

# Yavapai County Workforce Development Board November 14, 2017 Meeting Minutes

Attendees:	Present/Absent	Number of 2017 Absences
Anita Payne, Chairman	Present	0
Gary Hassen, Vice-Chairman	Present	1
Steve Silvernale	Present	1
Mark Timm	Absent	2
Tracie Schimikowsky	Present	1
Tim Tucker	Present	0
Pam Blackburn	Present	1
Elaine Bremner	Present	1
Wendy Bridges	Present	0
Rick Duff	Present	0
Scott Farnsworth	Present	0
Tony Gauthier	Absent	0
Ralph Harris	Present	1
Mel Ingwaldson	Present	1
Ginger Johnson	Present	1
Mark Kendall	Present	1
Craig Lefever	Present	2
Robyn Prud'homme-Bauer	Present	0
Phil Tovrea	Present	0

**Guests: Chevera Trillo, DES**  
**Marlyn Summers, Assistant to Supervisor Tom Thurman**

**Staff: Teri Drew, Regional Director**  
**Leah Cickavage, Operations Manager**  
**Julia Sawyer, Executive Assistant**

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

Chairman Payne called the meeting to order at 9:59 AM. A quorum was present. She welcomed everyone and asked for introductions around the table. Regional Director Teri Drew was present by phone. Chairman Payne noted that there were public comment cards available for members of the public to fill out and return to the Chair.

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

Chairman Payne read the Workforce Development Board Mission Statement: ***"To build economic success through workforce development partnerships"***.

**III. Approval of the August 8, 2017 Minutes**

Chairman Payne asked for questions or comments on the August 8, 2017 minutes of the WDB. **Robyn Prud-homme Bauer made the motion to approve the August 8, 2017 minutes, seconded by Scott Farnsworth. The motion carried unanimously.**

**IV. Chair's Report**

Chairman Payne reported that she was invited to a Forum held by Yavapai College on behalf of Sandy Griffis and the Yavapai County Contractor's Association. Several school districts were present, as well as Mayor Elect Greg Mengarelli. The discussion focused on reinforcing our workforce through schools and training to retain the workforce in Yavapai County. She acknowledged Leah Cickavage for being there and sharing her knowledge on our workforce services. A question was asked about having a meeting for the East County. It was noted that Yavapai College hosted it and is also hosting one at the East County Campus. Ms. Drew noted that if the contractors in the Verde Valley are interested in going they should contact Ron Liss's office to be added to the mailing list. Chairman Payne turned the meeting over to Teri Drew.

**V. Director's Report**

▪ **Program Update**

Ms. Drew asked Leah Cickavage to hand out the Job Description for members of the Workforce Development Board, which was reviewed and approved by the Executive Committee at a previous meeting. She briefly described the purpose of the job description for the benefit of all members, which contains excerpts from the Bylaws, the Workforce Development Plan, the Board of Supervisors Agreements and the Orientation.

Ms. Drew reported that the Title I Budgets for Adult, Youth and Dislocated Worker were also approved by the Executive Committee in September. She noted that Chairman Payne had sent a letter to each of the partners requesting that they share their budgets today for the coming year. Ms. Drew asked Chairman Payne to call for brief budget reports from each partner, and reminded everyone that these budget reports are not for approval, but information only. Chairman Payne called for the first report. Title II Adult Basic Education Director Craig Lefever passed out the Title II budget report and outlined the funding for FY 2017-18, noting state and federal funds, as well as match and in-kind resources. The total FY 2018 Adult Education Program Award is \$497,107. Some question for clarification followed, particularly regarding in-kind funding from Yavapai College.

Department of Economic Security Deputy Workforce Administrator Tim Tucker briefly shared funding projections for Title III Wagner-Peyser. Total projected funding for Title III is \$231,500 for 2018. A question was asked regarding the benefits detail of the report. Mr. Tucker noted that salaries and benefits for approximately 8-10 employees are the only reported number because they do not have funding for direct client services. Ms. Drew commented that DES provides services as opposed to dollars to clients.

Title IV Vocational Rehabilitation Director Mark Kendall then shared the projected funding report for Title IV. He noted around 15 employees for Yavapai County. Funding for Title IV is projected at \$3,291,000, both state and federal funds as well as matching funds, and includes nearly \$2.3 million for direct service to clients. Chairman Payne asked for questions, a question was asked about full time employees.

Ms. Drew also reported briefly on the Title I budgets for Adults, Youth and Dislocated Workers, and Rapid Response. She noted some decrease in each of the programs. Title I funding for 2017-18 totals \$1,440,050. She summarized the total funds coming into Yavapai County, totaling \$5,459,657. She thanked each partner for sharing their numbers, noting that it's important for this Board to know the

amount of dollars coming in to Yavapai County for employment services, and this is significant in terms of Yavapai County geographics. Ms. Drew asked for questions. A question was asked about federal funding cuts, and Ms. Drew noted that the most significant cuts would probably show up in the next funding year.

