

# Yavapai County Workforce Development Board

## **Revised** Notice of Meeting and Agenda

Pursuant to  
ARS 38.431.01

Wednesday, August 14, 2019 • 9:00 AM • The Club at Prescott Lakes •  
311 E. Smoke Tree Lane – Clubhouse • Prescott, AZ  
Teleconference (800) 747-5150 Access Code 7781422

### Annual Meeting

Presiding Officer - Anita Payne, Chairman

- 9:00 AM I. **Call to Order/Welcome/Introductions**  
Anita Payne, Chairman  
(Information/Discussion)
- 9:05 AM II. **Reading of the WDB Mission Statement**  
Anita Payne, Chairman  
(Information/Discussion)
- 9:10 AM III. **Approval of the April 10, 2019 Minutes**  
Anita Payne, Chairman  
(Information/Discussion/Action)
- 9:15 AM IV. **Chair's Report**
  - **Public Voice Appointment/Recognition**  
Anita Payne, Chairman  
(Information/Discussion/Action)
- 9:30 AM V. **Director's Report**
  - **Program Update – Annual Report Distribution**  
**WIOA PY 2019-20 Budget Reviews/Approval**
    - **WDB Board Budget**
    - **Title I Budget**
    - **Expenditure Report**
  - **Bylaws Action**
  - **Policy Discussion**  
Teri Drew, Executive Director  
(Information/Discussion/Action)
- 10:00 AM VI. **Annual Officer Elections**  
Elaine Bremner, Elections Committee Chairman  
(Information/Discussion/Action)
- 10:15 AM VII. **Youth Council Update**  
Mel Ingwaldson, Chairman  
(Information/Discussion)

**10:30 AM VIII. One Stop Report**  
Leah Cickavage, Operations Manager  
(Information/Discussion)

**10:45 AM IX. ETPL Update**  
Leah Cickavage, Operations Manager  
(Information/Discussion/Action)

**11:00 AM X. Title III Presentation**  
Chris Tafoya, Field Operations/Deputy Program Administrator  
(Information/Discussion)

**11:20 AM XI. Member Comments**  
(Information/Discussion)

**11:25 AM XII. 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)

**11:30 AM XIII. Adjournment**  
(Action)

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**XIV. Chairman's Award Presentation**  
Anita Payne, Chairman  
(Information/Discussion)

**XV. Director's Award Presentation**  
Teri Drew, Regional Director  
(Information/Discussion)

**XVI. Annual Awards Presentations**  
*Title I Leadership Awards*  
*Title I Achievement Awards*  
Yavapai County Board of Supervisors Chairman Randy Garrison  
Yavapai County Supervisor Tom Thurman  
(Information/Discussion)

**XVII. Awards Luncheon**

*The next WDB meeting is scheduled for Wednesday, November 13, 2019 at 10:00 AM  
Prescott City Hall Conference Room*

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.

## Yavapai County Workforce Development Board April 18, 2019 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2019
Anita Payne, Chairman	Absent	0
Phil Tovrea, Vice Chairman	Present	1
Steve Silvernale	Present	0
Gary Hassen	Present	0
Mark Timm	Present	1
Mel Ingwaldson	Present	0
Pam Blackburn	Present	0
Alycia Botkin	Absent	2
Elaine Bremner	Present	0
Wendy Bridges	Present	1
Rick Duff	Present	0
Tony Gauthier	Present	0
Kurt Greves	Absent	2
Dee Jenkins	Present	0
Nancy Jensen	Present	0
Ginger Johnson	Present	0
Craig Lefever	Present	0
Christopher Tafoya	Absent	1

\*Excused

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

**Staff:** Teri Drew, Executive Director

Julia Sawyer, Executive Assistant

**I. Call to Order/Welcome/Introductions**

Vice Chairman Phil Tovrea called the meeting to order at 10:06 AM and asked for introductions around the table and on the phone.

**II. Reading of the WDB Mission Statement**

Vice Chairman Tovrea read the Yavapai County WDB Mission Statement: *"To build economic success through workforce development partnerships."*

**III. Approval of the January 9, 2018 Minutes**

Vice Chairman Tovrea called for consideration of the minutes from the January 9, 2019 meeting of the WDB. He asked for questions or comments. A correction was noted by Dee Jenkins regarding a reference to the Verde Valley which should read "Camp Verde". Hearing no other comments, Vice Chairman Tovrea called for a motion to approve as corrected, **so moved by Gary Hassen, seconded by Dee Jenkins. The motion carried unanimously.**

#### IV. Chair's Report

Vice Chairman Tovrea turned the Chair's report over to Executive Director Teri Drew.

##### ➤ Youth Council Membership

Ms. Drew reported on behalf of the Executive Committee, noting that the Executive Committee meets on a bi-monthly basis, while the WDB meets on a quarterly basis. She noted that, because the workforce system is driven by private sector, the Executive Committee is composed of private sector individuals and a Public Voice representative, currently Mel Ingwaldson, who is also the Youth Council Chairman. Ms. Drew noted that the Executive Committee met in March and reviewed the Youth Council application of Officer Steve Steinke, School Liaison Officer for the City of Prescott Police Department. The Executive Committee voted to approve Officer Steinke as a member of the Youth Council. Ms. Drew expressed appreciation to the City of Prescott for always having officer representation on the Youth Council. She noted that a letter of appreciation went out to the Chief of Police and the Mayor of Prescott for their active participation.

##### ➤ 2019-2020 Nominations/Elections Committee Appointments

Ms. Drew reported that Chairman Anita Payne expressed her regrets that she could not attend today's meeting, but has made recommendations for the annual Nominations/Elections Committee member appointments. Chairman Payne appointed Elaine Bremner from the Private Sector, Rick Duff as a Labor representative and Nancy Jensen as an Education partner. Ms. Drew asked if each appointee would accept the appointment, and noted that the responsibility would consist of one brief meeting by phone. The meeting would involve developing a slate of officers, following the Bylaws for appointments. The appointees present agreed to participate on the Elections Committee. Ms. Drew thanked all for agreeing to serve.

Ms. Drew concluded by reviewing the elections process; the Elections Committee will meet to develop a slate of officers, make recommendations at the August meeting, and the elections would be held in November.

Vice Chairman Tovrea called for questions or comments. Hearing none, he turned the meeting over to Ms. Drew for the Director's report.

#### V. Director's Report

Ms. Drew began the Director's Report by noting that she will briefly provide highlights of several items of interest. She reported that she has received a notice from the Arizona Commerce Authority (ACA) of \$11 million for rural business training for net new employee positions that average a salary of \$26,190 or more. ACA will reimburse small businesses with less than 100 employees at about \$8,000 per employee, with a maximum per employer of \$1.3 million. Ms. Drew recommended anyone interested to go to the ACA website – [www.azcommerce.com/incentives/job-training](http://www.azcommerce.com/incentives/job-training). She noted that it is a good opportunity for some of the new businesses opening up around the County.

##### ➤ Program Update

Ms. Drew reported that the Northern Arizona Council of Governments Economic Workforce Development division (NACOG – EWD) staff focused on internal and external customer service at a staff meeting yesterday. Ms. Drew read a letter of appreciation that was written to and about one of the Verde Valley One Stop Staff from one of her successful clients. She expressed gratitude for positive letters that remind us of the reason we do what we do.

Ms. Drew reported that she and Chairman Payne attended the 2019 National Association of Workforce Boards (NAWB) Forum in Washington DC in March, noting that it was a great conference.

She noted of particular importance at this time is that the Workforce Innovation and Opportunities Act (WIOA), the current workforce development system, will be sunsetting in 2020 and nothing new is currently on the table. Another pertinent outstanding issue is funding allocations for all programs. Ms. Drew noted that because the NAWB is a for-profit organization, they can hire lobbyists to represent the national workforce boards before Congress and lobby on behalf of workforce development. Ms. Drew spoke about the outstanding work of lobbyist Chris Andresen, who manages the U.S. Workforce Association (USWA) of which she is a member. She noted that he is an expert writer and lobbies on behalf of workforce, sending letters on behalf of USWA. The primary effort of the USWA this year is to lobby for level funding of the WIOA system – to bring them to authorized levels of funding. Ms. Drew spoke of an opportunity she had to meet with her colleagues in the USWA while she was there in Washington DC.

Ms. Drew noted that the national unemployment rate is low, which creates a supply and demand issue and affects funding. She noted opportunities to have conversations with several people at the NAWB Forum about how WIOA has impacted and sustained the low unemployment rate. Ms. Drew noted that Chairman Payne was especially instrumental as a private sector voice.

Ms. Drew noted that ARIZONA@WORK is not widely recognized among private sector business, identifying a paradigm shift in how employers are now being included in funding opportunities for direct wages and training. She noted that Yavapai County is producing a new video through Cable One that will highlight employer opportunities and successes.

