

# Yavapai County Workforce Development Board April 11, 2018 Meeting Minutes

Attendees:	Present/Absent	Number of Absences in 2018
Anita Payne, Chairman	Present	0
Gary Hassen, Vice-Chairman	Present	0
Steve Silvernale	Present	1
Mark Timm	Present	1
Tracie Schimikowsky	Present	0
Tim Tucker	Present	0
Pam Blackburn	Present	0
Elaine Bremner	Present	0
Wendy Bridges	Absent	1
Rick Duff	Absent	1
Tony Gauthier	Present	0
Kurt Greves	Absent	1
Ralph Harris	Absent	1
Mel Ingwaldson	Present	0
Ginger Johnson	Present	0
Craig Lefever	Present	0
Robyn Prud'homme-Bauer	Present	1
Phil Tovrea	Present	0

**Guests:**

- District 2 Yavapai County Supervisor Randy Garrison
- Brandi Bateman, Assistant to Supervisor Garrison
- Marlyn Van Keuren, Assistant to Supervisor Thurman
- Trevor Stokes, Office of Economic Opportunity
- Andy Ridley, Office of Economic Opportunity
- John Nelson, Office of Economic Opportunity
- Linda Buchanan, Yavapai College
- Kenda Robinson, Department of Economic Security (DES)
- Kristy Prather, Department of Economic Security (DES)

**Staff:**

- Teri Drew, Regional Director
- Leah Cickavage, Operations Manager
- Julia Sawyer, Executive Assistant

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

Chairman Payne began before calling the meeting to order by introducing a demo video produced by Cable One highlighting ARIZONA@WORK /YAVAPAI@WORK, and the services available through the One Stops. Applause followed. Ms. Drew remarked on the time, cost and effort that went into the production, and noted that it will be going live, with other productions in the future to keep things fresh and interesting.

Chairman Payne called the meeting to order at 10:08 AM. She called for introductions around the room. All introduced themselves.

### **Reading of the WDB Mission Statement**

Chairman Payne read the WDB mission statement: *"To build economic success through workforce development partnerships.*

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

Chairman Payne asked for questions and comments on the minutes from January 9, 2018. There were none. Chairman Payne called for a **motion to approve the minutes as drafted, so moved by Gary Hassen and seconded by Ginger Johnson. The motion carried unanimously.**

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

Chairman Payne reported on her recent trip to Washington DC to attend the National Association of Workforce Boards (NAWB) Forum, noting that the manufacturing sector of employment is a hot topic across the country. She highlighted 3 main focus points that were discussed during the conference regarding desirable workforce readiness:

1. Certification – "seat time"
2. Degree – knowledge
3. Credential – knowledge and experience

Chairman Payne asked Director Teri Drew if she had anything to add regarding her experience at NAWB. Ms. Drew agreed that there was a strong focus on manufacturing and building internal apprenticeship programs, moving away from Department of Labor initiatives. Ms. Drew also remarked on the importance of gaining a credential in the workforce, and that the manufacturers are utilizing partnerships to build credentialing in the apprenticeships.

Chairman Payne then reported on the One Stop Assessment of the Cottonwood One Stop, which was done by WDB member Pam Blackburn because Part II of the original assessment was not done. Ms. Blackburn reported very good operations at the Cottonwood One Stop, remarking on the friendly staff, ease of parking and accessing the building. Ms. Blackburn thanked the Board for the opportunity to conduct this assessment. Chairman Payne noted that she expressed appreciation to Ms. Blackburn.

Chairman Payne then reported that Mark Kendall of Title IV has resigned to accept another position with the Department of Economic Security. Ms. Drew requested well wishes be sent to Mr. Kendall. Tim Tucker noted that he recently saw Mr. Kendall, and Mr. Kendall noted that he misses being on the WDB.

### ▪ **Executive Committee Report**

Chairman Payne turned the meeting over to Steve Silvernale to give the Executive Committee report. Mr. Silvernale reported that the Executive Committee met on March 8, 2018, and commented on the great demonstration of the website and video at the Cable One office. He then reported on a recent workforce meeting he attended, which was hosted by Mayor Mengarelli. The meeting was focused on helping Veterans find employment. He noted that each of the entities seemed to be working solo, and

that he had suggested to the Mayor that an asset list be compiled and shared as a partnership tool. He also noted that no one was willing to do it.

He then reported on the appointment of the Nominations Committee consisting of himself, Rick Duff and Phil Tovrea. Mr. Silvernale also reported that there was a discussion regarding the results of assessments of the One Stop Centers, which resulted in none of the One Stops being certified.

