**SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD**

**Minutes**

**Cochise College Benson Center**

1025 State Route 90, Rooms 113 & 115

Benson, Arizona 85602

**Zoom Online Virtual Meeting**

<https://zoom.us/j/2048227879?pwd=NG51ZTgrK29wRkVkRWN6UXF1UzgwUT09>

**Meeting ID: 204 822 7879   
Passcode: 1Tzf0K**

**Thursday, March 17, 2022**

**10:00 AM**

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**Members Present Members Absent Staff Present Guests Present**

Ron Curtis Martha Lujan Vada Phelps Jim Mize

Kathleen Bullock Matt Bolinger Vickie Simmons Rachael Tashbook

Wick Lewis Susan Wood Michelle Huff

Doris Tolbert Merritt Essig Lori Baron

Tony Boone Mark Gallego Robert Archer

Evonne Cummins Sam Curtis Ashley Hamilton

Jack Bauer Jacob Williams

Jason Bowling Peg Harmon

Peter Hooper

Jelensky Irons

Elizabeth Kinder

Edward Dummitt

Rebekah Kimmel

Kim Henderson

1. **Call to Order**

President Ron Curtis called to order the regular meeting of the ARIZONA@WORK Local Workforce Board at 10:05 AM on March 17, 2022 in person as well as on Zoom.

1. **Roll Call**

Lori Baron conducted roll call. The names of present and absent members, as well as guests and staff, are listed above. Quorum was established.

*“If such a conflict does arise, I will declare that conflict before the board and*

*refrain from discussing and voting on matters in which I have conflict.”*

1. **Call to the Public**

No Comments were made.

1. **Action Item: To Approve/Disapprove March 17, 2022 Agenda**

**Motion to Approve:** Doris Tolbert

**Seconded:** Tony Boone

**Approved:** Unanimously

1. **Action Item: To Approve/Disapprove December 16, 2021 Minutes**

**Motion to Approve:** Doris Tolbert

**Seconded:** Tony Boone

**Approved:** Unanimously

1. **Action Item: To Approve/Disapprove Amendment 1 Revisions to the Governance Agreement**

**Motion to Approve:** Doris Tolbert

**Seconded:** Tony Boone

**Approved:** Unanimously

1. **Review the FY21 Audit**

Michelle Huff stated the findings, that were primarily Covid related, have been corrected. Ron Curtis thanked Michelle Huff and Vickie Simmons for their work during the Audit.

1. **Establish Board Retreat Committee**

Ron Curtis, Kathleen Bullock, Jason Bowling, Tony Boone and Evonne Cummins will be the 2022 Board Retreat Committee.

1. **Financial Report: Budget and Expenditures**

There is an expected increase for insurance. Salary increases are being addressed. Wick Lewis thanked Vada Phelps, Vickie Simmons and Michelle Huff for their work.

1. **One-Stop Operator Report**

Jim Mize reviewed his report which is in the packet. All customer surveys have been positive.

1. **Core Partner Reports**

* One-Stop Employment and Training report presented by Vickie Simmons.
* The Safford office has relocated to 626 S.6th Street. There will be a ribbon cutting April 8th.
* Eric Grisham has had articles in the newspaper. It has been good advertising.
* There are 75 businesses registered for the March 25 job fair in Sierra Vista.
* Rehabilitation Services report presented by Elizabeth Kinder.
  + She highlighted that Sierra Vista achieved 315% of their goal and continue to place people.
  + Her report is in the board packet.
* Employment Services report presented by Jelensky Irons.
  + She showcased the job fairs.
  + Collaborations are doing good work.
* Adult Education report presented by Peter Hooper
  + They are updating their Social Media sites.
  + His report is in the packet.

1. **Speaker Rachael Tashbook from the Office of Economic Opportunity**

She gave an overview of the OEO, highlighted resources and uses of the Labor Market Data and reported on Economic Conditions. Her slideshow presentation is available upon request.

1. **Executive Director’s Report – Vada Phelps**

* She reviewed Board Member Term Renewal. She will request letters of recommendation from the Chamber of Commerce and then send them to the Board of Supervisors to reappoint members.
* We received a thank you note from the Chamber of Commerce for enrolling Ashley Hamilton in their leadership program.
* Ron Curtis, Kathleen Bullock, Vada Phelps and Vickie Simmons will attend the NAWB conference in Washington, DC April 11 through April 15.

1. **President’s Report – Ron Curtis**

We really change peoples’ lives, one at a time.

1. **Board Announcements**

Wick Lewis clarified some questions he had.

**Next Board Meeting**

The Board Retreat dates are to be determined. Tentatively set for June 15-17.

**Adjourn**

The meeting was adjourned at 12:13 p.m.

**ARIZONA@WORK is an Equal Opportunity employer/program.**

**Funded by WIOA federal dollars serving Adults, Youth, and Dislocated Workers**

**Report Submitted by:** Lori Baron