

Yavapai County Workforce Development Board One Stop Committee September 21st, 2021 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2021
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	0
Alycia Botkin, Title IV	Present	1
Leah Cickavage, One Stop Operator	Present	0
Linda Bolyard, Title III	Absent	1

I. Call to Order

Due to the current health situation, committee members agreed to meet remotely for this session. Contact information was made available to the public through the NACOG website. Chairman Craig Lefever called the meeting to order at 10:04 a.m. and welcomed everyone. There was NOT a quorum present. The Chairman determined that the members could discuss items, but no actions could be taken. The Chairman confirmed that all attendees were able to access the attachments that were sent out with the invitation.

II. Approval of May 18th, 2021 Meeting Minutes

Chairman Lefever called for questions or comments on the previous meeting minutes. There were none. Chairman Lefever determined that approval could not proceed, due to the lack of a quorum.

III. Chair's Report

Updates: Chairman summarized the current state of affairs regarding Covid-19 and One Stop/Yavapai College Title II operations.

One Stop Committee Scope of Work 21-22: Chairman described the necessity for developing a "scope of work" for fiscal year 21-22 containing a detailed description of the role and responsibilities of the Yavapai County One Stop Committee.

IV. One Stop Operator's Report

Updates: Ms. Cickavage provided an overview of current assessments of the One Stop sites in Prescott, Prescott Valley and Cottonwood. She noted that the MOU/IFA process is now complete. Ms. Cickavage discussed the importance of future cross-training among core WIOA partners.

One Stop Committee Scope of Work 21-22: Ms. Cickavage presented the necessary elements for the scope of work documentation. Present committee members discussed these requisite elements, but were unable to pursue any action due to a lack of a quorum. Ms. Cickavage will

work with Chairman Lefever to present a draft for the scope of work document at the next One Stop Committee meeting.

V. Partner Updates

Chairman Lefever asked each attending Core Partner representatives to give a brief update on their current service activities and platforms.

Title I: Mr. Askew described how One Stop Centers will seek to increase traffic at sites and initiate outreach to new students.

Title II: Chairman Lefever explained that Yavapai College Adult Basic Education is providing face-to-face services at all campuses and continuing to offer virtual services.

Title III: N/A

Title IV: Ms. Botkin announced that Vocational Rehabilitation continues to offer all services virtually, as per administration directives. Title IV staff will also be present at the upcoming Job Fair.

VII. Public Comments

Chairman Lefever called for public comments and there were none.

VIII. Adjournment

Chairman Lefever adjourned the meeting at 10:58 a.m.