Ms. Drew reported that Yavapai County Supervisor Chairman Randy Garrison has been appointed by Governor Ducey to the Workforce Arizona Council (WAC), and expressed appreciation for his willingness to serve both Yavapai County and Northern Arizona in this important role as a voice for the needs and concerns of Northern Arizona workforce development. She encouraged Board members to thank Supervisor Garrison for representing them on the WAC.

Ms. Drew continued to further report on activities of USWA, noting that the White House Administration has often invited them in to assist the President's staff with conversations centered around creating opportunities for various workforce programs. She noted that USWA's presence has produced outstanding outcomes on program allocations.

Ms. Drew reported that NACOG has opportunities to participate in national organizations, noting that she is a member of NAWB and USWA and Executive Director Chris Fetzer is a board member of the National Association of Development Organizations (NADO). These organizational affiliations offer opportunities to have conversations and collaboration for a common voice that supports our economic structures at the local level. Mr. Fetzer develops an annual Legislative Priorities list for NACOG. Ms. Drew passed around the 2019 Priorities List that was shared in Washington DC recently, highlighting several services to Northern Arizona Americans to promote their sustainability. Of particular interest is the support and alignment of WIOA services with local business. She noted specific support of the reauthorization of WIOA and level funding from the previous year.

Ms. Drew reported on a meeting with the Arizona State Director of the Department of Economic Security (DES), Michael Traylor and three of his staff members, where she was able to highlight and share Yavapai County workforce development success statistics, as well as concerns from the Arizona Workforce Association (AWA), of which she is Chairman, over the many policy changes. She noted that it was time for a conversation on a state level and Director Traylor was very receptive. She noted that she is already seeing good outcomes from the discussion. Ms. Drew and Director Traylor discussed waivers for in-school and out-of-school youth barriers as they relate to the 75%

out-of-school requirements and 25% in-school. She noted that the goal is to open doors to youth instead of restricting their participation under youth services in WIOA. Ms. Drew noted that the State is already working on waivers, researching expenditure levels to see if they have gone down, and if so, will move forward with waivers.

Ms. Drew noted that she took in copies of policies, including the law, into the meeting with Director Traylor. She noted that it was a large stack that included the policies that are being reconsidered and rewritten now. She noted that Director Traylor promised to work on the policies, which he has – as Ms. Drew reported a meeting that was held this week which identified evidence of Director Traylor's influence on the policies. Ms. Drew noted that area Directors are allowed by law to make public comments on the policies, but those comments are never relayed to the WAC. Now, as a result of her meeting with Director Traylor, comments will be read to the state committees.

Ms. Drew noted a discussion with Director Traylor regarding the Supplemental Nutrition Assistance Program (SNAP). She noted that SNAP currently has work-related requirements, and she is looking into partnering with SNAP Employment and Training, hoping to become a provider for them soon. Ms. Drew paused for questions; there were none.

Ms. Drew reported on recent monitoring sessions that NACOG has undergone, noting that DES is one of the organizations that monitors NACOG. NACOG was also recently audited by an independent agency, which determined that NACOG continues to be a low-risk agency – the best rating available. NACOG is also currently being monitored by Yavapai County for programs, services and financial reporting, as NACOG is a sub-recipient for Yavapai County. Ms. Drew noted that DES conducted a Program monitoring report, noting that there were around 15 comments on 15 files because staff was not documenting Measurable Skills Gains (MSG) in the file as well as in the Arizona Job Connection (AJC) system. Ms. Drew noted that NACOG-EWD will sharpen those processes and avoid those issues in the future. She asked for questions. A question was asked if the file has to show improvement. Ms. Drew replied that there has to be a measureable skills gain, either on the job or through some other venue, showing that the federal funding has had an impact. Discussion followed regarding rewarding poor performance, which does not make performance better. Further discussion followed regarding the lack in clarity in the definition of measurable skills gain. Ms. Drew noted that this monitoring report has now been satisfied.

Ms. Drew reported that Prescott Valley Police Department (PVPD) recently asked NACOG for help with recruiting new officers at a hiring event. NACOG helped with the event and also forwarded resumes and referrals. The event was successful and PVPD sent a note of appreciation to NACOG for their assistance. Ms. Drew noted that now law enforcement will be a focus as recruitment is difficult. She noted that military aspirations don't always achieve the end goal of enlistment and education, but those candidates often have like and similar personality and values as candidates to be placed into the law enforcement sector, and can have educational opportunities through the WIOA program. Positive comments were made about the value to the community for this program.

Ms. Drew noted that good news sometimes turns into bad news, and sometimes flips back to good. Two years ago there was a new company that the Workforce Board invested in through WIOA via customized training in collaboration with Yavapai College. This company subsequently closed their doors, resulting in several dislocated workers. NACOG did a follow-up with 30 of those who were their clients. Of the 30, 28 are now gainfully employed elsewhere, with only two who could not be reached. These employees were retained in Yavapai County, due in part to their skilled training and bolstered resumes. Wendy Bridges agreed that those skillsets added to their value – the City of Prescott hired one, and she is doing very well. Another one opened his own business – a coffee shop

and food truck. She remarked that these two are doing very well. Other comments followed with discussion on custom designed training, involved more than the norm, which transcended employers. It was noted that there have been other like happenings as well. Other discussion followed regarding the training processes for the displaced clients, and Ms. Drew explained the various trainings that were involved.

Ms. Drew continued her report by stating that NACOG-EWD also does economic development for the NACOG region. Recently she submitted a letter of support on behalf of the NACOG Economic Development Council for infrastructure repairs to I-17 corridor between Anthem and Black Canyon City. One of the top three reasons cited for a large employer leaving Prescott Valley was the I-17 corridor. Ms. Drew noted that the letter got the Governor office's attention and received a favorable comment. Ms. Drew encouraged support and noted that it is important to make opinions known, both for commerce as well as for safety reasons.

Ms. Drew updated the Board on the Entrepreneurial Boot Camp that is being planned for dislocated employees of a large employer who is leaving Prescott Valley. She noted that she has contacted a private company, the Idea Gardener – referred to her by the Office of Economic Opportunity and the Arizona Commerce Authority. She asked for pricing from them to conduct the boot camp. They will charge \$7,500 for services. Ms. Drew noted that she is waiting for the State to approve the expenditure. NACOG will be partnering with Yavapai College Small Business Development Center (SBDC) for training, and the Sustainable Economic Development Initiative (SEDI) for funding and investment opportunities for the prospective entrepreneurs. Ms. Drew reported that the State is waiting for the Department of Labor in San Francisco to respond. She noted that she is looking forward to hearing something soon.

#### ↪ **Title I Budget Update**

Ms. Drew introduced the Title I budget update by noting about \$80 million coming into the State of Arizona for workforce development, and she passed around the State allocation options for Title I for Program Year 2019.

A question was asked about the Yavapai County Contractor's Association (YCCA) boot camp that took place earlier this year. Ms. Drew replied that the boot camp was completed and a few individuals were placed in jobs. She noted that there were issues regarding the cost of tools; she noted that they are working on that solution – however it is a huge barrier for many.

Ms. Drew continued to discuss the Title I budget, noting that the federal government has reinvested in the Arizona WIOA program, demonstrating increases across the board as follows: Adult 15.7% increase (\$3.2 million), Youth – 15.7% as well (\$3.4 million), Dislocated Worker (DW) – 30% increase (\$7 million). Ms. Drew noted that when discussions were started in Washington DC a few months ago, there was going to be a 30% decrease in DW due to low unemployment, so it's good to see the numbers come back. Wagner-Peyser Title III had a 4.7% increase (\$628,000). Ms. Drew remarked that the State of Arizona will prepare options based on a formula, which will be based on unemployment, underemployment, poverty levels, etc. The State will develop 5 different options, and the local area Directors will come to an agreement as to what works best for the State of Arizona. Ms. Drew noted that she should have those allocations before the Executive Committee meets again. Comments followed regarding the funding allocations around the nation.

Ms. Drew reported, for information only, the Executive Committee approved a transfer between DW funds to the Adult program in the amount of \$300,000. The reason for the transfer is that there

is higher demand for funding the Adult program than the DW program at this time, and the funds may be moved to meet demand. She asked for questions – there were none.

➤ **State Policy Updates**

Ms. Drew reported that the State revised the Conflict of Interest Policy, which created a “domino effect” with other policies. It was determined that the policy needed more firewalls. The goal for the Conflict of Interest is further defined that, no Board Member can vote on anything that would have direct benefit to his or her company. She noted that the Board must adopt the State policies. A question was asked about re-submitting our policies. Ms. Drew noted that she has now been told that the Board will have to resubmit their Workforce Development Plan to comply with the updated policies. She noted that it is a difficult and long process and discouraging to have to rewrite it again. Comments followed regarding submitting a general statement regarding policies with the Plan. Ms. Drew said that the State would then send specific language to be inserted, and she has suggested that the State provide a “broiler plate” for all Plans and let each local area fill in the blanks. Brief discussion followed regarding plan preparation.

