

Yavapai County Workforce Development Board November 12, 2020 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2020
Anita Payne, Chairman	Present	0
Phil Tovrea, Vice Chairman	Present	0
Greves, Kurt	Present	0
Gary Hassen	Absent	1
Mark Timm	Present	1
Rick Duff	Present	0
Garth Bascom	Present	0
Alycia Botkin	Present	1
Elaine Bremner	Absent	1
Ali Gamero-Hernandez	Present	0
Tony Gauthier	Absent	2
Joan Gustafson	Present	0
John Heiney	Absent	0
Mel Ingwaldson	Present	0
Nancy Jensen	Absent	0
Ginger Johnson	Present	0
Craig Lefever	Present	0
Trista MacVittie	Present	1
Brenda Rhodes	Present	0

Staff: Teri Drew, Executive Director
Leah Cickavage, Operations Manager

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 10:07 AM. She welcomed new member, Joan Gustafson, to the meeting. Ms. Gustafson shared a brief introduction of herself. Chairman Payne also recognized Steve Silvernale and noted that he was acknowledged for his many years of service and contributions to the Board following his retirement and resignation. Executive Director Teri Drew added Mr. Silvernale contributed to workforce development councils over the past 30 years and through three generations of workforce programs, including the Job Training Partnership Act (JTPA), Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA). She noted that Mr. Silvernale represented Supervisorial District 1 representative, and District 1 Supervisor Rowle Simmons of the Yavapai County Board of Supervisors also acknowledged Mr. Silvernale with a plaque and Letter of Recognition at a Board of Supervisors public meeting.

Chairman Payne then shared meeting protocol for the meeting and for those attending via Zoom. She then called for introductions around the table and on Zoom.

II. Reading of the WDB Mission Statement

Chairman Payne read the WDB Mission Statement – “To Build Economic Success through Workforce Development Partnerships.”

III. Approval of the August 13, 2020 Minutes

Chairman Payne called for questions and comments regarding the Minutes from the August 13, 2020 meeting, and called for a **motion and second to approve; so moved by Craig Lefever, seconded by Ginger Johnson. The motion carried unanimously.**

IV. Chair’s Report

Chairman Payne noted that her report has already been accomplished through the acknowledgement of Steve Silvernale and Joan Gustafson. She then turned the meeting over to Ms. Drew for the Director’s Report.

V. Director’s Report

Ms. Drew began her report by acknowledging the appointment of Joan Gustafson as the General Board replacement for Mr. Silvernale, and also that the Board of Supervisors has appointed Kurt Greves to fill the District 1 seat on the Executive Committee. She thanked Mr. Greves for accepting the position.

Ms. Drew then acknowledged Board members who served in the military in honor of Veteran’s Day, thanking them for their service.

Staff updates were noted, including that Executive Assistant Julia Sawyer is on an extended 3-week vacation until the end of November. Thank you to Leah Cickavage for assuming the Admin role during Ms. Sawyer’s leave.

Ms. Drew also announced that she personally obtained her Arizona Economic Development Professional Certification (AZEDPro) through the Arizona Association of Economic Development, a series of courses completed over three years.

Ms. Drew announced that the Northern Arizona Council of Governments (NACOG)’s Economic Development Council was awarded a National Association of Development Organizations (NADO) Impact Award for the Comprehensive Economic Development Strategy (CEDS). She noted the year-long process to develop this document with the participation of many people and the sponsorship of Arizona Public Service (APS), followed by the review and acceptance process of the U.S. Department of Commerce Economic Development Administration. She noted that the national award was in acknowledgement of the innovative process used to develop the CEDS.

Ms. Drew reported that she was re-elected as the Chairman of the Arizona Workforce Association (AWA), along with Dan Sullivan of Pima County as Vice-Chairman of the Association. Her acceptance of the re-election as Chair is contingent on Mr. Sullivan taking over the leadership position in June 2021. The AWA is the only Association in the State representing WIOA activities and includes 10 of the 13 local workforce areas in the State.

Ms. Drew concluded Staff updates by announcing that Susi Kaufman has been hired on the NACOG staff as Ms. Drew’s Senior Administrative Assistant, to begin November 23, 2020. Ms. Drew noted the need for additional assistance due to the number of demands her position entails. Services to clients has increased tremendously over the last year, and she is responsible for multiple councils and committees, consuming Ms. Sawyer’s time with Boards. Ms. Drew remarked that she looks forward to working with Ms. Kaufman with her vast related experience.

