

## Yavapai County Workforce Development Board One Stop Committee May 17th, 2022 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2021
Craig Lefever, Chairman, Title II	Present	0
Art Askew, Title I	Present	0
Alycia Botkin, Title IV	Present	0
Leah Cickavage, One Stop Operator	Present	0
Linda Bolyard, Title III	Present	0

**I. Call to Order**

Due to the ongoing health situation, committee members agreed to meet in a hybrid for this session. Contact information was made available to the public through the NACOG website. Chairman Craig Lefever called the meeting to order at 10:02 a.m. and welcomed everyone. There was a quorum present. The Chairman determined that the members could discuss items and take actions. The Chairman confirmed that all attendees were able to access the attachments that were sent out with the invitation.

**II. Approval of December 21st, 2021 Meeting Minutes**

Chairman Lefever called for questions or comments on the previous meeting minutes. There were none. Chairman Lefever sought a motion for approval. Mr. Askew made the motion and Ms. Bolyard seconded it. The motion passed unanimously.

**III. Chair's Report**

Update: One Stop Committee Scope of Work 21-22/ The Chairman addressed several "Scope of Work" action items that were part of a detailed description of the roles and responsibilities of the Yavapai County One Stop Committee, including: community resources, customer services, and cross training. He also stressed the importance of partners following up on administrative signatures for the MOU/IFA and to please make the committee aware of any changes in approvers.

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

Updates: Ms. Cickavage provided a follow-up on the recent reviews of the One Stop sites in Prescott, Prescott Valley and Cottonwood. Items of concern that were addressed included Prescott ramp accessibility, Prescott One Stop signage, access to core services at the Prescott Valley affiliate site, and the One Stop client referral system. One further item of concern that was addressed was an adjustable ADA workstation for both the Prescott Valley and Cottonwood affiliate sites. The Yavapai One Stops status was changed from "conditional approval" to "full recertification".

Ms. Cickavage discussed the project timeline for the Local Plan, revisions to which were recently subject to (a few) public comments.

Ms. Cickavage discussed the importance of the upcoming AZ Town Hall and discussed establishing a local meeting date for community partners, tentatively scheduled for August 12<sup>th</sup> at a venue to be determined.

Ms. Cickavage stressed the necessity for all partners to submit complete data reporting for all quarters in the soon to end fiscal year, FY22.

**V. Title III Employment Services Cross Training**

Ms. Bolyard gave an overview of Title III services, policies and procedures which included: intakes and referrals, social services connections, and state complaint specialists.

**VI. Title IV Vocational Rehabilitation/"Rehabilitation Services Administration" Cross Training**

Ms. Botkin gave an overview and PowerPoint presentation addressing Title IV services, policies and procedures which included: a return to hybrid (virtual and face-to-face) services, documented disabilities, barriers to work, returning to/retaining employment, and a road map for clients. She further stressed the need for client referrals from partner agencies.

**VII. Partner Updates**

Chairman Lefever asked each attending Core Partner representatives to give a brief update on their current service activities and platforms.

Title I: Mr. Askew described how One Stop Centers will seek to increase participation in the Summer Youth Program.

Title II: Chairman Lefever explained that Yavapai College Adult Basic Education is applying for a career pathway grant with a consortium of Arizona community colleges.

Title III: Ms. Bolyard stressed that her program had a large number of employment positions to be filled.

**VIII. Public Comments**

Chairman Lefever called for public comments and there were none.

**IX. Adjournment**

Mr. Askew motioned for adjournment and was seconded by Ms. Botkin. Chairman Lefever adjourned the meeting at 11:07 a.m.