Ms. Drew noted that the Executive Committee had a discussion about the One Stop Operator (OSO) Request for Funding (RFP), which was awarded to NACOG in 2015 with no funding. The reason for no funding was because no funds were identified at the time. It was determined that once agreements are made with partners to contribute their fair share of funding into the One Stop Operator, an RFP including funding would go out again at that time. Ms. Drew reported that the Executive Committee has extended the current OSO Agreement with no funding until 2020, because there still is no funding identified and because the Executive Committee wanted a clear understanding of the processes, which would involve a lengthy period of time to issue a new RFP. It was also important to have the State policies complete, which should happen at the end of this month. Ms. Drew noted that the Board of Supervisors subsequently approved the extension of the OSO agreement to 2020.

Ms. Drew asked Leah Cickavage to pass out the overview of WAC policies that were reviewed and approved by both the Executive Committee and the Board of Supervisors in September as well. Ms. Drew briefly highlighted the policies that have changes, all reflective of Title I. Of note were: youth 5% income exception, priority of service, youth school status, youth services, individual service strategy, youth program elements, determining low income, support services, and the Eligible Training Provider List (ETPL). Ms. Drew asked for questions or comments. Comments followed regarding the need to instruct youth in money management.

Ms. Drew then spoke about the data sharing agreement, which NACOG will not be allowed to sign because they are not a public entity, which is defined as an assignment from a public body, such as the Board of Supervisors. The Executive Committee agreed that Chairman Anita Payne would be the public entity representative assigned by the Board of Supervisors, and would be allowed to sign the agreement. Ms. Drew thanked Chairman Payne for doing so, and noted that we have received data security, to allow us to track data and keep it safe.

Ms. Drew thanked all partners for stepping up and putting together the Infrastructure Financial Agreement (IFA), which is complete and approved, and will be going to the WAC later this month.

One Stop Certification is also a new policy, which identified the local boards to assess the One Stops in each local area, including Yavapai County. Ms. Drew noted that, although the IFA did not include the Bob Drive One Stop affiliate site in Prescott Valley, the WAC did include this site for assessment. Robyn Bauer and Ginger Johnson were assigned by the Executive Committee to do the assessments in all 3 sites: Prescott, Cottonwood and Prescott Valley. The state decided to assign a state team to do the assessments in Yavapai County as well. Following those assessments, NACOG was told verbally that there were no findings. Ms. Drew congratulated the One Stop staff and operators in all 3 sites. She then turned the floor over to Ms. Johnson and Ms. Bauer were asked to report on their assessments. Ms. Johnson started by reporting that the assessment was lengthy and repetitive. She thanked Leah for having the necessary reports ready to go through. A question was asked regarding the assessment tool, which was provided by the state.

Ms. Bauer reported that the assessment was long, and she expressed appreciation for Debbie Estivariz in Cottonwood for going through the One Stop assessment with her. She noted that it was enlightening for her to do the assessment. She also noted that Part II of the assessment was more difficult to answer. She suggested that board look at the tool to build agendas for discussion in the future. Comments

followed regarding the pass/fail line. Ms. Drew said there is a pass and fail, and if any required elements in a site does not pass, that site does not get certified. She noted that a formal letter of request was sent to the WAC to certify based on the findings of the state, and the local assessments will be added as well. Chairman Payne thanked Ms. Johnson and Ms. Bauer.

Ms. Drew then reported that Sector Strategies is still alive, and was pleased with the partnership with Yavapai College for the contractor's forum. She noted we are working with several companies within the manufacturer's sector as well, particularly with Quality Plastics, in placement, recruitment and outreach. Ms. Drew reported that Quality Plastics was able to add a 2<sup>nd</sup> shift, and went from a staff of 23 to over 45 with our assistance, in addition to a \$30,000 grant through USDA that NACOG was able to secure on their behalf.

Ms. Drew also reported that the hospitality sector is also a focus, in tandem with the Arizona Lodging and Tourism Association (AzLTA). AzLTA has announced a Hospitality Training program in Maricopa County, similar to a job fair, and Ms. Drew is trying to coordinate one in Yavapai County as well, perhaps with Enchantment Resorts as host.

Ms. Drew noted that this Board approved the Annual Report in August, and as a part of NACOG's marketing agreement with Cable One, this Annual Report brochure was produced. The report was passed out to all present, and Ms. Drew highlighted the job numbers and outcomes, noting that in total all partners served over 9,700 individuals. She complimented Cable One for the job they did in designing and printing such a nice document. She noted that this report will be going out today to our local community elected officials in Yavapai County as well as partner organizations and programs, in an effort to get the word out regarding the work done by this Board and the One Stops.

A question was asked regarding the work with Quality Plastics, and how much in wages is being paid for the positions we placed. Ms. Drew responded that most positions were being paid \$11-16 per hour, total of about \$43,000 paid by NACOG in wages. It was noted that the WAC is going to be looking at returns on investments (ROI), and these numbers reflect a good ROI. Ms. Drew noted that a news release was sent to the WAC highlighting the successes of Quality Plastics and SC Audit and Accounting Solutions, another client. The Annual Report reflects an ROI of over \$8.7 million in Yavapai County. A question was asked for clarification CDL training and types of licenses. Ms. Drew reported that a group is being invited to provide CDL training in Yavapai County for Yavapai County residents. She noted that most individuals that are training right now are hired when they sign up for the class, but they are not being hired in Yavapai County, but in Mojave or Maricopa County, generating this push to find a provider for Yavapai County. Some discussion followed regarding licenses and endorsement requirements, and wages.

