

# Northeastern Arizona Local Workforce Development Board



## LWDB Bi-Monthly Meeting Minutes

Apr 27th, 2022 10:00 am - 12:00 pm

### I. Call Meeting to Order

**Pledge of Allegiance**

**Roll Call**

The meeting was called to order at 10:07 AM.

LWDB Board members in attendance: John Sorenson, Woody Cline, Neil Traver, James Bruzzi, Marti Landis Jones, Steve North, David Miller, Sherry Condarco, Gail Campbell.

LWDB Staff members: Lisa Grannis, Stephanie Ray, Jeremy Flowers.

Guests: Julie Earle, Janelle Linn, Tyson Knudson.

### II. Consent Agenda

**Recommended Action: Approve all items on the Consent Agenda as presented.**

#### **1) Ratification of Exec Committee Actions:**

**a. Approved Community Partner MOU's with Stanford Store, OCCAC, and Springerville-Eagar Chamber of Commerce for Mobile Job Center Deployment**

**b. Approved MOU with Apache County Libraries for Mobile Job Center Deployment**

**c. Approved Line Item Budget Revision for Health Department Operations Budget for remainder of FY22**

**d. Approved Transfer of \$195,000 of FY22 DW Funds to FY22 Adult Funds**

#### **2) Approve January 26, 2022 LWDB Meeting Minutes**

- 1) James Bruzzi made a motion to approve all items on the consent agenda under Ratifications.. 2nd motion was made by John Sorenson. All members agreed. Motion Approved.
- Decision** | 2) Neil Traver made a motion to approve the January 26, 2022 LWDB Meeting Minutes. Steve North made a 2nd motion to approve. All members agreed. Motion Approved.

### **III. Budget Report**

#### **Review of YTD Budget Summary and Draft FY23 Budget. Recommended Action: Approve YTD Budget Report as of March 31, 2022**

Stephanie reviewed the FY23 Budget with the Board. Stephanie explained the expected changes for the remainder of the year as well as for the FY23 Budget. Historically, the workforce has never spent all the state's funding allocations. Gail mentioned that because of the association with NACRN, we could have more access to grants or additional funding to help with any potential reduce funding. Stephanie suggested the Board's input on the shuffling of Workforce expenditures next year. She also mentioned a shared position with NPC.

### **IV. One Stop Operator/Partner Reports**

Stephanie explained the OSO Report. She will send out the infographic.

### **V. Staffing Updates/Revisions**

**Discussion and Action: Board Staff Resignations, Recommended Changes to Org Chart, Transition Plan timeframe and scope**

**Recommended Action: Accept Resignation of Executive Director effective June 30, 2022; Approve revised Workforce Board Staffing Plan/Org Chart as presented; Approve development of a contract for transition implementation/support.**

Stephanie mentioned that she did give her notice of resignation to the Executive Team of LWDB. She went over the Transition timeline of staffing changes. Neil suggested a future agenda item regarding NACRN staffing.

- Decision** | Steve North motioned to accept resignation of Executive Director, Revised workboard Staffing Plan/Org chart, and development of a contract for transition implementation/support. John Sorenson made a 2nd motion. All members approved. Motion Approved.

## **VI. Title IB Service Provider for FY23**

**Discussion and Action:** Discuss Executive Team Recommendation to ask Navajo County to conduct a procurement for a Title IB Adult, Dislocated Worker, and Youth Service Provider.

**Recommended Action:** Approve Request for Proposal Scope of Work and Timeline for a FY23 Adult, Dislocated Worker, and Youth Service Provider and direct staff to coordinate with Navajo County Procurement Officer to conduct procurement.

Gail encouraged Stephanie to coordinate with Health Department to notify operations staff of pending RFP.

**Decision** | Neil Made the motion to ask Navajo County to conduct a procurement for Title 1B Adult, Dislocated Worker, and Youth Service Provider. David Miler made a 2nd motion. All approved. Motion is approved.

## **VII. One Stop Operator Renewal for FY23**

**Discussion and Action:** Review One Stop Operator performance and contract renewal option.

**Recommended Action:** Approve renewal of One Stop Operator contract for FY23 and direct staff to draft revised One Stop Operator scope of work, performance metrics, and monthly report template for review and approval by LWDB.

Stephanie recommended an approval from the Board of the OSO contract renewal.

**Decision** | Gail strongly motioned to Approve the renewal of the One Stop Operator contract for FY23 and direct staff to draft revised One Stop Operator scope of work, performance metrics, and monthly report template for review and approval by LWDB. James made a 2nd motion. All approved. Motion approved.

## **VIII. Local Plan Modification - Goals and Strategies**

**Discussion:** Review current plan goals and strategies, assemble work group to draft revised goals and strategies for mid-plan modification.

Gail & Steve volunteered to assist with reviewing current plan goals and strategies for mid-plan modification. Stephanie will coordinate a work session with them to discuss revisions of local plan goals and/or strategies.

## **IX. Proposed Next Meeting Date: June 8, 2022**

**LWDB Full Board Meeting to Discuss/Review/ Approve PY22/FY23 Contracts, MOUs, Budget, etc.**

All agreed that June 8, 2022 would be the next meeting.  
Meeting adjourned at 11:24 AM.