

Yavapai County Workforce Development Board Executive Committee January 9, 2018 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2018
Anita Payne, Chairman	Present	0
Gary Hassen, Vice-Chairman	Present	0
Tracie Schimikowsky	Present (phone)	0
Steve Silvernale	Absent	1
Mark Timm	Absent	1
Tim Tucker	Present	0

Staff:

- Teri Drew, NACOG EWD Regional Director**
- Leah Cickavage, NACOG EWD Operations Manager**
- Julia Sawyer, Executive Assistant**
- John Little, Business Services**

I. Call to Order/Welcome/Introductions

Chairman Payne called the meeting to order at 9:05 AM. She asked for introductions around the room.

II. Approval of the November 14, 2017 Minutes

Chairman Payne asked for questions and comments on the minutes from November 14, 2017, there were none. She called for a motion to approve, **so moved by Gary Hassen and seconded by Tracie Schimikowsky. The motion carried unanimously.**

III. Chair's Report

Chairman Payne noted that she did not have an update to report and turned the meeting over to Director Teri Drew.

IV. Director's Report

- **Program Update**

Ms. Drew began by recapping Partner System budgets as were reported in November. Over \$5 million is reported by all partners for Workforce Innovation and Opportunities Act (WIOA) related programs and services funding for Yavapai County.

Ms. Drew reported that the NACOG will be monitored by the State in February, to include review of the One Stop Operator Agreement. Ms. Drew reminded the Committee that the Request for Proposals (RFP) for the Yavapai County One Stop Operator was released by the WDB in 2015, to which NACOG responded with the winning proposal, and she noted that this One Stop Agreement award was recently extended to the year 2020. She reported that in recent months the Workforce Arizona Council (WAC) passed policies related to One Stop Operators (OSO).

Ms. Drew then noted that, because NACOG was not a part of the process for preparing the RFP, as it was prepared by an outside consultant, Gabe Loyola of Loyola Associates, she has asked Mr. Loyola to attend

the monitoring of the One Stop Agreement in order to satisfy the questions that will be asked. Mr. Loyola has agreed to come. Ms. Drew asked if anyone was opposed to Mr. Loyola working with that part of the monitoring process, and all agreed it would be best.

Ms. Drew reported that the State policy for OSO Agreements requires a monetary budget be included. She noted the Law clearly states that all costs to operate in the Local Area are shared costs among partners. The current Agreement does not include a budget because there was not financial participation offered by partners for the One Stop operations. She noted that we do now have the Infrastructure Financial Agreement (IFA) between all partners; however no money will exchange hands. She reported that initially she was told not to include actual money shares in the IFA, but is now being told to add it in.

Chairman Payne asked what was done prior to this for funding of the One Stop. Ms. Drew answered that no funds were received directly for Board operations, but 2% of Partner funds for transition were allowed. She noted that in some areas of the state there have been shared funds, and in others the funding of the One Stop comes from Title I.

Ms. Drew posed the question to the Executive Committee regarding what they feel would be a fair sum to include on the RFP. A question was asked about the amount of funds recommended, to which Ms. Drew replied that the consultant for the RFP will cost \$3,000, which could be part of the shared cost, and the funding or contribution levels should be equal to all partners, i.e. \$5,000 for each of the 4 partners. Other discussion followed about the staffing requirement of partners with these funds. Ms. Drew suggested keeping it to the law. She passed out copies of the old RFP for reference. She suggested applying the funding to the current RFP, or as an alternative go to procurement process, which would take about 3 months to complete. She paused for questions and comments. Chairman Payne asked for clarification of the record as to who the partners are, and Ms. Drew identified the partners, Title I – NACOG, Title II – Yavapai College, Title III – DES Employment Services and Title IV – Vocational Rehabilitation. With no further comments, Ms. Drew requested the Executive Committee make a recommendation to the full Board to include language that, in the event of no resolution to this discussion, NACOG remains the Administrator of the One Stop until the RFP process is completed. She also noted that the Board cannot issue an RFP until and unless all partners commit to contributing to the funding.

Chairman Payne called for a motion. **Gary Hassen moved to add a budget to the One Stop Operator agreement under billable hours in the amount of \$20,000 equally shared by all partners, seconded by Tracie Schimikowsky. The motion carried unanimously.**

Ms. Drew then reported that, according to the Workforce Arizona Council (WAC), the One Stop assessment conducted in the Verde Valley in November 2017 did not pass because the Part II portion was not completed by the reviewer, although the WAC is now saying that the assessment for Part II is not required to be completed. Ms. Drew also reported that both the assessments done in Prescott and Cottonwood have been accepted, but no final word has been received regarding the status of certification of the One Stops. The Verde Valley One Stop noted several issues in the report. When approached about updating the answers, the reviewer said she will stand by her answers. It was suggested that another assessment be done to have both Sections I and II completed. Chairman Payne recommended another assessment. Ms. Drew noted that some of the issues on the Cottonwood assessment were not even questions on the assessment, but personal comments. Chairman Payne identified Pam Blackburn to conduct the 2nd assessment in the Verde Valley. Chairman Payne will coordinate with Leah Cickavage for training of Ms. Blackburn. Ms. Drew noted that she will report to the

full board that the Cottonwood One Stop location will undergo a re-assessment, per the direction of the Executive Committee.

- **Review/Approve Bylaws Revisions**

Ms. Drew stated that the State Office of Economic Opportunity (OEO) has given specific language to be inserted into our bylaws. The OEO has asked that the responsibilities and structure of the board be included in the bylaws in order to gain certification of the WDB. Ms. Drew noted the portions of the Bylaws to be changed and the language required to be included. While none of the modifications change the intent of the document, the new language increases clarification according to the law. Also included is a paragraph stating that the WDB will follow WAC Local Governance Policy 01-216. There was also reference to language required regarding Conflict of Interest by the board, specifically referring to the Title I operator. The new language specifies that a One Stop Operator employee may not be on the Workforce Development Board while receiving compensation for the administration of the Title I program. Another modification states the Board will comply with WIOA law and regulations, as well as policies and directives from the State, relating to Board code of conduct and operating procedures. Finally, a reference was removed pertaining to the Board of Supervisors' responsibility for the appointment of staff to provide professional, technical and clerical services to the WDB. It is required that this task be assigned only to the Local Workforce Development Board. Ms. Drew recommended approval of all changes, noting we were one of 4 areas that did not receive approval at the last WAC meeting because of these required changes. The next meeting of the WAC is March 1, 2018.

Chairman Payne asked for questions or comments, and it was asked if Gretchen Caraway from DES had commented on the Bylaws. Tim Tucker noted that he will mention it to her to request her review. Chairman Payne then called for a motion to approve the changes to the Bylaws. **Gary Hassen so moved, seconded by Tracie Schimikowsky. The motion carried unanimously.**

Ms. Drew noted that Chairman Payne has received the resignation of Scott Farnsworth of Yavapai College, along with a recommendation for a candidate to replace him on the Board. Ms. Drew noted that a seat from Yavapai College or any educational institution is not a mandated seat but a recommended seat. It is recommended that we reach out to Embry-Riddle University and Northern Arizona University also for applications.

V. Member Comments

Chairman Payne asked for member comments, there were none.

VI. Public Comments

Chairman Payne called for comments from the Public, there were none.

VII. Adjournment

Chairman Payne called for a motion to adjourn, **so moved by Gary Hassen and seconded by Tracie Schimikowsky. The meeting adjourned at 9:39 AM.**