

Yavapai County Workforce Development Board Executive Committee May 11, 2017 Meeting Minutes

Attendees:	Present/Absent	Number of Absences
Anita Payne, Chairman	Present	0
Steve Silvernale, Vice-Chairman	Absent	2
Teri Drew	Present	0
Elaine Bremner	Present	0
Mark Timm	Present	1
Gary Hassen	Present	0

Staff: **Julia Sawyer, Executive Assistant**

I. Call to Order/Welcome/Introductions

Chairman Payne called the meeting to order at 9:02 AM. A quorum was present. She complimented and thanked Julia Sawyer for the updated look for the agenda and minutes.

II. Approval of the March 16, 2017 Minutes

Chairman Payne asked for a motion to approve the minutes from March 16, 2017. **Mark Timm moved to approved, seconded by Gary Hassen. The motion carried unanimously.**

III. Chair's Report

▪ **Membership Discussion**

Chairman Payne began her report with a discussion on membership renewals and approvals. She asked Teri Drew to lead the discussion. Ms. Drew began by outlining the recently approved Workforce Arizona Council (WAC) policy stating that paid Title I program staff may not be members of the Workforce Development Board. Consequently she and Leah Cickavage are offering their resignations from the Workforce Development Board. Ms. Drew deferred to Chairman Payne for a motion to accept their resignations. Chairman Payne asked for the reason behind the policy changes after so many years. Ms. Drew commented that federal regulators require a clear firewall to prevent the appearance of conflict of interest. Ms. Drew pointed out that in Yavapai County, whenever there is voting on Title I budgets, both she and Ms. Cickavage abstained from voting, to avoid the appearance of a conflict of interest, however, the decision by the State was to require all paid Title I staff to resign from the Board. Ms. Drew stated that she and Ms. Cickavage appreciated their time on the Board, however this also pertains directly to Board re-certification from the Governor. It was noted that the Executive Committee reluctantly acknowledged the need to approve the resignations. Following brief discussion, Chairman Payne called for a motion to accept the resignations for Teri Drew and Leah Cickavage. **So moved by Mark Timm, seconded by Gary Hassen. The motion carried unanimously.**

Ms. Drew then noted reappointments for Workforce Development Board membership, the first being Chairman Anita Payne. Ms. Drew noted that terms are staggered on the Board, however, the Yavapai County Board of Supervisors prefers to have one annual approval of applications, which is the first meeting of the

month of June. She then shared the evaluations she made for each candidate and passed out the same to the members present. The evaluation form utilizes a point system, 5 being the highest, for each category evaluated, with 25 points being the maximum awarded to a candidate. The evaluation questions pertain to:

- **Residency**
- **Occupational Category (how well does this fit the current need of the WDB?)**
- **Interest and Qualification (Desire, experience, etc.)**
- **Labor Market Knowledge (how knowledgeable is the candidate of industry/business trends, needs of workers, needs of employers, etc.?)**
- **Availability (to attend and participate)**

Ms. Drew's evaluation for Chairman Payne was the full 25 points, and Ms. Drew recommended that Chairman Payne would continue to represent the private sector be first choice for private sector openings. Ms. Drew then asked for a recommendation to approve Chairman Anita Payne's membership renewal. **Gary Hassen recommended approving Chairman Payne's renewal, seconded by Mark Timm.**