➤ **Membership Considerations**

Ms. Drew then introduced Membership Considerations. She noted that a new member has been brought forward to fill Robyn Bauer’s seat – Trista MacVittie. Ms. MacVittie is the Director of Communications for the Northern Arizona Healthcare, Verde Valley Medical Center, and was recommended by Supervisor Randy Garrison and Brandi Bateman. Ms. Drew noted Ms. MacVittie’s qualifications, noting that she is an optimum policy maker for her employer and a private sector member. Vice Chairman Tovrea called for a motion to approve the application of Trista MacVittie to replace Robyn Bauer. **Elaine Bremner made the motion to approve Trista MacVittie’s application, seconded by Steve Silvernale.** Vice Chairman Tovrea called for discussion; hearing none, he called for a vote. **The motion carried unanimously.**

Ms. Drew then brought forward the names of members who have indicated a desire to renew their Board memberships, noting that a summary of each was sent out ahead of the meeting for consideration by all. The names of these renewing members are:

Anita Payne  
Phil Tovrea  
Gary Hassen  
Elaine Bremner  
Wendy Bridges  
Rick Duff  
Tony Gauthier  
Kurt Greves  
Nancy Jensen

Ms. Drew asked for discussion or recommendations. **Steve Silvernale moved to approve the renewal applications as listed, seconded by Mark Timm.** Vice Chairman Tovrea called for a vote – **the motion carried with Elaine Bremner abstaining from voting.** Ms. Bremner remarked about her longevity with the Board, noting that it has been interesting to be on the Board under various programs since 1985. Ms. Drew congratulated Wendy Bridges for her recent election as Secretary/Treasurer of the Arizona Association of Economic Developers.

Ms. Drew congratulated Pam Blackburn on her retirement from APS. As a result, she is resigning from the Workforce Development Board. Ms. Drew expressed gratitude from everyone in the room,



thanked Ms. Blackburn and wished her well. A round of applause followed. Ms. Blackburn thanked everyone and noted that she will miss the group.

Ms. Drew concluded her report. Vice Chairman Tovrea asked for questions, there were none.

#### **VI. Independent Contractors in Construction Discussion**

Vice Chairman Tovrea turned the meeting over to Rick Duff to lead a discussion on independent contractors that work with organizations and tax fraud that often results. The problem results from a frequent misclassification of employee or independent contractor. Mr. Duff noted that independent contractor classification is appropriate at some times but not appropriate at other times. He passed around a packet of information regarding tax law. He gave an example of what often happens: A contractor classifies all of his workers as independent contractors, thus eliminating the employer's obligation to pay taxes and benefits. This puts the burden on the employee at the end of the year – something they may not have been aware of. Mr. Duff noted that in some businesses, independent contractors are expected and accepted, such as independent stylists in a salon. Mr. Duff noted that we should be cautious about knowing the practices of the contracting company before sending individuals to them in order to avoid possibly experiencing repercussions at tax time.

Mr. Duff noted that these practices affect the Internal Revenue Service (IRS) as well as the taxpayers for tax fraud costs – noting that tax fraud costs taxpayers \$2.6 billion each year in the construction industry alone. It also affects other compliant contractors because they can't get bids. He gave an example of a project he bid on at no markup, yet he lost the bid. Mr. Duff noted that the IRS comes back to the employers for the money. It also affects the employees, because worker's compensation doesn't apply to independent contractors. Mr. Duff passed around a handout of information on the tax law for independent contractors. Much discussion followed regarding Mr. Duff's comments. Mr. Duff suggested that the WDB should speak with State Representatives, and then speak to the employers that we work with to educate them on the implications of turning employees into independent contractors. Ms. Drew noted that the practice of hiring independent contractors can be a form of tax evasion. It was noted that independent contractors with fixed hours cannot be considered an independent contractor and receive Form 1099 for tax purposes – the employer may be liable for all of the back taxes. More discussion followed regarding the need for awareness of the contractor tax law expectations. With no other discussion, Vice Chairman Tovrea thanked Mr. Duff for bringing this topic to the table.

Vice Chairman Tovrea turned the meeting over to Mel Ingwaldson for the Youth Council report.

#### **VII. Youth Council Update**

Mr. Ingwaldson began his report by noting that the Youth Council last met on April 3, 2019. He shared the current statistics, noting that the Youth Program has 33 youth that are in-school (14 – 21 years of age) and 92 out-of-school youth aged 16 – 24 years; total youth enrolled is 125. Mr. Ingwaldson noted that the Youth Council met with Arizona Children's Association, and has been working with Prescott High School as well as several other organizations via job fairs. He reported on some plans for upcoming outreaches, such as the Verde Valley Career Expo, the Yavapai CTE Carpentry Program, as well as several others.

Mr. Ingwaldson reported on the current youth activities, including education and employer certifications that are available. He noted that one of the Committee member enjoys working with social media and is working with Leah Cickavage in that area. Mr. Ingwaldson noted a new Facebook page called Yavapai At Work and shared that 998 people have visited the site since January. He reported that AmeriCorps volunteer, Rich Orr, gave a great presentation at the last meeting regarding Arizona Serve, whose

mission is to connect passionate people with transformative community projects to fight poverty. He noted opportunities there through the Youth Council for youth participation.

Mr. Ingwaldson reported that the Summer Youth Employment Program is under way, noting that letters went out to employers interested in hiring youth for the summer. Mr. Ingwaldson noted that this summer, in addition to Yavapai County employment opportunities, the Program is open to the private sector this year as well. The Program officially starts June 3 for 8 weeks, and will have at least 16 participants this year, and up to 21 positions are available.

Mr. Ingwaldson concluded by noting that the next Youth Council meeting is scheduled for July 3. He asked for questions or comments. A comment was made regarding the great job Mr. Ingwaldson has done with the Youth Council over the years. A round of applause followed.

Elaine Bremner addressed Vice Chairman Tovrea and requested an opportunity to speak before she had to leave the meeting. She reported that the Verde Valley Senior Center was flooded recently, which caused extensive damage. She noted that the Meals on Wheels program is continued, but their dining room is closed and there is no food service at the Center. She asked to please excuse her for being late, and she have to leave today with the emergency situations going on. She acknowledged Dee Jenkins and her company, Quintus, who has been supportive and gives back from profits to the Verde Valley for children and seniors. Ms. Jenkins noted that her company sets a profit goal, and excess of that goal is given back to the community. She encouraged other companies to do the same. Positive comments followed.

Regarding the Youth Council Report, Nancy Jensen noted that Northern Arizona University (NAU) has been reviewing data regarding youth in Yavapai County. She noted that youth population aged 17 and under totals 16.2% in Yavapai County. She asked if that sounded accurate – it was suggested that it was close. Ms. Jensen reported that NAU has opened a College Resource Center across from Harken's Theater in Prescott Valley, which may be a nice compliment to some of the programs available to youth in Yavapai County. She noted that it is staffed by an AmeriCorp member, and is offering scholarship workshops, career path programs and college application assistance. It was noted that as of July 1 2018, the 17 and under youth population is 16.6% in Yavapai County. A question was asked about the senior population, and it was reported that the senior population of 65 and over totaled 30.8%. Brief discussion followed. Vice Chairman Tovrea thanked Mr. Ingwaldson for his report.

#### **VIII. One Stop Report**

Vice Chairman Tovrea turned the meeting over to Leah Cickavage for the One Stop report. Ms. Cickavage noted that the One Stop report was sent out electronically ahead of the meeting, and reported that the format was changed as a result of the last meeting. Ms. Cickavage reviewed the report as an overview of the last quarter. She noted that the format now shows the previous year as well as the current year, and the associated gains or losses.

Ms. Cickavage reported that over the last quarter, Title I services in Prescott demonstrated a gain of 466 over last year. Orientations saw an increase of 131. Case management continues to grow, which increased by 165. At the Cottonwood Title I location Ms. Cickavage reported an increase in Orientation, and an increase of 19 other services over last year's report. She noted that the Satisfaction Survey remained the same as last year, demonstrating 97% extremely satisfied and 3% very satisfied.

Ms. Cickavage reported that there was a decrease in agencies utilizing the Business Assistance Center (BAC) service, likely due to the necessary change in business hours from after-hours availability to workday scheduled business hours.

Ms. Cickavage continued to report that the DES Reemployment Assistance Administration (Title III) continues to have no staff representation at the Prescott One Stop since November 2018. This has impacted the report figures for Title III with a negative (-) 146 services reported. The Cottonwood Title III office also demonstrated a decrease in services of 1,230. Ms. Cickavage suggested possible reasons for the decrease, including that the Cottonwood location only has one staff member at this time, and also that clients may leave prior to being served if the wait time is too long. She noted that Title III is currently looking to fill the vacancy in Cottonwood, but the process to do so is lengthy. Some discussion followed regarding the staffing issues. Ms. Cickavage then reported that Title III services have also decreased in Prescott Valley by 743 overall.

