



YAVAPAI COUNTY

Yavapai County Workforce Development Board Executive Committee January 13, 2022 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2022
Anita Payne, Chairman	Present	0
Gary Hassen, Vice Chairman	Present	0
Phil Tovrea	Present	0
Mark Timm	Present	0
Kurt Greves	Present	0
Tony Gauthier	Present	0

Guests: Leah Cickavage, NACOG Operations Manager; Robert Garcia, Office of Economic Opportunity; Gabe Loyola, Loyola Associates.

Staff: Teri Drew, Executive Director
Julia Sawyer, Executive Assistant

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 9:03 AM and called for introductions around the table and on Zoom. Guest attendee Robert Garcia from the Governor’s Office of Economic Opportunity noted that he has heard of the great things Yavapai County is doing. All were welcomed and Chairman Payne reviewed meeting protocol and noted that Public Comment Cards are available for the Public Comment portion of the agenda.

II. Approval of the November 10, 2021 minutes, November 10, 2021 Executive Session Minutes, and November 22, 2021 Executive Session minutes.

Chairman Payne call for a review and questions regarding the November 10, 2021 Executive Committee meeting minutes and Executive Session minutes. With no questions, Chairman Payne called for a **motion and second to approve the Executive Session minutes as drafted; so moved by Gary Hassen, seconded by Tony Gauthier. The motion carried unanimously.** Chairman Payne called for a **motion to approve the regular minutes of the November 10, 2021 Executive Committee; so moved by Mark Timm, seconded by Phil Tovrea. The motion carried unanimously.** The November 22, 2021 Executive Session minutes were not addressed nor approved, and will be tabled to the next Agenda of the Executive Committee.

III. One Stop Operator RFP Strategies Discussion

Chairman Payne turned the meeting over to Gabe Loyola for a brief discussion on the process for sending out a Request for Proposals (RFP) for the Yavapai County One Stop Operator (OSO) that will be due this year.

Mr. Loyola gave a simple outline of the process via a handout, noting that the Board has been through this process before. He briefly touched on the law regarding OSO procurement, the role of the OSO and the RFP process. Mr. Loyola noted that he will bring more detail during the WDB meeting that follows this meeting. Chairman Payne thanked Mr. Loyola for presenting for the Executive Committee. Executive Director Teri Drew noted that the Executive Committee voted to retain the services of Mr. Loyola as the consultant to the Board for the OSO RFP process.

IV. Chairman's Report

➤ Consideration to move into Executive Session

Chairman Payne began her report by requesting the opportunity to move into Executive Session for further discussion of legal matters. Chairman Payne called for a **motion to move into executive session; so moved by Mark Timm, seconded by Phil Tovrea. The motion carried.**

Ms. Drew dismissed those attending via Zoom and the non-members present at the meeting at this time. The Zoom meeting opportunity and recording was temporarily disconnected.

The WDB Executive Committee moved into Executive Session, attended by Chairman Anita Payne, Vice Chairman Gary Hassen, Philip Tovrea, Mark Timm and Tony Gauthier. Kurt Greves was excused from executive session as he was attending via Zoom.

The following matters were discussed and considered at the meeting:

- **WDB Legal Process Update**
- **Board authority regarding personnel matters**

No action was taken on these matters, information and discussion only on pending items.

➤ Election Committee Appointments

Prior to reconvening into Public Session, Chairman Payne took the opportunity to appoint the following members to the PY2022-23 Elections Committee:

- Elaine Bremner, Chair
- Kurt Greves, Vice Chair
- Mel Ingwaldson, Youth Council Chair
- Craig Lefever, One Stop Committee Chair

Chairman Payne reopened the Public Meeting and the Zoom Recording was re-started.

V. Director's Report

Chairman Payne turned the meeting over to Teri Drew for the Director's Report. Ms. Drew shared briefly plans to work with one of the program employers to draft a story and a video highlighting their story to present for a national award for the WDB at the National Association of Workforce Boards, to be held at Washington DC in April.

VI. Member Comments

Chairman Payne called for member comments, there were none.

VII. Public Comments

Chairman Payne called for Public comments; there were no Public comments.

VIII. Adjournment

Chairman Payne called for a **motion to adjourn the Executive Committee meeting; so moved by Tony Gauthier, seconded by Phil Tovrea. The meeting was adjourned at 10:01 AM.**

*Minutes of the Workforce Development Board Executive Committee – January 13, 2022.
Approved:*