



YAVAPAI COUNTY

Yavapai County Workforce Development Board Executive Committee September 9, 2021 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2021
Philip Tovrea, Chairman	Present	1
Gary Hassen, Vice Chairman	Present	0
Anita Payne, Immediate Past Chair	Present	1
Mark Timm	Present	0
Kurt Greves	Absent	2
Rick Duff	Absent	2

Guests: Cynthia Gentle, Assistant to District 5 Supervisor Mary Mallory

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

I. Call to Order/Welcome/Introductions

Chairman Phil Tovrea called the meeting to order at 9:02 AM and asked for Executive Assistant Julia Sawyer to call the roll. A quorum was present. Chairman Tovrea shared the meeting protocol for in-person and virtual attendees.

II. Approval of the July 8, 2021 Minutes

Chairman Tovrea called for a review of the July 8, 2021 minutes, and **motion and second to approve the minutes as drafted; so moved by Gary Hassen and seconded by Mark Timm. The motion carried unanimously.**

III. Chairman’s Report

Chairman Tovrea made the following appointments:

- **PY 2021-22 Public Voice Appointment** – Chairman Tovrea appointed Tony Gauthier, U.A. Local 469, to the Executive Committee as the non-voting Public Voice member. No action is required on appointments.
- **PY 2021-22 Committee Chair Appointments** – Chairman Tovrea appointed Craig Lefever to continue as the Chairman of the One Stop Committee, and he appointed Mel Ingwaldson to continue as the Chairman of the Youth Council.

IV. Strategic Plan Review/Approval

Chairman Tovrea passed this agenda item due to the absence of the WDB Consultant for Strategic Planning, Trevor Stokes. Executive Director Teri Drew noted that Mr. Stokes was unavailable due to health-related reasons. Chairman Tovrea turned the meeting over to Ms. Drew for the Director's Report.

V. Director's Report

➤ **Program Update**

Ms. Drew began her report by welcoming Phil Tovrea as the new Chairman of the WDB. She then reported that the Board of Supervisors approved the revisions to the WDB Bylaws and all appointments to the Workforce Board year-to-date. She also noted that the Governor's Workforce Arizona Council (WAC) approved the Yavapai County WDB for recertification on September 8, 2021. Ms. Drew noted that a better process will be developed to ensure a more timely approval for future recertifications.

Ms. Drew reported that staff have begun putting together a notebook for Board members. The notebook will include primary information, Bylaws, membership lists and Frequently Asked Questions and responses, and will serve as a tool for members to use to answer questions when people ask what the WDB does and how to get involved. Ms. Drew noted that this is being prepared as part of the Strategic Plan reveal for all members. She noted that the Strategic Plan is a priority for the Board and she will continue to try to connect with Mr. Stokes for its completion.

In a budget review, Ms. Drew reminded the Executive Committee that the WDB is covered by NACOG's Directors and Officers Insurance Policy for all Board actions, meetings and preparations.

Ms. Drew reported that the WAC Chairman, Dawn Grove, announced that she will not be continuing on the WAC as she begins pursuing the Arizona Attorney General's seat in the upcoming 2022 elections. Ms. Grove has served over the last eight years overseeing the State's workforce development activities. Ms. Drew noted well-wishes for Ms. Grove.

Ms. Drew began a discussion with the Executive Committee regarding the Economic Development arm of her position with NACOG. She is the Regional Director of a four-county Economic Development District (EDD) (Apache, Coconino, Navajo and Yavapai) as designated by the U.S. Department of Commerce Economic Development Administration (EDA). The EDD operates under EDA grants, one of which is a \$400,000 planning grant supplement funded through the Coronavirus Aid, Relief and Economic Security (CARES) Act to develop an Economic Recovery & Resilience Plan. Ms. Drew reported that the Plan was completed in June and approved by Regional Council in August. The Plan supports all areas of Northern Arizona and identifies the lack of broadband

as having an adverse effect during economic injury caused by significant job loss, floods, wildfires, etc., especially as our nation moved into a virtual world as a result of the pandemic.

