

AZ@Work Southeastern Arizona  
2020-2021 Budget Report

	BUDGET	Budget	Received	%	Budget	Received	%	Budget	Received	Budget	Received	Budget	Received
	2020-2021	Adult	Adult	Received	Youth	Youth	Received	Worker	Worker	Worker	Worker	Rapid	Rapid
				Spent			Spent					Response	Response
<b>INCOME</b>													
Carryover from prev year	1,262,672	414,291		0%	281,493		0%	420,067				141,156	
Contract 20/21	2,648,209	749,476		0%	727,876		0%	1,170,857				-	
<b>TOTAL INCOME</b>	<b>3,910,881</b>	<b>1,163,767</b>	<b>-</b>	<b>0%</b>	<b>1,009,369</b>	<b>-</b>	<b>0%</b>	<b>1,590,924</b>	<b>-</b>	<b>0%</b>	<b>141,156</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>													
	BUDGET	Budget	Actual	%	Budget	Actual	%	Budget	Actual	Budget	Actual	Budget	Actual
	2020-2021	Adult	Adult	Spent	Youth	Youth	Spent	Worker	Worker	Worker	Worker	Rapid	Rapid
												Response	Response
Salaries	769,955	245,997		0%	113,455		0%	383,789				26,814	
ERES	251,692	80,913		0%	39,618		0%	120,040				11,121	
Professional Services	62,100	17,149		0%	16,653		0%	26,798				1,500	
Staff Training	13,500	3,537		0%	3,435		0%	5,528				1,000	
Utilities - Non Energy	2,375	651		0%	632		0%	1,017				75	
Building Maintenance Service	17,500	4,811		0%	4,672		0%	7,517				500	
Repair & Maintenance Service	9,855	2,773		0%	2,693		0%	4,334				55	
Rent	127,595	34,471		0%	30,512		0%	55,322				7,290	
Rental-Equipment	116	33		0%	32		0%	51					
Insurance	18,000	4,670		0%	4,534		0%	7,296				1,500	
Telephone Communications	49,500	12,735		0%	12,366		0%	19,889				4,500	
Advertising/Publications	1,500	425		0%	412		0%	663					
Information & Marketing	20,455	5,680		0%	5,496		0%	8,844				455	
Printing	3,600	1,019		0%	989		0%	1,592					
Board Expense	28,500	8,066		0%	7,832		0%	12,602					
In State Travel	27,000	7,641		0%	7,420		0%	11,939					
Out of State Travel	25,000	7,075		0%	6,870		0%	11,055					
Building Maintenance Supplies	3,776	1,019		0%	989		0%	1,592				176	
Office Supplies	8,800	2,462		0%	2,391		0%	3,847				100	
Utilities - Energy	10,045	2,688		0%	2,611		0%	4,201				545	
Equipment/Fixed Assets	130,790	39,905		0%	39,618		0%	45,477				125	
Supplies - Technology	3,800	1,076		0%	1,044		0%	1,680					
Membership Dues	5,125	1,415		0%	1,374		0%	2,211				125	
Client Training	1,487,688	547,007		0%	113,665		0%	743,516				83,500	
Client Support	222,558	100,669		0%	40,000		0%	80,114				1,775	
Youth Contracts	550,056			0%	550,056		0%						
Contingency	60,000	30,000		0%	-		0%	30,000					
<b>TOTAL EXPENDITURES</b>	<b>3,910,881</b>	<b>1,163,767</b>	<b>-</b>	<b>0%</b>	<b>1,009,369</b>	<b>-</b>	<b>0%</b>	<b>1,590,924</b>	<b>-</b>	<b>0%</b>	<b>141,156</b>	<b>-</b>	<b>-</b>

AZ@Work Southeastern Arizona									
2020-2021 Budget Report									
		Budget	Actual						
		AZ	AZ						
		Community	Community						
	%	Foundation	Foundation	%	Cumulative			%	
	Received	Grant	Grant	Received	Received			Received	
INCOME									
Carryover from prev year	0%	5,665		0%	-			0%	
Contract 2021	#DIV/0!				-			0%	
<b>TOTAL INCOME</b>	<b>0%</b>	<b>5,665</b>		<b>0%</b>	<b>-</b>			<b>0%</b>	
EXPENDITURES									
		Budget	Actual						
		AZ	AZ						
		Community	Community						
	%	Foundation	Foundation	% <th>Cumulative</th> <td></td> <td></td> <th>%</th> <td></td>	Cumulative			%	
	Spent	Grant	Grant	Spent	Spent			Spent	
	0%							0%	
Salaries	0%				-			0%	
ERES	0%				-			0%	
Professional Services	0%				-			0%	
Staff Training	0%				-			0%	
Utilities - Non Energy	0%				-			0%	
Building Maintenance Service	0%				-			0%	
Repair & Maintenance Service	0%				-			0%	
Rent	0%				-			0%	
Rental Equipment	0%				-			0%	
Insurance	0%				-			0%	
Telephone Communications	0%				-			0%	
Advertising/Publications	0%				-			0%	
Information & Marketing	0%				-			0%	
Printing	0%				-			0%	
Board Expense	0%				-			0%	
In State Travel	0%				-			0%	
Out of State Travel	0%				-			0%	
Building Maintenance Supplies	0%				-			0%	
Office Supplies	0%				-			0%	
Utilities - Energy	0%				-			0%	
Equipment/Fixed Assets	0%	5,665			-			0%	
Supplies - Technology	0%				-			0%	
Membership Dues	0%				-			0%	
Client Training	0%				-			0%	
Client Support	0%				-			0%	
Youth Contracts	0%				-			0%	
Contingency	0%				-			0%	
<b>TOTAL EXPENDITURES</b>	<b>0%</b>	<b>5,665</b>		<b>0%</b>	<b>-</b>			<b>0%</b>	

