

# Yavapai County Workforce Development Board Revised Executive Committee Notice of Meeting and Agenda

Pursuant to  
ARS 38.431.01

**Thursday, March 14, 2019 • 9:00 AM • West County One Stop •  
221 N. Marina Street • Prescott, AZ 86301  
Teleconference Available – Call (928)778-1422 for Information**

**Presiding Officer – Anita Payne, Chairman**

- 9:00 AM I. Call to Order/Welcome/Introductions**  
Anita Payne, Chairman  
(Information/Discussion)
- 9:03 AM II. Approval of the January 9, 2019 Minutes**  
Anita Payne, Chairman  
(Information/Discussion/Action)
- 9:10 AM III. Chair’s Report**  
➤ **Membership Consideration – Youth Council**  
Anita Payne, Chairman  
(Information/Discussion/Action)
- 9:20 AM IV. Director’s Report**  
➤ **Program Update**
  - 2019 Membership Renewals
  - DES Program Monitoring➤ **State Policy Updates**  
➤ **Title I Budget Report**  
➤ **Title I-B Grant Funds Transfer Request**  
Teri Drew, Executive Director  
(Information/Discussion/Action)
- 9:50 AM V. Member Comments**  
(Information/Discussion)
- 9:55 AM VI. Public Comments**  
*Individuals may address the Board for up to 5 minutes, per the Chair’s discretion, on any relevant issue within the Board’s jurisdiction. Pursuant to ARS §38-431.01(H), Board members shall not discuss or take action on matters raised during the call to the public. The Board may direct staff to study the matter or direct that the matter be rescheduled for consideration at a later date.*  
(Information/Discussion)
- 10:00 AM VII. Adjournment**  
(Action)

*Pursuant to the Americans with Disabilities Act, Yavapai County Workforce Development Board endeavors to ensure the accessibility of its meeting to all persons with disabilities. If you need an accommodation for a meeting, please contact the Northern Arizona Council of Governments office at (928)778-1422 at least 48 hours prior to the meeting (not including weekends and/or holidays) so that an accommodation can be arranged.*

*This Agenda is subject to revision no less than 24 hours prior to the meeting.*

# Yavapai County Workforce Development Board Executive Committee January 9, 2019 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2019
Anita Payne, Chairman	Present	0
Philip Tovrea, Vice-Chairman	Absent	1
Steve Silvernale	Present	0
Mark Timm	Absent	1
Gary Hassen	Present	0
Mel Ingwaldson	Present	0

**Guests:** Leah Cickavage, NACOG Operations Manager

**Staff:** Teri Drew, Executive Director  
Julia Sawyer, Executive Assistant

- I. **Call to Order/Welcome/Introductions**  
Chairman Payne called the meeting to order at 9:09 AM. A quorum was present. Chairman Payne asked for introductions around the table, all introduced themselves.
- II. **Approval of the November 7, 2018 Minutes**  
Chairman Payne called for a motion to approve the minutes of the November 7, 2019 meeting. **Steve Silvernale made the motion to approve.** Mel Ingwaldson seconded the motion, however as a point of order, Executive Director Teri Drew reminded the Committee that Mr. Ingwaldson, as the Public Voice Representative, may not move for action or vote. Ms. Drew offered clarification on the rule regarding the non-voting status of the Public Voice, noting that the Private Sector leads the actions of the WDB Executive Committee and the Public Sector has a voice. Ms. Drew also noted that this does not apply to the full Board actions, only the Executive Committee. **Chairman Payne then seconded the motion and called for a vote. The motion carried unanimously.**
- III. **Chair's Report**  
Chairman Payne reported that she received a decision from Chris Fetzer acknowledging and approved Ms. Drew's role as Executive Director of the WDB and the recommended salary increase of 7% retroactive to July 1, 2019. Chairman Payne noted that she sent Mr. Fetzer a letter of thanks for supporting the WDB's position, and noted that Ms. Drew's accomplishments in the community and Yavapai County truly warranted the assignment. Chairman Payne shared some background with the Committee regarding the start of this process stemming from her last visit to Washington DC for the National Association of Workforce Boards, where she noted all of the other Directors were Executive Directors. She decided that Ms. Drew should also have a comparable title in her role as the Yavapai County Director. With that, she closed her report and turned the meeting over to Executive Director.

