

**ADDENDUM TO THE
YAVAPAI COUNTY ONE STOP OPERATOR SCOPE OF WORK MEMORANDUM DATED JULY 1, 2020**

PERIOD OF PERFORMANCE

The period of performance for the One Stop Operator Agreement between the Workforce Development Board and NACOG shall be as outlined in the corresponding Yavapai County Resolution No. 2052, identifying NACOG as the designated One Stop Operator for Yavapai County, effective July 1, 2018 through June 30, 2022, following the Request for Proposals (RFP) process conducted by the Yavapai County WDB.

MECHANISM AND CONDITIONS OF PAYMENT

NACOG shall invoice the WDB at least twice each year for the services as One Stop Operator based on the agreed contract amount. Invoices shall be paid through Yavapai County on a reimbursement basis to NACOG.

PERFORMANCE MEASURES

As the One Stop Operator, NACOG is expected to perform those responsibilities outlined in Attachment 3 of the Yavapai County One Stop Operator Agreement as a part of the management of the operations and administrations of Yavapai County's Comprehensive One Stop Centers. The specific performance measures include:

- Responsible for all operations and activities to ensure compliance with all local, state and federal obligations.
- Maintain, consider and report the needs, inclusion and systems development for all partner programs.

The WDB receives regular reports from the One Stop Operator regarding the activities and operations of the One Stop Center, primarily in the form of a Quarterly One Stop Report. This Report incorporates the services of Title I-B, Title II, Title III and Title IV. Additionally, the One Stop Operator develops an Annual Report for publication to all workforce system, State and Federal partners.

Yavapai County monitors the One Stop Operator for compliance to all negotiated performance expectations annually. Below is the most recent report from the Yavapai County audit, demonstrating the satisfaction of performance expectations.

DRAFT



YAVAPAI COUNTY
FINANCE
Lars Johnson, Director
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928-771-3235

April 14, 2021

Teri Drew
Regional Director
Northern Arizona Council of Governments (NACOG)
P.O. Box 2451
Prescott, AZ 86302

Dear Ms. Drew,

In order to address Finding #1 dated January 20, 2021 from the Department of Economic Security, Yavapai County has completed a review of NACOG as a One-Stop Operator on March 4, 2021 for the period 12/1/19-2/29/20. We have examined compliance with the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900, and the terms and condition of the contract/agreement with the One-Stop Operator. We noted no instances of non-compliance. The fiscal year 2019-2020 monitoring review is closed.

Sincerely,

A handwritten signature in cursive script that reads "Mary Dofen".

Mary Dofen
Assistant Finance Director

3. Maximize and continue to improve the quality of services, customer satisfaction and effectiveness of the services provided.
- C. The WDB is established in accordance with requirements of WIOA Section 107 (d).
- D. The WDB shall operate on a Program Year basis. **Program Years are defined as July 1 – June 30.**

III. DUTIES AND RESPONSIBILITIES

- A. As provided in WIOA Section 107 (d) and 20 CFR §679.370 and applicable Federal and State laws, rules and regulations, and policies and procedures, the WDB must:
 1. Elect a chairperson from among the business representatives on the WDB.
 2. Develop and approve a local plan and subsequent modifications to such plan for the local area to the BOS for their approval. The WDB will then submit the approved local plan to the designated State administrative entity and Workforce Arizona Council.
 3. If the local area is part of a designated planning region as defined in Sec. 106 of WIOA that includes other local areas, develop and submit a regional plan in collaboration with other local areas. If the local area is part of a planning region, the local plan must be submitted as a part of the regional plan. Approval and subsequent modifications will follow the same protocol as outlined in Section 2(A) of this agreement. Yavapai County is a stand-alone planning region as designated by the Governor.
 4. Conduct workforce research and regional labor market analysis to include:
 - a. Analyses and regular updates of economic conditions, to demonstrate knowledge, skills education and training activities; to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;
 - b. Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and
 - c. Other research, data collection and analysis related to the workforce needs of the regional economy as the WDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.
 5. **Convene local workforce development system stakeholders to assist in the development of the local plan under §679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the WDB and standing committees in carrying out convening, brokering and leveraging functions at the direction of the WDB.**

- D. **The WDB may use technology, such as virtual meeting platforms and teleconferencing, as a means to promote member, stakeholder and public access and participation at scheduled meetings, special events and conferences that may be convened for the purpose of furthering the Mission, Vision and strategic planning of the WDB.**
- E. Meeting agendas and applicable handouts will be posted at least 24 hours in advance of each meeting on the ARIZONA@WORK Yavapai County website (<https://arizonaatwork.com/locations/yavapai-county>). Meeting agendas and minutes will be posted on the Yavapai County Website (<http://www.yavapai.us/>).
- F. Meeting agendas may contain a Consent Agenda. A consent agenda groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately.

Use of the consent agenda includes the following steps:

1. The Chair decides which items will be placed on the consent agenda.
 2. At the beginning of the meeting, the Board Chair will ask members if any of the consent agenda items should be moved to the regular discussion items.
 3. Any reason will be sufficient to move an item. A member can move an item to discuss, query or to vote against it.
 4. Once the item has been moved, the Chair may decide to take up the matter immediately or table it for a future meeting.
 5. When there are no items to be moved, or if all requested items have been moved, hearing no objections, the Chair can call for a motion and second to adopt the consent agenda.
 6. The full text of the resolutions, reports and recommendations that were adopted as part of the consent agenda will be documented as part of the meeting minutes.
- G. In accordance with A.R.S. 38-431.01 (B), all WDB meetings shall provide for the taking of written minutes or a recording of all their meetings, including executive sessions. For meetings other than executive sessions, such minutes or recording shall include, but not be limited to:
 1. The date, time and place of the meeting.
 2. The members of the WDB recorded as either present or absent.
 3. A general description of the matters considered.
 4. An accurate description of all legal actions proposed, discussed or taken, and the names of members who propose each motion. The minutes shall also include the

terms, but must be re-appointed by the Yavapai County Board of Supervisors. Such re-appointments will take place in the month of June of the year the term will expire, and will remain effective beginning in June for each subsequent two year term.

- B. Appointments will be staggered to the extent possible to ensure only one-third (1/3) of the membership expires in a given year. **Individual terms are adjusted to ensure that this goal is accomplished.**

VIII. ATTENDANCE

- A. All WDB members are expected to attend regularly scheduled meetings. All members shall notify staff of absence at least five (5) days prior to a scheduled meeting to allow for quorum check and agenda changes within 24 hours.
- B. A member's absence is considered *unexcused* if the member fails to notify Board staff prior to a scheduled meeting. *Excused* absences are those involving sickness, family emergency or business related priorities. Members must notify Board staff within five (5) days of the scheduled meeting that will require an excused absence.
- C. If a member is absent three (3) consecutive, regularly scheduled meetings or 40% of the meetings in a calendar year, he/she shall be considered to have tendered his/her resignation, subject to review and recommendation of the Chair.
- D. Following consultation with the Chairman, members will be notified in writing after the second consecutive missed meeting that a third missed meeting will be considered a resignation.
- E. At that time, the individual will have the opportunity to approach the Chair. The Chair will render a decision to the Executive Committee. By majority vote, a removal recommendation will be forwarded to the BOS for approval.
- F. All WDB members may attend meetings in person or via electronic means, including internet meeting platforms. A cell phone call to a member's telephone may be used when a conference call is not available for the meeting, as long as the caller is accessible to the public.

IX. VACANCIES, RESIGNATIONS AND REMOVAL OF WDB MEMBERS

Members who no longer hold the position or status that made them eligible to serve as WDB members must resign or be removed by the Yavapai County Board of Supervisors immediately upon notification to the WDB chair of the change of status as a representative of that entity. **The Board member is required to notify the Chair of his/her membership status changes. The Executive Committee votes on the applicability for continued membership on the WDB and makes the appropriate recommendation to the Board of Supervisors for review and action.**

VACANCIES:

- a. The Chair must submit in writing to the Yavapai County Board of Supervisors notifying his/her intention to resign from his/her role as Board Chair.
- b. The nomination process outlined in Article XI (A) shall be followed to elect a new Chair. Voting for a new Chair will be conducted at the next regularly scheduled Board meeting.

C. Vice Chair

The Vice Chair shall perform the duties of the Chair in his/her absence or assume the duties of the Chair, should the Chair resign before the Chair's term is up.