Ms. Drew reported that NACOG has contracted with a consultant group, Magellan Advisors, to develop a regional, sustainable broadband strategic plan for all of Northern Arizona. She noted that Yavapai County has also developed a plan for broadband, as have the other NACOG counties. Ms. Drew expressed appreciation to Yavapai County for their strong support for the regional Broadband Survey conducted in mid- to late-spring.

Ms. Drew noted that NACOG's goal is to support and bring those plans together to ensure that all of the area within the four counties and 24 communities in the NACOG District are whole in terms of broadband. Part of the goal can also include broadband expansion into Colorado and New Mexico, and Tribal partners are also included in the planning process.

Ms. Drew noted the importance of a strong broadband presence in making sure Arizona is competitive with global markets for workforce, healthcare and education – all of which went remote during the pandemic. She reported that EDA was appropriated \$3 billion in the American Rescue Plan Act (ARPA) to assist states in recovery. NACOG will be applying for an ARPA Build Back Better Regional Challenge grant, which requires the identification of industry growth clusters as targets for funding assistance. NACOG has identified healthcare as a target industry for workforce development, as well as agriculture business development, renewable energy and tourism diversification and sustainability. Ms. Drew noted that Northern Arizona Healthcare won a \$450 million bond from the Industrial Development Authority (IDA) to expand the Flagstaff Medical Center to the Flagstaff Airport. The \$750 million expansion project will include 300 intensive care beds, and will have 3 hotels adjacent to the hospital. Flagstaff is a part of the NACOG economic development service area. Included in the conversation is the expansion of healthcare in Cottonwood, which is said to be larger than the 180 acre facility in Flagstaff.

Ms. Drew then began to suggest for the WDB to consider providing a letter of support for the NACOG ARPA grant as a major workforce development partner with these industry clusters as well as providing training and career services to build a skilled talent pipeline for local healthcare industry expansion. She paused for discussion regarding the consensus of the Executive Committee for Chairman Tovrea to sign a letter of support. Some discussion followed regarding the need for more information about the project prior to offering a letter of support. Ms. Drew noted that she will forward members an informational summary regarding the grant project and allow each member the opportunity to offer their individual comments via email. Ms. Drew reported that NACOG is seeking out

grant writers and, should the WDB decide to provide support for the grant project, there is the possibility for the WDB to receive a set-aside of some funds to position the WDB to build workforce options.

➤ **Member Vacancies**

Ms. Drew noted that membership is one of the criteria for Board Certification to ensure that we have all required representation on the Board – 51% private sector optimum policy makers, 20% Labor representatives and the balance of members being partner organizations such as the DES Employment Administration, Vocational Rehabilitation and Yavapai College Title II Adult Education. Ms. Drew noted that DES states that their representatives on this Board do not have the authority to sign or enter into agreements, so going forward, NACOG as the One Stop Operator will negotiate directly with State Directors to ensure we have a better flow of communication and negotiation.

➤ **Recruitment**

Ms. Drew reported the current open seats on the Board:

➤ **Private Sector (2-year terms) – 2 seats**

In the Verde Valley, Trista MacVittie, formerly employed by Northern Arizona Healthcare, has not responded to any outreach and is considered to have tendered her resignation due to meetings missed. In the Prescott area, Joan Gustafson resigned effective August 13th as she is not continuing with her employer.

➤ **Labor Representatives (4-year terms) – 1 seat**

One Labor seat is expected to be vacated in December of this year by Rick Duff.

Ms. Drew reported her outreach to Supervisor Donna Michaels for recommendations in recruiting for the Verde Valley seat and to private On-the-Job Training (OJT) employers and staff in the Verde Valley. No applications have been received to date. Ms. Drew requested recommendations from Chairman Tovrea for private business owners in East County, and noted recruitment will continue.

