



SOUTHEASTERN ARIZONA

SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD

Minutes

Cochise College Downtown Center
2600 E. Wilcox Drive, Room A102
Sierra Vista, AZ 85635

Zoom Online Virtual Meeting

<https://us02web.zoom.us/j/2259468635?pwd=VDJreWw5THlybzZvcllBSXVxR3VJUT09>

Meeting ID: 225 946 8635

Password: qf8PWT

Thursday, December 17, 2020

10:00 AM

Members Present

Ron Curtis
Kathleen Bullock
Doris Tolbert
Wick Lewis
Jack Bauer
Jason Bowling
Jelensky Irons
Evonne Cummins
Brad Dale
Elizabeth Kinder
Edward Dummit
Sam Curtis
Amanda Baillie (*Ex Officio*)

Members Absent

Matt Bolinger
Tony Boone
Mark Gallego
Merritt Essig
Janice Lawhorn
Martha Lujan
Jacob Williams

Guests Present

Jim Mize
Suzette Diaz
Dr. Susan Wood

Staff Present

Vada Phelps
Vickie Simmons
Megan Hollingsworth

A. Call to Order

President Ron Curtis called to order the regular meeting of the ARIZONA@WORK Local Workforce Board at 10:00 AM on December 17, 2020 in person as well as on Zoom online website.

B. Roll Call

Megan Hollingsworth conducted roll call. The names of present and absent members; as well as guests and staff are listed above. Quorum was established.

"If such a conflict does arise, I will declare that conflict before the board and refrain from discussing and voting on matters in which I have conflict."

C. Welcome New Board Members

New Board Member, Sam Curtis, was welcomed and introduced himself.

D. Action Item: To Approve September 17, 2020 Minutes

Motion to Approve: Jack Bauer

Seconded: Wick Lewis

Approved: Unanimously

E. Action Item: To Approve 2020-2023 Local Plan

Vickie Simmons shared that the Local Plan has been approved by the Arizona Workforce Council, as well as the Board of Supervisors. Treasurer, Wick Lewis, asked if anything of concern had come to Vickie's attention while compiling the report. Vickie explained that the purpose of the Local Plan is to serve as a strategic plan for the Board. It identifies the key industries that have been chosen and how staff will serve the clients of Cochise, Graham and Greenlee Counties.

Motion to Approve: Doris Tolbert

Seconded: Kathleen Bullock

Approved: Unanimous

The Board voted unanimously to Approve the 2020-2023 Local Plan.

F. Action Item: To Approve One-Stop System MOU

Vickie Simmons explained that the Memorandum of Understanding (MOU) is an agreement between the Board and Core Partners about how to collaborate and serve clients together. The plan has been completed and signed off by all Partners. She also explained that it is a four-year plan that can be looked at twice a year. Executive Director, Vada Phelps, also added that the MOU has been approved by the Cochise County Board of Supervisors.

Motion to Approve: Wick Lewis

Seconded: Doris Tolbert

Approved: Unanimously

The Board voted unanimously to Approve the One-Stop System MOU.

G. Action Item: To Approve 7/2020-12/2020 IFA & 1/2021-6/2023 IFA

Vickie Simmons explained that there are two Infrastructure Funding Agreements (IFA) due to the fact the Department of Economic Security (DES) has not changed their offices in the Comprehensive Center. DES will be giving up some offices, beginning January 2021, as they move to virtual services. She also explained that the purpose of an IFA is to show what co-

located partners will pay for infrastructure costs. This is based on a percentage of full-time equivalents.

Motion to Approve: Wick Lewis

Seconded: Doris Tolbert

Approved: Unanimously

The Board voted unanimously to Approve the 7/2020-12/2020 IFA and the 1/2021-6/2023 IFA.

H. Action Item: To Approve PYQ Youth Contract

Vickie Simmons shared that the Youth Contract is in Cochise County with Professional Youth Quest (PYQ). She explained that the contract went up for bid, and PYQ was the sole bidder. She added that PYQ has exceeded all performance measures. Wick Lewis asked whether or not PYQ provides youth services to other counties or Local Workforce Boards. Vickie responded by sharing that PYQ only serves Cochise County, and there were no bidders in Graham and Greenlee Counties. Due to this, Graham and Greenlee Counties conduct youth services in-house, rather than contracting out the service.

