



## Minutes

### Quarterly LWDB Meeting

📅 Wed June 3rd, 2020

🕒 10:00am - 12:00pm MST

📍 Zoom

👤 **In Attendance**

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

Pledge of Allegiance

Roll Call

Meeting called to order at 10:04 by Jeri Byrne. Stephanie Ray performs roll call.

LWDB Board Members in attendance via Zoom Teleconference: Peggy Belknap, Jeri Byrne, Gail Campbell, Woody Cline, Gary Moore, Steve North, Kristy Prather, Ben Smith, John Sorensen, Malissa Buzan

LWDB Board Members not in attendance: Elizabeth Flake, Connie Kakavas, Chris Lewis, Von Stradling, Neil Traver.

Staff/Partners/Sub-Contractors in attendance via Zoom Teleconference: Stephanie Ray, Kathleen Smith, Anthony Burgan, Susan Hilgart, Chevera Trillo, Dave Meyers.

Guests in attendance via Zoom Teleconference: Trevor Stokes, Steve Yamamori.

#### II. **Director's Report**

Stephanie provided updates and introduced Kristy Prather as the new Title III Representative who was appointed by the Navajo County Board of Supervisors.

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

Stephanie introduced Dave Meyers as the current one stop operator. Dave provided updates about the client referral system. He will be available for the transition from Goodwill as the contract holder to the next one.

#### IV. **Review Minutes from February 26, 2020 LWDB Meeting**

Recommended Action: Approve February 26, 2020 LWDB Meeting Minutes

Stephanie made a request to have the minutes approved from the February 26th LWDB Meeting.

**Decision:** Gail Campbell moves to approve the Feb. 26 meeting as presented. Woody Cline seconds the motion. Motion was passed unanimously.

#### V. **Budget Report**

Review of YTD Budget Summary and Draft Budget for PY20/FY21.

Stephanie provided updates. Money request for the Technology platform was sent to state, state asked clarifying questions 10 days later. Still no approval from the state at this time. Covid may cause there to be unused funds. No indication from state that expenditures deadline will be extended.

#### VI. **Presentation - Trevor Stokes - Workforce Quality Initiative**

Trevor Stokes provided a presentation on a community-level analysis of employment. Explained how information was collected, differences in county vs. region, and how data that was gathered is specific to communities in area. Data provided in presentation is included in report. Trevor stated that he can be contacted for more information. 5 communities were selected as a starting point: Holbrook/Winslow/Joseph City, Show Low/Pinetop-Lakeside, Payson, Globe, Apache County (Specifically the area serviced by Arizona at Work). Trevor concluded his presentation with his contact information.

#### VII. **Status Update on Local Workforce Development Plan PY20-PY23**

Recommended Actions:

1. Approve In-Demand Industries and Occupations List for PY20-PY23 Local Workforce Development Plan
2. Identify Comprehensive and Affiliate Site Locations within the Northeastern Arizona LWDA as presented

Discussion ensued about whether IT (Information Technologies) to be added to the in-demand industry. Peggy Belknap presented reasons as to why it would be in demand. Trevor identified the industry as Computer Occupation Services.

Stephanie provided updates on the Job Center Designation. Discussion took place about staff.

**Decision:** Peggy made a motion to accept the list with the addition of Computer Occupations. This would provide a total of 7 in-demand industries. John Sorensen seconded the motion. Motion was passed unanimously.

**Decision:** John Sorensen made a motion to accept list for the Job Center designation program Year 2020. Woody Cline seconded the motion. Motion was passed unanimously.

#### VIII. **Review One Stop Operator Proposals and Executive Committee's recommendation for bid award.**

Recommended Actions: Approve Executive Committee's recommendation and award One Stop Operator Contract

Discussion about Executive Committee meeting to score One Stop Operator Proposals and Executive Committee's recommendation to select Reveille Foundation as the One Stop Operator for July 1, 2020 through June 30, 2020

**Decision:** Peggy Belknap moved to approve Reveille as the one stop operator. Gary Moore seconded the motion. Motion was passed unanimously.

## IX. **Review Proposed Show Low Job Center**

Recommended Actions:

1. Approve Addendum to NACRN MOA regarding building lease and MOU development with co-located partners with first 3 months payment based on estimated costs at \$2500 total. Agreements are to be updated every 90 days based on actual expenses from prior quarter.
2. Approve expenditure for furniture

Stephanie provided an overview of the costs.

Stephanie provided updates on the furniture.

**Decision:** Gail Campbell made a motion to approve the negotiation of the shared costs for the Job Center as Stephanie provided, utilizing an estimated cost for center expenses of \$600 for the first 3 months and amending the IFA based on actual costs every 90 days for the first year. Peggy seconded the motion. Motion was passed unanimously.

**Decision:** Gail Campbell made motion to approve the furniture expenditure, was seconded by Peggy Belknap. Motion was passed unanimously.

## X. **Review Board Membership and Terms Expiring July 1, 2020**

Members whose terms are expiring who have interest in being reappointed to the LWDB for an additional 3-year term need to complete an interest form and submit to LWDB staff no later than June 26, 2020.

Stephanie provided explanation and will be contacting board members whose terms expire to discuss application for reappointment.

## XI. **Review LWDB Officers/Executive Committee - Terms Expiring July 1, 2020**

Recommended Action: Elect new Officers: Chair, Vice-Chair, Secretary, (2) Members at Large

Chair and Vice-Chair must be business representatives and each must represent a different county

Stephanie provided information. Discussed possible candidates for Officer terms which will be July 1, 2020 through June 30, 2022.

**Decision:** Gail Campbell made a motion to appoint Gary Moore as Vice Chair, Peggy Belknap seconded the motion. Motion was passed unanimously.

**Decision:** Peggy Belknap made a motion to appoint Woody Cline as Chair. Gail Campbell seconded the motion. Motion was passed unanimously.

**Decision:** Peggy Belknap made a motion to appoint John Sorenson as Board Secretary. Gary Moore seconded the motion. Motion was passed unanimously.

**Decision:** Gary Moore nominated Gail Campbell and Liz Flake for the Members-at-Large positions. John Sorensen seconded the motion. Motion was passed unanimously.

## XII. **Review Job Center Certification**

Need Job Center Certification Workgroup - 3 to 4 board members - requires physical inspection of centers and

must be complete by September 1, 2020

Discussion took place on what was needed. Peggy Belknap recommended for a seasoned board member plus a new board member to see job centers. John Sorensen, Woody Cline, and Jeri Byrne volunteer to assist. Stephanie will reach out for any more volunteers to perform these duties.

XIII. **Next Meeting Date:**

Need to set a date to approve final Local Workforce Development Plan and PY20/FY21 Budget. Public comment period for plan will end

Quarterly Meeting August 26, 2020. Discuss Annual Retreat/Combined meeting with Boards of Supervisors and County Administrators

Stephanie requested for a meeting to approve final local workforce development plan be held on July 1st.

Next Quarterly Meeting is set for August 26th, 2020.

**Decision:** A motion was made by Ben Smith to adjourn the meeting. Kristy Prather seconded the motion. Motion was passed unanimously. Meeting adjourned at 11:29am.

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**Parking Lot**

Meeting adjourned at 11:30.