

# Yavapai County Workforce Development Board Executive Committee November 10, 2021 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2021
Philip Tovrea, Chairman	Present	1
Gary Hassen, Vice Chairman	Present	0
Anita Payne, Immediate Past Chair	Present	1
Mark Timm	Present	0
Kurt Greves	Absent	3
Tony Gauthier	Present	0

**Guests:** Leah Cickavage, NACOG Operations Manager

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

**I. Call to Order/Welcome/Introductions**

Chairman Phil Tovrea called the meeting to order at 9:03 AM. Executive Assistant Julia Sawyer called the roll, a quorum was present.

**II. Approval of the September 9, 2021 Minutes**

Chairman Tovrea called for questions and/or comments regarding the minutes from the September 9, 2021 meeting of the WDB Executive Committee. Hearing none, he called for a motion and second to approve the minutes as drafted; **so moved by Gary Hassen, seconded by Mark Timm. The motion carried unanimously.**

**III. Chairman’s Report**

➔ **WDB Updates**

Chairman Tovrea’s report began with an update of the last meeting’s executive session, at which the WDB Executive Director Teri Drew’s evaluation was discussed. Anita Payne noted that, as the WDB Chair last year she had sent a letter in August 2020 to NACOG Executive Director Chris Fetzer following Ms. Drew’s 2020 performance evaluation and a follow-up letter in February of 2021, which received no response. Ms. Payne asked Chairman Tovrea what took place following the 2021 evaluation. Chairman Tovrea explained that a letter was sent out to Mr. Fetzer. Chairman Tovrea noted that he is an Executive Committee member of the NACOG Regional Council and that at the last meeting he was asked to recuse himself from the meeting due to a conflict of interest. Chairman

Tovrea recused himself and met Mr. Fetzer in the hallway outside of the Regional Council meeting. He asked Mr. Fetzer if he had received his letter, which Mr. Fetzer acknowledged that he had. Chairman Tovrea noted that the question regarding who sets the WDB Executive Director's salary has not been resolved, and he noted that the question should have been answered by now. Chairman Tovrea noted that a NACOG attorney is getting involved.

Ms. Payne noted that if an attorney is getting involved, she was concerned that this meeting should be moved into executive session. She made the **motion to move into executive session, seconded by Mark Timm. The motion carried unanimously.**

**At this time, the recording was stopped, staff and guests were dismissed from the meeting until the executive session was completed.**

*The WDB Executive Committee met in executive session to discuss personnel matters and recommendations moving forward. The Executive Committee took action regarding NACOG. Members participating in executive session were Chairman Phil Tovrea, Vice Chairman Gary Hassen, Immediate Past Chair Anita Payne, Executive Member Mark Timm, Public Voice Representative Tony Gauthier, and Executive Director Teri Drew.*

The public meeting resumed.

#### **IV. Strategic Plan Review/Approval**

Ms. Drew reported that, due to the consultant's recent health difficulties, the WDB Strategic Plan is not ready for review and approval at this time but the draft presented is a "skeleton" and is not complete. Ms. Drew reported that the Strategic Planning Committee met and has decided to move forward to complete the Plan on behalf of the Board. To date, no payments have been made to the consultant, but Ms. Drew will connect with the consultant to determine any amounts due. Ms. Drew noted that she will circle back with the Committee for further discussion.

#### **V. Director's Report**

Ms. Drew began her Director's Report by welcoming new member Kurt Wilkinson to the WDB. Mr. Wilkinson has taken over the term of Joan Gustafson. An opportunity to introduce himself will be made available at the full Board meeting.

##### **➤ Program Update**

Ms. Drew reported that Rick Duff's resignation is pending in December when his retirement becomes effective. Mr. Duff represents the labor sector, a difficult position to fill in Yavapai County. Ms. Drew reported that she has reached out to

the State for assistance in filling Mr. Duff's vacancy, and staff has done outreach to police unions, the County, and G.D. Barri for recommendations but has received no referrals to date. Ms. Drew noted that this seat is required for our board certification, but the Board is allowed 120 days to fill the vacancy. She asked for assistance from the Executive Committee in seeking out qualified candidates. Ms. Payne noted that there is union representation at APS and that Board member Brenda Rhodes from APS may be able to assist. Ms. Drew reported that outreach to APS was already done, but no recommendations could be made by APS. Tony Gauthier noted that he will try to make a connection with someone from the union he works for.

➤ **Budget Review**

Ms. Drew reviewed the WDB budget policy, noting that the WDB is responsible for reviewing and approving all budgets and making recommendations to the Board of Supervisors for final approval of Workforce Innovation and Opportunity Act (WIOA) funds.

Ms. Drew noted that the WDB has the authority to transfer funds between Adult and Dislocated Worker budgets as needed, noting that Chairman Tovrea recently approved a transfer of \$327,000 from Dislocated Worker funds to Adult budgets to assist the program in meeting spending requirements under the Program Year (PY) 2020 contracts. Historically, the Board has approved these transfers to assist with spending and to meet the demand for services. Ms. Drew noted that the pandemic should increase demand for Dislocated Worker funding, but due to the current demand for workers and public assistance opportunities the demand has not been prevalent. She pointed out that pandemic public assistance has diminished but there is still a worker shortage and fewer contracts are being written compared to the outreach we are doing, and fewer direct placements – all of which hurts our spending requirements. Also, the State has recouped all local Rapid Response funds which is where we used to get up-front notice of business closures – now when a business closes we usually learn too late to respond to those workers being laid off. Ms. Drew also noted that we are not receiving RESEA referrals from DES, which also affects spending. Ms. Drew explained that job seekers coming in for services are eligible for adult services, so the transfer of funds to the Adult budget can accommodate more of these services.

Ms. Drew spoke about a recent report from DES demonstrating \$4.4 billion in fraudulent Unemployment Insurance (UI) claims where the number of workers paid UI benefits and the dollars paid exceeds Arizona's population. The issue stemmed from an out-of-state consultant that was managing the UI claims but failed to install and implement anti-fraud software in the management system. Brief discussion followed regarding the cost of these types of losses and the liability issues. With that, Ms. Drew concluded her report.

**VI. Member Comments**

Chairman Tovrea called for member comments, there were none.

**VII. Public Comments**

Chairman Tovrea called for comments from the public, there were none.

**VIII. Adjournment**

Chairman Tovrea called for a **motion to adjourn; so moved by Anita Payne and seconded by Gary Hassen. The Executive Committee meeting adjourned at 10:01 AM.**

*Minutes of the Workforce Development Board Executive Committee – November 10, 2021.*  
*Approved:*

DRAFT