Arizona at Work-Southeastern Arizona Local Workforce Development Board  
 Board Budget  
 July 1, 2020 to June 30, 2021

Account Description	Budget Amount	Explanation
Board Retreat	\$ 5,000	Annual Strategic Planning Session for all Board Members
Mileage Reimbursement	\$ 7,500	Reimbursement to Board Members to attend quarterly Board Meetings held in Cochise, Graham and Greenlee Counties
Conference Expense	\$ 6,000	President of the Board and member to attend the National Association of Workforce Board Annual Conference in Washington, D.C. Included is registration fee, airline ticket, hotel and per diem
One Stop Operator Expense	\$ 10,000	Coordination of on-site Partners in the Business and Workforce Development Centers in Cochise, Graham and Greenlee counties
Total Board Budget	<u>\$ 28,500</u>	



SOUTHEASTERN ARIZONA

SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD

Minutes

Cochise College Downtown Center  
2600 E. Wilcox Drive, Room A102  
Sierra Vista, AZ 85635

Zoom Online Virtual Meeting

<https://us02web.zoom.us/j/2259468635?pwd=VDJreWw5THlybzZvcllBSXVxR3VJUT09>

Meeting ID: 225 946 8635

Password: qf8PWT

Thursday, December 17, 2020  
10:00 AM

**Members Present**

Ron Curtis  
Kathleen Bullock  
Doris Tolbert  
Wick Lewis  
Jack Bauer  
Jason Bowling  
Jelensky Irons  
Evonne Cummins  
Brad Dale  
Elizabeth Kinder  
Edward Dummit  
Sam Curtis  
Amanda Baillie (*Ex Officio*)

**Members Absent**

Matt Bolinger  
Tony Boone  
Mark Gallego  
Merritt Essig  
Janice Lawhorn  
Martha Lujan  
Jacob Williams

**Guests Present**

Jim Mize  
Suzette Diaz  
Dr. Susan Wood

**Staff Present**

Vada Phelps  
Vickie Simmons  
Megan Hollingsworth

**A. Call to Order**

President Ron Curtis called to order the regular meeting of the ARIZONA@WORK Local Workforce Board at 10:00 AM on December 17, 2020 in person as well as on Zoom online website.

**B. Roll Call**

Megan Hollingsworth conducted roll call. The names of present and absent members; as well as guests and staff are listed above. Quorum was established.

*"If such a conflict does arise, I will declare that conflict before the board and refrain from discussing and voting on matters in which I have conflict."*

**C. Welcome New Board Members**

New Board Member, Sam Curtis, was welcomed and introduced himself.

**D. Action Item: To Approve September 17, 2020 Minutes**

**Motion to Approve:** Jack Bauer

**Seconded:** Wick Lewis

**Approved:** Unanimously

**E. Action Item: To Approve 2020-2023 Local Plan**

Vickie Simmons shared that the Local Plan has been approved by the Arizona Workforce Council, as well as the Board of Supervisors. Treasurer, Wick Lewis, asked if anything of concern had come to Vickie's attention while compiling the report. Vickie explained that the purpose of the Local Plan is to serve as a strategic plan for the Board. It identifies the key industries that have been chosen and how staff will serve the clients of Cochise, Graham and Greenlee Counties.

**Motion to Approve:** Doris Tolbert

**Seconded:** Kathleen Bullock

**Approved:** Unanimous

The Board voted unanimously to Approve the 2020-2023 Local Plan.

**F. Action Item: To Approve One-Stop System MOU**

Vickie Simmons explained that the Memorandum of Understanding (MOU) is an agreement between the Board and Core Partners about how to collaborate and serve clients together. The plan has been completed and signed off by all Partners. She also explained that it is a four-year plan that can be looked at twice a year. Executive Director, Vada Phelps, also added that the MOU has been approved by the Cochise County Board of Supervisors.

