



Yavapai County Workforce Development Board Executive Committee November 10, 2022 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2022
Anita Payne, Chairman	Present	1
Gary Hassen, Vice Chairman	Present	1
Mark Timm	Present	1
Tony Gauthier	Present	2
Garth Bascom	Present	0

Staff: Teri Drew, Executive Director

Guest: Leah Cickavage, Operations Manager
 Gabe Loyola, Loyola Associates, Consultant
 Cindy Binkley, NACOG Administrative Specialist
 Jennifer Hernandez, Center for the Future of Arizona Regional Project Manager

I. Call to Order/Welcome/Introductions

Chairman Payne called the meeting to order at 9:13 AM – a quorum was present. Chairman Payne welcomed attendees and introductions were made.

II. Approval of the September 21, 2022 Executive Committee Minutes

Chairman Payne called for the review of the minutes from the September 21, 2022 Executive Committee meeting and called for a **motion and second to approve the minutes as drafted; so moved by Garth Bascom, seconded by Mark Timm. The motion carried unanimously.**

III. Chairman’s Updates

➤ Consideration to Move Into Executive Session for Legal Updates and RFP Reviews

Chairman Payne called for Executive Session, at which time members of the public and staff were excused and the recording stopped.

The WDB Executive Committee met in Executive Session, attended by Chairman Anita Payne, Executive Director Teri Drew, Executive Committee members Vice Chairman Gary Hassen, Mark Timm, Garth Bascom and Tony Gauthier (Public Voice), and WDB consultant Gabe Loyola of Loyola Associates, to discuss the following items regarding procurement and personnel matters:

- *One Stop Operator Appointment Options*
- *Evaluation of Youth Services Proposals/Recommendations*

Following the discussions, no votes were taken. The public portion of the meeting resumed.

➤ **Vote on OSO Options**

Chairman Payne reported that discussion regarding the One Stop Operator (OSO) took place during executive session, and how to proceed with the RFP beyond the current agreement with Northern Arizona Council of Governments (NACOG) through December 31, 2022. Discussion was concluded with a recommendation to hold action at this time. Chairman Payne called for a **motion and second for the WDB to hold releasing a new Request for Proposals (RFP) for OSO until 2023; so moved by Mark Timm, seconded by Garth Bascom. The motion carried unanimously.**

➤ **Vote on Youth Services**

Chairman Payne then reported that, after review of the Youth RFP, the Executive Committee is recommending a stay on the RFP process until January 2023. Chairman Payne called for a **motion and second to approve the WDB to hold releasing a new RFP for Youth Services until 2023; so moved by Garth Bascom, seconded by Mark Timm. The motion carried unanimously.** With that, Chairman Payne concluded her report and turned the meeting over to Executive Director Teri Drew for updates.

IV. Director's Updates

Ms. Drew began her report by thanking Leah Cickavage for assisting her today in her absence, as well as assisting as the meeting scribe on behalf of Julia Sawyer in her absence due to a family emergency, in addition to Leah's other duties today as Operations Manager.

➤ **New Membership Consideration**

Ms. Drew reported the receipt of a new membership application to fill a vacancy in the Verde Valley:

- Christian Oliva del Rio, CEO Cottonwood Chamber of Commerce

Ms. Drew reminded the WDB Executive Committee that Mr. Oliva del Rio was formerly a member a few years ago, representing the Cottonwood Chamber of Commerce as the CEO. Mr. Oliva del Rio had requested to step away from the WDB due to time constraints with new duties at the Chamber. Ms. Drew noted outreach to Supervisor Donna Michaels' for a recommendation, as well as the local Chambers, and consequently Mr. Oliva del Rio expressed interest in returning. Ms. Drew noted that everyone received Mr. Oliva del Rio's application for consideration today, and she recommended approval. Chairman Payne called for a **motion and second to approve; so moved by Mark Timm, seconded by Garth Bascom. The motion carried unanimously.**

➤ **Youth Council Membership Consideration**

- Brenda Bratton, AmeriCorps VISTA Team Leader

Ms. Drew continued to report that the Youth Council received an application from Brenda Bratton of AmeriCorps VISTA, a partner organization that would be valuable to the Youth Council as they serve a large youth population. Ms. Drew noted that some of the success in youth services is directly due to a partnership with AmeriCorps in training and placement through Title I services. Ms. Bratton is being recommended by the Youth Council for Youth Council membership. Chairman Payne called for a **motion to approve Brenda Bratton as a**

member of the Youth Council; so moved by Garth Bascom, seconded by Mark Timm. The motion carried unanimously. With that, Ms. Drew concluded her report.

V. Member Comments

Chairman Payne passed on Member Comments.

VI. Adjournment

Chairman Payne called for a **motion and second to adjourn the WDB Executive Committee meeting; so moved by Mark Timm, seconded by Garth Bascom. The meeting adjourned at 9:38 AM.**

*Minutes of the Workforce Development Board Executive Committee – November 10, 2022
Approved: 01/12/23*