



Minutes

LWDB Bi-Monthly Business Meeting

 Wed September 22nd, 2021

 1:00pm - 2:00pm MST

 Bruzzi Vineyard/Zoom

 **In Attendance**

I. Call Meeting to Order

11:37 AM. Board Members In attendance: James Bruzzi; Gail Campbell; Woody Cline; Sherry Condarco; Elizabeth Flake; Marti Landis-Jones; David Miller; Gary Moore; Neil Traver; Lyle Trone; Staff in attendance: Stephanie Ray; Stephen Morris; Jeremy Flowers; John Sorenson; Lisa Grannis. Guests in attendance: Tyson Knudsen, Susan Hilgart. A quorum was established at 11:38am.

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

Decision: Neil Traver made a motion to approve the Consent Agenda in its entirety - 2nd David Miller. No discussion - Motion passed unanimously

a. FY21 Funds Transfer Request

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

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.

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

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

d. **Local Plan Modification**

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

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

Recommended Action: Approve Contract with CPLC for Intake Specialist Project

f. **Policy Addition and Revision**

Approved Revised Training Policy and New Business Engagement Policy

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

h. **Executive Consulting Proposal**

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

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

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

III. **Budget Report**

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

Decision: Stephanie explained the year-end budget report for PY20/FY21 and the final budget for PY21/FY22. Motion made by Lyle Trone to Approve the Final PY20/FY21 Budget Report and the PY21/FY22 Budget, 2nd by David Miller. No discussion. Motion passed unanimously.

IV. **Additional Policy Update**

Review Updated Grievances and Complaints Policy Section 800. Recommended Action:

Approve Section 800 Grievances and Complaints Policy and Exhibit 800B Complaint Form

Stephanie explained the updated form and that it will give consistency to all complaints. Discrimination complaints will be separate. Question - Will board members be notified of a complaint? All complaints & results are to be routed through the OSO first.. The OSO could make the Complaints part of his monthly report per Stephanie. It was mentioned that the board does not want complaints directly sent to board, but they would like a report of complaints.

Decision: Motion was made by James Bruzzi to Approve Section 800 Grievances and Complaints Policy and Exhibit 800B Complaint Form, 2nd Neil Traver. No further discussion. Motion passed unanimously.

V. Navajo County ARPA Requests

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.

Stephanie explained two requests that were submitted to the Navajo County Board of Supervisors for consideration as priority projects under the American Rescue Plan Act funding the county received and also explained what the NARBHA institute is.

Decision: 1. A Motion was made to approve the request for funding to complete the Empowerment Center by Neil Traver, 2nd David Miller. No further discussion. Motion passed Unanimously.

Decision: Discussion then ensued regarding the request for funding to retrofit the existing van into a mobile unit for WIC and Title IB services. There was a concern that we are deviating from our original goal and that the most recent intent was to retrofit the van into a second mobile job center if the Apache County pilot works well since we have lots of rural communities to cover.

Stephanie explained that there is nothing currently preventing the LWDB from using the van for that intent. A suggestion was made that the board pause and refocus concerning the best use of the van. It was brought up by a member that it is good to utilize asset, but if Navajo County contributes funding to retrofit the van, will the board retain ownership and how does the board regain access for use as a mobile job center. Stephanie- the asset is an asset of the board but it is currently used by probation.

2. Gail Campbell made the motion to deny approval of the request for ARPA funding to retrofit the van at this point.

More discussion ensued and Stephanie asked for clarification about what the board would direct staff to do should the motion on the table be approved. Chair Cline stated that staff should pull the request from consideration by Navajo County and clarify whether Navajo County Probation is still using the van and communicate that the LWDB intends to regain possession of the van at such time as it has another immediate use for the van.

Chair Cline clarified Motion made by Gail Campbell. Motion stands as stated, 2nd - Gary Moore. No further discussion. Motion passed unanimously.

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

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

All agree that they are more likely to get a quorum if the meeting is rescheduled for November 17th. Stephanie will send out a revised calendar invitation to change the date of the meeting.