Mr. Silvernale continued by reporting that the Governor's Workforce Arizona Council (WAC) is seeking 2 Northern Arizona representatives for the Council. He then noted that the Executive Committee discussed doing another Request For Proposals (RFP) for One Stop Operator, noting an option for the Board to become One Stop Operator, if approved by the Governor. He noted that the state has directed this RFP. He asked for questions. Supervisor Randy Garrison noted that he has applied for one of the open WAC seats. Ms. Drew thanked Supervisor Garrison for applying, and shared that Supervisor Garrison is a private sector business owner which is a requirement to obtain a seat on the WAC. Ms. Drew noted that there is still one more seat available, and she is happy to send in recommendations.

Chairman Payne turned the meeting over to Director Drew.

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

##### **▪ Program Update**

Ms. Drew reported that she has been appointed to the United States Workforce Associations (USWA) along with other workforce association directors across the country. Ms. Drew noted that this group offers the opportunity to weigh in on national workforce issues. She reported that she is the Chairman of Arizona's Association of Workforce Developers, and as such was invited by a colleague from California to join USWA. The effort of USWA is to retain and direct lobbyists to motivate budgets and appropriations, and rules and regulations for our workforce system and to give the opportunity to have input on issues being taken up in Congress. One issue in particular that USWA was involved in was a recent effort in Washington to convert workforce development funding to the states into a type of block grant funding which would be discretionarily distributed by the state, eliminating local area input on how funding is applied. Through the efforts of USWA, this did not pass. Ms. Drew noted that they have an excellent lobbyist leading the group. She remarked that the federal budget originally had Titles I and II eliminated, as well as other programs, but in the end WIOA did very well.

Ms. Drew continued by reporting that the Arizona Commerce Authority hosted an Employer Workforce Development Summit which was very well attended, especially by local elected officials and businesses. Ms. Drew was asked to present on Workforce Innovation and Opportunities Act (WIOA) and ARIZONA@WORK, Tim Tucker spoke about the Re-Entry program, and Trevor Stokes from the Office of Economic Opportunity (OEO) spoke as well, and will be sharing his presentation with the WDB today. Ms. Drew noted that it was disheartening to hear from the employers discussing the difficulties they face with the labor force and drug abuse, and the group discussed resolutions to the issues. Ms. Drew asked for questions.

Ms. Drew moved on to share the results of the recent passing of the Federal budget, noting that Title I received more funding for national operations, \$845 million total. Title II \$664.5 million for Adult, \$903 million for Youth – both Adult and Youth were \$30 million above spending for 2017; \$1.62 billion was appropriated for Dislocated Workers, an increase of \$20 million. Ms. Drew remarked on how the Title I program was slated for elimination, but through lobbying efforts has come out better than before. She then reported that Title III Wagner-Peyser did not receive additional funding but remained at the same level as 2017. Title II Adult Literacy received \$664.5 million, and Title IV Vocational Rehabilitation received \$3.3 billion. Craig Lefever comment 12-13% above previous years as opposed to the 20% cut

they were told would come to the executive budget. Comments followed regarding the dollar amounts and the process of getting budgets passed.

- **IFA Discussion**

Ms. Drew moved to the Infrastructure Funding Agreement discussion. She spoke about the requirement for all partners to contribute a “fair share” to the operations of the One Stops, and this Board is out of compliance for not getting funding from all partners. She noted that there will be a discussion today following the meeting with Title III and soon a meeting will be scheduled with Title II to discuss funding. Ms. Drew noted that, per the law, we are to negotiate at the local level, and if negotiations are not successful at the local level it goes to the Governor’s office for resolution. She asked for questions regarding the IFA. Tim Tucker remarked a date is being considered for discussion because it was not in the original IFA. Ms. Drew noted that it is in the current IFA.

- **One Stop Certifications**

Ms. Drew continued by noting that, as Mr. Silvernale reported, none of the One Stop Centers in Yavapai County were certified by the WAC because although the 2 West County One Stops each received a 100% score, the Verde Valley One Stop only had a 98% score. The WDB is required to provide a corrective action plan for the deficiencies reported, so Ms. Drew passed around a handout of the corrective action plan, noting the improvements being made at all sites. Ms. Drew noted that one issue was that Title II not visible at the One Stops. A Career Readiness computer lab at the West County One Stop is being planned, which Title II can use as well. Also noted was that signage at the Marina Street office for the entrance is less than clear, so new signage is being placed. Orientations have been started at the Prescott Valley site for Re-Employment Services Employment Assessments (RESEA), and planning for combined staff meetings is being discussed. Discussion followed regarding RESEA orientation frequency in Prescott Valley DES office.

