

# Yavapai County Workforce Development Board Executive Committee March 12, 2020 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2020
Anita Payne, Chairman	Present	0
Philip Tovrea, Vice-Chairman	Present	0
Steve Silvernale	Present	0
Mark Timm	Present	1
Gary Hassen	Present	0
Rick Duff	Present	0

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

**Guests:** David Hernandez, DES

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

Chairman Payne called the meeting to order at 9:00 AM. She called for introductions around the table, all introduced themselves. A quorum was present.

**II. Approval of the January 8, 2020 Minutes**

Chairman Payne asked for questions or comments regarding the minutes from the January 9, 2020 meeting of the Executive Committee, there were none. **Gary Hassen made a motion to accept the minutes as drafted, seconded by Phil Tovrea. The motion carried unanimously.**

**III. Chair's Report**

Chairman Payne noted that the meeting will be kept on schedule to be completed by 10:00 AM.

➤ **WDB Executive Director Evaluation**

Chairman Payne noted that this portion of the meeting may move into Executive Session pursuant to A.R.S. § 38-431.03 (A)(1) to perform the annual evaluation of Executive Director Teri Drew. She called for a motion to move into Executive Session; **so moved by Mark Timm, seconded by Steve Silvernale. The motion carried unanimously.**

Chairman Payne requested that all except the Executive Committee members present leave the room. At this time the phone line was also disconnected and the member of the public was dismissed, but invited to re-join at the end of the Executive Session. Executive Assistant Julia Sawyer stopped the recording of the meeting and left the room with Executive Director Teri Drew.

**\*\*\*(Under A.R.S. § 38-431.03 (B), Minutes of the Executive Session are confidential and may not be disclosed except to those allowed by statute.)\*\*\***

Following the Executive Session, Chairman Payne invited Ms. Drew and Ms. Sawyer to re-join the meeting and resume the recording of minutes. The phone line was opened to the public, however,

no one joined by phone. Chairman Payne called for a motion to close Executive Session and resume the public meeting of the WDB Executive Committee, **so moved by Mark Timm and seconded by Gary Hassen. The motion carried unanimously and the meeting resumed.**

Chairman Payne turned the meeting over to Executive Director Teri Drew for the Director's Report.

#### IV. Director's Report

##### ➤ Program Update

Ms. Drew began her report by announcing that a member of the board has requested that jokes, particularly political in nature and disparaging remarks be refrained from during public meetings.

Ms. Drew shared a success story from the One Stops, and commented that the Chair of the Governor's Council frequently starts meetings by sharing Yavapai County success stories. This particular story was from a Yavapai County client that was very complimentary to staff who cheered her on during the tough struggle to succeed toward her new career. Ms. Drew expressed gratitude for clients who voluntarily submit their success stories.

Ms. Drew reported that three annual audits have been completed for the Title I program with an independent audit through NACOG to review internal controls, compliance contracts and grant agreements, the County audit, and the State Department of Economics Security (DES) fiscal/programming audit. Ms. Drew reported that the independent audit demonstrated that NACOG continues to be a low-risk agency, with no findings for the WIOA program. The audit was recently accepted by the NACOG Regional Council, and a final report will be shared when received.

Ms. Drew updated the Executive Committee regarding recent incidents at the Verde Valley One Stop. She reported that a customer service training was completed, hosted by Chris Tafoya from DES. All of NACOG staff attended the training, and cross training will be planned for April 15<sup>th</sup>. Ms. Drew shared that Jeffrey Stone, the new Department of Labor Director (DOL) communicated with Ms. Drew and hopes to stop by the Prescott One Stop when he is in the area.

Ms. Drew began to speak about the coronavirus pandemic and the inevitable economic impact. She noted that requirements to pay employees sick leave for small businesses is going to be a hardship for employers who are or will be experiencing a slow-down in business. Ms. Drew remarked that she is expecting many layoffs, and will begin to prepare to utilize WIOA Rapid Response Layoff Aversion to assist employers to stay open as opposed to closing. She is asking DOL for additional Dislocated Worker funds to help subsidize employers with 50% wage support. She noted that these are proactive opportunities and she is willing to discuss it further with DES and DOL.

