

Yavapai County Workforce Development Board

November 10, 2022 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2022
Anita Payne, Chairman	Present	0
Gary Hassen, Vice Chairman	Present	0
Mark Timm, Executive Member	Present	1
Garth Bascom, Executive Member	Present	0
Tony Gauthier, Public Voice	Present	1
Alycia Botkin	Present	2
Elaine Bremner	Absent	2
John Heiney	Present	1
Mel Ingwaldson	Absent	2
Ginger Johnson	Present	0
Craig Lefever	Present	0
Matt Meierbachtol	Absent	1
Rich Ormond	Absent	1
Patrick Ramirez	Absent	1
John Soto	Present	0
Jacob Tibi	Present	0
Wilkinson, Kurt	Present	0

Staff: Teri Drew, Executive Director

Guests: Leah Cickavage, NACOG Operations Manager; Gabe Loyola, Loyola Associates; Cindy Binkley, NACOG Administrative Specialist; Jennifer Hernandez, Center for the Future of Arizona Regional Project Manager.

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 10:00 AM – a quorum was present. Chairman Payne welcomed attendees an introductions were made.

II. Approval of the August 11, 2022 Minutes

Chairman Payne called for a review, questions or comments regarding the August 11, 2022 meeting minutes. Hearing none, she called for a **motion and second to approve the August 11,**

2022 minutes as drafted; so moved by John Heiney, seconded by Craig Lefever. The motion carried unanimously.

III. Chairman's Report

Chairman Payne began her report with membership considerations.

➤ Membership Consideration

➤ Christian Oliva del Rio, CEO Cottonwood Chamber of Commerce

Chairman Payne reported that the Executive Committee considered and recommends the membership application of Christian Oliva del Rio, a former WDB member who has expressed an interest in returning to the WDB as a Verde Valley private sector representative. Mr. Oliva del Rio is the CEO of the Cottonwood Chamber of Commerce. Chairman Payne called for a **motion and second to approve the membership application of Christian Oliva del Rio for recommendation to the Board of Supervisors for appointment; so moved by John Heiney, seconded by Kurt Wilkinson. The motion carried unanimously.**

➤ Youth Council Membership Consideration

➤ Brenda Bratton, AmeriCorps Vista Team Leader

Chairman Payne then reported that the Executive Committee also considered and recommends the Youth Council membership application of Brenda Bratton of AmeriCorps. The Youth Council also recommends her approval. Chairman Payne called for a **motion and second to approve; so moved by Ginger Johnson, seconded by John Heiney. The motion carried unanimously.**

With that, Chairman Payne concluded her report and turned the meeting over to Executive Director Teri Drew for the Director's Report.

IV. Director's Report

Ms. Drew noted that her report will be brief. She began by expressing her appreciation for Leah Cickavage, NACOG Operations Manager, for filling the gap for her today, as well as assisting as the meeting scribe in place of Julia Sawyer, who had a death in the family and was absent. Ms. Cickavage will be bringing her Operations updates as well.

➤ Program Update

Ms. Drew reported a positive development with the Workforce Innovation and Opportunity Act (WIOA) Rapid Response program, noting that Rapid Response services assist businesses with layoff aversion as well as those affected by a business closure or separation from income. Ms. Drew noted that WIOA Title I services used to receive an allotment of Rapid Response funds, but the State has retained the Rapid Response funds at the state level for the past three years for oversight of appropriate activities. The State has developed a plan for a Rapid Response team to distribute funding to local areas based on qualifying events of five or more layoffs from a place of employment. Ms. Drew noted that there have been mass layoffs throughout the U.S. with major employers for remote workers. The Yavapai County local area will coordinate outreach and social media to identify if any residents have been affected and are in need of services. Ms. Drew complimented the Department of Economic Security (DES) for their work to make the system work.

Ms. Drew reported that Incumbent Worker Trainings have been in high demand this program year. Many employers are growing their existing workforce and promoting tenured staff to higher positions with salary increases. Ms. Drew noted that the training is going well and boosts Yavapai County performance. WIOA allows for up to 20% of Title I funds to be allocated to Incumbent Worker Trainings for Adult, Youth and Dislocated Workers.

Ms. Drew reported high demand in healthcare-related jobs. She noted a recent outreach with a local healthcare agency in search of over 400 positions, many of which are Registered Nurse vacancies.

Ms. Drew also noted that ARIZONA@WORK Yavapai County is ramping up social media and our current website. She noted that Janae Ottis is working on improving our social media presence, and Ms. Drew expressed gratitude for Trista Ramirez of Moxie's Business Development and Coaching for reviewing the current media sites and advising with ways to improve our visibility online. Ms. Drew noted increased visibility and website hits as well.

➤ **2023 Draft Meeting Schedule Approval**

Ms. Drew presented the draft 2023 Meeting Schedule, noting that Ms. Sawyer does a great job of securing locations for the WDB to meet throughout the year and preparing the schedule in advance. Chairman Payne noted that everyone should put these dates on their calendars ahead of time. Ms. Drew noted that the Executive Committee meets bi-monthly, usually at the West County One Stop, and the full Board meets quarterly. All but two locations have been identified, and those missing are in the process of being secured.