Ms. Drew continued reporting on the corrective action plan, noting that the Cottonwood One Stop needs a receptionist, and NACOG has offered a Title I Work Experience (WEX) client for that office. Ms. Drew also noted that it was recommended to extend the hours at the Cottonwood One Stop, but security is only on site from 7 AM to 5 PM, and DES staff is only allowed 8 work hours a day. It was noted that the NACOG website and the Arizona Job Connection website is available 24-7. Ms. Drew reported that the NACOG Title I staff at the Cottonwood One Stop will expand their staff hours from 7:30 AM to 5:00 PM.

It was also noted in the assessment that the One Stop Report should include similar information for all partners, however each partner has different benchmarks for performance measures. Ms. Drew acknowledged Craig Lefever for hand-counting his employment numbers for submission to the One Stop report, as his reporting statistics are reflected differently. Ms. Drew concluded that at this point, the One Stops won’t be considered for certification until July 2019, therefore the WDB has one year to complete the corrective action plan.

- **WDB Certification Update**

Ms. Drew noted that the Bylaws had to be changed for the WDB to get certified, and after the required changes were made and submitted, One Stop Certification was not on the agenda at the last WAC meeting. When approached about it, the Chairman of the WAC indicated that our local WDB was already approved. Ms. Drew noted that she has been trying to get something in writing from the WAC, and is still waiting.

Ms. Drew concluded her report.

**V. Arizona Career Readiness Credential Presentation**

Chairman Payne introduced Trevor Stokes, the Workforce Programs Manager of the Office of Economic Opportunity. Mr. Stokes thanked Ms. Drew and the WDB for the opportunity to speak, and briefly described the Governor’s Office of Economic Opportunity (OEO), the state’s hub for labor market information and staff to the Workforce Arizona Council (WAC). The goal for this office involves putting the state’s labor market resources together with the state’s workforce policy resources under the same roof. Goal Council 2 of Governor Ducey’s 5 Goal Councils, the Workforce Programs Council, seeks to bridge the gap between industry employment needs and the skillset of available workers through the Arizona Career Readiness Credential (ACRC) program.

Mr. Stokes began his presentation by stating that over 600 employers around the state were surveyed regarding workforce and labor deficiencies, and from the data gathered, this presentation was generated. Profiling jobs by minimum education is necessary, but “one size” does not fit all. Mr. Stokes noted that there are viable career pathways that don’t go through the traditional 4-year college path, such as apprenticeships, technical colleges, community colleges, certificate programs, etc.

Mr. Stokes noted that the needs identified by the survey conducted drove his office to review the input collected over the past 4 years of industry summits conducted by OEO across the state. They then held a convening of high-value sector representatives of aerospace, advance manufacturing, information technology and healthcare to ask them questions about what they look for in a first-time employee, what are the priorities and what are the difficulties they face in finding suitable workers. The results typically pointed to a lack of basic learning, computer skills and critical thinking skills. When asked about projections for the future needs of the workforce 10 years out, the responses were communication skills, cross-training and adapting to change. The most common reason for letting employees go was attendance, specifically lack of attendance.

Mr. Stokes then noted 7 skill areas that are the framework for ACRC:

**Career Readiness Skills**

Applied Mathematics  
Workplace Reading  
Workplace Data and Graphics

**Employability Skills**

Communicating Effectively  
Professionalism  
Thinking Critically and Solving Problems  
Teamwork and Collaboration

Mr. Stokes reported that OEO has developed a battery of high-stakes proctored assessments aligned with these skill areas, as well as fully-aligned instructional curriculum available. These trainings are meant to help employees bridge the gaps in their employability skills and career readiness skills, making them more valuable as an employee. Mr. Stokes briefly described examples of the content of some of the assessments. He stated that earned levels of credential require passing the situational judgement assessment. Higher levels are opened following successful credential completion. There are 4 levels to full credential: Bronze, Silver, Gold and Platinum.

Mr. Stokes noted that the number one factor for success in ACRC is employer engagement. Employers are asked to formally agree either to *Require, Recommend or Prefer* some level of engagement in ACRC for job applicants. He cited several examples of the success rate for employers who have implemented the credentialing in their existing workforce as well as entry level employees.