Ms. Cickavage noted that the reporting structure for Title IV Vocational Rehabilitation is different than the DES Title III, as Title IV demonstrated 750 open cases, 100 eligibility determinations, average wage at closure is estimated at 26 hours per week at \$19.26 per hour. There were 34 job placements and 24 successful rehabilitations. Ms. Cickavage remarked that there is no previous year data as there was no staffing last year.

Title II numbers listed on the report are for the July through December reporting period. Ms. Cickavage reported 239 participants with 12 or more hours of attendance, 11,996 instructional hours and a 58% progress of Measurable Skills Gains (MSG). Craig Lefever, Adult Basic Education Director for Title II in Yavapai County, noted that the timeframes for the previous year were from January through March in the first column, and the second column figures are from the beginning of the year.

Ms. Cickavage then reported Job trainings and placements by industry: in summary, Healthcare and Manufacturing/Production continue to top the list, followed by CDL/Equipment Operators and Service Industries/Administration and Sales.

Ms. Cickavage then provided an update on the Arizona Career Readiness Credential (ACRC) program, noting 158 enrolled participants, 448 hours spent on assessment tasks, 600 e-badges earned, and 12 credentials earned. She noted that eight employers in Yavapai County recognize the ACRC credentials. Ms. Cickavage noted that the ACRC program is available through NACOG and Title II at Yavapai College. Positive comments followed regarding the new format of the One Stop Report.

Ms. Cickavage then shared a One Stop Committee report via slideshow presentation regarding goals that have been developed by the Committee for 2019. She noted that the Committee went through a case study process for various services or barriers between and among partners. The process involved a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, and the One Stop Committee will focus on 2 or 3 items per quarter to report to the WDB. Ms. Cickavage highlighted the key areas of the case studies, which included focus on:

- Referrals/follow ups
- Title II Integrations/ Potential Students for High School Equivalency (HSE) and English as a Second Language (ESL)
- Title III Prescott One Stop Services/ Re-Employment Services Eligibility Assessments (RESEAs)
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)
- Veteran services
- Placements /Co-Enrollments
- State Identified Employer Measures Implementation and Tracking
- One Stop Cost Sharing Agreements

Ms. Cickavage noted that the Committee decided to focus on the top two items for this quarter for reporting purposes. She noted that she will demonstrate the referral follow-up information and Craig Lefever would report on the Title II integrations.

Regarding referrals and follow up, Ms. Cickavage noted that service referral forms should be utilized between partners and follow-ups are to be provided on any referral to see if the client accessed services or needs other assistance. She reported the SWOT analysis, listing several strengths, weaknesses, opportunities and threats to be considered in developing a better referral and follow-up plan. The Action Plan for this case study included:

- Continued discussion about referrals at One Stop Committee meetings
- Buy-in to use current WDB referral process
- Offer electronic scan of referrals between partners to improve ease of submission
- Document referrals with case notes, a copy in client file and follow-up
- Follow up with client and partner agency within 90 days of the referral
- Technical Assistance to all partner staff on the referral process

Ms. Cickavage then turned the floor over to Mr. Lefever to describe the Title II case study. Mr. Lefever also shared the SWOT analysis of his case study, and the Action Plan as follows:

- Test for Adult Basic Education (TABE) 11/12 orders for testing as well as staff training will better prepare for current HSE exam preparedness, and will allow staff to utilize the system effectively
- Orientations held at ARIZONA@WORK One Stop Centers and Yavapai College Adult Basic Education to inform students of services available to achieve employment/education goals
- Use of YAVAPAI@WORK referral system to track client referrals, co-enrollments and follow-up services

Some discussion followed regarding difficulties in integrating Title II access to state DES databases and how to make the partnerships work in spite of different databases. Comments followed regarding the percentages of individuals between 16-19 years of age without a high school diploma or equivalent in Yavapai County.

Vice Chairman Tovrea closed the reporting segment of the One Stop Committee to address an action item, and asked Ms. Cickavage to report on the Eligible Training Providers List (ETPL) renewals.

**IX. ETPL Update**

Ms. Cickavage noted that today's list is very short, including two courses through Yavapai College up for renewal – the Commercial Driver License certification and lifeguard training. Vice Chairman Tovrea called for a motion to approve the ETPL as presented; **so moved by Steve Silvernale and seconded by Ginger Johnson. Craig Lefever abstained from voting. The motion carried unanimously.**

**X. Member Comments**

Vice Chairman Tovrea called for member comments, there were none.

**XI. Public Comments**

Vice Chairman Tovrea called for comments from the public, there were none.

**XII. Adjournment**

Vice Chairman Tovrea called for a motion to adjourn. **Steve Silvernale made the motion to adjourn, seconded by Craig Lefever. The meeting adjourned at 12:15 PM.**

# ARIZONA @ WORK™

Innovative Workforce Solutions

A proud partner of the [americanjobcenter](#) network

# NACOG

Northern Arizona  
Council of Governments

Yavapai County's One Stop Operator



## *A Message from our Director*

HOT TOPIC...Workforce Development! Everywhere I go, every table I sit at, the conversations I have are surrounded with concern for the apparent labor shortage in the County.

Yavapai County has many strengths and we are in high demand for worker relocation – more than 70,000 job seekers are continuously looking for work in our area. While we are a highly desired geographic area, we are not competitive in terms of wage/benefit vs. cost of living. This gap has a significant impact on our ability to compete globally in most major industry sectors. To fill this gap, we must combine public and private resources to move toward innovative solution-based strategies that allow us to be resilient in the competition for qualified workers.

The Yavapai County Workforce Development Board (WDB) is uniquely qualified to be the catalyst for business and labor attraction and retention. Workforce Development Boards play a vital role in contributing to healthy regional economies. The County's Workforce Board is led by local business leaders and service providers in partnership with State and Federal funding partners. The WDB dedicates their time to developing service strategies that build and sustain a strong talent pipeline for our service area.

ARIZONA@WORK Yavapai County presents the critical connection between businesses and job seekers, offering customized Recruitment, Training and Placement Services to increase access to a qualified labor force. The Board is focusing services to include funded incumbent worker re-training, customized training, national recruitment, specialized hiring events, and candidate pre-screening to meet key hiring criteria.

Direct Client Services include career counseling, tuition assistance for approved skills training, paid On-the-Job skills training for long-term employment, apprenticeships and Supportive Services that support job placement and training success.

Workforce Development – it's our job, it's your job. Together we make a difference!

*Teri Drew*, Executive Director  
Yavapai County Workforce Development Board



*Serving*  
*Solving*  
*Sustaining*

*Special thanks to our Boards of Directors*

Anita Payne, Chairman

Phil Tovrea, Vice Chairman

Gary Hassen, Executive Committee Member

Mel Ingwaldson, Executive Committee Member

Steve Silvernale, Executive Committee Member

Mark Timm, Executive Committee Member

# Yavapai County Accomplishments for Employment and Training 2018-2019

## Northern Arizona Council of Governments

Partnered in  
Creating  
554 Jobs

- On-the-job Training
- Work Experience
- Summer Youth Program
- Direct Job Placement
- 97% Job Retention
- Total Economic Impact of \$9,429,200

## Adult Basic Education

401  
Participants

59% of the participants show a measurable improvement of their marketable skills.

## DES Re-Employment Administration

6,867  
Customers

- Veterans Services
- Information and Workshops
- Service Referrals
- Direct Job Placement.

## Vocational Rehabilitation

1,101 Clients  
& 125 Job  
Placements

- Plan Management
- Job Training
- Rehabilitation
- Eligibility Status and Evaluation



8,953 clients have been served in Yavapai County.

**ARIZONA @ WORK™**

Innovative Workforce Solutions

A proud partner of the **americanjobcenter** network

The statewide workforce development network  
that connects employers and job seekers

Funded by the Workforce Innovations and Opportunities Act of 2014





Innovative Workforce Solutions

A proud partner of the  network

**NACOG**

**Northern Arizona  
Council of Governments**

**Yavapai County's One Stop Operator**



**Northern Arizona Council of Governments**

[www.yavapaiatwork.com](http://www.yavapaiatwork.com)

928-778-1422 / 928-649-6869

221 N. Marina St. Prescott, AZ 86301

1500 E. Cherry St. Cottonwood, AZ 86326

**Department of Economic Security**

**Reemployment Administration/Veterans Services**

[www.arizonaatwork.com](http://www.arizonaatwork.com)

928-634-3337 / 928-759-1669

Locations:

1500 E. Cherry St. Cottonwood, AZ 86326

3262 Bob Drive Prescott Valley, AZ 86314

**Department of Economic Security**

**Vocational Rehabilitation**

[www.arizonaatwork.com](http://www.arizonaatwork.com)

928-778-1422 / 928-649-6873 / 928-759-1654

Locations:

221 N. Marina St. Prescott, AZ 86301

1500 E. Cherry St. Cottonwood, AZ 86326

3262 Bob Drive Prescott Valley, AZ 86314

**Adult Basic Education, Yavapai College**

[www.yc.edu](http://www.yc.edu)

