

Yavapai County Workforce Development Board Executive Committee July 14, 2022 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2022
Anita Payne, Chairman	Present	1
Gary Hassen, Vice Chairman	Present	1
Phil Tovrea	Present	0
Mark Timm	Absent	1
Tony Gauthier	Absent	2
Garth Bascom	Present	0

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

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 9:00 AM. A quorum was present.

II. Approval of the May 31, 2022 Executive Committee Minutes

Chairman Payne called for review of the May 31, 2022 minutes. With no comments or questions, she called for a **motion and second to approve of the May 31, 2022 minutes as drafted; so moved by Gary Hassen, seconded by Garth Bascom. The motion carried unanimously.**

III. Chairman's Updates

➤ **PY 2022 Appointments**

Chairman Payne reported the following Committee Chair appointments for PY2022-23:

➤ **Committee Chair – One Stop Committee**

Craig Lefever

➤ **Committee Chair – Youth Council**

Mel Ingwaldson

➤ **Executive Committee – Public Voice Representative**

Tony Gautier – 2nd term. Executive Director Drew noted that consideration of Mr. Gauthier's reappointment resulted from his participation and knowledge of the executive session legal matter discussions over the past year. All agreed that keeping Mr. Gauthier on the Executive Committee is a good decision.

➤ **Consideration to Move into Executive Session for a Discussion of Legal Matters**

Chairman Payne called for a **motion to move into executive session for legal matter updates; so moved by Gary Hassen, seconded by Garth Bascom. The motion carried**

unanimously. At this time the public and support staff were dismissed, and the recording was paused.

The executive session was attended by Chairman Anita Payne, Executive Director Teri Drew, Vice Chairman Gary Hassen, Phil Tovrea and Garth Bascom. The executive session included debriefing of new Executive Committee member, Garth Bascom, on the legal matters between the WDB and the Northern Arizona Council of Governments (NACOG) to date. Ms. Drew recapped the causes and processes of the matter. Updates regarding the current status of agreement negotiations were discussed.

➤ **Return to Public Session**

Following the executive session, Chairman Payne called for the meeting to return to Public Session. Support staff member Julia Sawyer returned to the meeting and the recording resumed. There were no members of the public present.

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

IV. Director's Updates

➤ **Data Validation File Audit Results**

Ms. Drew reported on the recent results of the ongoing Title I Data Validation File Audits, reminding the Executive Committee that earlier this year Arizona Department of Economic Security reported an unprecedented 38 findings, with subsequent reviews also having several errors in program files. Ms. Drew reported that she began a process improvement plan with a new member of the staff, Lisa Luchtman, who had previous state training and had noticed that all of the program forms were outdated and did not align with state requirements. Ms. Drew noted that she and Ms. Luchtman worked together on rewriting all of the forms and processes, and Ms. Luchtman continued to assist even after leaving employment with NACOG. Leah Cickavage updated the policy and procedure manual and trained with the staff on the new process. The new process resulted in the most recent data validation review having only 5 findings and a 99% rating for Yavapai County. Ms. Drew complimented the staff for working with the new processes to success.

Ms. Drew reported that Ms. Cickavage is on Family Medical Leave Act (FMLA) status for an undetermined amount of time and that Program Staff member Art Askew has accepted an appointment as Interim Program Manager until Ms. Cickavage returns. Mr. Askew is working with the State to obtain access and training on the specific reporting roles that Ms. Cickavage was assigned, and the State has been very helpful in assisting with helping us gain necessary access, closing out the last audit report. Ms. Drew will send a letter of appreciation to the State for their assistance.

➤ **Member Considerations**

Ms. Drew reported several membership considerations for review and approval:

- **Leave of Absence Consideration**

Ms. Drew reported that long-time Executive Committee member, Mark Timm, has requested a brief leave of absence following his departure from employment at Yavapai Regional Medical Center. Ms. Drew recommended that the Executive Committee to consider a leave of absence as he has been instrumental in the legal processes of the Executive Committee and he has agreed to maintain his membership status with future new employment.

Chairman Payne called for a **motion to approve the leave of absence request from Mark Timm; so moved by Gary Hassen, seconded by Garth Bascom. The motion carried unanimously.**

- **New Members**

Ms. Drew reported two new membership applications:

- 1. Matt Meierbachtol – APS**

Ms. Drew noted that Brenda Rhodes tendered her resignation following a promotion and reassignment at APS, promising to identify a replacement for her Board position. Matt Meierbachtol has assumed Ms. Rhodes' responsibilities at APS and submitted his application for membership with a letter of recommendation from APS Northern Division Director, Mackenzie Phillips. Ms. Drew noted that APS is a great partner, and recommends approval of Mr. Meierbachtol's application. Chairman Payne called for a **motion to approve Matt Meierbachtol for recommendation to the Board of Supervisors for appointment; so moved by Gary Hassen, seconded by Phil Tovrea. The motion carried unanimously.**

- 2. Rich Ormond – Prescott College**

Ms. Drew continued, noting that at the last meeting Nancy Jensen of Northern Arizona University (NAU) resigned from the board after leaving employment at NAU. Ms. Drew noted that the Education seat is a requirement of the Workforce Innovation and Opportunity Act (WIOA) and, following unsuccessful outreach to NAU for a replacement, Youth Council member Rich Ormond of Prescott College expressed interest and agreed to apply to fill the Education position on the Board. Mr. Ormond will be leaving the Youth Council to join the Workforce Development Board (WDB). Chairman Payne called for a **motion to approve Rich Ormond for recommendation to the Board of Supervisors for appointment; so moved by Garth Bascom, seconded by Phil Tovrea. The motion carried unanimously.** Chairman Payne noted her excitement to have Prescott College represented on the Board. Discussion followed regarding leadership and staff changes at NAU.

