

**Yavapai County Workforce Development Board  
One Stop Committee Minutes  
October 25, 2016 at 10:00 AM  
Yavapai County One Stop  
221 N. Marina Street Suite 201, Prescott, AZ 86301**

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Members:

Alvarado, Irene	Absent
Kendall, Mark	Absent
Miller, Dwayne	Present
Tucker, Tim	Present

Members:

Cickavage, Leah	Present
Lefever, Craig	Present
Tosi, Peter	Present

Staff: Julia Sawyer, Executive Assistant

**1. Call to Order**

Leah Cickavage called the meeting to order at 10:00 AM.

**2. Introductions**

Ms. Cickavage asked for introductions around the table, all introduced themselves.

**3. Annual Meeting Calendar**

Ms. Cickavage noted that the calendar for 2017 has been distributed to all One Stop Committee members, and she noted that, for everyone's convenience, a teleconference number was printed on the calendar for meetings that members are not able to attend in person.

**4. Draft Local Plan**

Ms. Cickavage reported that the Draft Yavapai County Workforce Development Plan for 2016-2020 is out for public comment. She noted that all comments are to be submitted in writing. The comments will be addressed at the November 10, 2016 Workforce Development Board (WDB) Meeting for approval. The meeting will be held at the Prescott Valley Civic Center, 3<sup>rd</sup> floor. Ms. Cickavage stated that, following the WDB's review of the Draft Plan and the public comments, the WDB will approve any changes made to the final Draft prior to submittal to the Yavapai County Board of Supervisors (BOS). The BOS will then review and approve at the November 16, 2016 Board of Supervisors meeting. A question was asked regarding the submission of comments on the Plan as to how comments may be submitted. Ms. Cickavage replied comments may be written and brought in, mailed or emailed.

Ms. Cickavage thanked everyone for their contributions to the Plan, noting that it has been quite a process. Another question followed regarding the timeline for approval, and Ms. Cickavage reiterated that the approval process would follow the public comment period. Discussion among members continued on process of public comment period, WDB review, and BOS review and approval. After the BOS reviews and approves, the Plan must then be sent to the Workforce Arizona Council for their review, comment and recommendations. Ms. Cickavage was clear to state that the Plan goes through several Boards before it becomes a final document. She asked for any other questions and hearing none, moved to the next agenda item.

**5. Memorandum of Understanding Outline**

Ms. Cickavage then began discussing the required Memorandum of Understanding (MOU) between Core Partners. She reported that the Draft is due for submission to the state by Nov 4, 2016. She also noted that there does not need to be a Cost sharing agreement in place until June 2017, although a statement of potential cost-sharing of partners may be added to the MOU. Talks with the Department of Economic Security Employment Services (DES) and Vocational Rehabilitation are already going on regarding the sharing of space and resources, but cost for cost is not being discussed in detail currently.

The state has sent a new guideline for the framework of the MOU, and Ms. Cickavage provided a copy for members present. The document provides a timeline for developing and approving the local MOUs. The final draft MOU must be submitted for review by DES and the Arizona Department of Education (ADE) by November 4, 2016; the signed MOU and existing resource sharing agreements are to be submitted to DES and ADE. Workforce Innovation and Opportunities Act (WIOA)-compliant infrastructure cost sharing agreements are to be developed and signed by July 1, 2017. All documents are reviewed and approved by the Workforce Arizona Council. Ms. Cickavage noted that a lot of the items listed in the guideline have been identified in the Local Plan draft. She will submit a draft of the MOU to each of the partners for comments and questions prior to submittal to the State. Discussion followed regarding the draft MOU and the variances noted by other areas in their MOU drafts. Ms. Cickavage remarked that the goal here is to identify how the partners work together. A question was asked as to the timeframe for completing the draft. Ms. Cickavage noted that it should be available by the end this week. Discussion followed as to who will sign off on the MOU from each One Stop Partner Title representation.

#### **6. One Stop Partner/One Stop Agreement**

Ms. Cickavage recapped the procurement of the One Stop Operator by NACOG in 2015. She noted that there is no additional funding for being a One Stop operator, just additional duties. She reported that some of the duties of the One Stop Operators are to convene meetings such as the One Stop Committee Meeting, to work on client flow, and to form Functional Alignment Teams to facilitate welcome, career services and business services. Ms. Cickavage reported that the Executive Committee of the WDB voted recently to condense the Functional Alignment Team responsibilities into the One Stop Committee. Another requirement of the One Stop Operator is to coordinate cross-program training, which led to the next agenda item.