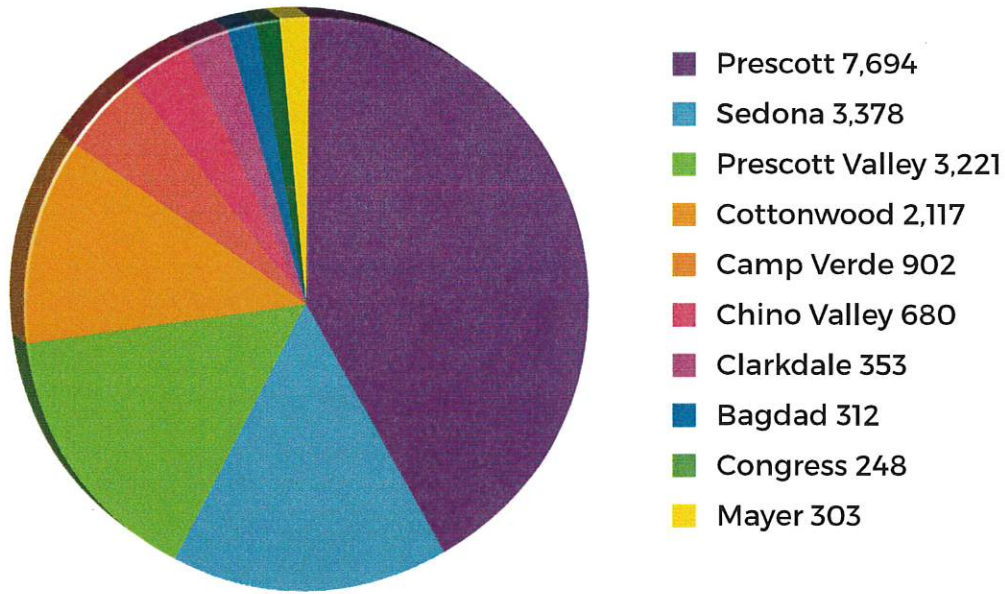
928-776-2320

1100 E Sheldon St, Prescott, AZ 86301

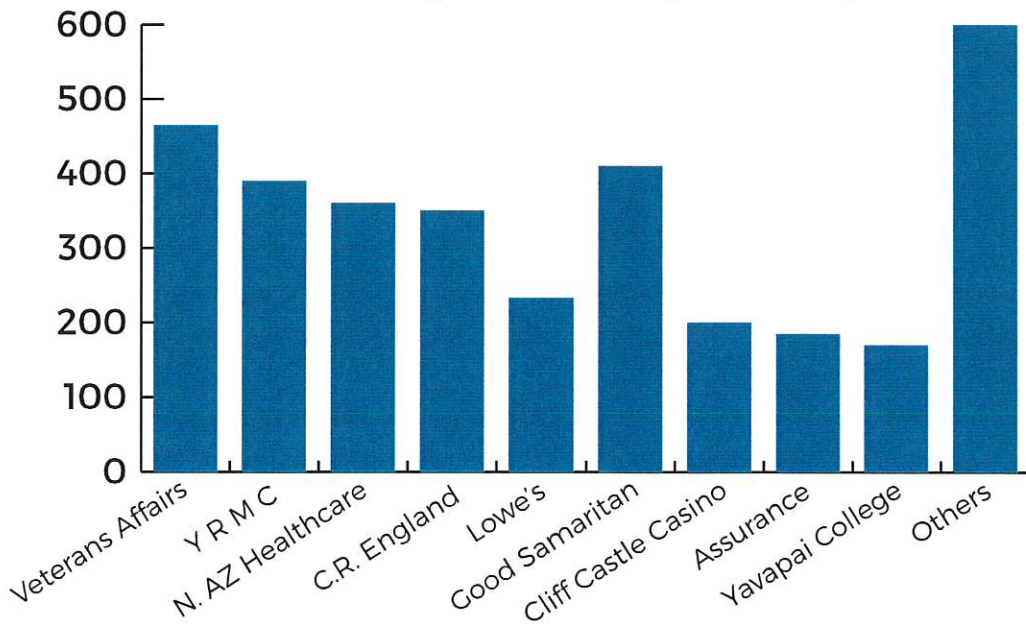
601 W Black Hills Dr, Clarkdale, AZ 86324



## 2018/2019 Annual Job Postings per location



## Yavapai County Top Hiring Employers

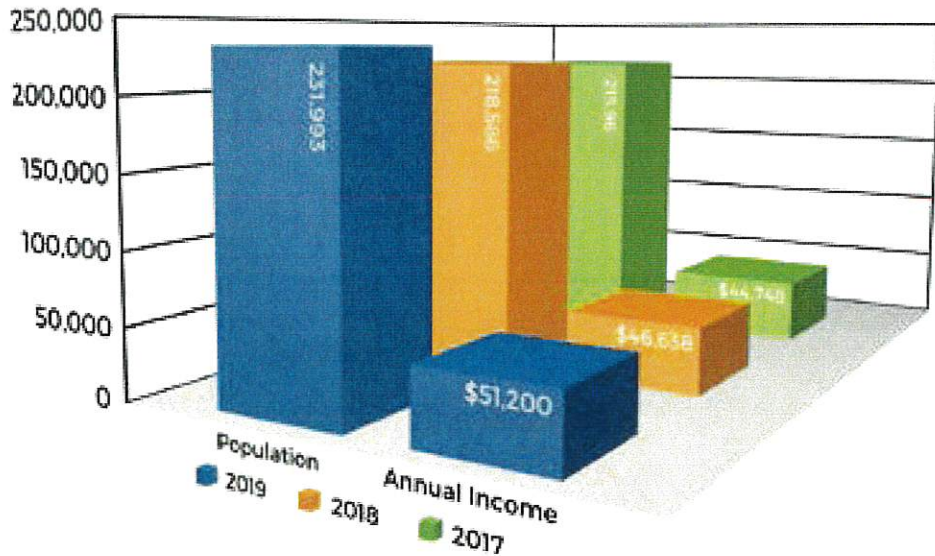


Average Starting Wage  
\$15.00 to \$18.00 an hour

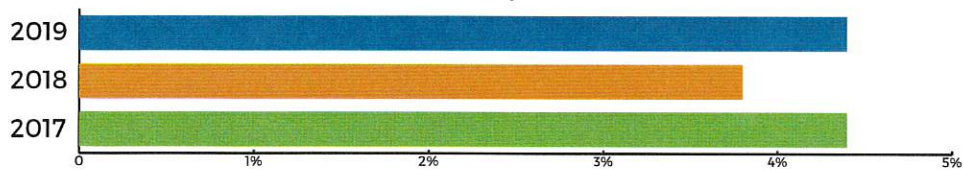
Employment Availability  
Over 20,000 jobs available this year

Yavapai County Employers  
558 active employers throughout Yavapai County

## Population and Median Income



## Unemployment



\*Percentage determined by established factors applied to the total number of qualified workers in Yavapai County

## Top 10 Industries



## Top 10 Job Postings



**Yavapai County  
Workforce Development Board Budget**

**DRAFT**

DATE: 7/8/2019

<b>PROVIDER</b>	<b>TITLE:</b> <u>WDB Budget</u>
NACOG-EWD 221 NORTH MARINA STREET SUITE 201 PRESCOTT, ARIZONA 86301	<b>PROGRAM CONTRACT TERM:</b>
	July 1, 2019 - June 30, 2020
<b>TOTAL AMOUNT:</b>	<b>\$ 199,633.00</b>

**1.0 ADMINISTRATION**

1.1 Salaries	\$ 31,103.00
1.2 Fringe at 35%	\$ 10,886.00
1.3 Indirect Costs 7.5%	\$ 3,149.00
1.4 Professional & Outside	\$ 8,000.00
1.5 Travel	\$ 3,500.00
1.6 Other	\$ 3,375.00
1.7 Career Services Adult, Youth, DW, RR	\$ 139,620.00
<b>TOTAL ADMINISTRATION</b>	<b>\$ 199,633.00</b>

Funded through WIOA Allocated funds

**Note:** There is no current resource for this budget outside of WIOA Admin/Program funds and \$15,000 of Title II on a cost reimbursement basis for Title II outreach and orientations. WIOA funds are restricted to rules as stated in current IGA and according to the NPRM and final rules of the ACT. Board members who are WIOA Partners are responsible for making sure this budget is met according to these rules.

- 1.1 & 1.2 Salaries & Fringe increased by 2%- Staffing, Boards, and Committees
- 1.3 Indirect Costs- IDC 7.5%
- 1.4 Professional & Outside Services- RFP, OSO & Youth @ \$4,000 each.
- 1.5 Board approved travel.
- 1.6 Other includes space rent, marketing & advertisement, and materials & supplies.
- 1.7 Career Services (Considered Core Services) -

WAC Policy #1 Local Governace Policy "The LWDB Budget is for all of the activities of the LWDB including the Title I budget amounts to be allocated for youth (Section 133) and adult and dislocated worker (Section 128) career services. The LWDB determines how much of the budget to allocate to required partners for these services and how to procure these services."