Motion to Approve: Wick Lewis

Seconded: Doris Tolbert

Approved: Unanimously

The Board voted unanimously to Approve the PYQ Youth Contract.

I. Action Item: To Approve Training Services Policy

Vickie Simmons shared that the Training Services Policy is a requirement of the Board to be recertified. She explained that the Workforce staff has continually had a training services procedure, but the Board is required to have a Training Services Policy that details how staff and the Board will serve clients.

Motion to Approve: Jack Bauer

Seconded: Elizabeth Kinder

Approved: Unanimously

The Board voted unanimously to Approve the Training Services Policy.

J. Action Item: To Approve Revised By-Laws

Executive Director, Vada Phelps, explained that several changes and additions were made to the By-Laws, in order to comply with new State requirements. She shared, in detail, what each of the changes were.

Motion to Approve: Jack Bauer

Seconded: Doris Tolbert

Approved: Unanimously

The Board voted unanimously to Approve the Revised By-Laws.

K. Action Item: To Approve Shared Governance Agreement

Vada Phelps explained that the Shared Governance Agreement outlines how the Local Workforce Development Board (LWDB) and Boards of Supervisors work together. She shared that prior to the ARIZONA@WORK board meeting, it had been approved by the Cochise County

Board of Supervisors, the Greenlee County Board of Supervisors, and is awaiting approval by the Graham Board of Supervisors at their next board meeting. Board President, Ron Curtis, explained that a vote to approve signifies that the LWDB authorizes that they will not do anything that the three Boards of Supervisors would object to. Vada Phelps added that this agreement has always been in place, but it has recently been revised to meet current State requirements.

Motion to Approve: Sam Curtis

Seconded: Jack Bauer

Approved: Unanimously

The Board voted unanimously to Approve the Shared Governance Agreement.

L. Action Item: To Approve Consortia Agreement

Vada Phelps explained that the Consortia Agreement is the agreement that indicates that Cochise County Board of Supervisors has been designated as the lead county, authorizing them to sign on behalf of Greenlee and Graham Counties. She shared that prior to the ARIZONA@WORK board meeting, it had been approved by the Cochise County Board of Supervisors, the Greenlee County Board of Supervisors, and is awaiting approval by the Graham Board of Supervisors at their next board meeting.

Motion to Approve: Doris Tolbert

Seconded: Wick Lewis

Approved: Unanimously

The Board voted unanimously to Approve the Consortia Agreement.

M. Action Item: To Approve Conflict of Interest Policy

Vada Phelps shared that there has always been a Conflict of Interest Policy, but it has not needed to be approved by the Board until now, due to new State requirements. Ron Curtis explained that the policy outlines and identifies what constitutes a conflict of interest. Vickie Simmons added that the Conflict of Interest Policy matches what is outlined in the Shared Governance and Consortia Agreements.

Motion to Approve: Jack Bauer

Seconded: Kathleen Bullock

Approved: Unanimously

The Board voted unanimously to Approve the Conflict of Interest Policy.

N. Action Item: To Approve 2020 Budget

Vada Phelps explained that the budget now has to be formally approved by the Board. She shared that the budget indicated an increase in funding. Secretary, Doris Tolbert, asked why an increase in funds had been received. Vada explained that she believes it was due to the unemployment rates of the three counties.

Motion to Approve: Wick Lewis

Seconded: Sam Curtis

Approved: Unanimously

The Board voted unanimously to approve the 2020 Budget.

O. Financial Report: 2020 Budget and Expenditures

In Michelle Huff's absence, Vada Phelps presented the Financial Report. Report was accepted.

P. One-Stop Operator Report

Presented by Jim Mize. He reported that he has consistently been in contact with Vickie Simmons about how to get all of the agencies together. He shared that it has been a struggle to get people involved in meeting, due to illness or prior commitments. The hope is to get all of the agencies involved in attending these meetings. The plan moving into 2021 is to schedule meetings every two months, with the hope of eventually catching everyone. He added that he believes they should have a good idea of what they are trying to accomplish by the March 2021 LWDB meeting.