Mr. Stokes reported on OEO’s implementation of ACRC across the state, noting that Ms. Drew and the NACOG team wanted to be on the forefront of this effort, and has taken the training to be the implementation site for Yavapai County. Mr. Stokes noted that connecting the employers with quality

job candidates is the goal, to serve as an entry point to more sophisticated and targeted technical training. He also noted that this program is not designed to replace a Graduate Equivalent Degree (GED) or high school diploma, but it is a starting point for candidates who want to pursue more technical trainings and be successful in those pursuits, because it makes individuals ready to learn how to do a job.

Mr. Stokes concluded that the ACRC program is available and can be completed in a short period of time, with an end-goal to ensure that Arizona employers have access to the single, best skilled workforce available anywhere in the world. He closed his presentation by asking for questions. A question was asked by Yavapai County Supervisor Randy Garrison regarding how close ACRC is tied into the Legislative Education Committee. It was noted that the education system is changing the rules how kids are being taught, and are not teaching critical thinking. However, funding for schools is based on basic education performance in reading, writing and arithmetic – not on the critical thinking skills required in the workforce. Also, community colleges are funded with local tax dollars to provide vocational education, but the local board does not see the needs of the employers as being important enough to apply the funding to those needs. Ms. Drew commented that, in cooperation with OEO, NACOG will do presentation at the colleges and schools to let them know that these operations are available. Mr. Stokes also commented that this is a priority for them to pursue as it's developed. He noted that now 20% of a school's rating is based on career readiness standards, in addition to academic and college readiness standards. A question was asked regarding the length of the program, to which Mr. Stokes replied it is competency-based and dependent on where the individual is with his or her current skill capacity, but is typically an hour online instructional content for each level in each skill area. Craig Lefever commented on a recent meeting that drew interest in the ACRC program by the Yavapai-Apache Nation, noting that someone may be in touch with Ms. Drew for more information. Ms. Drew commented that NACOG is currently booking meetings with the local chambers, economic development organizations and city/town councils to introduce the program around the County. She reiterated that employers across the nation are saying the same things that Mr. Stokes spoke of regarding Arizona employers. She encouraged support of the program, and noted that Title II Adult Education will be offering services in their classrooms to their students, and NACOG will reach out to employers. Ms. Drew thanked Supervisor Garrison for his comments and noted that efforts will be expanded. She remarked that the ACRC program is endorsed by the Governor, which adds value as well. A question was asked regarding where the trainings will take place. Mr. Stokes noted that the intent is to allow local flexibility in terms of implementing the instructional program, and there will be self-directed online experience available as well as offline training programs. The assessment piece must be structured to be validated however.

Chairman Payne thanked Mr. Stokes for his presentation, and noted that Mr. Stokes will be available after the meeting for questions.

#### **VI. Nominations Committee Report**

Chairman Payne turned the meeting over to Steve Silvernale to report on the meeting of the Nominations Committee, which consisted of Steve Silvernale, Rick Duff and Phil Tovrea – however Mr. Duff was not able to attend the meeting. Mr. Silvernale noted the topics of discussion at the meeting regarding the 3 options for electing officers: Stay the same, succession, or new candidates. He commented that the members who would likely succeed to the positions of Chairman and Vice Chairman were not available to assume those roles at this time. He mentioned the critical need to include the East County on the Executive Committee for full engagement in the actions of the board.

Mr. Silvernale concluded that the recommendation of the Nominations Committee is:

Chairman – Steve Silvernale  
Vice Chairman – Phil Tovrea

Mr. Silvernale remarked he is reluctantly willing to serve another year as Chairman, and that Mr. Tovrea would be willing the following year to assume the position as Chairman after serving as Vice Chairman for the coming year. Mr. Silvernale asked for questions or comments.

Ms. Drew requested permission to note the Bylaws, noting that terms are no longer required. She also stated that, per the Bylaws, nominations may be given from the floor at this meeting, and elections will take place at the August meeting. Mr. Silvernale opened the floor to nominations.

Ginger Johnson asked if there is any problem with keeping the officers the same. Mr. Silvernale noted that the officers that were called were asked if they could continue, and the reply was that they could if they have to. He stated that it was decided to go a different route. Elaine Bremner commented that there seemed to be an illegality of their process in light of the Bylaws, noting that the Board appoints a Vice Chairman to be trained to assume the Chair, also noting that this is not always a guarantee. Comments followed regarding the intent of succession. Ms. Drew noted that the legal response in terms of the Bylaws is to follow a process; i.e., the nominating committee brings nominations, etc. She noted that she believes the process is being followed. Nothing mandates that the Vice Chairman must succeed the Chairman. Mr. Silvernale remarked that they would look for other options. Ms. Drew complemented Mr. Silvernale for taking the lead and making some phone calls to the current officers of the Executive Committee as well as General Members of the private sector prior to the Nominations Committee Meeting. Chairman Payne remarked that she didn't receive a call from Mr. Silvernale. She stated that she is ok to stay in her position if needed. Mr. Silvernale replied that he had other information regarding her desires. Chairman Payne noted that 6 or 7 months ago she had made comments that it was time to bring someone new to the Chairman's seat, but that she will be happy to serve as the Board desires. Ms. Drew suggested that nominations from the floor be received, and allow other discussion prior to elections. Mark Timm commented that, in light of Chairman Payne's comments and Mr. Silvernale's reluctance to serve, **he would make a motion to nominate Anita Payne to continue as Chairman and Mr. Tovrea be nominated as Vice Chairman, seconded by Elaine Bremner.** Chairman Payne noted a motion and a second on the floor and asked for questions or comments. Positive discussion followed regarding keeping continuity. Mr. Tovrea commented that he is there to do anything to help. Ms. Drew reiterated the need for planning ahead for succession for the next year. She noted that the Board Officers must be comprised of private sector members with optimum policy making authority at their place of business.

Chairman Payne called for a vote on the motion at hand; **the motion carried unanimously.** Chairman Payne thanked Mr. Silvernale for leading the Nominations Committee.

▪ **Adopt WDB Budget**

Chairman Payne asked Ms. Drew to present information on the WDB Budget. Ms. Drew noted that the Budget is the same as last year, although some line items were combined to one, the dollars are the same. She noted what costs were included in the budget:

Total Budget:	\$50,312
Salaries, Fringe and Indirect Costs associated with the staff to the Board, 4 staff members that contribute time to the WDB:	\$44,212
Professional & Outside Services, including the contracting to send out a Request for Proposals for One Stop Operator:	\$3,000
Travel:	\$1,500

Materials and Supplies: \$1,600

Ms. Drew commented that some of the budgeted costs are modest in relation to actual expenses, but the Executive Committee agreed that the budget is fair. Ms. Drew asked for questions and comments. She then noted that this is one of the requirements that is required to be a fair share equitable contribution from all partners. Chairman Payne called for a **motion to approve the WDB Budget for Fiscal Year 2018-19; so moved by Robyn Bauer, seconded by Mel Ingwaldson**. Chairman Payne asked for questions or comments. Title II Director Craig Lefever asked if, by voting yes, this is being added to the Infrastructure Funding Agreement (IFA)? Ms. Drew replied that by voting yes, you would be acknowledging that this is the approved budget of the Board, and separately there would be negotiations of what would be a fair share contribution. Chairman Payne called for a vote; **the vote was unanimous to approve**.

#### VII. **Youth Council Update**

Chairman Payne turned the meeting over to Mel Ingwaldson to report on the Youth Council. Mr. Ingwaldson reported that at the February 13, 2018 meeting of the Youth Council, 122 youth were enrolled in the Youth Program, and he acknowledged work of the staff. Mr. Ingwaldson noted the main focus of the Committee was on the Summer Youth Program, and with the list of names presented to the Committee by Leah Cickavage, the Committee chose to go with Yavapai County as the single employer for the Summer Youth Training Employment Program (SYTEP), designating each of the 5 Supervisorial Districts 3 employees for a total of 15 participants. He noted the wage paid through the Workforce Innovation and Opportunities Act (WIOA) Youth Program would be \$10.50 per hour for 40 hours a week for an 8-week period of time beginning June 4, 2018. Mr. Ingwaldson reported the total budget for SYTEP is \$50,400.

Mr. Ingwaldson reported discussions regarding the idea of requesting the continued leadership roles in the Youth Program possibly utilizing the ACRC assessment program for youth enrollees. Ms. Drew remarked that the program is not ready yet, but progress is being made in the development of a new computer lab located at the West County One Stop Business Assistance Center.

Mr. Ingwaldson continued that the next meeting of the Youth Council will be in May. He reported that one of the members of the Committee has been assisting with social media for the Committee, noting 398 new "likes" on the page, and of the 586 posts there were 2 new posts. Mr. Ingwaldson noted that there was an Online High School Program presentation at last meeting as well. A question was asked if the Online High School presentation is the one provided through the Library system, and Mr. Ingwaldson acknowledged that it was, noting that it was an excellent presentation. Ms. Drew encouraged the youth in all of the communities to participate in SYTEP, as the earning potential is a little over \$3,000 per participant, and she encourages families to check it out. Mr. Ingwaldson noted that older youth is a focus in our area, and the Committee is looking for youth committee member for council. Comments followed regarding the SYTEP. Ms. Drew thanked the County for being willing to host SYTEP this year, and remarked about the variety of job training opportunities that are available, from clerical to engineering/drafting, and Informational Technology.

Chairman Payne asked Mr. Ingwaldson for clarification regarding the desire of the Committee for members of the WDB to join, or someone from general public private sector. Mr. Ingwaldson replied that they are looking for support from all. Chairman Payne thanked Mr. Ingwaldson for his report.

#### VIII. **One Stop Report**

Chairman Payne turned the meeting over to Leah Cickavage to report on the One Stop. Ms. Cickavage asked Chairman Payne if, in the interest of time, there are any questions, as the report was sent out

ahead of the meeting. Chairman Payne thanked Leah for her work with the report, and Ms. Drew noted that, while the report is generated by Ms. Cickavage, the numbers are reported by both Kristy Prather of the Department of Economic Security (DES) Employment Administration for Title III and Craig Lefever of Title II Adult Education.

A question was asked about the retention rate for the RESA Wearables project. Ms. Cickavage stated that the project currently has a 98% success rate, and it has not closed as of yet. Another question was asked regarding Title IV, Vocational Rehabilitation reporting. Ms. Cickavage replied Title IV numbers were not available at this time due to a vacancy in the role of Director for Yavapai County. Ms. Drew noted that one application was received for someone to fill former Title IV Director Mark Kendall's place on the Board, but the candidate did not possess optimum policy making authority. Chairman Payne thanked Ms. Cickavage for her report.

#### **IX. ETPL Update**

Chairman Payne then asked for the Eligible Training Provider List (ETPL) report. Ms. Cickavage reported on 2 new programs from Yavapai College to be reviewed; the first being a CDL Preparation Course, a 4-week course with a \$600 tuition fee. The gain for the course would be a Permit, but not a full CDL license – the Arizona Department of Transportation required course would still have to be taken. Some discussion followed regarding the cost for the full license. Ms. Cickavage then reported that the second new course would be for Lifeguard Training, a 1-week class for \$262 tuition and \$10 for the books, and Industry and Red Cross certifications are gained upon completion of the course. She noted that both the Prescott and Verde Valley campuses will offer this course.

Ms. Cickavage continued to report that some of the courses on today's list were approved at the last meeting, but the State is now requesting Credential Attainment Rates for programs that have run for over 2 years. She noted that this has been added to the ETPL report for approval. She also noted an update to the RESA course to correct tuition and book cost amounts; and several other programs for renewal. She noted that this is an action item for the Board's consideration. Craig Lefever noted that the line item regarding RESA should demonstrate the training location as Career Technical Education Center (CTEC), not Chino Valley. Ms. Cickavage acknowledged that it was indeed listed that way on the website containing the information, and they will correct it. Ms. Drew publicly thanked Yavapai College and noted Linda Buchanan's presence as a guest at the meeting, noting that they honored the fees submitted to the Board even though they were incorrect. Ms. Drew noted that the adjustment for the error is included on this ETPL report. Chairman Payne called for questions. Linda Buchanan commented on the adjusted credit hours and dollars. Ms. Drew remarked that the Board may approve the ETPL with the correction noted. Other comments followed regarding other certifications on the list. Chairman Payne called for a **motion to approve the ETPL list with the corrections noted – so moved by Mel Ingwaldson, seconded by Robyn Bauer. The motion carried unanimously.** Ms. Drew added comments regarding omnibus budget 4.4 billion increase this year in transportation and \$10 billion for infrastructure.

#### **X. Member Comments**

Chairman Payne called for member comments. Tim Tucker shared regarding the Yavapai County DES team's plans to go to Yavapai County Retention Centers to initiate pre-release availability for employment resources. He also noted a Re-Entry Employment Summit planned for June 20, 2018 in Phoenix.

Chairman Payne asked if there were any other member comments. There were none.

#### **XI. Public Comments**

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

**XII. Adjournment**

Chairman Payne thanked everyone for attending, and called for a motion to adjourn. **Elaine Bremner made the motion to adjourn, seconded by Mark Timm. The vote was unanimous and the meeting adjourned at 11:51 AM.**

*Minutes of the Workforce Development Board – April 11, 2018*

*Approved:*

DRAFT