

## Yavapai County Workforce Development Board One Stop Committee March 17, 2020 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2020
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	1
Alycia Botkin, Title IV	Present	0
Leah Cickavage, Title I	Present	0
Kristy Prather, Title III	Present	1

**Staff:** Loreen Vargo, Administrative Specialist, NACOG

**Guest:** David Hernandez, Local Veterans Employment Representative, Title III Yavapai County

### I. Call to Order

Due to the current health situation, committee members agreed to meet remotely for this session. Contact information was made available to the public through the NACOG website. Chairman Craig Lefever called the meeting to order at 10:04 a.m. and welcomed everyone. A quorum was present. Craig decided that introductions were not necessary at this time.

### II. Approval of January 1st, 2020 Meeting Minutes

Chairman Lefever called for questions or comments on the meeting minutes. There were none. Chairman Lefever called for a motion to approve the Minutes as drafted; so moved by Ms. Prather, seconded by Ms. Botkin. The motion carried unanimously.

### III. Chair's Report

Chairman Lefever requested information on the upcoming General Workforce Development Board meeting in Cottonwood. Ms. Cickavage responded that the decision was still being made and that Julia Sawyer would be contacting all members once a decision was reached.

Chairman Lefever asked all partners to persevere in providing services under the current conditions and posited a future demand for One Stop services.

Chairman Lefever noted that all partners had submitted State Employer Measures Implementation & Tracking Overview/SWOT documents and stated that he and Ms. Cickavage were still planning to present the findings at the next general WDB meeting. No questions or comments were forthcoming.

Chairman Lefever reminded Partners that their Workforce Development Plan 2020-2023 Sections were requested to be submitted to the committee by April 15<sup>th</sup>. Chairman Lefever discussed the history and importance of this document. Chairman Lefever described where the find the local plan. Ms. Cickavage described how to find the state plan. Chairman Lefever

forwarded the email with the original draft request to all committee members. Ms. Cickavage described the process for approval of the local plans and mentioned that our plan was due on July 1<sup>st</sup>, 2020.

#### **IV. One Stop Operator's Report**

Ms. Cickavage gave a 2020 IFA Update. She mentioned that we were still awaiting a cost breakdown for the Cottonwood One Stop and career and training costs. Ms. Prather will forward on the request to Chris Tafoya. Title IV had submitted their data. Title II was carrying their data over from the previous fiscal year. Title I was already completed.

Ms. Cickavage addressed the Fair Share Contributions update. She mentioned that third notices had been sent out to partners, but Title I was currently the only member to have remitted the requested funds. Ms. Botkin stated that the request had been passed up to the administration in Title IV. Chairman Lefever stated that he had met with Sheryl Hart, who was drafting a Title II response through the ADE legal department. Ms. Prather stated that she had not yet received direction from the Title III administration, but would follow up with Chris Tafoya. Ms. Cickavage asked that any organizations who were not planning to comply with the funding request would write an official response by letter.

#### **V. Partner Update**

- **Title I:** Mr. Askew described how Title I was continuing to work with clients in person, despite the current situation with COVID-19. He explained that visibly ill clients were asked to reschedule or receive services remotely. Ms. Cickavage explained changes in upcoming customer service trainings for partners. She also requested partners to make referrals to the Summer Youth Program.
- **Title II:** Chairman Lefever explained Yavapai College ongoing closures due to COVID-19. He said that his program had drafted a contingency plan, but has difficulty in remote registration, eligibility and testing.
- **Title III:** David Hernandez described some training opportunities that Title III employees were currently pursuing in Prescott Valley. Ms. Prather explained that Title III was following procedures to provide in-person services while protecting the health of all those involved.
- **Title IV:** Ms. Botkin explained that Title IV was still providing services, sometimes abbreviated, to all clients requesting assistance. There is not currently a prioritized waitlist, as all clients are receiving services. Registrations are now being done one-on-one, instead of in a group. Some large scale activities have been postponed.

#### **VI. Public Comments**

Chairman Lefever called for public comments and there were none.

#### **VII. Adjournment**

Mr. Askew motioned to adjourn the meeting. Ms. Prather seconded. Chairman Lefever adjourned the meeting at 10:40 a.m.