Title II Representative Craig Lefever was the 2nd application for review. Ms. Drew went through the evaluation of Mr. Lefever, noting a few circumstances to consider prior to the evaluation of his application for renewal. First was the review of the Title II application at the last meeting of the Executive Committee. Ms. Drew noted that currently Mr. Lefever is an applicant for Title II for the subsequent year, therefore his application approval can be contingent on the approval of the Title II application. Secondly, Ms. Drew commented that residency is not a problem, but Occupational Category is questionable in that it does not appear that he is an optimum policy maker. The Department of Education (DOE) has send correspondence stating that Mr. Lefever is an optimum policy maker, however, it appears that Sheryl Hart, Associate Director of the Arizona Department of Education, is the one making decisions for Title II regarding issues related to Title II, including the Memorandum of Understanding. Ms. Drew continued the evaluation, speaking about Interest and Qualification and Mr. Lefever's hesitation to conform or comply with the operations of the Board. Chairman Payne remarked that, because Mr. Lefever is being led by Ms. Hart, her concern is that he may be being told to be reactive as he is. Other comments followed regarding the undercurrent attitudes on the Board, the duplicative work that Yavapai College is doing. Ms. Drew remarked that Scott Farnsworth can also represent Title II as a Yavapai College Vice President. Comments followed regarding the willingness of Mr. Farnsworth to participate and support, and how many College representatives need to be on the Board. Ms. Drew recommended the Board approach Ms. Hart with the decision to have Yavapai College represent the DOE on the Board as the Title II provider. **Mark Timm made the motion as recommended, seconded by Gary Hassen. The motion carried unanimously.**

Ms. Drew then shared her evaluation of Philip Tovrea's Verde Valley Private Sector application for renewal, noting that Mr. Tovrea is a long-term member who adds a lot of value. Mr. Tovrea has a lot of knowledge regarding the Verde Valley, is active and vocal. She rated Mr. Tovrea with 25 points and recommended him as 1st choice to renew his seat. Chairman Payne called for a motion to recommend renewal for Philip Tovrea, **so moved by Gary Hassen, seconded by Mark Timm. The motion carried unanimously.**

The next application for renewal was for Gary Hassen, recently approved to assume the position as Vice Chairman of the WDB. Ms. Drew recommended Mr. Hassen as 1st choice priority rating for private sector. Mr. Hassen and his company have been involved in training programs long-term. **Mark Timm moved to recommend Mr. Hassen's membership renewal, seconded by Chairman Payne. The motion carried unanimously.**

Linda Thein's application for renewal was considered next. Ms. Drew noted that, during the state re-certification process, Ms. Thein's optimum policy making authority was challenged by the state. Recently her employer promoted her position to manger. Ms. Thein is private sector who works for Cable One, which represents a larger company. Ms. Drew evaluated her at 25 points, and recommended her as 1st choice for renewal. **Gary Hassen moved to approve the recommendation for renewal of Linda Thein's membership, seconded by Mark Timm. The motion carried unanimously.**

Ms. Drew then moved to new applications for membership, the first being that of Wendy Bridges, the Economic Development Coordinator for the City of Prescott. Ms. Bridges would be replacing the vacancy left by Ms. Drew as the Economic Development seat for the Board. Ms. Drew noted that Ms. Bridges is not an optimum policy maker for the City of Prescott; however, she is on the Board of Directors for the Arizona Association for Economic Development (AAED), where she is an optimum policy maker. Ms. Drew noted that, if Ms. Bridges terms off the AAED board, her position will have to be filled by someone else. Ms. Drew also noted that, in speaking with the County Administrator Phil Bourdon, he agreed to start with Ms. Bridges until she comes off that board, and then move to other economic development directors around the County. Ms. Drew evaluated Ms. Bridges at 25 points. Chairman Payne called for a motion to approve Ms. Bridges' application, **so moved by Gary Hassen and seconded by Mark Timm. The motion carried unanimously.**

Ms. Drew then shared the application of Tracie Schimikowsky, the Human Resources Assistant Director of Enchantment Resort. Ms. Drew commented on the Executive Committee appointments of one representative of each of the 5 County Supervisorial Districts.

Elaine Bremner joined via telephone at 9:23 AM.