#### IV. Director's Report

Executive Director Teri Drew began her report with an expression of gratitude and appreciation to the Executive Committee, each individually, and to Mr. Fetzer, noting that going forward the Board will be moving into more of a Board of Director's role; this is a considerable change both for the Board and for NACOG. Going forward, the Board must adhere to NACOG policies because the Board is not an entity.

##### ◆ Program Update

Ms. Drew shared a note from outgoing Yavapai College President Penny Wills, which reflected appreciation for the partnership with NACOG. Ms. Drew noted this to be a great milestone with our partnership with the College.

Ms. Drew noted a strong membership on the Board, and noted that labor representative Ralph Harris has been out of contact with the Board. She asked Mel Ingwaldson to reach out to Mr. Harris and to seek out a possible new member to replace Mr. Harris. Another resignation was received from Tracie Schimikowsky, and Supervisor Garrison is reaching out to the Verde Valley Medical Center for a replacement for District 3.

Ms. Drew reported the WDB Certification is still pending, noting the large application that was sent to the State. DES did not recommend certification to any of the Arizona boards at this time. She noted that Yavapai County application needed some wording changes from Yavapai County to WDB; the language has to reflect that the Workforce Board was to be designated for data collection, etc. Also, labor was referenced in membership but we needed to identify an apprenticeship representative, which will be Mel Ingwaldson. Ms. Drew expects the Board Certification to be completed by the end of February.

Ms. Drew reported that she will be meeting with the DES Director Michael Traylor next week and plans to address board re-certification and One Stop certification. Mel Ingwaldson suggested that the Yavapai County Board is doing well and trying to move forward, but it seems the local areas are being held back by the State from finalizing certifications. On a positive note, Ms. Drew reported that Yavapai County will be the only county in the state with a written agreement with Title II after today. Discussion followed regarding decades of trying to get other partners to contribute to the One Stops.

Ms. Drew also noted that she and a few colleagues from AWA will be meeting with Dawn Grove, the Chairman of the Workforce Arizona Council, to have a listening forum with her and the Executive Committee to look to the future for policy implementation that works for everyone, as well as other topics.

Ms. Drew discussed a Department of Labor initiative regarding potential waivers for funding that would allow exceptions for service outside of WIOA law, citing examples of youth eligibility requirements that make it prohibitive to spend designated youth dollars. She noted that Art Askew is working with the Yavapai County Construction Association (YCCA), the construction trades and United Way for a construction boot camp program, funded by United Way. NACOG will be providing job placement and case management support services. Twenty-nine youth participants have enrolled and the course will continue daily for 3 weeks. Ms. Drew noted that NACOG will also provide the Arizona Career Readiness Credential (ACRC) training. Sixteen construction company owners came to the first class to meet the students and to encourage them to complete the program. Ms. Drew noted that Yavapai County continues to be resilient and continues to serve and demonstrate innovative service approaches.

One Stop Operator procurement has been completed; NACOG was approved by the Board of Supervisors as the One Stop Operator for Yavapai County. All has been turned over to the State for final review of the process. Ms. Drew noted that other local areas are having difficulty in getting bidders for their Requests for Proposals. She noted that part of her discussion with the DES Director would include the need for training opportunities for the policies that DES issues. Some discussion followed regarding the lack of interest in One Stop operations by some entities.

Ms. Drew then reported that the One Stop certification is also still pending; the State has decided to not approve any of the Local Area One Stops, noting that all One Stops have areas that could be improved. She reflected on past practices, and reported that Yavapai County has satisfied all of the requirements from the State's report, and should be brought to the Workforce Arizona Council (WAC) again in February. She noted plans to develop a coordinated effort for private sector voices to speak out for the workforce areas at a future WAC meeting. Chairman Payne suggested that this idea should be put on the next Executive Committee agenda for discussion.

Ms. Drew reported on a statement made by Yavapai County Supervisor Jack Smith, who is the Legislative Representative for Yavapai County, regarding the very first bill introduced in the State House, which proposes taking authority away from the Boards of Supervisors for federal funding coming into the State of Arizona. Discussion followed regarding the impacts of this pending bill and the authority of the Boards of Supervisors.