**Motion to Approve:** Wick Lewis

**Seconded:** Doris Tolbert

**Approved:** Unanimously

The Board voted unanimously to Approve the One-Stop System MOU.

**G. Action Item: To Approve 7/2020-12/2020 IFA & 1/2021-6/2023 IFA**

Vickie Simmons explained that there are two Infrastructure Funding Agreements (IFA) due to the fact the Department of Economic Security (DES) has not changed their offices in the Comprehensive Center. DES will be giving up some offices, beginning January 2021, as they move to virtual services. She also explained that the purpose of an IFA is to show what co-

located partners will pay for infrastructure costs. This is based on a percentage of full-time equivalents.

**Motion to Approve:** Wick Lewis

**Seconded:** Doris Tolbert

**Approved:** Unanimously

The Board voted unanimously to Approve the 7/2020-12/2020 IFA and the 1/2021-6/2023 IFA.

#### **H. Action Item: To Approve PYQ Youth Contract**

Vickie Simmons shared that the Youth Contract is in Cochise County with Professional Youth Quest (PYQ). She explained that the contract went up for bid, and PYQ was the sole bidder. She added that PYQ has exceeded all performance measures. Wick Lewis asked whether or not PYQ provides youth services to other counties or Local Workforce Boards. Vickie responded by sharing that PYQ only serves Cochise County, and there were no bidders in Graham and Greenlee Counties. Due to this, Graham and Greenlee Counties conduct youth services in-house, rather than contracting out the service.

**Motion to Approve:** Wick Lewis

**Seconded:** Doris Tolbert

**Approved:** Unanimously

The Board voted unanimously to Approve the PYQ Youth Contract.

#### **I. Action Item: To Approve Training Services Policy**

Vickie Simmons shared that the Training Services Policy is a requirement of the Board to be recertified. She explained that the Workforce staff has continually had a training services procedure, but the Board is required to have a Training Services Policy that details how staff and the Board will serve clients.

**Motion to Approve:** Jack Bauer

**Seconded:** Elizabeth Kinder

**Approved:** Unanimously

The Board voted unanimously to Approve the Training Services Policy.

#### **J. Action Item: To Approve Revised By-Laws**

Executive Director, Vada Phelps, explained that several changes and additions were made to the By-Laws, in order to comply with new State requirements. She shared, in detail, what each of the changes were.

**Motion to Approve:** Jack Bauer

**Seconded:** Doris Tolbert

**Approved:** Unanimously

The Board voted unanimously to Approve the Revised By-Laws.

#### **K. Action Item: To Approve Shared Governance Agreement**

Vada Phelps explained that the Shared Governance Agreement outlines how the Local Workforce Development Board (LWDB) and Boards of Supervisors work together. She shared that prior to the ARIZONA@WORK board meeting, it had been approved by the Cochise County

Board of Supervisors, the Greenlee County Board of Supervisors, and is awaiting approval by the Graham Board of Supervisors at their next board meeting. Board President, Ron Curtis, explained that a vote to approve signifies that the LWDB authorizes that they will not do anything that the three Boards of Supervisors would object to. Vada Phelps added that this agreement has always been in place, but it has recently been revised to meet current State requirements.

**Motion to Approve:** Sam Curtis

**Seconded:** Jack Bauer

**Approved:** Unanimously

The Board voted unanimously to Approve the Shared Governance Agreement.

**L. Action Item: To Approve Consortia Agreement**

Vada Phelps explained that the Consortia Agreement is the agreement that indicates that Cochise County Board of Supervisors has been designated as the lead county, authorizing them to sign on behalf of Greenlee and Graham Counties. She shared that prior to the ARIZONA@WORK board meeting, it had been approved by the Cochise County Board of Supervisors, the Greenlee County Board of Supervisors, and is awaiting approval by the Graham Board of Supervisors at their next board meeting.

**Motion to Approve:** Doris Tolbert

**Seconded:** Wick Lewis

**Approved:** Unanimously

The Board voted unanimously to Approve the Consortia Agreement.

**M. Action Item: To Approve Conflict of Interest Policy**

Vada Phelps shared that there has always been a Conflict of Interest Policy, but it has not needed to be approved by the Board until now, due to new State requirements. Ron Curtis explained that the policy outlines and identifies what constitutes a conflict of interest. Vickie Simmons added that the Conflict of Interest Policy matches what is outlined in the Shared Governance and Consortia Agreements.

**Motion to Approve:** Jack Bauer

**Seconded:** Kathleen Bullock

**Approved:** Unanimously

The Board voted unanimously to Approve the Conflict of Interest Policy.

**N. Action Item: To Approve 2020 Budget**

Vada Phelps explained that the budget now has to be formally approved by the Board. She shared that the budget indicated an increase in funding. Secretary, Doris Tolbert, asked why an increase in funds had been received. Vada explained that she believes it was due to the unemployment rates of the three counties.

