

## Yavapai County Workforce Development Board Executive Committee March 8, 2018 Meeting Minutes

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

**Guests:** Supervisor Randy Garrison, District 3 Yavapai County  
Brandi Bateman, Assistant to Supervisor Garrison  
Marlyn Summers, Assistant to Supervisor Tom Thurman  
Kurt Greves, Cable One Regional Advertisement Sales Manager  
Vikki Heddens, Cable One Sales Coordinator  
Becky Banks, Cable One Account Executive  
Krista Witherow, Cable One Creative Director

**Staff:** Teri Drew, NACOG EWD Regional Director  
Julia Sawyer, Executive Assistant

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

Acting Chairman Steve Silvernale called the meeting to order at 9:01 AM. Tim Tucker appeared by phone. A quorum was present. The meeting was held at the Cable One Conference Room, Prescott, Arizona. Regional Director Teri Drew thanked Mr. Kurt Greves for the use of their conference room and the accommodations.

**• Presentation of Website**

Ms. Drew noted that Cable One will be presenting the new Yavapai@Work website today. She introduced Vikki Heddens of Cable One to offer the virtual tour of the website. Ms. Heddens and Becky Banks, the NACOG liaison for Cable One, answered questions as the website was navigated. The website is designed for job seekers and employers to explore services through the One Stop. Suggestions were made for improving the website. Ms. Heddens noted that some the photos used on the page banners are of local employers already contracted with NACOG and ARIZONA@WORK. The content of the website mirrors the ARIZONA@WORK/Arizona Job Connection website and can and will be cross-incorporated. Discussion followed regarding the importance of the role of the website and social media, and the importance of search engines drawing job seekers to Yavapai@Work. Ms. Heddens noted that there will be news feeds on a dedicated Yavapai@Work Facebook page that will be monitored and maintained by NACOG staff.

Kristen Woodford of Cable One then previewed a video commercial of workforce resources. The video, still in draft form, features employers in Yavapai County who have utilized NACOG services through the

Workforce Innovation and Opportunities Act, highlighting job creation and retention. Positive comments followed.

Following the presentation of the website and the video, Mr. Silvernale thanked the staff of Cable One for the excellent presentation. He then noted that public comment cards were available for comments from the public. He welcomed all and asked for introductions around the table.

## II. **Approval of the January 9, 2018 Minutes**

Mr. Silvernale asked for questions or comments on the minutes from January 9, 2018, there were none. **Mark Timm made the motion to approve the January 9, 2018 minutes of the WDB Executive Committee, seconded by Tracie Schimikowsky. The motion carried unanimously.**

## III. **Chair's Report**

### • **Appointment of Nominations Committee**

Mr. Silvernale turned the meeting over to Ms. Drew, who reported on behalf of Chairman Anita Payne (absent) that Mark Kendall, former Title IV Director, has submitted his letter of resignation. Ms. Drew noted that the application submitted by Title IV to replace Mr. Kendall is not an optimum policy maker, and another candidate is being sought, or in the alternative, to grant the original applicant optimum policy making authority. This vacancy is still in progress of being filled. Ms. Drew noted that she sent a thank you to Mr. Kendall on behalf of the WDB.

Ms. Drew then noted that Chairman Payne was to appoint a Nominations Committee to recommend nominations for WDB Executive Committee officers. The appointments being recommended by Chairman Payne for the Committee are Phil Tovrea, Rick Duff and Steve Silvernale. Mr. Silvernale called for a motion to approve the appointments to the Nominations Committee, **so moved by Mark Timm and seconded by Tracie Schimikowsky. The motion passed unanimously.**

Ms. Drew then reported on behalf of Chairman Payne that the State did a monitoring of the assessment of the Yavapai County One Stops in addition to the assessments done by board members appointed to conduct them, and while the State offered 100% approval, the assessment done at the Verde Valley One Stop by the board member resulted in some minor findings. As a result, the Governor's Council did not give approval of any of the Yavapai County One Stops, but gave provisional approval due to findings reported at the Verde Valley office. One "finding" made as a result of the Verde Valley assessment was a suggestion for extended hours, however, the space used belongs to DES, and their hours are strict due to security availability. The best concession available for that suggestion is to open one half hour earlier, which is hoped to be implemented soon, extending hours from 7:30 AM to 5:00 PM. Another "finding" was that there is no receptionist on site at the Cottonwood office. Because there is no funding to hire a receptionist through DES, Ms. Drew suggested placing a Work Experience (WEX) hire there, funded by NACOG for 3 to 6 months to resolve that issue.

Ms. Drew said the State also asked for items we can suggest for our own improvement. One suggestion Ms. Drew made for the Prescott office was to improve the signage at the entry to alleviate confusion. She noted that the Prescott offices is also purchasing lockers for the downstairs lobby for people to leave their belongings downstairs to avoid undesirable objects finding their way upstairs.

The State is giving us a year to improve the One Stop Centers, although it shouldn't take a year. Ms. Drew also noted that Title II is not visible at the One Stops, which may take a year to accomplish coordinating a Title II presence. Tim Tucker asked a question about the hours requested for the Cottonwood location, noting that it is not feasible to open until 9:00 PM as was originally suggested, however 7:30 AM to 5:00 PM wouldn't be a problem. Discussion followed regarding the requiring of these concessions following the board member's "findings", noting that they are now required though

they were not before. Ms. Drew noted that the findings will be addressed and reported back to the State, a report will be forthcoming. With that, she moved on to the Director's report.

#### **IV. Director's Report**

- **Program Update**

Ms. Drew reported that the Governor's Council is seeking to fill a seat or two for the Workforce Arizona Council (WAC) for Northern Arizona representation. She noted that there is no Northern Arizona representation and there is a need for a northern Arizona voice, and she would like to offer some names from Yavapai County. Mr. Silvernale commented that, having been on the Council before, the Council is very heavy-handed, although he likes the Chair. Ms. Drew commented on a meeting last week of the Arizona Association of Workforce Developers, and a guest she hosted from California, who complimented the WAC and their interaction and involvement. A question was asked regarding the qualifications required for a member of the WAC, to which Ms. Drew replied an optimum policy maker for the private sector business they own or work for would be the primary qualification.

Ms. Drew then reported that Chairman Payne had asked all partners to contribute to the cost of operations of the One Stop Centers. She noted that there is a Memorandum of Understanding signed by all partners as well as the Infrastructure Funding Agreement, which was also signed by all partners. The law requires that a fair share of the operating costs be received from all partners. Two letters requesting clarification of the costs were received, from Title II and Title IV. A response with the requested breakdown of the direct impact or return on investment was sent back in a letter of response. She asked Tim Tucker to follow up with Title III, as no response has been received from them. Ms. Drew noted that NACOG hosts the One Stop in Prescott, and DES hosts the One Stop in Cottonwood, and these can demonstrate adequate contributions to the operations. However, the Law says we must collect a fair share. A nominal fee has been identified for Yavapai County One Stop Operator of \$20,000, \$5,000 from each partner.

#### **Yavapai County Monitoring Review**

Ms. Drew then moved to a discussion about a One Stop Operator agreement, noting that NACOG received the award as One Stop Operator in 2015. Since then, new rules have been released requiring a budget to be included in the Request for Proposals (RFP), which has not been done here. There were observations during the monitoring, one of which involved the altering of a timesheet without following proper protocol of having the alteration signed by the employer and employee. Also an observation of cost allocation plan, needs updated. A question was asked as to who approves the cost allocation plan, to which Ms. Drew replied it is being recommended that the Workforce Development Board approve the draft Cost Allocation Plan prepared for the Executive Committee's review today.

Ms. Drew explained what a "finding" is with regards to the State monitoring, summarily anything that would be contrary to the law, then she reported that the WDB received some findings at the monitoring regarding their One Stop Operator RFP as not being compliant with the law; noting that this was expected because, although the RFP process done in 2015 was approved by the State, the WAC later imposed new rules related to the RFP process, particularly regarding the inclusion of a budget for the RFP. Ms. Drew passed out a summary of the findings for review. Ms. Drew listed the findings that were cited, reflecting that the process was unfair to other potential offerors. One finding was that the RFP must be open for 30 days, rather than the 15 days that the Board had theirs open for. Conflict of interest was also cited, although Ms. Drew noted that NACOG was not involved in the process at all, other than submitting a proposal. References to Conflict of Interest referred to the Board's required qualifications or experience. It was also noted that the process was not fair to other offerors due to the requirements of the requests. The RFP must include funding for the awarded operator, which it had not had up to now. Also, the evaluation panel must be identified by name to afford conflict of interest protest. Also a

contract is required. Ms. Drew recommended that the RFP Committee consist of the WDB Executive Committee. All meetings regarding the RFP will be held as Executive Sessions not open to the public to avoid conflict. Ms. Drew also noted that it was found that there was not adequate publication of the RFP; and that there was no Statement of Account Management, and no contract related to the RFP. It was also noted that Yavapai County can procure for One Stop Operator, although the County has declined. Ms. Drew then noted the organizational changes that have been made recently by the WAC regarding to Local Workforce Areas. Mr. Silvernale discussed the RFP process the last time, and complimented the facilitator that the WDB used at the time. He noted that the WDB was way ahead of everyone else at that time.

The Board is to issue a timeframe – 1<sup>st</sup> meeting on May 10, 2018 with subsequent meetings in July, September and November. She suggested a draft be prepared by July 12, to go out by the end of July for 30 days. Discussion followed regarding planning for the RFP.

Ms. Drew passed around a handout of a section of the Workforce Innovation and Opportunities Act (WIOA) law regarding RFPs, and recommended the Board follow these items to simplify the RFP. She also passed around the state policy regarding the One Stop Operator RFP process. She noted that the full responsibility for authority now rests on the Workforce Board, no longer the Board of Supervisors. One stop partners cannot be the One Stop Operator. A question was asked regarding the timeframe, beginning in May, concluded in November with One Stop Operator term beginning in January. Ms. Drew reported that the Board may be the One Stop Operator, and then noted those entities that may not be the One Stop Operator. She continued to review the law regarding One Stop Operator RFPs, then asked for a motion to put a plan in place and identify a committee. It was noted that the process is once every 4 years. Mr. Silvernale asked for questions and comments. It was recommended that the Executive Board be the Committee, with a timeline from May to January. The Consultant cost should be a part of the “fair share” of costs, and \$3,000 for the consultant will be included in the WDB budget. Two consultants were identified, Gabe Loyola and John Little. Both had previously been approved, no costs have been solicited. Ms. Drew noted that Mr. Loyola sat in on the monitoring review to answer questions regarding the RFP. Mr. Silvernale called for a motion. **Mark Timm made the motion to begin the process of retaining Gabe Loyola as the WDB’s consultant to facilitate the RFP process, seconded by Steve Silvernale, the motion carried unanimously.**

- **Budget Discussion and Adoption**

Ms. Drew passed around a copy of the draft budget for the WDB, which has not changed from the costs approved last year. She noted that NACOG has funded this budget solely up to this point. The proposed budget is \$50,312. She is not recommending any changes, other than line items such as postage, Xerox and materials and supplies are all lumped under Materials and Supplies. She noted that Salaries and Fringe are a modest reflection of the time actually spent by staff on behalf of the Board. Mr. Silvernale noted the \$3,000 being set aside for a consultant for the RFP process, then asked for a motion to approve, **so moved by Mark Timm, seconded by Steve Silvernale. The motion carried unanimously.** Ms. Drew recommended the Budget be ratified by the full board at the next meeting.

- **Review and Approve Adult/DW Transfer**

Ms. Drew then moved to the recommendation for a requested transfer of the Adult/Dislocated Worker Budget, noting that the unemployment rate of 4% reflects virtually full employment for Yavapai County. Therefore, more of the money allocated to Dislocated Worker is needed for services in the Adult sector, an allowable transfer through WIOA. Ms. Drew did note that there have been some recent layoffs in Yavapai County that Title I has responded to, such as Sam’s Club, Ruger, and Speedy Telecommunications. She noted that Sam’s Club and Ruger both hired private sector employment services to redistribute their employees. Mr. Silvernale mentioned Griffith, a manufacturer in the Verde

Valley, and Ms. Schimikowsky noted that they are closing their plant on March 30. Ms. Drew continued, noting that \$67,998 remaining from the 2016-2017 DL budget that has to be spent by the end of the year, if not spent after 2 years those funds will be retained by the Governor's office. Therefore, Ms. Drew's recommendation would be to transfer to the Adult Program, where there is more demand. **Mark Timm moved to transfer the remaining Dislocated Worker funds for PY 2016-2017 be transferred to the Adult Program. Steve Silvernale seconded the motion. The motion carried unanimously.**

Ms. Drew then noted that the Youth Council met recently to discuss the Summer Youth Program, and usually has a host community for Summer Youth. This year the Youth Council is asking the County to be host, meaning the jobs offered will largely be County positions. The County has agreed, and Ms. Drew will meet with County Administrator Phil Bourdon and put a proposal together to encompass both East and West County. She commented that the County has had great success over the years with summer youth workers being retained. A question was asked on the minimum age, Ms. Drew replied 16-24 years. Mr. Silvernale called for a motion to approve the selection of Yavapai County to host the Summer Youth Program, **so moved by Mark Timm and seconded by Steve Silvernale. The motion carried unanimously.**

Ms. Drew reported that there was a recent meeting hosted by the Arizona Commerce Authority at Yavapai College of services and resources available for workforce development, which she participated in on a panel along with other workforce development professionals. The meeting was attended by members from the Office of Economic Opportunity (OEO), and employers stood and spoke positively regarding services offered at NACOG.

Ms. Drew also noted that a new responsibility of the Board will be to define her role as staff. She passed around a copy of the new rule. Ms. Drew noted that she will structure and present a draft of the job description at the next Executive Committee meeting.

Ms. Drew then reported that the Governor's office has 5 goal committees – focused on career readiness strategies. Career Readiness strategies will assist people to develop ethical skills to be more employable, gaining certification for career readiness. NACOG will be a host site for this program, and will have proctors for testing for certification on behalf of Yavapai County. This new certification opportunity will be offered throughout the county to help meet employer demand needs. Comments followed regarding including schools, etc. Ms. Drew concluded her report with a comment on the marketing efforts through Cable One and many exciting things happening in workforce development. Some discussion followed on the importance of getting one message out to promote workforce development efforts.

#### **V. Member Comments**

Mr. Silvernale called for member comments. He commented on the wonderful job Ms. Drew has done, and commented that it is important to have representation on the Governor's Council, as he is disturbed at the direction workforce development is going. Ms. Drew noted that labor is tight in the state, and that NACOG – EWD and Yavapai County is hosting a job fair in May at the DES building in Phoenix to help build the workforce. A comment was made regarding a shortage of contractor employees.

#### **VI. Public Comments**

Steve asked for public comments. Supervisor Garrison commented that California is reporting difficulty getting U-Haul trucks in San Francisco due to out-migration from California, and noted that there are overflowing parking lots at the Cottonwood U-Haul, leaving one to believe that there is a lot of in-migration from California to the area. Supervisor Garrison noted that the age of those moving in are

mostly retirees, posing difficulty to workforce. In support of Supervisor Garrison's comments, Ms. Drew noted that her goal is to have interstate job fairs to draw in a larger workforce to the area. She commented that there is trend toward retirees re-joining the workforce as well.

Other upcoming job fairs were also mentioned.

Marlyn Summers, from Supervisor Thurman's office, thanked Ms. Drew for her good work and encouraged her to continue.

**VII. Adjournment**

Mr. Silvernale called for a motion to adjourn. **Mark Timm moved to adjourn, seconded by Tracie Schimikowsky. The meeting adjourned at 10:51 AM.**

*Minutes of the Workforce Development Board Executive Committee – March 8, 2018*  
*Approved:*

DRAFT