§ 678.735 (a) Local WDBs must provide to the Governor appropriate and relevant materials and documents used in the negotiations under the local funding mechanism, including but not limited to: The local WIOA plan, the cost allocation method or methods proposed by the partners to be used in determining proportionate share, the proposed amounts or budget to fund infrastructure, the amount of total partner funds included, the type of funds or non-cash contributions, proposed one-stop center budgets, and any agreed upon or proposed MOUs.

WDB Approval YES / NO

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

**WIOA GRANT BALANCING REPORT**

**PY19/FY20**

118	Admin-Adult	Admin-Youth	Admin-DW	Adult	Youth	DW	RR	TOTAL
	47,179.00	45,316.00	60,902.00	424,619.00	407,848.00	548,115.00	73,082.00	1,607,061.00
<b>BUDGET</b>								
Transfer from DW to AD								
<b>REVENUES RECEIVED</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>EXPENSES PAID</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AD to DW Expenses				0.00				
<b>REV/EXP DIFFERENCE</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>BUDGET BALANCE</b>	47,179.00	45,316.00	60,902.00	424,619.00	407,848.00	548,115.00	73,082.00	1,607,061.00
<b>INT INCOME</b>								
<b>% SPENT</b>	0%	0%	0%	0%	0%	0%	0%	0.0%
<b>Obligations</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Projected</b>	0%	0%	0%	0%	0%	0%	0%	
<b>Available Funds</b>	47,179.00	45,316.00	60,902.00	424,619.00	407,848.00	548,115.00	73,082.00	

### WIOA Activities Allotments

	PY18/FY19	PY19/FY20	Increase/ Decrease	
<b>Adult</b>	\$ 440,214.00	\$ 471,798.00	\$ 31,584.00	7%
<b>Youth</b>	\$ 422,927.00	\$ 453,164.00	\$ 30,237.00	7%
<b>Dislocated Worker</b>	\$ 597,294.00	\$ 609,017.00	\$ 11,723.00	2%
<b>Rapid Response</b>	\$ 71,675.00	\$ 73,082.00	\$ 1,407.00	2%
<b>Total</b>	\$ 1,532,110.00	\$ 1,607,061.00	\$ 74,951.00	5%

**AZ @ WORK -- Title I  
Program Budget Summary  
PY19 FY20**

**DRAFT**

DATE: 5/7/2019

Inc/(Decr)

<b>PROVIDER</b> NACOG-EWD 221 NORTH MARINA STREET SUITE 201 PRESCOTT, ARIZONA 86301	TITLE: <u>Adult</u> CONTRACT # _____ PROGRAM CONTRACT TERM: <u>July 1, 2019 - June 30, 2021</u> AMENDMENT # _____ TITLE AMOUNT: \$ <u>471,798.00</u> \$ <u>31,584.00</u>
---	---

1.0 ADMINISTRATION	10%	Inc/(Decr)
1.1 Salaries	\$ 14,806.00	\$ 290.00
1.2 Fringe at 35%	\$ 5,182.00	\$ 102.00
1.3 Capital Purchases	\$ -	
1.4 Other Admin	\$ 25,712.00	\$ 2,737.00
1.5 Indirect Costs 7.4%	\$ 1,479.00	\$ 29.00
<b>TOTAL ADMINISTRATION</b>	<b>\$ 47,179.00</b>	<b>\$ 3,158.00</b>

2.0 TRAINING	88%	Inc/(Decr)
2.1 Salaries	\$ 127,963.00	\$ 2,509.00
2.2 Fringe at 35%	\$ 44,787.00	\$ 878.00
2.3 Indirect Costs 7.4%	\$ 12,575.00	\$ 247.00
2.4 Capital Purchases	\$ -	
2.5 Other Training	\$ 36,759.00	\$ 2,500.00
2.6 On-the-Job Training	\$ 106,528.00	\$ 5,500.00
2.7 OCC/VOC Training	\$ 29,776.00	\$ 6,667.00
2.8 Customized Training	\$ 7,115.00	\$ -
2.9 Work Experience	\$ 48,115.00	\$ 2,500.00
2.10 Summer Youth		
2.11 WEX IDC	\$ 3,501.00	\$ 125.00
<b>TOTAL TRAINING</b>	<b>\$ 417,119.00</b>	<b>\$ 20,926.00</b>

3.0 PARTICIPANT	2%	Inc/(Decr)
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 SUPPO</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>
<b>TOTAL ALLOCATION</b>	<b>\$ 471,798.00</b>	<b>\$ 31,584.00</b>

- Notes:**
- 2.6 - 30 OJT at average of \$3500
  - 2.7 - 7 OCC/VOC at average of \$4000
  - 2.8 - 7 Customized training at average of \$1000
  - 2.9 - 15 WEX at average of \$3500
  - 3.5.2 - 30 Supportive service at average of \$250

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

**AZ @ WORK -- Title 1  
Program Budget Summary  
PY19 FY20**

**DRAFT**

DATE: 5/7/2019

Inc/(Decr)

<b>PROVIDER</b> <i>NACOG-EWD</i> <i>221 NORTH MARINA STREET</i> <i>SUITE 201</i> <i>PRESCOTT, ARIZONA 86301</i>	<b>TITLE:</b> <u>Dislocated Worker</u> <b>CONTRACT #</b> _____ <b>PROGRAM CONTRACT TERM:</b> <u>July 1, 2019- June 30, 2021</u> <b>AMENDMENT #</b> _____ <b>TITLE AMOUNT:</b> \$ <u>609,017.00</u> \$ 11,723.00
---	--

<b>1.0 ADMINISTRATION</b>	<b>10%</b>		<b>Inc/(Decr)</b>
1.1 Salaries	\$ 19,216.00	\$	377.00
1.2 Fringe at 35%	\$ 6,726.00	\$	132.00
1.3 Capital Purchases			
1.4 Other Admin	\$ 33,040.00	\$	626.00
1.5 Indirect Costs 7.4%	\$ 1,920.00	\$	38.00
<b>TOTAL ADMINISTRATION</b>	<b>\$ 60,902.00</b>	\$	<b>1,173.00</b>

<b>2.0 TRAINING</b>	<b>89%</b>		<b>Inc/(Decr)</b>
2.1 Salaries	\$ 172,941.00	\$	3,391.00
2.2 Fringe at 35%	\$ 60,530.00	\$	1,187.00
2.3 Indirect Costs 7.4%	\$ 17,277.00	\$	339.00
2.4 Capital Purchases	\$ -		
2.5 Other Training	\$ 91,393.00	\$	700.00
2.6 On-the-Job Training	\$ 108,053.00	\$	1,433.00
2.7 OCC/VOC Training	\$ 19,741.00	\$	1,500.00
2.8 Customized Training	\$ 20,000.00	\$	-
2.9 Work Experience	\$ 48,120.00	\$	-
2.10 Summer Youth			
2.11 WEX IDC	\$ 3,060.00	\$	-
	\$ -		
	\$ -		
<b>TOTAL TRAINING</b>	<b>\$ 541,115.00</b>	\$	<b>8,550.00</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	\$ 7,000.00	\$	2,000.00
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>\$ 7,000.00</b>	\$	<b>2,000.00</b>
<b>TOTAL ALLOCATION</b>	<b>\$ 609,017.00</b>	\$	<b>11,723.00</b>

**Notes:**

2.6 - 30 OJT at average of \$3500

2.7 - 4 OCC/VOC at average of \$4000

2.8 - 20 Customized training at average of \$1000

2.9 - 13 WEX at average of \$3500

3.5.2 - 28 Supportive service at average of \$250

WDB Approval YES / NO

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

**AZ @ Work -- Title 1**  
**Program Budget Summary**  
 PY19 FY20

Draft

DATE: 5/7/2019

Inc/(Decr)

<b>PROVIDER</b>	<b>TITLE:</b> <u>Rapid Response</u>	<b>2%</b>
<i>NACOG-EWD</i>	<b>CONTRACT #</b> _____	
<i>221 NORTH MARINA STREET</i>	<b>PROGRAM CONTRACT TERM:</b>	
<i>SUITE 201</i>	<u>July 1, 2019 - June 30, 2021</u>	
<i>PRESCOTT, ARIZONA 86301</i>	<b>AMENDMENT #</b> _____	
	<b>TITLE AMOUNT:</b>	<b>\$ 73,082.00 \$ 1,407.00</b>