Ms. Drew also noted that the search continues for an individual to fill the Fiscal Manager vacancy, and she shared that the salary base is now more competitive in terms of wages and benefits. She encouraged recommendations from Board members for qualified candidates. Ms. Drew noted that she is considering

alternative training efforts to fill this position. She again thanked Ms. Cickavage for filling in with fiscal responsibilities as well.

- **Program Update**

Ms. Drew reported that NACOG Economic/Workforce Development (EWD) successfully hosted an Employer Hiring Event with three day's notice on November 4, 2020. This employer is relocating from San Diego to Prescott and will be hiring approximately 35 individuals, from engineers to shipping and receiving, as well as administrative staff. The pay is fair compared to current wage and hour studies, and they offer a nice benefit package. Ms. Drew noted that the job fair netted about 270 applicants with 100 in person, and considered it to be a very successful event.

Ms. Drew reported on the status of the annual NACOG audits, noting that the Agency Independent Audit is currently in process. Ms. Drew noted that WIOA was not on the list for this audit this year, but that the report will reflect sound fiscal practice as well as any findings, which Ms. Drew will report to the WDB following the conclusion of the audit in January or February.

The County audit of WIOA Title 1 is still in the review process. Ms. Drew thanked Ms. Cickavage again for providing required documents to the County, noting the challenges to coordinating necessary items remotely due to pandemic restrictions.

Ms. Drew expressed gratitude to the Department of Economic Security (DES) for their willingness to delay the third monitoring event until December due to the vacancies at both the EWD and NACOG Central offices' fiscal departments. She will bring a report to the WDB on the outcome of all these monitoring reports as they become available.

Ms. Drew also updated the WDB regarding Rapid Response planning at the state level, reminding them that the State retained all of the State's allocation for Rapid Response funding this year, approximately \$25 million, with no direct allocations to the locals. Rapid Response funds are used for business layoff aversion and business closure services. To date, there is not a State plan for Rapid Response deployment, although the State indicated there would be a plan in place by July 2020. The WAC will notify the local areas when the plan is released or open for comment. Ms. Drew noted that the plan should outline how our companies and dislocated workers will be served with those funds and how our Board can access resources. The Executive Committee has requested updates regarding Rapid Response funding options and the pending plan. Ms. Drew commented that the United States suffers from a significant economic upset during the pandemic where these funds are in the most demand, and for the first time, local areas do not have direct access to the resources at the local level. Ms. Drew paused for questions and comments. Some discussion followed regarding the need for access to these funds and potential inequities in spending between local areas.

Ms. Drew brought an update of the 2020-2023 Yavapai County Workforce Development Plan approval status, noting that she had hoped to have the final Plan approval with the requested recommendations from the State, however we are at the 2-month mark and the state has not responded except to say "thank you" for your patience. Ms. Drew hopes for the Plan to be placed on the December WAC meeting for approval.

- **Yavapai County Title I-B Performance Standards**

Ms. Drew reported that she annually negotiates Title I Performance Standards, and noted that this year performance was once again met or exceeded, in spite of the challenges faced by the pandemic. She noted that everyone received a copy of the Annual Report, which demonstrates more than 37,000 customers served during Program Year (PY) 2019-2020. She commended DES for managing the bulk of Unemployment Insurance (UI) assistance in the northern region, and reported that Title I placement and retention rates were 120% overall. Ms. Drew remarked that Yavapai County is the only local area we

know about in the State that presents an annual report demonstrating return on our federal investments. She noted the performance and return on investment that the report demonstrates as well, including a \$20+ million economic impact with Title I alone. She also complemented our Partners, especially Title III Employment Services, for being on the front line for UI, as well as the EWD staff, acting as a call center for UI application assistance. Chairman Payne expressed gratitude to Ms. Drew for keeping the Board in compliance and informed with all of the necessary communications from the state.

