



## Minutes

### **LWDB Bi-Monthly Meeting**

 Wed May 26th, 2021

 2:00pm - 3:00pm MST

 Hampton Inn - Show Low

 **In Attendance**

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

Pledge of Allegiance

Roll Call

Meeting was called to order at 2:12 by Woody Cline. Woody led the pledge of allegiance

**LWDB Members in attendance in person:** Woody Cline, Gail Campbell, Elizabeth Flake, Lyle Trone, David Miller, and John Sorensen

**LWDB Members in attendance via zoom:** Malissa Buzan, Felicia Morales, Kristy Prather, Connie Kakavas

**Staff in attendance:** Stephanie Ray, Kelly Rael, Jeremy Flowers, Jimi Hammond, Kathleen Smith and John Stevenson

#### **II. Consent Agenda**

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

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

- a. Named the Show Low City Library a Youth Affiliate Job Center**
- b. Approved submission request for LWDB Recertification**

##### **2) Approve March 24, 2021 LWDB Meeting Minutes**

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

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

**a. Named the Show Low City Library a Youth Affiliate Job Center**

**b. Approved submission request for LWDB Recertification**

**2) Approve March 24, 2021 LWDB Meeting Minutes**

**Gail Campbell made a motion to approve items on the Consent Agenda as presented. John Sorensen second the motion. The motion passed unanimously.**

**III. Budget Report**

Discussion/Action: Review of YTD Budget Summary Recommended Action: Approve YTD Budget Summary

**Decision:** Stephanie presented the board with the current YTD Budget for FY21. She further explained the process of reverting funds and stated that she does not anticipate funds being reverted in FY21. She is working on creating better systems that will not just report expenditures but instead focus on expending carry over funds as well as programming next years budget ahead. The current carry over funds are \$141,922.36. Gila County Manager James Menlove shared that he would like to work with the board to ensure funds are not reverted in the future.

Elizabeth Flake makes a motion to approve YTD Budget Summary. John Sorensen seconds the motion. The motion was approved unanimously.

**a. FY22 Draft Budget**

Review FY22 Draft Budget. Recommended Action: Approve FY22 Draft Budget

**Decision:** Stephanie presented the FY22 Draft Budget to the board.

Lyle Trone made a motion to approve the Draft Budget for FY22. David Miller second the motion. The motion passed unanimously.

IV. **FY22 MOU with Health District for Title 1B Service Delivery**

Recommended Action: Approve FY22 MOU with Navajo County Public Health District

**Decision:** Stephanie explained the MOU is a continuation of the MOU with the Health District for Title 1B Service Delivery. Stephanie annotated 2 errors phone on page 1 that indicated the maximum contribution amount should read \$750, 000 not \$900,000 and secondly on page 1 and page 2. It also should read FY21 not FY20.

Gail Campbell made a motion to approve the FY22 MOU with Health District for Title 1B Service Delivery. John Sorensen second the motion. The motion is approved unanimously.

V. **FY22 MOU with NPC for Learning Assistants**

Recommended Actions: Approve FY22 MOU with NPC

**Decision:** This MOU is a continuation of previous MOU with Northland Pioneer college.

Elizabeth Flake makes a motion to approve the FY22 MOU for NPC for Learning Assistants. Lyle Trone second the motion. The motion passed unanimously. Gail Campbell abstained from the vote.

VI. **Review MOU with City of Show Low for Youth Affiliate Site**

Recommended Action: Approve MOU with City of Show Low

**Decision:** Stephanie presented MOU in conjunction with new youth affiliate site designated at City of Show Low Library. MOU was drafted between board staff, city attorney and city of Show Low.

Elizabeth Flake made a motion to approve MOU with City of Show Low for Youth Affiliate Site. Gail Campbell second the motion. The motion passed unanimously.

## VII. **Review Proposed Strategic Initiative - Van Retrofit as Mobile Job Center**

Recommended Action: Approve Van Retrofit/Mobile Job Unit as a Priority Strategic Initiative

**Decision:** Stephanie provided the board with an estimated quote from Quality Van's on the purposed mobile job center. The purposed mobile job center will be piloted in Apache County. Due to liability, Title 1B Staff will operate the mobile job center and will have partners rotate on outreach for more rural areas of Apache County.

David Miller made a motion to approve the retrofit of the van into a Mobile Job Center. John Sorensen second the motion. The motion passed unanimously.

## VIII. **Review Job Center Designations**

Recommended Action: Approve new Job Center Designations as Presented: Remove the Eagar DES Office as an Affiliate Site; Add the Navajo County Health Department Holbrook Office as an Affiliate Site; Add the Show Low Library as a Youth Affiliate Site

**Decision:** Stephanie recommended approving the new Job Center Designations as Presented: Remove the Eagar DES Office as an Affiliate Site; Add the Navajo County Health Department Holbrook Office as an Affiliate Site; Add the Show Low Library as a Youth Affiliate Site

John Sorenson made a motion to approve the new Job Center Designations as presented. Gail Campbell second the motion. The motion passed unanimously.

## IX. **Revised IGA between Apache, Navajo, and Gila Counties**

Recommended Action: Approve Revised/Updated IGA between Apache, Navajo, and Gila Counties detailing the structure of the Northeastern Arizona Local Workforce Development Area

**Decision:** The revised IGA was presented to the LWDB. A discussion ensued regarding the Revised/Updated IGA between Apache, Navajo, and Gila Counties detailing the structure of the Northeastern Arizona Local Workforce Development Area.

Elizabeth Flake made a motion to approve the revised IGA agreement between Apache, Navajo and Gila Counties to include added language to clarify that the LWDB is the entity with final approval of the LWDB budget. David Miller second the motion. The motion passed unanimously.

#### X. **Revised Bylaws**

Recommended Action: Approve Revised Bylaws

**Decision:** Per DES, the LWDB bylaws had to be revised to add specific verbiage required by State Policies including the board's purpose, role in convening stakeholders, and acknowledgment of the policies by which the board must abide.

Gail made a motion to approve the revised bylaws. John Sorensen seconded the motion. The motion passed unanimously.

#### XI. **Revised LWDB/CEO Partnership Agreement**

Recommended Action: Approved Revised LWDB/CEO Partnership Agreement

**Decision:** The partnership agreement was revised to ensure equal representation among all three counties per the intergovernmental agreement. The update changes the wording of the partnership agreement to reflect the new LWDB membership structure put in place September 2020. The addition of clarifying language highlighting the structure of the board was discussed.

Lyle Trone made a motion to approve the revised LWDB/CEO partnership agreement. The motion was seconded by John Sorensen. The motion passed unanimously.

XII. **Revised Training Policy**

Recommended Action: Approve Revised Training Policy

This Agenda Item was Skipped Inadvertently and will be added to the next full board meeting agenda.

XIII. **Expiring Board Terms/Board Seat Vacancies**

Terms Expiring:

David Miller (already submitted application for reappointment)

Gary Moore, Woody Cline, Gail Campbell, Elizabeth Flake, and Ben Smith

Stephanie reviewed upcoming seat vacancies and provided applications for board members who are interested in reapplying for next term.

XIV. **Next Meeting Dates: Regular Meeting July 28, 2021, Board Retreat September 21-22, 2021**

Meeting dates approved by board.