#### **7. Core Partners Cross Training**

Ms. Cickavage suggested coming together after the holidays to plan cross training, which is required on an annual basis. She suggested perhaps 2 half-day sessions to allow the offices to remain open and staffed. Discussion followed regarding the need to have several meetings so as to keep the sites open. Locations were also discussed, suggesting 2 locations to present the opportunity for a central location to host a meeting for each area. A list of training items needs to be developed, including identifying what each program brings to the table, keeping alignment with Department of Labor (DOL) regulations. A suggested plan outline included 3 questions: 1) How will partners share services; 2) How to share students, and 3) How to share funding.

A question was asked about actual procurement and effective date of the One stop operator NACOG as described in the Draft Plan, as it shows July 2016 as the effective date, however the procurement was done in 2015. Ms. Cickavage noted that the process was completed in 2015, and will look into that detail.

More discussion regarding partner involvement and cross-training followed, and it was mentioned that each partner needs to know what the other partners do, first and foremost. Ms. Cickavage remarked that should include community partners also, such as St. Mary's Food Bank, and the other partners we refer clients to. It was agreed again that this will require more than one meeting.

Ms. Cickavage noted that the next One Stop Committee meeting on January 24, 2017 should be the time for members to come prepared with ideas and outlines of what partners would like to present for training purposes so a good plan can be formulated.

#### **8. Roundtable**

Ms. Cickavage opened the floor for a roundtable discussion. Veterans Services representative Peter Tosi reported that Prescott Valley and Prescott will have a Disabled Veterans Outreach Program (DVOP) soon. This will bring a staff person to the One Stop at least once a week - Mondays - once training has been completed. Mr. Tosi also reported on other DVOPs he has around the Northern Arizona area.

Tim Tucker, the Deputy Workforce Administrator reported on projects being done by Workforce Administration, such as value stream mapping project, including Vets, SNAP (food stamps), RSCA, Wagner-Peyser. He reported that they studied these processes and mapped it onto a wall, with the end goal being helping people get jobs. The idea was to streamline the process by eliminating processes and steps that add no value to their clients. Mr. Tucker added that they are now looking at the future state how it should look ideally. Two weeks ago, Workforce Administration did their employer engagement portion as well, and hopes to start a pilot program in a rural area outside of Phoenix. A question was asked regarding the division of workforce areas in Maricopa County, and Mr. Tucker replied that the City of Phoenix has their own workforce development area, and the County also has their own. He also noted that DES has changed their regions to restructure workforce administration. He reported Region 1, Bullhead City to Yuma and with the office housed in Kingman; Region 2, Yavapai/Coconino and Northeast Arizona, with a Flagstaff office; Region 3 is now Maricopa – Phoenix and Tucson. This should render a better partnership going forward. He stated that best practices come from rural areas.

Craig Lefever reported big WIOA changes in adult education, such as GED testing, English as a second language (ESL) and English Language Acquisition for Adults (ELAA). Formerly, the program was  $\frac{3}{4}$  ELAA and GED was  $\frac{1}{4}$ , now it has flipped to  $\frac{3}{4}$  GED and  $\frac{1}{4}$  ELAA. Mr. Lefever noted that, in the past, in order to qualify for services from Adult Basic Education, it was necessary to be in one of those 2 categories. Now, under WIOA, anyone with an academic deficiency can qualify for Title II services. Leah noted that many high school graduates come in to the One Stop with 3<sup>rd</sup> and 4<sup>th</sup> grade math level. Mr. Lefever noted that there is no longer a required test to get a high school diploma.

Some discussion followed regarding AZ Family Coalition working with vets in southern Arizona, but not yet in the rural areas of the north. Mr. Tosi noted that he is beginning to get some help in Northern Arizona, which will aid in progress for vets.

Mr. Tosi also reported that there was a Veterans conference that revealed new statistics – vet suicide rate hasn't decreased nor increased, about 48 vets a day commit suicide. He reported that every veteran he sees has some type of barrier to employment, mostly mental. A question was asked whether homeless vets are on the rise – Mr. Tosi reported there are more now in Prescott and Prescott Valley. His goal is to get them out of the weather as soon as possible utilizing partnerships with local agencies or organizations.

A question was asked about Board member comments on the plan, should they be submitted at the Board meeting or before? Ms. Cickavage replied to submit comments to Julia Sawyer as soon as possible so that they can be addressed timely.

## 9. Public Comments

Ms. Cickavage asked for public comments, there were none.

## 10. Adjournment

Ms. Cickavage asked for a motion to adjourn, **so moved by Craig Lefever, seconded by Tim Tucker. The meeting was adjourned at 10:39 AM.**