Ms. Drew reported that the Governor has released his budget, noting \$608 million new spending for K-12 education, which includes a 5% increase in teacher salaries to fulfill the 2020 Plan for "20% by 2020". \$35 million was allocated for higher education workforce recruitment competitiveness, intended to be an incentive for attracting labor and business to move to Arizona. Ms. Drew noted that information on how to access these funds will be provided when she receives it.

Ms. Drew continued by noting an \$8 million line item in the Governor's budget for economy, meant to develop a business one stop portal – single one stop for business and applicants. Ms. Drew suggested that this is what ARIZONA@WORK is, so she is interested to see what this will be. She noted that PipelineAZ is a similar business and labor attraction organization, and Local First Arizona has received a grant to develop a portal, perhaps it is more of a sector strategy process. Finally, the budget included \$1 million for tourism promotion for Arizona.

Ms. Drew noted that she reported at the last meeting that the One Stop in Prescott had a visit from the Equal Opportunity (EO) officer at DES, who noted the Business Assistance Center door does “not identify if it is handicapped accessible”, and requested a sign be put up to that effect. Ms. Drew reported that the sign has been applied to the door, and the EO report has been closed.

Ms. Drew then reported that a quarterly report was submitted from Title II, indicating that the program is doing well. Title II Yavapai County reports 242 participants attending more than 12 hours study courses. Adult training and English Literacy programs are being integrated, with 12,694 instructional hours with a 56.4% participant measureable skills gain.

➤ **Shared Governance Agreement Discussion**

Ms. Drew began to share updates regarding the latest Shared Governance Agreement (SGA). She reported that recently Yavapai County’s DES contact person regarding board recertification resigned, and the new contact person regarding compliance has asked for the most recent drafts for emails, the SGA and Local Plan. Those items were submitted, and suggested revisions have been received. Ms. Drew reported that the requested changes have been made and submitted. She passed around the updated Organizational Chart and described the changes to it as well as a few more of the requested changes, noting that all of the firewalls have been completed. Some comments followed regarding the Org Chart. Ms. Drew reported that recertification should be approved before June WAC.

➤ **Update of EO Officer for Approval**

Ms. Drew noted that in the Plan the Equal Opportunity officer had to be changed at the request of the NACOG Executive Director and Human Resources Director to remove the HR officer from the Yavapai County Local Plan, since NACOG covers four counties. Because this is a Plan change it requires a vote. Ms. Drew noted that the change reflects that Leah Cickavage is NACOG’s designated EO officer. Chairman Payne called for a **motion to approve the new designation of Leah Cickavage as the Yavapai County EO Officer; so moved by Mark Timm and seconded by Gary Hassen. The motion carried unanimously.**

Phil Tovrea suggested the Board get technical assistance from our DES contact for further document changes. Ms. Drew noted several communications with DES where we have been given guidance on the required changes.

➤ **Update of Executive Director Job Description for Approval**

Ms. Drew then noted that, based on the required firewall process, three changes on the WDB Executive Director job description need consideration. First, the Executive Director no longer reports to County Administrator, but reports directly to WDB as an employee of the WDB. The second change was to change the responsibility to administer, develop, implement and evaluate the Title I program applications, which posed a conflict of interest, since the Title I provider is NACOG. This is being changed to WIOA providers. The third change is to delete the description “Primary staff to the Board of Supervisors,” leaving the next description “Acts as liaison to the Board of Supervisors”. Chairman Payne called for a **motion to approve Ms. Drew’s recommendations for the Executive Director Job Description; so moved by Phil Tovrea and seconded by Gary Hassen. The motion carried unanimously.**

➤ **2020-2024 Workforce Development Plan Preparation Discussion**

Ms. Drew noted that the 2020-2024 Local Workforce Development Plan is due in June, and it is being worked on now. She plans to have more information and an outline for the April WDB meeting. Ms. Drew recommended assigning all Titles to work on their sections of the Plan.