Tim Tucker noted that the name on the back of the Annual Report reflects the old name for DES from Employment Services to Reemployment Services. Ms. Drew noted another typographical error on the back as well. Corrections will be made to the names.

Ms. Drew noted that we are building videos and a commercial for broadcast statewide to advertise Yavapai County and draw laborers and employers to relocate to Yavapai County. She expressed appreciation and complimented Elaine Bremner and Chairman Payne for their participation in the video

Ms. Drew spoke about the meeting schedule for 2018, noting that there will be new topic areas for targeted conversation on agendas for 2018, where all of the members of the board can come up with solutions and opportunities collectively. She would like to start the year with discussion on labor attraction and retention for Yavapai County. She also asked the Board to identify topic areas for future

agendas. In addition, she wants to identify roadblocks for all partners, and will have discussions at the One Stop Committee meetings, and the One Stop Committee reports at each WDB meeting will help the Board understand what those roadblocks are as well. Ms. Drew concluded her report. Chairman Payne thanked her for her report and turned the meeting over to Mel Ingwaldson to report for Youth Council.

#### **VI. Youth Council Update**

Mr. Ingwaldson thanked all who have helped with Youth Council, and echoed the great job staff has done. Mr. Ingwaldson noted that membership applicants for Youth Council are being sought and will defer that part of the report to Leah Cickavage. He asked Ms. Drew where our board stands compared to other boards. Ms. Drew noted that performance is not a major focus under WIOA at this time, so she does not have comparison numbers to report.

Mr. Ingwaldson apologized for his absence and wished everyone a happy holiday and turned the report over to Leah Cickavage to report. Ms. Cickavage reported that one application has come in for membership to the Youth Council, that of Kristy Prather, the Reemployment Workforce Supervisor at DES. Ms. Cickavage asked Chairman Payne to call for a motion to approve this application. Chairman Payne called for a motion, **so moved by Gary Hassen and seconded by Mark Kendall. The motion to approve Kristy Prather as a member of the Youth Council carried unanimously.** Ms. Cickavage noted that Youth Council is continuing efforts with core partners to recruit for Youth Council for 2018. She then noted that the goal for the coming year is to reevaluate the goals of the Youth Council and identify gaps. Ms. Cickavage concluded the Youth Council report. Chairman Payne asked for comments and questions, and hearing none, thanked Mr. Ingwaldson and Ms. Cickavage for the update. She then turned the meeting over to Ms. Cickavage for the One Stop report.

#### **VII. One Stop Report**

Ms. Cickavage noted that the One Stop report was sent out prior to the meeting, and highlighted the 3 One Stop location numbers for clients served. Satisfaction surveys showed 98% extremely satisfied, 2% very satisfied. She then highlighted the Business Assistance Center services, and Vocational Rehabilitation services. She noted that Title II data updates will be delayed due to changes in their data management system. Ms. Cickavage then highlighted the current job placement demands. She asked for questions or comments. A question was asked about the Vocational Rehabilitation report, if some of the numbers reflect the same clients completed and employed, to which Mark Kendall answered yes to the total number, but the subcategory numbers do not count people twice. Another question was asked about duplicating client counts in Prescott, to which Ms. Cickavage reported most are individuals, but may be duplicated if they attended orientation. Comment followed regarding sector strategies and disconnect between the sectors we want to focus on and the numbers on the report, particularly healthcare. Ms. Drew noted that these numbers are the top employment numbers, and it doesn't mean that the sector strategies are not being addressed. More discussion followed regarding the focus of the next agenda to sector strategies. Ms. Cickavage concluded her report.

#### **VIII. Member Comments**

Chairman Payne asked for member comments. Rick Duff asked about a contractors association in the Verde Valley, to which Ms. Drew noted that there are discussions going on to develop an association, headed by Mayor Elinski and 4 other contractors currently. Ms. Drew stated that emphasis may be placed on an industry, but that industry has to drive action. She stated that NACOG is stepping back to wait for Yavapai College to host their forum for contractors in the Verde Valley, like the one they hosted in Prescott, then will move forward together with a strategy for that sector. Scott Farnsworth noted that Yavapai College is working with the Verde Valley's joint technology education district's interest in this as well. Ms. Drew noted that she would like for the labor organizations to be a voice in the contractor sector also.

Steve Silvernale noted that when he attended the meeting in Phoenix with the WAC he brought up to the Chairman the issue that training funds to youth that are still in school is very limited, noting that these youth are doing the right thing by staying in school.

Chairman Payne closed member comments.

**IX. Public Comments**

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

**X. Adjournment**

Chairman Payne called for a motion to adjourn. **Elaine Bremner moved to adjourn, seconded by Pam Blackburn, the meeting was adjourned at 11:37 AM.**

*Minutes of the Workforce Development Board – November 14, 2017*  
*Approved:*

DRAFT