Ms. Drew reported that there is still one labor seat open on the Board, in spite of many attempts at outreach. The State requires vacancies to be filled within 120 days, and this timeframe has been exhausted for this seat. Chairman Payne and Mr. Bascom noted that they would assist with recruiting labor representatives from their respective companies. Chairman Payne will provide contact information for outreach. Discussion

followed regarding potential union organizations to approach and results from outreach thus far.

➤ **PY 2022-23 Performance Measures**

Ms. Drew then reported on the approved negotiated Title I Performance Measures for PY2022 and PY2023. Ms. Drew noted that she negotiated lower than normal due to the loss of program funds for PY2022-23. Less funds mean fewer enrollments and less support to maintain retention, etc. Ms. Drew was happy to report that the State accepted her proposals and an agreement was reached. She noted that the goal, as always, is to continue to meet and exceed the measures. Chairman Payne called for a **motion and second to approve the negotiated Title I Performance Measures for PY2022 and PY2023; so moved by Gary Hassen, seconded by Garth Bascom. The motion carried unanimously.**

➤ **PY 2022-23 Budgets**

Ms. Drew reported that the State has not yet released final allocations for local areas, and she highlighted what is expected in the next few weeks. Ms. Drew summarized an average loss of 14% across Adult, Youth and Dislocated Worker programs, totaling about -\$240,000. These reductions are directly due to Yavapai County's low unemployment rate and resilience – more of the funding is allocated to the local areas with the most need. Another factor for federal fund distribution is business location, and Arizona is a high business attraction state. Ms. Drew noted that a large carry-over amount from last year's funding will result in no significant changes or impacts from the loss. Also, while services will continue to be maintained, levels of spending may be reduced as needed to alleviate challenges due to the reduced allocations.

Ms. Drew reviewed last year's Board budget, which includes salaries & fringe for her and Ms. Sawyer, and Indirect Costs for NACOG administrative costs. Professional and outside services include legal fees and outside consultants, such as Gabe Loyola, the consultant for One Stop Operator Requests for Proposals processes. Ms. Drew noted that Mr. Loyola has recovered from his health challenges and is ready to begin that process again.

Ms. Drew noted the considerations being given in the current negotiations with NACOG regarding the possibility of moving all applicable salaries and fringe over to the Board budget, and the final agreement is still pending. Ms. Drew asked for discussion on whether to go ahead and build the budget based on pending decisions or to wait for the final agreement to be concluded. Discussion followed in favor of building the budget now, and the logistics involved in breaking out the salaries, fringe and expenses. Ms. Drew will build the Board and Title I budgets for review and approval at the August WDB meeting.

Chairman Payne called for a **motion to approve moving forward with developing the WDB budget based on the salaries discussion to move all salaries and fringe to the WDB budget; so moved by Phil Tovrea, seconded by Gary Hassen.**

➤ **Eligible Training Provider List Approval**

Ms. Drew reported that the Eligible Training Providers List (ETPL) is approved by the Board for authorizing the use of federal funds for approved training programs and providers.

- **Granite Mountain Training**

A new program/provider is awaiting Board approval for addition to the ETPL. Ms. Drew provided some background information regarding Granite Mountain Training and the Emergency Medical Technology/Technician (EMT Paramedic) program. There is a dire need for EMT and other emergency medical technicians and certified staff in Yavapai County due to staff shortages at LifeLine Ambulance Service, sole provider for ambulance services in West Yavapai County. Granite Mountain Training is offering a course for EMT, a 10-week program (130 hours) at a cost of \$1,808 per trainee.

Chairman Payne called for a **motion and second to approve Granite Mountain Training for the EMT Paramedic Training Program; so moved by Gary Hassen, seconded by Garth Bascom. The motion carried unanimously.**

- **2022 Annual Award Nominees**

Ms. Drew reported that the Annual Meeting is approaching, including the Annual Awards. Chairman Payne has identified a recipient of the Chairman's Award, and Ms. Drew has chosen the Executive Director's Award recipient as well. Ms. Drew presented the list for Title I award nominees for Business Leadership and Client Achievement awards and provided a brief synopsis of her recommendations for consideration. Following the review of all nominations, Chairman Payne called for a **motion and second to approve the recommended list of awardees; so moved by Phil Tovrea, seconded by Garth Bascom. The motion carried unanimously.** Discussion followed regarding the time, date and location of the Annual meeting, which will be held at The Club at Prescott Lakes, August 11, 2022 at 9 AM.

V. Member Comments

Chairman Payne called for member comments; there were none.

VI. Adjournment

Chairman Payne called for a **motion to adjourn; so moved by Gary Hassen, seconded by Phil Tovrea. The meeting adjourned at 10:05 AM.**