1.0 ADMINISTRATION	0%	Inc/(Decr)	3.0 PARTICIPANT	%	Inc/(Decr)
1.1 Salaries	_____		3.1 Salaries	\$ -	
1.2 Fringe at 35%	_____		3.2 Fringe at 35%	\$ -	
1.3 Capital Purchases	_____		3.3 Capital Purchases	\$ -	
1.4 Other Admin	_____		3.4 Other Participant Support	\$ -	
1.5 Indirect Costs 7.5%	_____		3.5 Financial Assistance	\$ -	
<b>TOTAL ADMINISTRATION</b>	<b>\$ -</b>		3.5.1 Needs-Based Pmt	\$ -	
			3.5.2 Support Services	_____	
			3.6 Employ Generating Serv	\$ -	
<b>2.0 TRAINING</b>	<b>100%</b>		3.7 Work Experience	\$ -	
2.1 Salaries	\$ 23,058.00	\$ 452.00	3.8 Exemplary Youth	\$ -	
2.2 Fringe at 35%	\$ 8,070.00	\$ 158.00	3.9 Indirect Costs 8.2%	\$ -	
2.3 Indirect Costs 7.4%	\$ 2,303.00	\$ 45.00	<b>TOTAL PARTICIPANT SUPPORT</b>	<b>\$ -</b>	
2.4 Capitol Purchases	\$ -				
2.5 Other Training	\$ 39,651.00	\$ 752.00			
2.6 On-the-Job Training	_____		<b>TOTAL ALLOCATION</b>	<b>\$ 73,082.00 \$ 15,454.00</b>	
2.7 OCC/VOC Training	_____				
2.8 Basic Education	_____		<b>Notes:</b>	_____	
2.9 Work Experience	_____		_____	_____	
2.10 Summer Youth	_____		_____	_____	
2.11 Employ Serv	_____		_____	_____	
2.12 Assessment	\$ -		_____	_____	
Performance-Based			_____	_____	
2.13 Contracts	\$ -				
<b>TOTAL TRAINING</b>	<b>\$ 73,082.00</b>	<b>\$ 1,407.00</b>			

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



**AZ @ Work -- Title 1  
Program Budget Summary  
PY19 FY20**

**Draft**

DATE: 5/7/2019

Inc/(Decr)

<b>PROVIDER</b>	<b>TITLE:</b> <u>Youth</u>	
<i>NACOG-EWD</i>	<b>CONTRACT #</b> _____	7%
<i>221 NORTH MARINA STREET</i>	<b>PROGRAM CONTRACT TERM:</b>	
<i>SUITE 201</i>	<u>July 1, 2019- June 30, 2021</u>	
<i>PRESCOTT, ARIZONA 86301</i>	<b>AMENDMENT #</b> _____	
	<b>TITLE AMOUNT:</b> \$ <u>453,164.00</u>	\$ 30,237.00

<b>1.0 ADMINISTRATION</b>	<b>10%</b>		<b>3.0 PARTICIPANT</b>	<b>1%</b>	
1.1 Salaries	\$ 13,566.00	\$ 266.00	3.1 Salaries	\$ -	
1.2 Fringe at 35%	\$ 4,223.00	\$ 93.00	3.2 Fringe at 35%	\$ -	
1.3 Capital Purchases			3.3 Capital Purchases	\$ -	
1.4 Other Admin	\$ 26,098.00	\$ 2,636.00	3.4 Other Participant Supp	\$ -	
1.5 Indirect Costs 7.4%	\$ 1,429.00	\$ 28.00	3.5 Financial Assistance	\$ -	
<b>TOTAL ADMINISTRATION</b>	<b>\$ 45,316.00</b>	<b>\$ 3,023.00</b>	3.5.1 Needs-Based Pmt	\$ -	
			3.5.2 Support Services	\$ 4,000.00	\$ 500.00
			3.6 Employ Generating Ser	\$ -	
<b>2.0 TRAINING</b>	<b>89%</b>		3.7 Work Experience	\$ -	
2.1 Salaries	\$ 122,284.00	\$ 2,398.00	3.8 Exemplary Youth	\$ -	
2.2 Fringe at 35%	\$ 42,799.00	\$ 839.00	3.9 Indirect Costs 8.2%	\$ -	
2.3 Indirect Costs 7.4%	\$ 12,216.00	\$ 239.00	<b>TOTAL PARTICIPANT SUPPC</b>	<b>\$ 4,000.00</b>	<b>\$ 500.00</b>
2.4 Capital Purchases	\$ -				
2.5 Other Training	\$ 26,583.00	\$ 3,000.00	<b>TOTAL ALLOCATION</b>	<b>\$ 453,164.00</b>	<b>\$ 30,237.00</b>
2.6 On-the-Job Training	\$ 42,589.00	\$ 6,000.00			
2.7 OCC/VOC Training	\$ 17,339.00	\$ 2,000.00			
2.8 Customized Training	\$ -				
2.9 Work Experience	\$ 67,117.00	\$ 5,400.00	<b>Notes:</b>		
2.10 Summer Youth	\$ 67,912.00	\$ 6,713.00	<u>2.6 - 12 OJT at averavg of \$3500</u>		
2.11 WEX IDC	\$ 5,009.00	\$ 125.00	<u>2.7 - 4 OCC/VOC at average of \$4000</u>		
	\$ -		<u>2.9 - 19 WEX at average of \$3500</u>		
	\$ -		<u>3.5.2 - 16 Supportive service at average of \$250</u>		
	\$ -				
<b>TOTAL TRAINING</b>	<b>\$ 403,848.00</b>	<b>\$ 26,714.00</b>			

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

Note:

**Yavapai County Annual Accomplishments Comparison Chart**

**Title I**

<b>Service</b>	<b>PY 17-18</b>	<b>PY 18-19</b>	<b>Change</b>
On the Job Training	182	212	+ 30 individuals
Work Experience	34	36	+ 2 individuals
Summer Youth Program	33	41	+ 8 individuals
Direct Placements	423	265	-158 individuals
Job creation	672	554	-118 individuals
Retention	98%	97%	-1% difference
Supportive Services	125	101	-24 services
Occupational Training	81	36	-45 individuals
BAC	1,072	1,546	+474 individuals, placements and businesses

**Title II**

<b>Service</b>	<b>PY 17-18</b>	<b>PY 18-19</b>	<b>Change</b>
Participants	384	392	+8 individuals
Integrated Education and Training Program	N/A	49	New measure
MSG Progress	61.4%	60%	-1.4%

**Title III**

<b>Service</b>	<b>PY 17-18</b>	<b>PY 18-19</b>	<b>Change</b>
Customers Served	11,335	6,867	-4,468 individuals
Workshops	144	145	+ 1 individual
Obtains/Placements	575	476	-99 placements
Employer Contacts	864	693	-171 employers
UI Assistance	3,854	4,460	+ 606 individuals
Veterans Services	1,355	593	-762 veterans served
Job Orders Written	393	823	+430 job orders

**Title IV**

<b>Service</b>	<b>PY 17-18 * VR only provided statewide information this PY and varied information than PY 18-19</b>	<b>PY 18-19</b>	<b>Change</b>
Clients Served	N/A	1,101	New Measure
Job Placements	N/A	125	New measure
Retention Rate	N/A	72%	New measure
Average Hourly Wage	N/A	\$15.10	New measure

**Grand Total**                      18,520 clients served                      **8,914** clients served                      -9,567 clients

## Yavapai County Workforce Development Board ETPL Update August 14, 2019

### New Pending Initial Programs

School	Course	Duration	Tuition/Other Fees	Credential	Grants/Scholarships	Available	In Demand
Yavapai College	CDT 200 Commercial Driver Extender/Refresher	8 weeks	\$400.00 tuition \$2.00 Supplies	For those who already possess a CDL A or B	N/A	Chino Valley Campus- Daytime hours	13% growth
Yavapai College	CDT255 Commercial Behind the Wheel	16 weeks	\$3,400.00 tuition \$156.50 exam/license fees	Industry Recognized Credential/Government CDL license	FASFA eligible	Chino Valley Campus- Daytime hours	13% growth
Yavapai College	Computer Networking Technician Certificate	32 weeks	\$1,540.00 tuition \$500.00 books	Industry recognized credential	N/A	Online/Onsite- Daytime/Evening hours	19% growth
Yavapai College	Electric Utility Technology Certificate	16 weeks	\$3,828.00 tuition \$200.00 books \$60.00 supplies \$60.00 exam fee	Industry recognized credential	FASFA eligible	Onsite-Daytime hours	12% growth

**Yavapai County Workforce Development Board ETPL Update August 14, 2019**

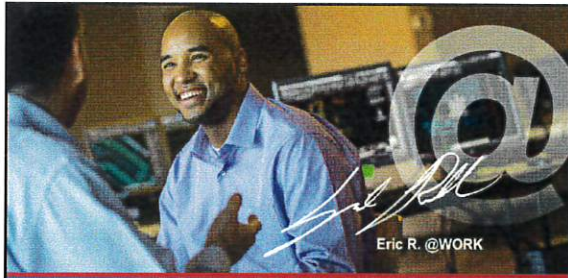
Yavapai College	Electronics - Industrial Electronics Certificate	16 weeks	\$650.00 tuition \$500.00 books	Industry recognized credential	N/A	Onsite-Daytime and Evening hours	10% growth
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Subsequent Pending Approval