**Motion to Approve:** Wick Lewis

**Seconded:** Sam Curtis

**Approved:** Unanimously

The Board voted unanimously to approve the 2020 Budget.

## **O. Financial Report: 2020 Budget and Expenditures**

In Michelle Huff's absence, Vada Phelps presented the Financial Report. Report was accepted.

## **P. One-Stop Operator Report**

Presented by Jim Mize. He reported that he has consistently been in contact with Vickie Simmons about how to get all of the agencies together. He shared that it has been a struggle to get people involved in meeting, due to illness or prior commitments. The hope is to get all of the agencies involved in attending these meetings. The plan moving into 2021 is to schedule meetings every two months, with the hope of eventually catching everyone. He added that he believes they should have a good idea of what they are trying to accomplish by the March 2021 LWDB meeting.

## **Q. Core Partner Reports**

- One-Stop Employment and Training report presented by Vickie Simmons.
  - She reported that they have worked with Pima, Santa Cruz, and Yuma Counties on two H-1B proposals. If these proposals are awarded, it would bring in an extra \$1.4 million for health care and information technology careers. She added that they are also going to Eastern Arizona College (EAC) once a week to meet with students. The first time, they met 25 students and gave out 16 applications. This engagement has begun as a result of a meeting with Dr. Susan Wood and other staff members from EAC. Dr. Susan Wood commended Lisa Lane for her work with the EAC students, as well as commending Vickie for her leadership.
- Rehabilitation Services report presented by Elizabeth Kinder.
  - She reported that she has successfully filled counselor positions in the Sierra Vista and Douglas offices. She also introduced Suzette Diaz as the new supervisor for the Safford and Benson Vocational Rehabilitation offices. Elizabeth noted that they are successful at getting people into employment opportunities, but they need to find out what is happening once people are in those opportunities and how to best secure more closures.
- Employment Services report presented by Jelensky Irons.
  - Vada Phelps asked for an update on how DES is providing virtual services. Jelensky explained that the offices are still open, but the services being provided within the offices are virtual. Vickie Simmons commented on how the ARIZONA@WORK offices are also helping people access DES services by providing them a computer to use and getting them in touch with unemployment services. Vada Phelps expressed appreciation to Jelensky about the improvements in DES's services.
- Adult Education report presented by Brad Dale.
  - He shared that they just learned they will be awarded a one time disbursement of \$50,000 to specifically target barriers related to COVID-19. The plan is to use those funds to aid in the purchase of hotspots and laptops to counteract the issues of lack of devices and internet connectivity that many students are facing.



He stated that although the data is low, they are retaining current students and still have measurable skill gains. Vada Phelps commended Brad for a job well done on laying the groundwork for how Cochise College and ARIZONA@WORK can best collaborate.

**R. Executive Director's Report**

Executive Director, Vada Phelps, informed the Board that there are hard copies of the 2019-2020 Annual Report for all members. She highlighted the fact that Southeastern Arizona and Pima County were all "Green" on the red and green performance chart. She also posed the question of whether or not the Board would be interested in a smaller and more condensed version of the report in the future. This is a topic that she would like to discuss more in-depth at the 2021 Annual Retreat. She also thanked Jason Bowling for allowing the Board to borrow SSVEC's Meeting OWL at the Annual Retreat in September 2020.

**S. President's Report**

Board President, Ron Curtis, gave an update on efforts that had been made toward making broadband available to residents in rural areas. He thanked Jason Bowling for providing him the results of a SSVEC survey on internet carriers. He expressed frustration about the resistance that private carriers have shown in either meeting or trying to provide internet to underserved populations. He will continue efforts with those he has already met with and provide updates to the Board at the next meeting.

Ron opened up time for a round table discussion about the local employment situations. He posed questions of how well people are getting jobs, how training and education are going, are there opportunities, and is there more that the Board can be doing?

Board members and guests Amanda Baillie, Susan Wood, Kathleen Bullock, Jason Bowling, Jack Bauer, Brad Dale, Sam Curtis, Wick Lewis, and Doris Tolbert provided valuable discussion and insight as to how the Board can best serve the community.

Ron Curtis encouraged all Board members to stay in tune with what is going on in their communities, so they can best serve those people. He also thanked the Board for all of their work and efforts.

**T. Next Meeting**

Thursday, March 18, 2020  
10:00 AM  
Arizona Electric Power Cooperative  
1000 Arizona 80, Benson, AZ 85602

**U. Adjourn**

President Ron Curtis adjourned the meeting at 12:00 PM.

ARIZONA@WORK is an Equal Opportunity employer/program.

Funded by WIOA federal dollars serving Adults, Youth, and Dislocated Workers

Report Submitted by: *Megan Hollingsworth*