

Yavapai County Workforce Development Board One Stop Committee November 10th, 2020 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2020
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	1
Alycia Botkin, Title IV	Present	0
Leah Cickavage, Title I	Present	0
Kristy Prather, Title III	Present	1

Staff:

Guests: Sheryl Hart, Patrick Brown, Edward Abramowitz, Danielle Nahass

I. Call to Order

Due to the current health situation, committee members agreed to meet remotely for this session. Contact information was made available to the public through the NACOG website. Chairman Craig Lefever called the meeting to order at 1:01 p.m. and welcomed everyone. A quorum was present. The Chairman asked for introductions from all attendees. Afterwards, he confirmed that all attendees were able to access the attachments that were sent out with the invitation.

II. Approval of September 15th, 2020 Meeting Minutes

Chairman Lefever called for questions or comments on the previous meeting minutes. There were none. Chairman Lefever called for a motion to approve the Minutes as drafted; so moved by Ms. Prather, seconded by Ms. Botkin. The motion carried unanimously.

III. Chair's Report

Chairman Lefever explained the necessity for the early convening of this meeting: namely, that the Department of Economic Security had recently sent back comments regarding the IFA and updates that need to be made. It was requested that we send details addresses which particular MOU/IFA elements that Partners were able to agree upon. At this point, Chairman Lefever turned the meeting over to Ms. Cickavage to explain the DES request.

IV. One Stop Operator's Report

Ms. Cickavage then summarized the request from Title I/DES, which was submitted by Rachel Tashbrook and Nancy Meeden.

- A. Co-location of Partners
- B. Dollar amounts and methodology in the IFA

C. Fair share contributions

gave the Fair Share Contributions update. All partners had received the draft copy of the 2020-2024 Memorandum of Understanding.

FY20 Invoices

1. Later in the meeting, Ms. Cickavage confirmed that invoices had been received by the higher level WIOA partners' administrative entities with the following results
 - a. Title I has paid it's invoice
 - b. Title II paid some funds from its Workforce Award, and is drafting a response to the invoice
 - c. Title III is drafting a response
 - d. Title IV is discussing the request with their business office and drafting a response

V. **Memorandum of Understanding Discussion/Approval**

1. Discussion

- a. Chairman Lefever explained that the MOU is the general agreement to partner and provide services, while the IFA contains the fiscal detail for that partnership
- b. Group discussion of the MOU addressed the following:
 - i. Breakdown of component costs for the One Stop and WDB
 - ii. Contributions of core partners
 1. Co-located (Titles I, III and IV)
 2. Non-co-located (Title II)
 - iii. Basic Services
 - iv. One Stop sites in Yavapai County
 1. Prescott and Cottonwood (Comprehensive Centers)
 2. Prescott Valley is not included (Affiliate Center)
- c. The MOU was revised with the following changes: Chevera Truillo as point of contact/signatory for Title III and Sandra Canez point of contact/signatory for Unemployment Insurance. Page 9, SHARING ONE STOP SYSTEM SERVICE/OPERATING COSTS, now reads "By July 1, 2020, all Partners to the MOU plan to adopt an infrastructure cost sharing agreement that will reflect

each Partner's contribution toward the infrastructure Center costs, and the One Stop Operator. As identified at the Yavapai County Workforce Development Board meeting in August 2020, the Partners agree to contribute a fair share by dividing up the annual Yavapai County WDB Budget of career services, professional services and supplies equitably as identified in the Infrastructure Funding Agreement (IFA)."

2. Approval of the revised MOU
 - a. Ms. Prather moved that the MOU be approved with the above changes
 - b. Ms. Botkin seconded the motion
 - c. The motion carried without objection

VI. Infrastructure Funding Agreement Discussion/Approval

1. Discussion

- a. The approved agenda for the meeting recognized the following partners for the IFA:
 - i. Core Partners
 1. Title I: Adult, Youth, Dislocated Worker
 2. Title II: Adult Basic Education
 3. Title III: Wagner-Peyser
 4. Title IV: Vocational Rehabilitation
 - ii. Required Partners
 1. Senior Community Service Employment Program (SCSEP Title V)
 2. Trade Adjustment Assistance (TAA)
 3. Community Development Block Grant (CDBG)
 4. Housing and Urban Development (HUD)
 5. Programs under Unemployment Compensation
- b. Ms. Cickavage reminded the committee that a failure to submit an approved IFA would result in the Yavapai WDB being "out of compliance"
- c. Group discussion of the IFA addressed the following:
 - i. The greatest point of contention was the "fair share" methodology (p.62 of the IFA)

1. "Proportionate Share For ARIZONA@WORK Job Center Partners Agreeing To Share These Costs" specifically assigned to each partner: \$84,718.25
 2. Title I (Cickavage) agreed to the costs as written and has remitted the requested amount
 3. Title II (Hart) found the equal four-way split to be "unreasonable" as written and questioned the data confirming One Stop services given to Title II students. The Title II Representative (Lefever) will submit a new shares methodology that includes existing "in-kind" contributions to the local ARIZONA @WORK consortium.
 4. Title III (Abramowitz) will research current MOUs and IFAs in other parts of the state and meet with the Title III Representative (Prather) to negotiate a new plan/methodology for shared costs.
 5. Title IV (Bodkin) will continue to seek advice from and meet with the Vocational Rehabilitation administration to negotiate a shared costs plan.
- ii. The One Stop Committee did agree to the following changes in the IFA: All date changes to end in 2023, point of contact updates, update to rent costs for Prescott One Stop Center.
2. Approval of the revised IFA
 - a. While certain changes were made to the IFA, no vote for re-approval was called.
 - b. Core Partners were asked to meet with their administrations in pursuit of a revised fair-share methodology each Title would be willing to agree to.

VII. Public Comments

Chairman Lefever called for public comments and there were none.

Leah asked Partners to get with their administration to develop a plan of action going forward as the due date of the MOU/IFA to the state is November 23, 2020.

VIII. Adjournment

Chairman Lefever adjourned the meeting at 2:59 p.m.