Ms. Drew continued to report, noting that the revisions to the Plan have been completed and have been sent, first to the Board of Supervisors for approval, then to the State for final review and approval. As the Chairman of the Arizona Workforce Association, Ms. Drew had asked as for a representative from one of the local areas to be placed on the review committee. The response she received was that DES has a Title I representative that will represent the local areas. The Workforce Arizona Council (WAC) is replacing members on the Council, which opens opportunity to share information with the new members. Ms. Drew noted that she has a standing agenda item with the WAC. She is rotating the other local area Directors to present that standing agenda item to the WAC in order to expand visibility and knowledge of the local areas. Ms. Drew noted that the WAC has recognized all of the Directors with a "thank you for your leadership" plaque, and Ms. Drew was grateful to have received one.

→ **Title II IFA/MOU Addendum A Review/Approval**

Ms. Drew introduced the next agenda item, the agreement between Title II and the Board through an addendum to the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) has been completed and is an action item for approval today. Ms. Drew highlighted the document points which outline the commitment from Title II to contribute a "fair share" to the WDB Budget and Operations. The total amount committed is \$14,913 and includes a presence at the One Stops. Ms. Drew complimented Craig Lefever, Yavapai County Title II Representative, and Dr. Nicholas DeSordi, Education Program Specialist for the Arizona Department of Education, as well as NACOG staff for the hours of work toward this end, and recommended approval from the Executive Committee with a recommendation to the full Board for approval. Discussion followed regarding this accomplishment. Ms. Drew noted that this addendum will expire June 30, 2019, and negotiations for July 1, 2019 will begin right away. She noted that this will be the first IFA agreement with Title II in the state. Chairman Payne asked for comments, motion to approve. **Steve Silvernale made the motion to approve the Title II Addendum to the MOU/IFA, seconded by Gary Hassen. The motion carried unanimously.** Ms. Drew asked for other discussion, and, following brief comments, concluded her report. Positive comments followed.

**V. Member Comments**

Chairman Payne called for member comments. There were none.

**VI. Public Comments**

Chairman Payne called for public comments, there were none.

**VII. Adjournment**

Chairman Payne called for a motion to adjourn, so moved by Steve Silvernale, seconded by Gary Hassen. The meeting adjourned unanimously at 9:54 AM.

*Minutes of the Workforce Development Board Executive Committee – January 9, 2019*

*Approved:*

DRAFT

YAVAPAI COUNTY WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL  
**MEMBERSHIP APPLICATION**

Please utilize the back of this page if additional space is needed in providing information for the questions listed below.  
(Please PRINT)

NAME: Steven [REDACTED]

**SECTOR REPRESENTATION** (Please check one):

- Private sector                       Local Education                       Labor Organizations  
 Economic Development               One Stop Partner                       Community-Based Organizations

**RESIDENT** of Apache, Coconino, Navajo or Yavapai Counties?     Yes     No

Number of years a resident of above referenced County 2

PHONE: (Work) 928-499-8278                      (Home) \_\_\_\_\_

(Fax) \_\_\_\_\_                      (E-Mail) steven.[REDACTED]@prescott-az.gov

**BUSINESS:**    Prescott Police Department

**TYPE OF BUSINESS:** Law Enforcement / Community Service

**JOB TITLE:** School Liaison Officer

**JOB RESPONSIBILITIES:**

Investigate threats of violence directed towards schools, perform site security assessments for the schools and provide feedback, provide training for the schools and the department

Please provide a brief description of your **INTEREST AND QUALIFICATIONS** to be a WDB member (experience, desire, profession, etc.)  
I've been in law enforcement for over 20 years and in that time I have worked with community based teams who worked with the community to solve problems. I was also a board member of a labor organization and dealt with worker rights. I currently work as the School Liaison Officer for the Prescott Police Department.

Briefly describe your **KNOWLEDGE OF YAVAPAI COUNTY'S LABOR MARKET** (skills workers need, industry/business trends, needs of employers, etc.)

Currently the county is at a population of about 220,000 people and that the current unemployment rate is at about 4.3%, which is a little higher than the Prescott rate. Health care is probably the number one growing industry in the area with a need for certified workers; nurses, CNA's, etc... Over all in the county there is a need for skilled workers that have specialized training. Tourism is a large industry in the area, but it fluctuates with the economy and like during the recession helped to spike the unemployment rate.