➤ **One Stop Operator RFP Update**

➤ **Youth Services RFP Update**

Ms. Drew provided an update of the One Stop Operator (OSO) Request for Proposals (RFP) process, thanking the Executive Committee for working through many months of negotiations with the Northern Arizona Council of Governments (NACOG) for seamless continuation of workforce development services. Ms. Drew noted meetings as late as yesterday with NACOG, WDB and County leadership, and expressed gratitude to all for persevering to come to a resolution. Ms. Drew noted that there will be a stay on services provided by NACOG until December 31, 2022, at which time a final agreement is anticipated.

Ms. Drew reported that the Executive Committee voted to hold on issuing RFPs for both the OSO and Youth Services until January 2023. Chairman Payne called for a **motion and second to ratify approval of the hold on the OSO RFP until 2023; so moved by John Heiney, seconded by Kurt Wilkinson. The motion carried unanimously.** Chairman Payne then called for a **motion and second to ratify approval of the hold on the Youth Services RFP until 2023; so moved by Craig Lefever, seconded by John Heiney. The motion carried unanimously.** Chairman Payne thanked Ms. Drew for her report. Ms. Drew reminded the Board that the RFPs will have to move forward after the first of the year, with the concurrence of the state.

V. Youth Council Report

Chairman Payne noted that Mel Ingwaldson, Youth Council Chairman, was absent. Ms. Cickavage offered to report on behalf of the Youth Council, noting a meeting a few weeks ago. She reported 200 enrolled in-school and out-of-school youth currently (includes enrolled and follow-up clients). The primary focus of the Youth Council is growing their membership, noting a positive value in today's Youth Council membership approval to both the Youth Council and NACOG staff. Chairman Payne thanked Ms. Cickavage for the report.

VI. One Stop Committee Report

Chairman Payne turned the meeting over to Craig Lefever for the One Stop Committee Report. Mr. Lefever reported a One Stop Committee meeting in September, however there was not a quorum, so no action was taken. As part of the Committee's Scope of Work emphasis on cross-training, Mr. Lefever will be providing a Title II training opportunity at the next scheduled One Stop Committee meeting in December. Mr. Lefever noted that in the current economy, the need for WIOA services will increase, and the One Stop Committee will step up to meet the demand. Mr. Lefever asked for questions or comments, there were none. He concluded his report.

VII. One Stop Operator Updates

Chairman Payne called on Ms. Cickavage for the One Stop Operator Update. Ms. Cickavage reported Quarter 1 service numbers from all Titles (I, II, III, IV) for the reporting period of July, August and September 2022. Ms. Cickavage reported overall increases for Title I services in the Prescott and Cottonwood locations. Additionally, she noted a new partnership between NACOG and the new Business Resource & Innovation Center (BRIC) in Camp Verde, a new business center in the Verde Valley. NACOG recently provided computers for job seekers that visit the new site, and there is meeting space available there as well. So far, they have served 102 businesses, job seekers and clients.

Ms. Cickavage reported overall gains in Title II services for Adult Education. Title III (DES) has again started full-time representation at the Prescott office, with increases in services demonstrated in all locations, with significant increases at the Cottonwood location. Title IV Vocational Rehabilitation reporting data for Quarter I was not available, but Quarter 2 of P21-22 is demonstrated on the OSO report, with slight decreases in services.

In conclusion, Ms. Cickavage reported that in-demand industries and training areas continue to be healthcare, commercial drivers, manufacturing and administrative services.

VIII. ETPL Updates

Chairman Payne asked Ms. Cickavage for the Eligible Training Provider List (ETPL) updates for approval. Ms. Cickavage brought an overview presentation of what the ETPL is for the benefit of

the new members, demonstrating how schools qualify to be placed on the ETPL. She highlighted the documents needed, how long approvals are for and subsequent approvals. Trainings must be in an in-demand industry, and there are reciprocal agreements with New Mexico, Nevada, Utah, Missouri and Montana. Ms. Cickavage referenced the DERS WIOA Informational Broadcast 22-013, which was released September 28, 2022. Ms. Cickavage asked for questions. Chairman Payne thanked her for the information and Mr. Heiney asked how many trainings are on the list. Ms. Cickavage replied there are currently seven local providers that can offer hundreds of training opportunities in Yavapai County.

Ms. Cickavage then presented the ETPL updates that were previously approved and are up for subsequent renewal. She also presented a new training through NAZCARE for Peer Support Specialist Certificate, a 10-day training costing \$1,200, with employment opportunity upon completion. Some discussion followed regarding the ETPL opportunities. Mr. Lefever noted that Yavapai College is increasing their integrated Education Training programs to reach Spanish-speaking students. More discussion followed regarding training opportunities and in-demand occupations. Chairman Payne called for a **motion and second to approve the ETPL list as presented, so moved by Craig Lefever, seconded by John Heiney. The motion carried unanimously.**

IX. Member Comments

Chairman Payne called for Member comments. Mr. Heiney stated that the Prescott City Council will be creating a workforce housing standing committee. They are in search of seven members to join. Mr. Heiney asked if the Board will share the opportunity with anyone that might be interested. Applications to apply can be found on the City of Prescott website.

X. Public Comments

Chairman Payne called for comments from the Public, there were no comments presented.

XI. Adjournment

Chairman Payne called for a **motion to adjourn; so moved by Kurt Wilkinson, seconded by John Heiney. The meeting adjourned at 10:45 AM.**