

Yavapai County Workforce Development Board One Stop Committee May 21, 2019 Meeting Minutes

Attendees:

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

Staff: Loreen Vargo, Administrative Specialist

I. Call to Order, Welcome and Introductions

Leah Cickavage called the meeting to order at 9:59 AM. She asked for introductions both around the table and by phone. A quorum was present.

II. Approve March 26, 2019 One Stop Committee Meeting Minutes

Ms. Cickavage called for comments and questions, there were none. She called for a motion to approve the March 26, 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 local plan updates for the Workforce Development Plan (WDB) are pending approval of the revisions which are being reviewed by a review committee which consists of representatives from the State, the Office of Economic Opportunity and a Title II representative. Currently, the State has only approved one local plan out of 12 local areas.

Ms. Cickavage reported the State is starting to have discussions about their plan for 2020-2024 and is anticipating outlines to be sent to local areas within the next two months. Ms. Cickavage said once items are received that they will be forwarded to members for review and discussion about a plan of action. Ms. Cickavage asked for questions and comments regarding the plan updates, there were none.

Ms. Cickavage reported that the top priority for the 2020 Yavapai County Memorandum of Understanding (MOU) is shared costs between partners which had been discussed in previous meetings. Ms. Cickavage referenced the Workforce Arizona Council (WAC) Workforce Innovation and Opportunity Act Local Governance Policy (Revised Draft #2) which had been emailed to members. Ms. Cickavage explained this policy outlines what the expectations of the WDB budget and partner fair share contributions are and will probably be approved in June by the WAC. One particular item in the policy is for career services expenses to be included in the WDB budget. She noted career services are typically basic services for individuals such as orientations, use of resource room, basic referrals, labor market information, etc. Ms. Cickavage encouraged everyone to review the draft and mentioned it is posted on the Workforce Arizona Council page website.

Ms. Cickavage noted that discussion between partners in relation to fair share contributions and WDB budget have been going on for some time without resolve, with exception to Title II's addendum to the MOU/IFA. Ms. Cickavage stated she understands that the members of this committee may not be able to make determinations of funding for fair share. Ms. Cickavage shared she had spoken with the WDB Executive Director, Teri Drew, and after discussion, felt the next best step would be to split equally portions of the WDB budget among all partners for fair share, and invoice partner directors. Ms. Cickavage asked for comments; all agreed this would be appropriate.

IV. Case Study Findings Selection for WDB Review/Comment

Ms. Cickavage referenced the PowerPoint presentation that had been sent out to members which is the presentation Mr. Lefever and Ms. Cickavage had presented to the WDB recently. Ms. Cickavage noted the presentation was well received. It helped the WDB understand more about the One Stop Committee's goals, focus areas, and provided the opportunity to receive the Board's input. One input item received was possible strategies for referrals and other options the WDB may be able to assist the committee with in the future.

Ms. Cickavage recapped the Committee's goal is to present two or three focus area items to the WDB at each of their meetings. Ms. Cickavage stated the focus areas are:

- **Referrals/Follow-Ups across ARIZONA@WORK Partners (Art Askew)**
Ms. Cickavage noted this was presented to the WDB at their last meeting.
- **Title II Integration/Potential Students for High School Equivalency (HSE) and English as a Second Language (ESL) (Craig Lefever)**
Ms. Cickavage noted this was presented to the WDB at their last meeting.
- **Title III Prescott One Stop Services/RESEAS (Kristy Prather)**
- **SNAP E&T (Leah Cickavage)**
- **Veteran Services (Pat Kuykendall)**
- **Placements/Co-enrollments (All)**
- **State Identified Employer Measures Implementation and Tracking (All)**
- **One Stop Cost Sharing Agreements**

Ms. Cickavage asked the Committee's preference for the next items to be presented to the WDB on August 14, 2019. No preferences were stated. Ms. Cickavage suggested that Title III Prescott One Stop Services/RESEAS and Placements/Co-enrollments be the next two items to be presented. There was discussion and review of the two items and it was decided that Ms. Prather and Ms. Botkin would do the presentation. Ms. Cickavage asked for questions and comments regarding the two items, there were none.

