



## **CONFLICT OF INTEREST LWDB POLICY**

SEAZLWD Board Members shall avoid both conflict of interest and appearance of conflict of interest in the conduct of the Board's business.

SEAZLWDB shall follow:

Arizona law on Conflict of Interest as set forth in Arizona Revised Statutes: Title 38 – Public Officers and Employees, Chapter 3 – Conduct of Office, Article 4 Section 38-447 and Article 8 Section 38-501-511.

Conflict of Interest is defined as real, apparent and organizational. It refers to circumstances where an individual or an organization the individual represents has competing interest that may affect that person's ability to act objectively and without bias. Where there may be circumstances or actions that have the potential to undermine the impartiality of a person due to a clash between the person's interests and their organizational role, or between competing organizational roles if a person serves in more than one organizational role.

If there is a possibility of a conflict of interest, a written agreement will be included. Conflict of interest and the firewalls are listed in this agreement.

ARIZONA@WORK-Southeastern Arizona will evaluate and monitor compliance with the laws and regulations and take prompt and appropriate action when any noncompliance is identified in accordance with Uniform Guidance 2 CFR 200.61 and 200.62 and 20 CFR 683.220.

A Local Board member may not vote on any matter that would provide direct financial benefit to the member or the member's immediate family, or on matters of the provision of services by the member or the entity, the member represents.

A Local Board member must avoid even the appearance of a conflict of interest. Prior to taking office, Local Board members must provide to the Local Board President or Chair a written declaration of the substantial business interest or relationship they or their immediate families have with all businesses or organizations that have received, are currently receiving or are likely to receive contract of funding from the Local Board. Such declarations must be updated annually or within 30 days to reflect any changes in such

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**Page 2**

business interest or relationships. The Local Board must appoint an individual to review the disclosure information in a timely manner and advise the Local Board President or Chair and appropriate members of the potential conflicts.

Prior to a discussion, vote, or decision on any matter before the Local Board, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or priority that would be affected by any official Local Board action, the member must disclose the nature and extent of the interest or relationship and must abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions must be recorded in the minutes of the Local Board meeting and be maintained as part of the official record.

It is the responsibility to the Local Board members to monitor potential conflict of interest and bring it to the Local Board's attention in the event a member does not make a self-declaration.

In order to avoid a conflict of interest, a Local Board must ensure that the Local Board's workforce service providers for WIOA Title 1B adult, dislocated worker and youth programs must not employ or otherwise compensate a current or former Local Board member or Local Board employee or grant recipient who was employed anytime during the previous 12 months.

The Local Board must ensure that the Local Board, its members, or its administrative staff do not directly control the daily activities of its workforce service providers, workforce system partners, or contractors.

Local Board members or their organizations may receive services as a customer of a local services provider or workforce system partner.

The SEAZLWDB members will adhere to the State Workforce Policy #1, Local Governance and State Workforce Policy #8, Conflict of Interest and follow the rules regarding conflict of interest.

A clear separation of duties will be enforced by the Chairman or President of the Local Workforce Development Board to make sure all firewalls between staff that perform governance functions and operation functions that serve multiple roles in the one-stop service delivery system will be enforced in accordance with the Organizational Chart.



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**

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**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*