School	Course	Duration	Tuition/Fees	Credential	Grants/Scholarships	Available	In Demand
Yavapai College	Caregiver Certification	16 weeks	\$348.00 tuition \$65.00 books \$65.00 test/exam fees	Industry Recognized Credential	N/A	Onsite-Daytime hours	72% growth
Yavapai College	Industrial Machine Mechanic Certificate	28 weeks	\$3,248.00 tuition \$1,700.00 books	Industry Recognized Credential	FASFA eligible	Onsite-Daytime and Evening hours	14% growth
Yavapai College	Medical Records Technician Certificate	16 weeks	\$1,856.00 tuition \$1,066.00 books	Industry Recognized Credential	FASFA eligible	Onsite-daytime and evening hours	33% growth
Yavapai College	Phlebotomy Technician Certificate	8 weeks	\$928.00 tuition \$1,000.00 books	Industry Recognized Credential	N/A	Onsite-daytime and evening hours	35% growth
Yavapai College	Pipe Welding Certificate	24 weeks	\$2,784.00 tuition \$1,600.00 books \$500.00 supplies	Industry Recognized Credential	FASFA	Onsite-daytime and evening hours	34% growth

**Yavapai County Workforce Development Board ETPL Update August 14, 2019**

Yavapai College	Radiologic Technology, AAS	76 credit hours	\$13,806.00 tuition \$3,450.00 books	Industry Recognized Credential/AS sociates Degree	FASFA	Onsite-daytime and evening hours	41% growth
Yavapai College	Therapy and Service Dog Team Skills Certificate	8 credit hours	\$928.00 tuition \$600.00 books	Industry Recognized Credential	N/A	Onsite-daytime and evening hours	12% growth
Yavapai College	Viticulture Fundamentals Certificate	16 credit hours	\$1,856.00 tuition \$1,066.00 books	Industry Recognized Credential	FASFA	Onsite-daytime and evening hours	3% growth
Yavapai College	Hotel & Restaurant Management Certificate	30 credit hours	\$3,480.00 tuition \$500.00 books	Industry Recognized Credential/C ollege Certification	FASFA	Online and Onsite-Daytime and Evening hours	23% growth
Yavapai College	Basic Carpentry	32 weeks	\$1,760.00 tuition \$182.13 books	Industry Recognized Certification	N/A	Onsite-daytime hours	21% growth
VACTE	Construction Technology	18 weeks	\$3,500.00 tuition \$100.00 registration \$200.00 books \$100.00 supplies \$100.00 exam fees \$75.00 uniform	Industry Recognized Certification	N/A	Onsite-daytime, evening, weekend hours	9% growth
Rogers Beauty Academy	Nail Technology	18 weeks	\$9,850.00 tuition \$100.00 registration	Industry Recognized Certification/ State License	N/A	Onsite-daytime hours	9% growth



Supplemental Nutrition Assistance Program  
Overview  
(SNA E&T and SNAP CAN)



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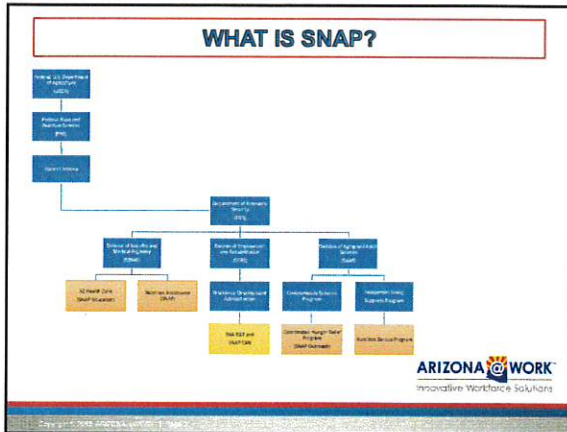
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**OVERVIEW OF SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNA E&T AND SNAP CAN)**

Arizona provides SNAP Employment & Training services through two avenues:

- SNA E&T (state employees) - employment and training program for adults in households receiving Nutrition Assistance. The SNA E&T Program provides the opportunity for individuals receiving Nutrition Assistance to find adequate employment by engaging in work-related activities which may include training, job search, and community service.
- SNAP CAN\* (third party contractors) – Service providers partner with the Department of Economic Security (DES) to provide employment and training services to SNAP recipients. These work-related activities may include education, vocational training, work experience, and job retention assistance. Third party contractors are reimbursed up to 50% of the costs of providing the services and up to 100% for support related services.

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\*In Arizona the federal 56150 program is called the SNAP Career Advancement Network (CAN)

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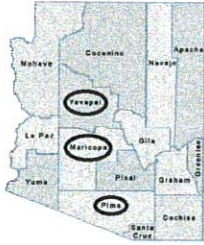
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**WHERE SERVICES ARE DELIVERED FOR SNA E&T**

**SNA E&T:**  
Delivered by state employees

**\*Location of Services:**

- Maricopa County – Mesa  
(Serving \*\*ABAWD, Opt-in, and Mandatory Recipients)  
120 West 1<sup>st</sup> Avenue  
Mesa, AZ 85210
- Pima County – Tucson  
(Serving \*\*ABAWD only)  
2801 East Ajo Way Las Vistas  
Tucson, AZ 85713
- Yavapai County – Prescott Valley  
(Serving \*\*ABAWD only)  
3262 Bob Drive Prescott Valley Units  
Prescott Valley, AZ 86314



\* Services also available through toll free number  
\*\* ABAWD = Able-bodied adult between the ages of 18 to 49 without dependents

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**WHERE SERVICES ARE DELIVERED FOR SNAP CAN**

**SNAP CAN:**  
Community-based employment and training program

**\*Location of Services:**

*Maricopa County -*

1. AZ Career Pathways
2. Chicanos Por La Causa
3. Dress for Success/St. Joseph the Worker
4. Father Matters
5. Friendly House
6. Gompers
7. Live & Learn
8. Phoenix Rescue Mission
9. St. Mary's Food Bank
10. U MOM

*Pima County -*

1. Community Food Bank of Southern Arizona
2. GAP Ministries



\*As of 02.2019 – Services are expanding statewide as new partners sign up, check the website current listing!

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**SNA E&T AND SNAP CAN PARTICIPANT DEFINITION**

**Mandatory SNA E&T Participants:**

- Mandatory SNAP E&T participants are SNAP recipients who do not qualify for an exemption, and who are required by the State to participate in an E&T program as a condition of receiving SNAP benefits.
- Mandatory participants are subject to disqualification for failure to comply with E&T participation requirements, including loss of SNAP eligibility.

**Opt-in SNA E&T Participants:**

- Participants who volunteer for the SNA E&T program are SNAP recipients who qualify for a federal or state exemption or do not qualify, but opt-in and choose to participate in an E&T component.
- Opt-in participants may not be disqualified under SNA E&T.

**ABAWD Participants:**

- Limited to 3-months of SNAP benefits in a 36 month period unless they comply with work requirements – only in Maricopa, Pima, and Yavapai Counties.
- Not considered a "mandatory" participant. Will not receive disqualification for not participating in E&T.

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### SNA E&T AND SNAP CAN OUTREACH EFFORTS

- Collaborating with community partners through SNAP CAN and providing reimbursement for services they are already providing
- Conducting targeted outreach campaigns to SNAP recipients to inform and encourage SNAP recipients to explore the services offered
- Promoting services available through ARIZONA@WORK



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### BENEFIT OF SERVICES OFFERED

- Provide SNAP recipients increase access & options for services;
- Increase the number of SNAP recipients who get a job or get a better job;
- Promoting economic development through an increasingly skilled workforce;
- Positively affecting the State's economy as a result of increased employment and higher paying jobs; and
- Serving more Able Bodied Adults Without Dependents (ABAWD) with the use of the toll free number.



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### SNA E&T and SNAP CAN IN SUMMARY

- Arizona operates a mandatory & opt-in program;
- Arizona is providing services for any SNAP recipient who opt-in;
- SNAP recipients are referred through the automated referral process or outreach efforts;
- SNAP recipients receive services through the state SNA E&T program & SNAP CAN program;
- SNAP recipients receive case management and develop an employment plan that is tailored to meet their needs & provide proper resources to be successful in their journey to self-sufficiency; and
- SNAP recipients have options where they can go for services!!



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**BE THE DRIVER OF YOUR OWN SUCCESS**

**Thank you!!!  
Questions?**

Contact Information:

For more information about SNAP CAN, please visit: [www.AZSNAPCAN.com](http://www.AZSNAPCAN.com)

For more information about SNA E&T, please visit:  
[www.des.az.gov/services/employment/job-seekers/supplemental-nutrition-assistance-employment-and-training](http://www.des.az.gov/services/employment/job-seekers/supplemental-nutrition-assistance-employment-and-training)

For all other general SNA E&T/SNAP CAN questions, please email:  
[SNAE&Thefo@azdes.gov](mailto:SNAE&Thefo@azdes.gov)



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