**AVAILABILITY:** How many hours per month can you contribute? Will Vary, 2+ atleast

**PLEASE ATTACH A CURRENT RESUME**

# STEVEN [REDACTED]

[REDACTED] • Prescott, AZ 86302 • [REDACTED] • [REDACTED]

Experienced veteran law enforcement officer and emergency responder helping distressed citizens for during high stress and rapidly evolving incidents. Develop new position with little to no guidance from management. Capable of working large scenes prioritizing the importance of work to be done and coordinating others in order to insure the work gets done and a positive outcome is achieved. Written and been involved with the formation of new policies and performance standards. Strong understanding of what it means to be part of a management team and how to support management's decisions by effectively and positively communicating them to department personnel.

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## KEY STRENGTHS

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Excellent Customer Service Skills • Excellent Communication Skills • Project Management • Problem Solving  
Strong Knowledge of Excel and Word • Police Trainer • Managed Crime Scenes & Cases • Medical Emergencies •  
Managed Employee Medical Records • Leadership Skills

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## EDUCATION & TRAINING

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MASTER OF BUSINESS ADMINISTRATION  
&  
MASTER IN THE SCIENCE OF LEADERSHIP  
Grand Canyon University, Phoenix, AZ, 2015

BACHELOR OF SCIENCE  
Public Safety and Emergency Management, Grand Canyon University, Phoenix, AZ, 2013

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## PROFESSIONAL EXPERIENCE

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### CITY OF PRESCOTT, PRESCOTT, AZ, 2017 – Present

#### POLICE OFFICER

- Project Management
  - Created a new position within the agency.
  - Developed all the associated tasks associated with it.
  - Developed the procedures involved with the new position.
  - Continually updating and improving project to streamline process to increase customer satisfaction.
  - Work with local schools to provide safer learning environments.
- Case Management
  - Start and receive cases, and then take them to conclusion.
  - Work with management to develop new processes for case management.
  - Manage intelligence files.
- Problem solving
  - Work daily with citizens to bring solutions to issues that they are having.
  - Worked with management and other trainers to improve and create uniformity, which resulted in more realistic training.
  - Part of a training team developing specific training to be taught county wide.
  - Work with citizens and schools to solve complex issues.
- Communication and customer service
  - Well versed in communicating with people from all different backgrounds and cultures.
  - Excellent interpersonal skills.
  - Exceptional de-escalation skills.
  - Worked in a specialized Community Oriented Policing unit that attended community meetings and made partnerships with the community, schools, churches and business to prevent and report criminal activity.
- Report writing and computer skills

- Regularly write in-depth and detailed reports regarding incidents.
- Used Excel to track and compile statistical data, also to create needed data.
- Use Word, Power Point, and GIS systems to develop presentations.
- Designed new forms both for computer and handwritten use.
- Train officers in high liability areas.
  - Created numerous training plans, outlines and presentations and implemented them.
  - Train new officers at the academy level.

**CITY OF PEORIA, PEORIA, AZ, 1997- 2017**

**POLICE OFFICER**

- Problem solving
  - Worked with management and other trainers to improve and create uniformity, which resulted in more realistic training.
  - Member of an employee problem-solving group designed to solve issues within the precinct such as revitalizing the bicycle program.
  - Work daily with citizens to bring solutions to issues that they are having.
- Communication and customer service
  - Well versed in communicating with people from all different backgrounds and cultures.
  - Excellent interpersonal skills.
  - Exceptional de-escalation skills.
  - Worked in a specialized Community Oriented Policing unit that attended community meetings and made partnerships with the community and business to prevent and report criminal activity.
  - Worked with other officers on various projects to bring those projects to completion.
- Management skills
  - As a Field Training Officer supervised new officers after they came out of the academy and trained them to be solo officers.
  - Wrote daily and weekly evaluations on how the officer in training was progressing or not progressing.
  - Created end of phase reports that would be used to determine if an officer in training could continue or was terminated.
  - Set-up and managed training sessions for the department.
- Train officers in high liability areas.
  - Created numerous training plans, outlines and presentations and implemented them.
  - Aided in determining if specific use of force incidents were within state law and policy.
  - As a Field Training Officer trained numerous officers who went on to become trainers, detectives, sergeants and lieutenants.
- Manage projects and cases.
  - Managed several different projects concurrently.
  - Managed cases from the initial response through managing the scene, directing those involved, to case agent in superior court.
- Report writing and computer skills
  - Regularly write in-depth and detailed reports regarding incidents.
  - Used Excel to track and compile statistical data, also to create needed data.
  - Created and rewrote policies for department use.
  - Designed new forms both for computer and handwritten use.