Q. Core Partner Reports

- One-Stop Employment and Training report presented by Vickie Simmons.
 - She reported that they have worked with Pima, Santa Cruz, and Yuma Counties on two H-1B proposals. If these proposals are awarded, it would bring in an extra \$1.4 million for health care and information technology careers. She added that they are also going to Eastern Arizona College (EAC) once a week to meet with students. The first time, they met 25 students and gave out 16 applications. This engagement has begun as a result of a meeting with Dr. Susan Wood and other staff members from EAC. Dr. Susan Wood commended Lisa Lane for her work with the EAC students, as well as commending Vickie for her leadership.
- Rehabilitation Services report presented by Elizabeth Kinder.
 - She reported that she has successfully filled counselor positions in the Sierra Vista and Douglas offices. She also introduced Suzette Diaz as the new supervisor for the Safford and Benson Vocational Rehabilitation offices. Elizabeth noted that they are successful at getting people into employment opportunities, but they need to find out what is happening once people are in those opportunities and how to best secure more closures.
- Employment Services report presented by Jelensky Irons.
 - Vada Phelps asked for an update on how DES is providing virtual services. Jelensky explained that the offices are still open, but the services being provided within the offices are virtual. Vickie Simmons commented on how the ARIZONA@WORK offices are also helping people access DES services by providing them a computer to use and getting them in touch with unemployment services. Vada Phelps expressed appreciation to Jelensky about the improvements in DES's services.
- Adult Education report presented by Brad Dale.
 - He shared that they just learned they will be awarded a one time disbursement of \$50,000 to specifically target barriers related to COVID-19. The plan is to use those funds to aid in the purchase of hotspots and laptops to counteract the issues of lack of devices and internet connectivity that many students are facing.

He stated that although the data is low, they are retaining current students and still have measurable skill gains. Vada Phelps commended Brad for a job well done on laying the groundwork for how Cochise College and ARIZONA@WORK can best collaborate.

R. Executive Director's Report

Executive Director, Vada Phelps, informed the Board that there are hard copies of the 2019-2020 Annual Report for all members. She highlighted the fact that Southeastern Arizona and Pima County were all "Green" on the red and green performance chart. She also posed the question of whether or not the Board would be interested in a smaller and more condensed version of the report in the future. This is a topic that she would like to discuss more in-depth at the 2021 Annual Retreat. She also thanked Jason Bowling for allowing the Board to borrow SSVEC's Meeting OWL at the Annual Retreat in September 2020.

S. President's Report

Board President, Ron Curtis, gave an update on efforts that had been made toward making broadband available to residents in rural areas. He thanked Jason Bowling for providing him the results of a SSVEC survey on internet carriers. He expressed frustration about the resistance that private carriers have shown in either meeting or trying to provide internet to underserved populations. He will continue efforts with those he has already met with and provide updates to the Board at the next meeting.

Ron opened up time for a round table discussion about the local employment situations. He posed questions of how well people are getting jobs, how training and education are going, are there opportunities, and is there more that the Board can be doing?

Board members and guests Amanda Baillie, Susan Wood, Kathleen Bullock, Jason Bowling, Jack Bauer, Brad Dale, Sam Curtis, Wick Lewis, and Doris Tolbert provided valuable discussion and insight as to how the Board can best serve the community.

Ron Curtis encouraged all Board members to stay in tune with what is going on in their communities, so they can best serve those people. He also thanked the Board for all of their work and efforts.

T. Next Meeting

Thursday, March 18, 2020
10:00 AM
Arizona Electric Power Cooperative
1000 Arizona 80, Benson, AZ 85602

U. Adjourn

President Ron Curtis adjourned the meeting at 12:00 PM.

ARIZONA@WORK is an Equal Opportunity employer/program.

Funded by WIOA federal dollars serving Adults, Youth, and Dislocated Workers

Report Submitted by: *Megan Hollingsworth*