Ms. Drew continued, noting that Supervisor Randy Garrison of District 3 is a new Supervisor this year. As such, he would like to nominate Ms. Schimikowsky to replace Elaine Bremner's seat on the Executive Committee as someone from a larger employer from the Verde Valley that had hiring authority. Ms. Schimikowsky's evaluation was at 24 points. Ms. Drew had a question about Ms. Schimikowsky's optimum policy making authority, which has since been cleared up by her employer's letter of recommendation. Chairman Payne called for a motion to approve the application of Tracie Schimikowsky. **Mark Timm so moved, seconded by Gary Hassen. The motion carried unanimously.**

Ms. Drew then moved to the renewal of the membership of Christian Oliva del Rio, who had joined the Board as the replacement of Lana Tolleson as the CEO of the Cottonwood Chamber of Commerce. Ms. Drew noted that Mr. Oliva del Rio has decided to not renew his membership on the WDB at this time, due to his need to focus on his responsibilities at the Chamber. He did express interest in coming back at a later time. Ms. Drew then recommended that Elaine Bremner assume Mr. Oliva del Rio's seat on the General Board. Chairman Payne called for a motion for Elaine Bremner to take the seat of Christian Oliva del Rio on the General Board. **So moved by Gary Hassen, seconded by Mark Timm. The motion carried unanimously.**

IV. Director's Report

Chairman Payne turned the meeting over to Teri Drew for the Director's report.

▪ Program Update

Ms. Drew began by sharing a new draft WDB Membership Application form, which was updated to include a question to the applicant about their optimum policy making authority and a description of what that is. It is being recommended to approve this addition in order to satisfy the policy criteria and streamline reporting to the state. The Committee agreed to utilize the new application form.

Ms. Drew then shared some "fast facts" – our world population 7.5 billion as of May 10, 2017. Births are at 50 million, deaths at 20 million. In the U.S., 19% of Americans 65 and over are returning to work or are still in the labor market, which is the highest since 1962. Some of the reasons for this trend include that people living longer, they are the aging baby boomers, and for many it's a matter of necessity. Other facts include more than 25% of people 55 and over have less than \$10,000 in savings or investments, and can't afford to retire. Yavapai County unemployment is 4.5%, and the older worker population is not typically targeted. Ms. Drew commented that we need to attract labor – and to get the Arizona Commerce Authority to buy into the idea of recruiting labor as well as business. Elaine Bremner commented that older workers are more willing to take less pay than young people and are more reliable. Discussion followed regarding building the workforce with all available labor, including the older population, and to focus on technical training.

Ms. Drew noted that a new marketing plan is being built with Cable One and Linda Thein's team. Cable One did an assessment of our visibility statewide, which rated us at 44 out of 100, well below average. The goal is to redevelop the website and marketing materials in order to bring visibility up, including doing a video. The video will emphasize attraction of individuals to Yavapai County, not because of wages or specific jobs, but because of where we live. According to Wanted Analytics, there are 62,000 individuals looking continually at Yavapai County for relocating. Ms. Drew emphasized that having a video on YouTube will make our visibility higher, including through social media outlets. She reported that Supervisor Thurman has agreed to be a spokesman as the Chairman of the Board of Supervisors. She also commented that she would like the Executive Committee to take part in the video as well. The goal is to produce a piece that will attract individuals to our area and to our jobs. Ms. Drew noted that NACOG has \$24,000 in outreach funds to spend before June 30, 2017. A WIOA transition plan was approved, allowing these funds to be used on this project and other transitional fees.

More discussion followed on senior employment, noting that this is a great pool to hire from, and taking a second look at this population in Yavapai County. It was noted that NACOG supports the Title V Senior Community Service Employment Program (SCSEP) that reimburses 100% the training of the 55+ population that wanted training. Ms. Drew noted that if we target this population, we will find more workers.

Ms. Drew then continued to report that the video clips produced for marketing will be reviewed by the Executive Committee. The dates of the meetings will be shared with the Executive Committee. Some discussion followed regarding highlighting attraction to the area to alleviate the out of county migration for higher paying jobs. Other concerns discussed included the lack of affordable housing in some areas of the County for those looking to fill available jobs within the area, and the lower wages making housing cost-prohibitive to many. Ms. Drew noted that the conversation about the lack of student housing has been going on for the last 10 years with Embry-Riddle, and construction is just now beginning nearby the University. She also mentioned another new facility in Prescott dedicated to low-income senior citizen housing, where rent is based on income. Ms. Drew stated that some of our strategy needs to be to create a voice about this issue going forward.