- **Bylaws Updates**

Ms. Drew began the discussion regarding the Bylaws by noting that the pandemic has created a “learning process” with regards to how business is conducted. She received a communication from the Attorney General’s office regarding the necessity of including virtual meeting attendance options within the Bylaws. As a result, the Bylaws have been reviewed for updated information and language to comply with requirements of WIOA and Open Meeting laws. With that, she reviewed the highlights of the updates, including:

- The inclusion of Directors and Officers Insurance for WDB members;
- The electronic meeting allowance per the revised Open Meeting Law;
- Designation of the Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA) as a role for the One Stop Committee; and
- Non-discrimination and Civil Rights requirements for the Board, including accessibility for all meetings.

Ms. Drew turned to Chairman Payne to obtain approval. Chairman Payne called for a **motion to approve**. Mark Timm commented that the Civil Rights/Non-Discrimination Act was passed in 1964 and should be updated to reflect the correct date. **Garth Bascom moved to approve the Bylaws as revised and with the amendment of the date of the Civil Rights Act. Mel Ingwaldson seconded the motion.** Chairman Payne called for a vote, **the motion carried unanimously.**

- **2021 Meeting Schedule**

Ms. Drew concluded her report by providing the Meeting Schedule for 2021, noting that the schedule was distributed ahead of the meeting. She noted the schedule reflects the second Thursday of January, April and August, and the change of the day to Wednesday, November 10, 2021, to accommodate the Veteran’s Day holiday on the normal Thursday meeting date.

VI. **One Stop Update**

- **Memorandum of Understanding/Infrastructure Funding Agreement Review/Approval**

Chairman Payne turned the meeting over to Craig Lefever, Chairman of the One Stop Committee, to report. Mr. Lefever reported that DES has requested clarification on the Yavapai County MOU/IFA that had previously been approved, regarding what the Core Partners agreed to and what they did not agree to. The One Stop Committee met the day before this WDB meeting to review the MOU/IFA, along with other core partner signatories and representatives, to discuss in detail the issues presented with the MOU/IFA. The MOU was edited and approved on November 10, 2020, however, although the IFA was edited and approved for the most part, there was one item that the partners did not reach agreement on – the “fair share contribution methodology”. Mr. Lefever noted that the Executive Committee approved the methodology for four equal shares, or \$84,733.25 per partner. Title I (NACOG) approved of the methodology, Title II did not agree to that amount but made an offer of a lesser amount. Title III did not agree with the methodology, and Title IV is negotiating this at a higher level. Mr. Lefever concluded that the IFA needs to be re-negotiated before the next meeting to be reviewed and approved by the next meeting. Leah Cickavage noted that the One Stop Committee has been meeting and preparing this document since November 2019, with the approval of designated “optimum policy makers” on the local level at that time, but was later rejected by state level officials. Mr. Lefever added that, if the local level fails to reach an agreement, the document will be decided on for the local area by the Governor – noting that this is not the goal of the One Stop Committee.

Ms. Cickavage also noted that not reaching an agreement slows down the process for recertification of the WDB and One Stop Centers as well. Chairman Payne thanked Mr. Lefever for his report and asked if anything is ready for a motion to approve. Mr. Lefever suggested approval of the MOU portion with the edits recommended by the One Stop Committee.

Ms. Drew clarified that the MOU is required by the Department of Labor and federal statute as an agreement by all required partners, which includes Title I (NACOG), Title II (Yavapai College), Title III (DES), and Title IV (DES and Vocational Rehabilitation). She emphasized that the law clearly states that the local Workforce Board has the responsibility and authority to identify their methodology for calculating the fair share contribution. The WDB has a budget, which is supposed to be a fair-share cost for required partners. Ms. Drew further stated that there are two comprehensive One Stop Career Centers – one in Cottonwood and one in Prescott. The Cottonwood Career Center is managed by DES, the Prescott Career Center is managed by NACOG. The WDB budgets Career Services, which is the basis of the fair share methodology. Ms. Drew noted that Title II has made some contributions, however Titles III and IV have not. She also noted that contributions can be cash or in-kind, and should include the identification of the actual costs of operating the Career Centers. Ms. Drew emphasized the goal is to complete this requirement, with all costs identified and presented. The Board has done what is required of them and the Partners have been invoiced. Ms. Drew noted that it's up to the Board to decide how to move forward. Discussion followed, highlighting the idea that the document could be completed without writing a check with the disclosure of actual costs in order to aid a reasonable fair share cost methodology. Mr. Lefever withdrew his request to have the MOU approved without the IFA attachment. Ms. Drew acknowledged the time spent thus far on the document, and noted a November 23 deadline for submission. More discussion followed about how to calculate fair share based on usage of space and staff working from home. Chairman Payne concluded the matter by asking Mr. Lefever for a recommendation. Mr. Lefever recommended deferring a vote until clear definition can be obtained for fair share contributions. This has to take place no later than next week.