Ms. Drew presented an application for the Prescott seat from Kurt Wilkinson, President and owner of Granite Mountain Design (GMD). She provided a brief history of GMD, noting the business started in 1985 in the basement of Mr. Wilkinson's home in Prescott Valley. Ms. Drew noted that she and Mr. Wilkinson worked together when he opened his first site and has grown to operating in more than 35,000 square feet, with a team of 95 individuals. She reported that she had the opportunity to tour the GMD facility located just off Fain Road,

which is 100% self-supported and continuing to grow. Mr. Wilkinson intends to add 30 new employees to their workforce to complete a second shift.

Ms. Drew added that Mr. Wilkinson understands the impacts of the work of NACOG and the WDB and supports the mission and goals, and she recommended his approval as a member.

Chairman Tovrea called for discussion. Mr. Hassen commented that Mr. Wilkinson would be a great addition to the WDB, possessing the qualifications necessary. Chairman Tovrea called for a **motion and second to approve the membership application of Kurt Wilkinson to complete the term of Joan Gustafson, which expires in June 2022; so moved by Mark Timm and seconded by Gary Hassen. The motion carried unanimously.** Ms. Drew commented that she mentioned to Mr. Wilkinson that the WDB needs to update their promotional video, and that she suggested to him to consider using his facility to participate in the update.

Ms. Drew then noted that the Labor seat is the most difficult seat to fill. She noted that she is working with Rick Duff and GD Barri, and has reached out to the Police Unions as well. Mel Ingwaldson has also been assisting with Labor Representative recruitment. This is a required seat, and Ms. Drew asked all to assist with recruitment if they know anyone who would qualify to be a Board member. Ms. Drew noted that the Board has 120 days following Mr. Duff's official December 31, 2021 resignation to fill the seat in order to maintain Board Certification. She reminded the Board that candidates must work or live in Yavapai County to be eligible for appointment. Some suggestions followed for possible sources for recruitment, such as the construction industry.

Ms. Drew reported that the WDB Annual Report has had some recent media coverage from Quad Cities News, and she complimented Ray Newton for covering the Annual Awards Banquet and producing a nice article. Ms. Drew also noted that the Daily Courier has also reached out for a story about the many accomplishments that were revealed in the Annual Report. With that, she concluded her report.

VI. Member Comments

Chairman Tovrea called for member comments. Mr. Timm noted that he has to attend another meeting at 9:30, and needed to leave at this time. There were no other member comments.

VII. Public Comments

Chairman Tovrea called for public comments, there were none.

VIII. WDB Executive Director Evaluation

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Yavapai County Workforce Development Board (WDB) and to the general public that the Yavapai County WDB Executive Committee will hold a meeting open to the public on Thursday, September 9, 2021 at 9:00 AM at the West County One Stop, 221 N. Marina St., Prescott, Arizona, for the purpose of deciding whether to go into executive session to discuss personnel matters. If authorized by a majority vote of the WDB Executive Committee, the executive session will be held immediately after the vote and will not be open to the public.

Ms. Drew noted to the Public that the Executive Committee will now consider moving into Executive Session and that the Public can disconnect from the meeting at this time. The Public and staff members left the meeting. The recording of the meeting was ceased for the duration of the Executive Session and adjournment.

Chairman Tovrea called for a **motion and second to approve moving into Executive Session for the purpose of discussing personnel matters; so moved by Gary Hassen, seconded by Anita Payne. The motion carried unanimously.**

The Executive Committee met to discuss the performance evaluation of Executive Director Teri Drew during the Program Year 2020-2021. The discussion was led by Immediate Past Chair Anita Payne. Members present were Chairman Phil Tovrea, Vice Chairman Gary Hassen, and Ms. Payne. Following private discussion, Ms. Drew was invited into the meeting to discuss the evaluation results.

IX. Adjournment

Chairman Tovrea adjourned the meeting following the Executive Session.

Minutes of the Workforce Development Board Executive Committee – September 9, 2021
Approved: