



# SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD Minutes

Thursday, March 15, 2018, 10:00 a.m.

Arizona Electric Power Cooperative  
1000 Arizona 80, Benson, AZ 85602

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## Members Present

Emery Silvester, Vice President  
Doris Tolbert  
Jason Bowling  
Jack Bauer  
Tony Boone  
Kathleen Bullock  
Evonne Cummins-Martin  
Wendy Davis  
David Howard  
Wick Lewis  
Stephanie Michael (on phone)  
Susan Morss  
Mary Tieman

## Staff Present

Vada Phelps  
Vickie Simmons  
Michelle Huff  
Ana Polakowski  
Rachel Goodman

## Members Absent

Ron Curtis  
Matt Bolinger  
Teresa Celestine  
Michael Crockett  
Mark Gallego  
Steve Garate  
Tim Taylor  
Michael Vetter

## Guests Present

Coye Trujillo, Employment Services  
Keith Watkins, Arizona Commerce Authority

- A. Meeting Called to Order at 10:00 a.m.
- B. Roll Call taken by Ana Polakowski, Quorum Present
- C. Arizona G&T Cooperatives presented the CAS Solar Go Kart Team with a check for \$3000 to sponsor the team's activities.
- D. **Action Item:** To Approve December 14, 2017 Minutes

**Motion to Approve:**

Jack Bauer

**Seconded:**  
**Approved:**

Jason Bowling  
Unanimously

- E.** The Board reviewed the December 2017 – February 2018 Financial Report and found no discrepancies.
- F.** The Board reviewed the Cochise Private Industry Council FY17 Audit Financial Statements. CPIC continues to be a low risk auditee, and there were no findings on the FY17 audit.
- G.** Special presentation by Keith Watkins, Senior VP, Arizona Commerce Authority. The talk focused on the ACA’s efforts to encourage rural economic growth.
- H. Core Partner Reports**

**One-Stop Employment & Training Report**

Vickie Simmons presented on her written report. The number of clients assisted since Arizona@Work moved into the Downtown Center is up 39% compared to numbers at the previous location. A promotional video for Arizona@Work’s services was shown. The video may be found on YouTube.

**Rehabilitation Services Performance Report**

The Board reviewed RSA’s quarterly performance data. RSA is working to refocus clients on ultimately getting back into the workforce, rather than using services to primarily assist with tuition or medical needs. There are five, new WIOA trainings available to Title I, II, III, and IV staff. For more information on accessing these trainings, contact David Howard. RSA had 12 successful closures for Southeastern Arizona, which is a respectable number for the rural areas. Closures differ from job placements in that they include clients who are placed in a job and maintain the job for over 90 days—ensuring that they have successfully entered the workforce and the case may be closed out. The RSA office in Sierra Vista is looking for more client referrals from local businesses. Mr. Howard encouraged the Board Members and Core Partners to continue to send clients who might need disability-related services to RSA for assistance.

**Employment Services Performance Report**

The Board reviewed Employment Services’ quarterly performance data. Coye Trujillo represented Employment Services in the absence of Teresa Celestine. Employment Services, like RSA, relies on self-reported placement numbers, where an employer or client informs the case workers of employment status. Staff are implementing the new Veterans Tool Kit program which is available to help unemployed veterans to purchase items such as clothing, tools, and transportation.

**Adult Education Performance Report**

The Board reviewed Adult Education’s quarterly performance data. The report contains both the number of “reportable” clients who initially signed up for services, and the number of actual participants who are actually enrolled in classes. Participation numbers are equivalent to last year’s numbers, showing that demand is stable. However, there is a significant increase in participants completing programs this year. Susan Morss and staff have completed the Arizona Career Readiness Credential training, and are looking for

interested businesses that might want to send employees to take the assessments. Adult Education is also hoping to work more with employers on creating apprenticeship programs to cater to non-traditional workers.

**I.** Vada Phelps distributed the new organizational chart for the Arizona Commerce Authority. The Annual Report for Arizona@Work Southeastern Arizona was also distributed to Board Members.

**J. Comments:** No public comments were offered.

**K. Next Meeting:** June 20-22, 2018 (*Board Retreat*)  
10:00 a.m.  
Tucson, AZ

**L. Adjourned at 11:50 p.m.**

A copy of the agenda and background material provided to board members (with the exception of material relating to possible executive sessions) is available for public inspection at 900 Carmelita Drive, Sierra Vista, Arizona. Meetings are recorded and are available as an Mp3 file. For access, contact Ana Polakowski at (520) 439-3541.

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**Please call (520) 439-3541 (48 hours in advance) to make arrangements**

*Funded by WIOA federal dollars serving Adults, Youth, and Dislocated Workers  
Arizona @Work is a partner of the American Job Center Network*