**KARSTEN MANUFACTURING CORPORATION, PHOENIX, AZ, 1992-1997**

**REPAIR TECHNICIAN**

- Customer Service.
  - Worked with customers who would bring in their golf clubs for repair, upgrade or changes.
  - Ordered and pulled special order items.

**Company Store**



- Customer Service.
  - Aided customers in finding and purchasing items.
  - Generated special orders.
- Warehouse and Showroom
  - Responsible for maintaining stock.
  - Organized and laid out warehouse.
  - Refilled and organized stock on showroom floor.

#### **EMERGENCY MEDICAL TECHNICIAN**

- Organized training for medical staff.
  - Responsible for the training and maintenance of certification for other emergency response personnel within the company.
  - Provided monthly training.
- Organized companywide events.
  - Put together several blood drives and health and safety fairs.
- Maintained medical records for all employees.
  - Maintained confidential medical records
  - Handled Family Medical Leave paperwork
- Supervised and handled issues of medical staff such as availability, equipment and out sourced certification training.
- Responded to medical emergencies.
  - Included response to industrial accidents and life threatening medical emergencies
- Treated medical issues in the office.
  - Helped run and provide services in a small Health Services Office that provided basic medical services to the employees.

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#### **AFFILIATIONS**

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Serve as Treasured of the Peoria Police Officers Association Executive board

Served as Vice-President of the Peoria Police Officers Association Charities Board

Peoria Police Officers Association Representative

Northern Arizona Law Enforcement Association member

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#### **ADDITIONAL TRAINING**

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Union Leadership Training

2019 Yavapai County Workforce Development Board  
Membership Renewals Summary

**Anita Payne** – Anita Payne is currently serving her fourth term as the Chairman of the WDB. She has been a member of workforce investment boards since 2007. She is Project Manager for Savage Development, Inc. since 2014, and is an optimum policy maker. She oversees projects for field readiness and is responsible for approximately 20 employees.

**Philip Tovrea** – Philip Tovrea is currently serving his first term as Vice-Chairman of the WDB. He began as a member of the Workforce Investment Board in 2010. Phil is the President and Operations Manager of United Verde Materials. He has optimum policy making authority in this capacity of his business.

**Gary Hassen** – Gary Hassen is an Executive Committee Member of the WDB, having served as Vice Chairman during Program Year 2017-2018. Gary has been a WDB member for four years. He is the Business Manager/Registrar for Rodgers School of Beauty, and, as such is on the Board of Directors with optimum policy making authority.

**Elaine Bremner** – Elaine Bremner has been involve with various workforce initiatives in Yavapai County since 1985 and continues as a member of the WDB. She served on the Executive Committee for several years. Elaine is the owner of Life Matrix, LLC, a Healthcare Consulting & Training Company. As the Executive Director/CEO, she is an optimum policy maker.

**Wendy Bridges** – Wendy Bridges represents the Economic Development Sector for the WDB and has been a member for two years. Wendy's affiliation with the Arizona Association of Economic Development as an Executive Board Member, Secretary/Treasurer, presents optimum policy making authority for the Association. She is also the Economic Development Coordinator/Film Commissioner for the City of Prescott.

**Rick Duff** – Rick Duff is a five-year member of the WDB, representing the Labor Sector. He is the Senior Management Advisor for G.D. Barri & Associates, Inc., acting as Advisor to the President, Vice President and CEO, therefore possessing optimum policy making authority.

**Tony Gauthier** – Tony Gauthier has been a member of the WDB for five years, representing the Labor Sector. He is the Financial Secretary/Treasurer and Dispatcher for U.A. Local 469 Labor Union. He has optimal policy making authority for the organization.

**Kurt Greves** – Kurt Greves has been a member of the WDB since 2017, and represents the Private Sector as the Regional Manager for Cable One Advertising. He oversees all operations and sets policy for the corporate operations.

