



## LWDB Bi-Monthly Business Meeting Agenda

**DATE:** Wed September 22nd, 2021

**TIME:** 1:00pm - 2:00pm MST

**LOCATION:** Bruzzi Vineyard/Zoom

**GROUPS:** Board

Join Zoom Meeting <https://us02web.zoom.us/j/82195630989?pwd=cWdqbTZsNUFMLzdoZHh6ZEsxZExPdZ09>

Or Dial 1-669-900-6833, Meeting ID: 821 9563 0989, Passcode: 333291

### I. **Call Meeting to Order**

10 mins

### II. **Consent Agenda**

The following items (a. through h.) were approved by the Executive Team on August 25, 2021 and the decisions need to be ratified by the full LWDB

#### a. **FY21 Funds Transfer Request**

Approved submitted request to transfer \$240,000 from FY21 Dislocated Worker to FY21 Adult Allocation

[NEAZ LWDB FY21 Transfer of Funds Request.pdf](#)

#### b. **Capital Expenditure Request to Retrofit Van into Mobile Office**

Approved DES-Approved Capital Expenditure Request for cost to Retrofit Van into Mobile Job Center.

[NEAZ Van Capital Expend Req-signed - 8-11-21.pdf](#)

#### c. **Job Center Certification Checklists and Recommended Improvement Plan**

Approved Job Center Certification Checklists, Corrective Action Plan, and Continuous Improvement Plan

[NEAZ\\_Job Center Certification Assessment.pdf](#)

[2021 NEAZ Continuous Improvement Plan.pdf](#)

d. **Local Plan Modification**

Approved Local Plan Modification Detailing One Stop Operator and Job Center Changes.

[NEAZ PY20-PY23 Local Plan Modification #1.pdf](#)

e. **Review Intake Specialist Contract with CPLC**

15 mins

Recommended Action: Approve Contract with CPLC for Intake Specialist Project

f. **Policy Addition and Revision**

Approved Revised Training Policy and New Business Engagement Policy

[DRAFT REVISION Section 400 Training Policy.pdf](#)

[DRAFT Section 500 Business Services\\_Employer Engagement Policy.pdf](#)

g. **Site Application and Job Description for Americorps Project in Partnership with Arizona Coalition for Military Families**

Approved Americorps Project to be conducted in partnership with Arizona Coalition for Military Families as a Priority Strategic Initiative

[NEAZ\\_ACMF Americorps Project Job Description.pdf](#)

[NEWDRAFT\\_AMPP2021\\_Partner\\_Site\\_Application\\_COS acmf.pdf](#)

h. **Executive Consulting Proposal**

Approved contract with Executive Consulting to include PROOF Organizational Assessment and follow-up training and development

[Executive Consulting Proposal.pdf](#)

i. **Review May 26, 2021 Meeting Minutes**

Review May 26, 2021 Meeting Minutes. Recommended Action: Approve May 26, 2021 LWDB Meeting Minutes

[May 26 2021 LWDB Meeting Minutes.pdf](#)

III. **Budget Report**

5 mins

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Review Final PY20/FY21 Budget Report, Final PY21/FY22 Budget and YTD Budget Report. Recommended action: Approve Final PY20/FY21 Budget Report, Final PY21/FY22 Budget and YTD Budget Report

[FINAL\\_FY22 Budget.pdf](#)

[YTD Budget Report as of 6.30.21.pdf](#)

#### IV. **Additional Policy Update**

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Review Updated Grievances and Complaints Policy Section 800. Recommended Action: Approve Section 800 Grievances and Complaints Policy and Exhibit 800B Complaint Form

[SECTION 800 Complaints Grievances Appeals Policy\\_Revised 8.2021.pdf](#)

[Exhibit 800B Alleged Violation of Title I of WIOA Program Complaint Form.pdf](#)

#### V. **Navajo County ARPA Requests**

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Review requests submitted to Navajo County for ARPA funds. Recommended Actions: 1. Approve request for funding to complete Empowerment Center. 2. Approve request for funding to retrofit van into a mobile unit for WIC and Title IB services.

[Workforce\\_Empowerment Center ARPA Request.pdf](#)

[Health\\_Workforce\\_Mobile Service Unit ARPA Request.pdf](#)

#### VI. **Next Meeting Date: November 2021**

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Recommended Action: Discuss November Meeting Date which is currently scheduled for Wednesday, November 24th (day before Thanksgiving) and decide whether to reschedule. Adjourn Meeting