree (GED) is the 3rd to 5th highest-rated search term on the Yavapai College website. When students attend Student Intake, they most often reply when asked who referred them, that friends or family made the referral.

Mr. Lefever continued to review the professional learning log on the third page of his report, noting that 10% of funding must be spent on professional learning. All related activity is calculated as time spent and converted to a dollar amount according to salary. Some discussion followed regarding training opportunities for partners. Mr. Lefever noted that there are several professional learning opportunities, and he would be glad to set partners up with any of these training opportunities.

- **Title III Prescott One Stop Services/RESEAS (Kristy Prather)**

Kristy Prather reported on her case study findings; noting first, that co-enrollment is being handled by each partner in their own way. She reported that there is not much communication between partners on co-enrollment; there is a need for all partners to get on the same page to facilitate effective use of the WIOA program. Ms. Prather noted that Title I should communicate with Title III regarding what gets put into the Arizona Job Connection (AJC) website, since 90% of the Title III clientele are enrolled in AJC. She commented that she hopes to renew a presence in the Prescott One Stop once Title III is fully staffed, and she hopes to see more Title I presence in the Prescott Valley office as well.

Ms. Prather noted that Re-Employment Services Eligibility Assessments (RESEA) are a coordinated effort between Title III and Title I at the Prescott Valley affiliate office. RESEAs are not done at the West County One Stop due to the location of clients and accessibility. She noted that transportation is a barrier unless the client lives in Prescott, recognizing that Title I operates the Taxi Voucher program, but only for Prescott Valley, and that other available public transportation is very limited on scheduling. Ms. Prather expressed the opinion that it would be good to bring back community partner meetings for better client service overall, rather than just the One Stop partners.

- **SNAP E&T (Leah Cickavage)**

Ms. Cickavage reported, utilizing a “Strengths, Weaknesses, Opportunities and Threats” (SWOT) analysis of Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T). SNAP E&T recently updated and increased funding to allow SNAP recipients to transition from public assistance to self-sufficiency. The SNAP E&T goal is to work with WIOA programs and local workforce development boards to compliment services rather than duplicate services. Ms. Cickavage reported that Yavapai County does not currently have a SNAP E&T program, but discussions with DES are in progress to start to bring the program to Yavapai County in the future. Ms. Cickavage reported that many states have already successfully implemented coordinated SNAP E&T with their WIOA programs, noting that this is a weakness/threat for Yavapai County.

Ms. Cickavage then touched briefly on her SWOT analysis of Job Placements/Co-enrollments, noting some strengths; particularly that direct and retained job placements are tracked through the AJC system or other reporting mechanisms with all partners, and that co-enrollments are essential for some clients to be self-sufficient and remove barriers. Weaknesses included the different reporting structures between partner programs, lack of some co-enrollment partners, such as Trade Adjustment Assistance (TAA) in our area, and referral forms being under-utilized between partner programs. Ms. Cickavage briefly touched on opportunities to use the referral forms, and to continue utilizing the One Stop Report structure for One Stop reporting and to showcase the successes of WIOA; the threat being the expiration of WIOA in 2020 unless it is reauthorized.

Regarding Employer Measures, Ms. Cickavage noted the capability to measure services for not only job seekers but employers through the AJC system is a strength for the workforce system. She noted that she and Workforce Development Board (WDB) Executive Director, Teri Drew, have requested technical assistance from the State regarding how to best implement the Employer Measures. Mr. Lefever asked if there has been any progress on developing a shared data base. Ms. Cickavage replied that there has not been. She noted that all that can be reported is to blend information from all partners as one report, and to share successes and numbers. The One Stop report is the only thing in place at this time to share data and information. Mr. Lefever noted that a shared data base would be a key piece to the success of WIOA.

Ms. Cickavage then reported for One Stop Partner Cost Sharing Agreements, noting a need to identify further cost sharing contributions beyond those committed already. She noted that DES auditors have notified Yavapai County that they will need to identify how partners will contribute to cost sharing. Yavapai County continues to move forward with a goal for a plan of action. She called for questions or comments. Mr. Lefever reported that Pima Community College used Yavapai County's MOU to build their own. He noted that he will get a copy of Pima's when they are done. Ms. Cickavage remarked that it is good to set a goal for other areas to strive for. Mr. Lefever quipped that Yavapai County is a role model.

- **Veteran Services (Pat Kuykendall)**

Ms. Cickavage asked Pat Kuykendall to share any information he was able to gather, as she did not receive a report from him regarding Veteran's Services prior to today's meeting. Mr. Kuykendall answered that his report has to be reviewed by two others before it can be finalized, then he will submit it.

- **Placements/Co-enrollments (All)**

Other than Ms. Cickavage's and Ms. Prather's comments, no other reports were received or reviewed.

- **State Identified Employer Measures Implementation and Tracking (All)**

Ms. Cickavage noted that Alycia Botkin of Title IV has not submitted a report as of yet, and noted that the next two items were to be considered by all partners. Ms. Cickavage noted that she has reached out to Ms. Botkin and will share with the Committee once a report is submitted.

Ms. Cickavage asked the Committee to choose two or three of these goals to present to the WDB on April 18, 2019 at 10 AM. She noted that the meeting will be held in the Verde Valley, at the Cottonwood Recreation Center.

Ms. Cickavage reviewed the list of case findings to identify two or three in particular to present to the WDB in April, and will ask the WDB for feedback and approval. The remaining goals will be reviewed at subsequent One Stop Committee meetings to select two or three more to add to the August meeting of the WDB.

Mr. Lefever mentioned a discussion on Test for Adult Basic Education (TABE) 11&12 training as an action item. TABE 11 & 12 is 100% aligned to new College and Career Readiness Standards. Ms. Cickavage noted that this would be a good place to start, noting that student programs, such as Orientation, are in the beginning stages in partner coordination. She suggested that it may be more accurate to plan to report on the process and progress within the next six months. Mr. Lefever agreed.

Ms. Cickavage noted that the Referral process, including the updated forms, would be an important item of discussion. Ms. Prather suggested using an electronic client referral system, which Title I pays for through funding dollars in Yuma. Ms. Cickavage replied that the actual forms themselves can also be submitted back and forth electronically as well via scan/email.

Hearing no other suggestions, Ms. Cickavage noted that the reporting to the WDB will start with these two items: 1) Title II integration, and 2) referrals and follow-ups across partners.

Ms. Cickavage then asked how the Committee would like to present these strategies – particularly regarding the format. It was determined that the SWOT format with plans and actions would be a good format to follow.

Ms. Cickavage asked for a motion to approve the two items from case study findings to present to the WDB, which will focus on Title II integration and potential students for HSE and ESL, and Referrals/Follow-Ups across Partners; **so moved by Craig Lefever and seconded by Art Askew**. Ms. Cickavage called for a vote; **the motion carried unanimously**. Ms. Cickavage again noted that for any case study findings that still need to be submitted, please send them in as soon as possible so they can be presented to the WDB as well.

V. Partner Update

- **Title I**

Ms. Cickavage again mentioned that the SYETP will start in June through and will go through July. The program runs for eight weeks and focuses on out-of-school youth aged 16 – 24. She noted that alternative learning programs or HSE participants are still considered out-of-school. Ms. Cickavage reported that there will be two Orientations for the SYEP, April 24 and May 8 at 3:30 PM, in both Prescott and Cottonwood. She noted that she is sending out solicitations to employers to host Summer Youth participants.

Mr. Askew noted that Title I Program Specialist Danny Jaime has done the three outreaches so far for Title II co-enrollments, and has experienced good responses from the students. Mr. Lefever added that he has heard nothing but good response from the instructors, noting positive comments from the Verde campus as well, regarding Title I Program Specialist Michele Giganti.

- **Title II**

Mr. Lefever reported that he has no other updates other than what he had shared earlier in the meeting.

- **Title III**

Ms. Prather shared that the Prescott Chamber and Yavapai Economic Development group will be visiting the Prescott Valley DES office for a tour and to get better acquainted with the operations there. The Prescott job fair is being held this week at Prescott College, Wednesday, March 27 from 3 PM to 6 PM.

Mr. Kuykendall reported that a Young Adult job fair is coming up on May 1st, and April 4th is the Camp Verde job fair. He noted that he has done a lot of follow up with employers that have participated in the job fairs in the past that are now fully staffed and do not need the job fair. He also noted that new employers are replacing them.

- **Title IV**

Ms. Cickavage noted that, because Alycia Botkin is not present, there will be no Title IV updates.

VI. Public Comments

Ms. Cickavage called for Public Comments, there were none.

VII. Adjournment

Ms. Cickavage called for a motion to adjourn; **so moved by Art Askew, seconded by Craig Lefever. The meeting adjourned unanimously at 10:47 AM.**

*Minutes of the Yavapai County One Stop Committee: March 26, 2019
Approved: May 21, 2019*