Ms. Drew then shared information from the National Association of Workforce Boards, which is offering a free online learning platform for workforce boards and staff, primarily focused on the business sector. She encouraged the Committee to sign on and take advantage of the information.

▪ **MOU Discussion**

Ms. Drew then began to update the Committee on the Memorandum of Understanding (MOU), an agreement required both by the state and federal governments, as well as the local board. The draft was sent to the Executive Committee in December, and finally approved by the State with a requirement for signatures by June 30, 2017. An Infrastructure Sharing Agreement will be prepared later, with training being made available for all partners from the state.

Ms. Drew reported that the draft MOU was sent out for signature to WIOA partners, and the Department of Economic Security signed it and sent it back within 3 days. However, the Arizona Department of Education (ADE) returned it, stating that it requires revision before it will be signed. Much discussion followed regarding the items of disagreement.

Ms. Drew then recommended the Executive Committee allow her to meet with ADE to resolve and reach a compromise, if nothing can be reached, to come back to the Committee. The Committee agreed, and discussion followed regarding the concern of the Board being the potential of funding being impeded by these disagreements. Ms. Drew noted that the law states that if an agreement cannot be reached, it goes before the Governor. It's uncertain what the outcome of that scenario would be. Chairman Payne recommended allowing the conversation between Ms. Drew and Ms. Hart in order to avoid having it go before the Governor, out of concern that it would make the local Board to appear combative. Mark Timm

asked if we could have her come before the full board and explain why and why not agree to the MOU. Ms. Drew agreed, and suggested to perhaps invite her to the August meeting. More discussion circulated regarding transparency of agencies and more precise reporting practices and policies. Ms. Drew noted that Sheryl Hart will be calling in for a conference call on May 23, 2017. Mr. Timm stated the Executive Committee should join Ms. Drew for the call. Ms. Drew then noted that Title IV Vocational Rehabilitation also noted that they would have to send the contractual-type language to their procurement officer for review before they could sign the MOU. It was agreed that a calendar invite would go out to the Executive Committee and Supervisor Thurman for this meeting.

Ms. Drew reported that the Workforce Arizona Council met on May 4, 2017 to approve Workforce Plans, and we received a phone call ½ hour before the meeting suggesting we make a change or our plan would not be approved. The language had to do with ETPL training. The changes were made, contingent upon meeting further with the disagreeing parties to come to an acceptable compromise for language prior to finalization on June 1, 2017.

▪ **Summer Youth Application Approvals**

Because the Youth Council did not have a quorum for their scheduled meeting, Ms. Drew requested the Executive Committee to review and approve the Summer Youth applications, to keep the program on target. Ms. Drew passed out the summer youth positions available for 39 positions, we have budgeted for 20. Recommend approval of 30 positions, with priority status to outlying areas. Ms. Drew outlined that there will be offered 2 employees for job positions outlying areas, 1 employee per city job position. Ms. Drew noted that this year there are not enough youth for jobs. She also remarked that the limitations on eligible youth include 25% in-school and 75% must be out-of-school, as well as low-income eligibility. Chairman Payne called for a motion to approve the list of summer youth positions, **so moved by Elaine Bremner, seconded by Mark Timm. The motion carried unanimously.**

▪ **Board Recertification Update**

Ms. Drew noted that our board now meets all state requirements. She passed around a roster of the full board that outlines the percentages we meet in relationship to the required percentages. Ms. Drew recommended approval of the roster. Chairman Payne called for a motion to approve the current roster with 2 minor changes. Following some brief comments regarding the Title II applicant membership renewal being in “applicant status”, **Gary Hassen moved to approve the Workforce Development Board roster, seconded by Mark Timm. The motion carried unanimously.**

Ms. Drew concluded her report.

V. Member Comments

Chairman Payne called for member comments. There were no member comments.

VI. Public Comments

Chairman Payne acknowledged that there was no one from the public present.

VII. Adjournment

Chairman Payne called for a motion to adjourn, **so moved by Elaine Bremner, seconded by Mark Timm. The meeting adjourned at 10:40 AM.**