Chairman Payne turned the meeting over to Mel Ingwaldson, Chairman of the Youth Council, to bring his report.

VII. Youth Council Update

Mr. Ingwaldson began by acknowledging the Youth Council and partners that promote youth workforce activities in Yavapai County. The Youth Council met on Tuesday, November 10, 2020 electronically via Zoom. Currently there are 48 in-school youth in the Title I Youth program, and 87 out-of-school youth, 135 total between the ages of 16-24 years. Mr. Ingwaldson noted that one of the main duties of the Youth Council is outreach to the communities, although it has been challenging in the face of the pandemic. A marketing outreach was also discussed regarding radio announcements. He noted an outreach effort with recruiters in the County for referrals of youth that were not qualified for military placement for training opportunities. Other marketing efforts, including social media, were discussed. He noted marketing outreach to high schools and parents as well. With that he concluded his report. Some discussion followed regarding foster care programs and opportunities that presents. Chairman Payne thanked Mr. Ingwaldson for his work with the Youth Council.

Chairman Payne turned the meeting over to Leah Cickavage to bring the One Stop Report.

VIII. One Stop Report – 1st Quarter

Ms. Cickavage presented the first quarter activities of the One Stop Job Centers for Program Year (PY) 2020-21, July 1 – September 30, 2020. She summarized the Title I services at the Prescott and Cottonwood offices, noting 3,095 clients served in Prescott in the first quarter for an increase of 1,180 over a year ago, and 706 clients served in the Cottonwood Title I location – a decrease of 137 over last year. Ms. Cickavage noted that the Cottonwood location is largely vacant, except for NACOG Title I staff and Child Protective Services. She also noted that as a result of COVID-19, many services are done over the phone or virtually. She noted the Prescott office has remained open and accepts clients by appointment. The satisfaction surveys for the Business Assistance Center (BAC) maintains a 98% extremely satisfied and 2% satisfied rating.

Ms. Cickavage reported the Title III update, noting that there has not been a Title III staff presence in the Prescott location for over a year now, which produces zero reporting numbers for that location. The Cottonwood office reported zero statistics for this reporting period as well.

Title IV reported 682 clients served and some slight increases in services. Title II saw decreases in services due to COVID-19 shut-downs and more virtual services. Numbers demonstrated 128 participants with 12 or more hours of attendance, a decrease of 89 from last quarter.

Ms. Cickavage concluded with a summary graph of the top job trainings and placements by industry. These are: Transportation, Healthcare, Administrative, Hospitality/Food, Government/Community Services, Manufacturing, Education and Security.

Following the One Stop Report, Ms. Drew commented that, while the Prescott office remains open, they are not open to the public except by appointment, which is reflected in the numbers.

Chairman Payne thanked Ms. Cickavage for the report and asked her to continue with the Eligible Training Providers List (ETPL) update.

IX. ETPL Updates

Ms. Cickavage reported that any training that would be eligible for WIOA funding must go through the Board for approval. The ETPL update demonstrates courses that are either up for renewal or new courses for review and approval. Ms. Cickavage reported 12 new Yavapai College courses for in-demand certifications for ETPL approval. Chairman Payne called for a **motion to approve the ETPL as presented; so moved by Mel Ingwaldson and seconded by Craig Lefever. The motion carried unanimously.**

X. Member Comments

Chairman Payne called for Member Comments. Ginger Johnson asked a question about whether Title I-B is a correct reference in the Bylaws for Adult, Youth and Dislocated Worker. Ms. Drew confirmed that it is correct. Brief discussion followed regarding the uses of acronyms and the interpretations. There were no further member comments.

XI. Public Comments

Chairman Payne called for comments from the Public, there were none.

XII. Adjournment

Chairman Payne thanked everyone for their time and wished all a Happy Thanksgiving and a happy upcoming holiday season. She called for a **motion to adjourn, so moved by Joan Gustafson, seconded by Mel Ingwaldson. The meeting adjourned at 11:45 AM.**