**Nancy Jensen** – Nancy Jensen has been a member of the WDB since 2018, and represents post-secondary education as the Associate Director of the Prescott Valley campus of Northern Arizona University. As such, she possesses optimum policy making authority.

**REQUEST FOR TRANSFER OF TITLE 1-B GRANT FUNDS**

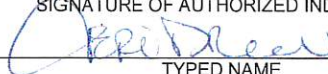
1. CONTRACTOR (Name and address)  Yavapai County Board of Supervisors	2. CONTRACT ID NUMBER  DI19-002209
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4. THE PARTIES AGREE TO THE FOLLOWING TRANSFER(S):

WIOA section 133 (b)(4) provides the authority for workforce investment areas, TRANSFER AUTHORITY.—A local board may transfer, if such a transfer is approved by the Governor, up to and including 100 percent of the funds allocated to the local area under paragraph (2)(A) or (3), and up to and including 100 percent of the funds allocated to the local area under paragraph (2)(B), for a fiscal year between—(A) adult employment and training activities; and (B) dislocated worker employment and training activities.

The purpose of this request is to increase and decrease the funds usable respectively between Adult and Dislocated Worker programs as detailed below. This does not change the amount of the allocation only the use of funds for respective programs:

Adult FY 2019	Original Allocation of <u>\$333,389</u>	To New Allocation of <u>\$633,389</u>
DW FY 2019	Original Allocation of <u>\$443,828</u>	To New Allocation of <u>\$143,828</u>

ARIZONA DEPARTMENT OF ECONOMIC SECURITY	NAME OF CONTRACTOR Yavapai County/ Northern Arizona Council of Governments
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL 
TYPED NAME <b>Maha Madhanakumar</b>	TYPED NAME <b>Teri Drew</b>
TITLE <b>WIOA Financial Manager</b>	TITLE <b>Regional Director</b>
DATE	DATE

**REQUEST FORM**  
**TRANSFER OF ADULT AND DISLOCATED WORKER FORMULA FUNDING**

Date: 01/14/2018

Local Workforce Board: Yavapai County

Funding Source of Transfer		Amount of Transfer Requested	% of Transfer Requested
<input type="checkbox"/> Adult	<input checked="" type="checkbox"/> Dislocated Worker	\$300,000	68%

1) Describe the situation that necessitates transferring funds. Include labor market and other economic conditions that contributed to the need for this transfer request.

Yavapai County expenditures are based on the local demand. We have a significantly greater volume of Adults coming through our door than Dislocated Workers, therefore, the demand for Adult funding is considerably greater than the demand for Dislocated Worker. Our current UI rate is 4.8%-5% which represents full employment. New client service demand is weighed heavier on the hard to serve and those seeking skills gain for self- sufficiency. Our youth population is also being Served under Adult programing because youth are not meeting new barrier requirements causing Adult demand in excess of funding opportunities.

2) Explain how the transfer of funds will impact the participant levels in both the Adult and Dislocated Worker Programs. Provide an estimate of the number of Adult and Dislocated Workers expected to be served if the transfer is granted.

The transfer of funds will allow us to continue to meet local demands for adult populations and increase total enrollment and expenditures by at least 60%. Should we expend Dislocated Worker funds expectantly, we will serve those clients under adult services and from carryover from previous Program Years.

- 3) **Explain the effect of the transfer on current providers of training and other services. Include the impact on jointly funded employment and training programs in the local One-Stop system.**

There will be no negative effect on current providers of training. The local area is being impacted with higher numbers of eligible Adults that Dislocated Workers. There will be no effect on jointly funded programs at the One-Stop.

- 4) **Describe the expected improvement (%) in WIOA performance outcomes for both funding streams, if funding is better aligned with participants' needs in your LWIOA.**

There will be no percentage change in performance outcome related to this transfer. The Adult Program will expand greater number of participants, and we expect to meet or exceed our current performance percentage. Dislocated Workers are eligible for Adult services should we have an influx of Dislocated Workers.

**ASSURANCES**

- (1) The transfer of funds requested herein will not adversely affect individuals needing services provided by the program subject to reduced funding.
- (2) The transfer of funds will not reduce the required rate of expenditure by the end of the program year, for the funding source to which funds are transferred.

\_\_\_\_\_  
**Name (Please Print)**  
**LWIA Director**

\_\_\_\_\_  
**Signature**  
**LWIA Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (Please Print)**  
**LWIB Chairperson**

\_\_\_\_\_  
**Signature**  
**LWIB Chairperson**

\_\_\_\_\_  
**Date**

**SUBMITTAL INSTRUCTIONS**

The completed form must be submitted electronically *and* in hard copy to the Department of Economic Security/WIOA Section for review.

*Electronic Copy to:*      [MMadhanakumar@azdes.gov](mailto:MMadhanakumar@azdes.gov)

*Hard Copy to:*      Maha Kumar  
WIOA Financial Manager  
DERS Finance and Budget  
Department of Economic Security  
1789 West Jefferson, MD 5112  
Phoenix, Arizona 85007

**AZ @ WORK -- Title 1  
Program Budget Summary  
PY18 FY19**

**DRAFT**

DATE: 3/13/2019 Inc/(Decr)

<b>PROVIDER</b> <i>NACOG-EWD                  221 NORTH MARINA STREET                  SUITE 201                  PRESCOTT, ARIZONA 86301</i>	<b>TITLE:</b> <u>Adult</u> <b>CONTRACT #</b> _____ <b>PROGRAM CONTRACT TERM:</b> <u>July 1, 2018 - June 30, 2020</u> <b>AMENDMENT #</b> _____ <b>TITLE AMOUNT:</b> \$ 440,214.00 <b>Transfer from DW Program</b> \$ 300,000.00 <b>Adult Balance</b> \$ 740,214.00
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<b>1.0 ADMINISTRATION</b>	<b>10%</b>	<b>Inc/(Decr)</b>
1.1 Salaries	\$ 14,516.00	
1.2 Fringe at 35%	\$ 5,080.00	
1.3 Capital Purchases	\$ -	
1.4 Other Admin	\$ 22,975.00	
1.5 Indirect Costs 7.4%	\$ 1,450.00	
<b>TOTAL ADMINISTRATION</b>	<b>\$ 44,021.00</b>	

<b>2.0 TRAINING</b>	<b>88%</b>	
2.1 Salaries	\$ 205,454.00	\$ 80,000.00
2.2 Fringe at 35%	\$ 71,909.00	\$ 28,000.00
2.3 Indirect Costs 7.4%	\$ 15,409.00	\$ 3,081.00
2.4 Capital Purchases	\$ -	
2.5 Other Training	\$ 46,357.00	\$ 20,000.00
2.6 On-the-Job Training	\$ 186,528.00	\$ 85,000.00
2.7 OCC/VOC Training	\$ 43,009.00	\$ 15,000.00
2.8 Customized Training	\$ 48,487.00	\$ 41,372.00
2.9 Work Experience	\$ 60,615.00	\$ 20,000.00
2.10 Summer Youth		
2.11 WEX IDC	\$ 10,925.00	\$ 7,547.00
<b>TOTAL TRAINING</b>	<b>\$ 688,693.00</b>	<b>\$ 300,000.00</b>

<b>3.0 PARTICIPANT</b>	<b>2%</b>	<b>Inc/(Decr)</b>
3.1 Salaries	\$ -	
3.2 Fringe at 35%	\$ -	
3.3 Capital Purchases	\$ -	
3.4 Other Participant Supp	\$ -	
3.5 Financial Assistance	\$ -	
3.5.1 Needs-Based Pmt	\$ -	
3.5.2 Support Services	\$ 7,500.00	
3.6 Employ Generating Ser	\$ -	
3.7 Work Experience	\$ -	
3.8 Exemplary Youth	\$ -	
3.9 Indirect Costs 8.2%	\$ -	
<b>TOTAL PARTICIPANT SUPP</b>	<b>\$ 7,500.00</b>	

**TOTAL ALLOCATION** **\$ 740,214.00**

**Notes:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WDB Approval YES / NO**  
**Date:** \_\_\_\_\_

**AZ @ WORK -- Title 1  
Program Budget Summary  
PY18 FY19**

**DRAFT**

DATE: 3/13/2019

Inc/(Decr)