1. The Vice Chair shall be a representative of the business community on the WDB.
2. The Vice Chair shall be elected by a majority vote of the WDB.
3. The Vice Chair may serve multiple terms following an open election process.
4. In the event the Vice Chair cannot fulfill the terms of his/her appointment for any reason, the member must submit in writing to the Chair his/her intention to resign from his/her role as Board Vice Chair.
 - a. The Chair may appoint an interim Vice Chair from the business-sector membership.
 - b. The interim appointment shall commence with the vote of the full Board. The nomination process outlined in Article IX (A) shall be followed to elect a new Vice Chair. Voting for a new Vice Chair will be conducted at the next regularly scheduled Board meeting.

D. Other Officers

Other officers may be established by a majority vote of the WDB.

XI. COMMITTEES

- A. The Chair of the WDB shall appoint the Chair of each standing committee.
- B. Board members who miss three Committee meetings for which they are a member shall be referred to the Executive Committee for review of further participation on the committee.
- C. Committee members under consideration for removal from such committee are subject to full board ratification.

Executive Committee

- i. The Executive Committee shall meet bi-monthly and as necessary between scheduled meetings of the entire WDB and shall be responsible for interpreting and putting into effect the decisions, policies, budgets and programs of the WDB, including but not limited to attendance, Bylaws or disciplinary actions of the WDB.
- ii. The Executive Committee shall consist of the Chair, Vice Chair, one representative from each County District as appointed by the BOS, and one WDB representative of the public sector to act as Public Voice. The Public Voice is a non-voting member of the Executive Committee and is appointed by the Chair.
- iii. The WDB Chair shall serve as the Chairman of the Executive Committee.
- iv. If a full WDB meeting has been cancelled due to a lack of quorum and action items are needed to continue services, the Executive Committee shall meet and vote on the action items. Action items will be reported to the full Board at the next meeting.
- v. All Policy actions made by the Executive Committee are subject to ratification by a majority vote of the WDB at its next regularly scheduled meeting.
- vi. The Executive Committee shall evaluate the development and implementation of an integrated operator/partner (Board) budget to finance the One-Stop system and submit such financial plan to the BOS for review.
- vii. The Executive Committee shall recommend allocation of WIOA funds to the One-Stop Operator after review of each proposed budget.
- viii. The Executive Committee shall review all financial reports/documents/audits as needed and approve and enforce all financial policies and procedures as outlined in the approved Policies and Procedures.
- ix. The Executive Committee may request additional information and reports from the One-Stop Operator and required Partners on an as-needed basis.
- x. The Executive Committee will work with the Executive Director to secure additional grants and funds for the Workforce Development System and Board.
- xi. Recommend allocation of WIOA funds to One-Stop Operator after review of each proposed budget;
- xii. Review all financial reports/documents/audits as needed;
- xiii. The Executive Committee may go into "Executive Session" during the course of a Board meeting on an "as needed" basis at the discretion of the Board Chair and subject to Open Meeting Law restrictions.

Standing Committees **and Ad Hoc Committees**

The WDB has authority to establish standing committees **for specific operations and ad hoc committees** in order to address specific issues as designated by the WDB Chairman.

1. All standing committee recommendations are presented to the WDB for official action.
2. All standing committees must operate according to Open Meeting Law requirements and establish a regular schedule of meetings.

~~3. **Ad hoc committees may be appointed by the WDB Chairman to address specific issues.** If the WDB determines that a specific **standing ad hoc** committee is no longer needed, it shall officially disband the **ad hoc** committee. ~~The Bylaws will thereafter be amended to dissolve the standing committee.~~~~

4. The following standing committees have been established by the WDB:

a. Youth Council

The Youth Council is appointed by the Executive Committee and is comprised of members with youth involvement activities within Yavapai County. These may include WIOA partners, labor, education, public safety, housing, public/private sector, juvenile justice and other organizations. The Youth Council will meet on a quarterly basis. The Chair of the Youth Council will be appointed by the WDB Chair. Responsibilities of the Youth Council include:

- i. Coordinating youth activities in Yavapai County.
- ii. Identifying a "Youth Voice/Parent Voice" as outlined in WIOA.
- iii. Developing portions of the local plan related to youth activities.
- iv. Recommending eligible youth service providers in accordance with WIOA focusing on older/out-of-school youth, subject to the approval of the Executive Committee.
- v. Conduct oversight with respect to eligible providers of youth activities.
- vi. Establish linkages with educational agencies and other youth service providers.
- vii. Identify members for the Council and provide outreach to the community regarding youth services in Yavapai County.
- viii. Develop Career Pathway opportunities for in-demand sectors of Yavapai County.
- ix. Develop partnerships, including apprenticeships for youth.