Ms. Cickavage asked for a motion to recommend Kristy Prather and Alycia Botkin to present at the next WDB meeting the presentation of Title III Prescott One Stop Services/RESEAS and Placements/Co-enrollment; **so moved by Craig Lefever and seconded by Kristy Prather.** Ms. Cickavage called for a vote; **the motion carried unanimously.**

Ms. Cickavage asked Ms. Prather and Ms. Botkin to provide a draft of their presentation to the Committee by July 15, 2019. Also, Ms. Cickavage noted the remaining focus areas to be presented to WDB are: SNAP E&T, Veteran Services, State Identified Employer Measures Implementation and Tracking, and One Stop Cost Sharing Agreements.

Partner Update

- **Title I**

Ms. Cickavage mentioned the Summer Youth Program is in full swing. There are a few positions still available. Ms. Cickavage asked members to please make any referrals for individuals ages 16-24, primarily out-of-school youth or soon to graduate. Youth are still considered out-of-school even if they are going through the Adult Basic Education program. The Summer Youth Program provides great opportunities for youth with earning potential up to \$3,600 for the summer. Ms. Cickavage mentioned Crown King Fire Department has positions that can turn into permanent positions. There are also positions in the Verde Valley and Ashfork.

- **Title II**

Mr. Lefever shared they had their GED graduation ceremony on Saturday, May 18, 2019. There were 40 graduates who participated in the ceremony and about 300 families in attendance. The ceremony was held at Yavapai College's Performing Arts Center. He mentioned Dr. Lisa Rhine, Yavapai College's new president, spoke and four representatives from the Department of Education. Mr. Lefever said the ceremony is always a highlight of their year and it went very well.

Mr. Lefever mentioned they have classes going on all summer and are still in the process of hiring a full-time GED teacher and asked for referrals. Mr. Lefever shared their annual compliance audit is taking place tomorrow and they are bringing one of their trainers to do a TABE 11 & 12 assessment training from 1:00-3:00 p.m. at Yavapai College's Prescott campus in Building 1, Room 225. Mr. Lefever said there is plenty of space and extended an invitation to partners to attend the training. Ms. Cickavage expressed gratitude to Mr. Lefever for the training opportunity.

- **Title III**

Ms. Prather reported they have two vacant positions that will be posted soon. Ms. Prather also noted that they've been able to bring in both partners, Title IV and Title I, into the reentry program and expressed gratitude to both partners for their help. She said they are implementing more strategic improvements and mentioned her recent visit to NACOG to see the updated DES office for when they are fully staffed in the future.

- **Title IV**

Ms. Botkin reported they recently lost a Vocational Rehab counselor and said the position will not be posted. The caseload is being absorbed with her active caseload as supervisor. There are currently five counselors in addition to her working active caseloads until they get back to 600 active cases. Right now, they have 450. Ms. Cickavage inquired about their waitlist and Ms. Botkin said it is down to less than 100. Ms. Cickavage asked if Serious Mental Illness (SMI) cases are still a priority and Ms. Botkin stated SMI are serviced immediately and not put on a waitlist. Ms. Botkin noted a counselor needs to carry a caseload of 80 or more before another counselor can be hired. Counselors are currently carrying a caseload of approximately 60-65 cases each except the school counselor.

Ms. Botkin mentioned there is an open position for an ASL counselor which they are actively seeking to fill as soon as possible. There is a desperate need for ASL and Ms. Cickavage shared her recent experience in trying to locate an Arizona licensed interpreter to provide services to a client. Mr. Lefever said Yavapai College offers an ASL program and offered to reach out to a colleague for other possible ASL resources.

Ms. Botkin added Title IV is also working on obtaining more referrals from job fairs and working with Title III on the Yavapai County Reentry Project.

V. **Public Comments**

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

VI. Adjournment

Ms. Cickavage called for a motion to adjourn; so moved by Alycia Botkin, seconded by Craig Lefever. The meeting adjourned unanimously at 10:48 AM.

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

DRAFT