<b>PROVIDER</b> <i>NACOG-EWD                  221 NORTH MARINA STREET                  SUITE 201                  PRESCOTT, ARIZONA 86301</i>	<b>TITLE:</b> <u>Dislocated Worker</u> <b>CONTRACT #</b> _____ <b>PROGRAM CONTRACT TERM:</b> July 1, 2018- June 30, 2020 <b>AMENDMENT #</b> _____
	<b>TITLE AMOUNT:</b> \$ 597,294.00 <b>Transfer to Adult Program</b> \$ (300,000.00) <b>Dislocated Worker Balance</b> \$ 297,294.00

<b>1.0 ADMINISTRATION</b>	<b>10%</b>		<b>Inc/(Decr)</b>
1.1 Salaries	\$ 18,839.00		
1.2 Fringe at 35%	\$ 6,594.00		
1.3 Capital Purchases	\$ -		
1.4 Other Admin	\$ 32,414.00		
1.5 Indirect Costs 7.4%	\$ 1,882.00		
<b>TOTAL ADMINISTRATION</b>	<b>\$ 59,729.00</b>		

<b>2.0 TRAINING</b>	<b>89%</b>		<b>Inc/(Decr)</b>
2.1 Salaries	\$ 89,550.00	\$	(80,000.00)
2.2 Fringe at 35%	\$ 31,342.00	\$	(28,000.00)
2.3 Indirect Costs 7.4%	\$ 6,716.00	\$	(10,223.00)
2.4 Capital Purchases	\$ -		
2.5 Other Training	\$ 9,393.00	\$	(80,000.00)
2.6 On-the-Job Training	\$ 56,234.00	\$	(49,677.00)
2.7 OCC/VOC Training	\$ 8,241.00	\$	(10,000.00)
2.8 Customized Training	\$ 5,000.00	\$	(17,100.00)
2.9 Work Experience	\$ 23,120.00	\$	(25,000.00)
2.10 Summer Youth	\$ -		
2.11 WEX IDC	\$ 2,969.00		
	\$ -		
	\$ -		
<b>TOTAL TRAINING</b>	<b>\$ 232,565.00</b>	\$	<b>(300,000.00)</b>

<b>3.0 PARTICIPANT</b>	<b>1%</b>		<b>Inc/(Decr)</b>
3.1 Salaries	\$ -		
3.2 Fringe at 35%	\$ -		
3.3 Capital Purchases	\$ -		
3.4 Other Participant Supp	\$ -		
3.5 Financial Assistance	\$ -		
3.5.1 Needs-Based Pmt	\$ -		
3.5.2 Support Services	\$ 5,000.00		
3.6 Employ Generating Ser	\$ -		
3.7 Work Experience	\$ -		
3.8 Exemplary Youth	\$ -		
3.9 Indirect Costs 8.2%	\$ -		
<b>TOTAL PARTICIPANT SUPPC</b>	<b>\$ 5,000.00</b>		

**TOTAL ALLOCATION** \$ 297,294.00

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

WDB Approval YES / NO

Date: \_\_\_\_\_



**WIOA GRANT BALANCING REPORT**

**PY18/FY19**

Month Ended January 2019

	Admin-Adult	Admin-Youth	Admin-DW	Adult	Youth	DW	RR	TOTAL
117								
<b>3/6/2019</b>								
<b>BUDGET</b>	44,021.00	42,293.00	59,729.00	396,193.00	380,634.00	537,565.00	71,675.00	1,532,110.00
Transfer from DW to AD				300,000.00		(300,000.00)		
<b>REVENUES RECEIVED</b>	0.00	0.00	0.00	396,192.41	0.00	35,083.00	0.00	431,275.41
<b>EXPENSES PAID</b>	0.00	0.00	0.00	396,192.41	0.00	35,083.76	0.00	431,276.17
<b>REV/EXP DIFFERENCE</b>	0.00	0.00	0.00	0.00	0.00	(0.76)	0.00	(0.76)
<b>BUDGET BALANCE</b>	44,021.00	42,293.00	59,729.00	396,193.00	380,634.00	202,481.24	71,675.00	1,197,026.24
<b>INT INCOME</b>								
<b>% SPENT</b>	0%	0%	0%	100%	0%	7%	0%	28.1%
<b>Obligations February 2019</b>	0.00	0.00	0.00	75,127.42	0.00	0.00	0.00	
<b>Projected</b>	0%	0%	0%	119%	0%	7%	0%	
<b>Available Funds</b>	44,021.00	42,293.00	59,729.00	321,065.58	380,634.00	202,481.24	71,675.00	