➤ **Membership Considerations**

Ms. Drew noted that in June each year the Board of Supervisors reviews all Boards under their authority and makes membership appointments, and they have asked the WDB to submit their renewals and new applications to their office in April for timely review. Ms. Drew noted that invitations have gone to all WDB members who need to be renewed. She reported that she has received a resignation letter from Camp Verde's Vice Mayor Dee Jenkins, who was one of those up for renewal. Ms. Drew reported that we have a recommendation and application for membership from Garth Bascom, the HR Director of Fann Contracting, to fill that Verde Valley position. Mr. Bascom is part of an in-demand industry in Yavapai County and has optimum policy making authority, being recommended by CEO Mike Fann. Ms. Drew recommended a motion to approve. Chairman Payne commented that Mr. Bascom would be a good addition to the Board. She called for a **motion to approve Garth Bascom's membership application for recommendation to the Board of Supervisors; so moved by Mark Timm and seconded by Gary Hassen. The motion carried unanimously.**

Ms. Drew reported that membership renewal application considerations are required for Steve Silvernale, Mark Timm, Ginger Johnson, Brenda Rhodes, and Christopher Tafoya. Ms. Drew noted the receipt of renewal applications for Steve Silvernale, Mark Timm and Ginger Johnson and recommended their approval. Chairman Payne commented that two more are outstanding, and Ms. Drew agreed and is not moving forward with their recommendations because their applications have not yet been received. **Mark Timm made the motion to approve the renewal recommendations, seconded by Gary Hassen. The motion carried.** Ms. Drew noted that DES is going through reorganization, and may recommend someone else to take Chris Tafoya's Title III seat. She also reported that Wendy Bridges resigned and is moving to the valley, and the Board will need to fill her seat to represent economic development. Ms. Drew has reached out to Mike Paredes of the Prescott Valley Economic Development Foundation or his staff person in Prescott Valley in a recruitment effort. She noted that Supervisor Randy Garrison and she have discussed the idea of rotating the economic development seat. Ms. Drew commented that she wishes Ms. Bridges well as she relocates. Brief discussion followed.

**V. Title II RFP Process/Application Review**

Ms. Drew reported that one of the responsibilities of the WDB is to review all applications for Title II Adult Education. A Request for Proposals went out from the Arizona Department of Education (ADE) earlier this year, and one RFP application was received this morning, and the rule for Board review is to determine if the applicant aligns with the Local Plan and to respond to ADE. Ms. Drew recommended that, in light of the short time frame to review it, she review it and make a recommendation at the April 9 meeting. The Board's recommendation is due to ADE on April 17. Some comments followed. Ms. Drew concluded her report and asked for comments.

Mark Timm commented that Ms. Drew's recommendations for COVID-19 preparation are on target. He asked if there is anything else that the Board can do to assist the community. Ms. Drew noted that NACOG is meeting weekly on the issue, and several departments are closed, such as Head Start. She commented on considerations being taken regarding the EWD offices and who would be considered essential staff. She noted that the EWD office has posted notices on the doors to encourage people who are sick to not come in, and the office will close if someone comes in with infection. Notice will be given via social media and email. Discussion followed regarding efforts to publicize services for those who may potentially be affected outside. Ms. Drew noted that she is running ads on the radio for dislocated workers and when she hears funding confirmation from the Department of Labor she will put out a public notice blast to all media.

**VI. Member Comments**

Comments followed regarding the coronavirus origins and impacts. Mr. Timm commented that coronavirus has existed for a long time. Other discussion followed from warnings to media-hype.

Ms. Drew commented on a large company looking to locate in the area that the EWD office was invited to prepare a cost sheet for consideration. She hopes to announce a location and the company name soon.

Chairman Payne called for any other Member Comments, there were none.

**VII. Public Comments**

Chairman Payne called for Public Comments, there were none.

**VIII. Adjournment**

Chairman Payne called for a **motion to adjourn; so moved by Gary Hassen, seconded by Mark Timm. The meeting adjourned at 10:07 AM.**

*Minutes of the Workforce Development Board Executive Committee – March 12, 2020*  
*Approved:*