

Yavapai County Workforce Development Board August 8, 2017 Meeting Minutes – Annual Meeting

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

Guests: Thomas Thurman, Yavapai County District 2 Supervisor, Chairman
Randy Garrison, Yavapai County District 3 Supervisor

Staff: Teri Drew, Regional Director
Leah Cickavage, Operations Manager
Julia Sawyer, Executive Assistant
Jim Apperson, Special Projects Coordinator

I. Call to Order/Welcome/Introductions

Chairman Anita Payne called the meeting to order at 9:00 AM. She welcomed everyone and asked for introductions around the table. She also noted that public comment cards are available. Chairman Payne noted that the agenda is full and the goal is to stay on topic. She also thanked Supervisor Garrison and Chairman Thurman of the Yavapai County Board of Supervisors for attending the meeting.

II. Reading of the WDB Mission Statement

Chairman Payne read the Mission of the Yavapai County WDB.

The mission of the Yavapai County Workforce Development Board is to build economic success through workforce development partnerships.

III. Approval of the April 11, 2017 Minutes

Chairman Payne asked if there were any questions regarding the minutes of April 11, 2017. Hearing none, she called for a motion to approve. **Linda Thein moved to approve the minutes of the April 11, 2017 WDB meeting, seconded by Robyn Prud-homme Bauer. The motion carried unanimously.**

IV. Chair's Report

Chairman Payne began by noting that Tim Tucker has been rotated to the Executive Committee as the Public Voice for one year, and she welcomed him.

Chairman Payne then announced that the Board will officially open the Bylaws for recommended revisions due to some new state policies, and turned the meeting over to Regional Director Teri Drew to further explain. Ms. Drew noted that, per the Bylaws, the Board and the Public must receive notice when the Bylaws will be opened for revision. Chairman Payne's announcement was the official notice, and the changes will be voted on at a subsequent meeting.

Ms. Drew highlighted some policy changes that came from the Workforce Arizona Council (WAC) regarding Workforce Development Boards which must be reflected in the Bylaws, including policies regarding membership changes. She noted that the Board received provisional approval from the state, dependent on correcting or documenting a few items. As a result, the total membership of the Board has been reduced in order to justify percentages of required sector representatives and to comply with efforts to create "fire walls" between the staff of the Board, the One Stop Operator and the WDB. Also in question was the optimum policy making authority of all of the Board members, which has been clarified to the satisfaction of the Executive Committee.

Ms. Drew noted that one of the significant changes from the WAC involves having no more Title I representation allowed on the local Boards, leading Ms. Drew as Title I Director and Leah Cickavage as Operations Manager for the One Stops to resign from the Board, effective June 30, 2017. Ms. Drew stated that she and Ms. Cickavage will remain as staff to the Board, One Stop Committee and Youth Council. Chairman Payne noted the concern of the Executive Committee for the reason for this policy, but this is the directive given, so she expressed gratitude to Ms. Drew for supporting this Board.

▪ **Membership Considerations**

Ms. Drew then noted that Wendy Bridges was appointed to the Board in June to replace Ms. Drew as a representative of Economic Development. Ms. Bridges is on the Board of Directors for Arizona Association of Economic Development. Ms. Drew also stated that Ms. Cickavage's seat on the Board will remain unfilled, as part of the effort to reduce the size of the Board, as was mentioned earlier. Ms. Drew reported the resignation of Christian Oliva del Rio, who is the Chamber President for the City of Cottonwood. Tracie Schimikowsky of Enchantment Resorts in Sedona fills his vacancy. She was recommended for membership by Supervisor Randy Garrison of District 3, who also appointed Ms. Schimikowsky to represent District 3 on the Executive Committee. Ms. Drew extended a welcome to both Ms. Bridges and Ms. Schimikowsky as new members of the WDB. Ms. Drew noted that a copy of the membership roster is available on the NACOG website. She concluded the Membership portion of the report. A question followed regarding whether Ms. Drew will continue as NACOG Regional Director, to which she replied yes, but would no longer be a voting member of the WDB. She noted that this change was an upset all across the state, because it meant that all of the local Boards would have to reorganize and amend their memberships.

V. Election of Officers

Chairman Payne turned the meeting over to Ginger Johnson as a member of the Elections Committee, which included Scott Farnsworth, Mark Timm and Elaine Bremner. Ms. Johnson explained the process at the April 11, 2017 meeting of the WDB was to bring the recommendations for nomination to the Board and to open the floor for nominations, with the final vote being taken in August. There were no nominations from the floor. Ms. Johnson stated the recommendations from the Nominating Committee are as follows:

- **Chairman – Anita Payne**
- **Vice-Chairman – Gary Hassen**

Ms. Johnson called for action. **Scott Farnsworth made a motion to accept the recommendations as submitted, seconded by Steve Silvernale. The motion carried unanimously.**

VI. Director's Report

Chairman Payne turned the meeting over to Director Teri Drew to offer her Director's report. Ms. Drew began by thanking all the Partners, Mark Kendall, Leah Cickavage, Craig Lefever and Tim Tucker, for their hard work and cooperation over the past quarter. She spoke about the State WAC ramping up efforts to create policies for the local boards and changing how some things are done at the local area, such as One Stop operations, policies on procurement at the county level, local governance, Memorandums of Understanding (MOU), and more. Ms. Drew noted that the WAC is meeting today to discuss these new policies. There have been 6-8 meetings per week regarding policy for the last several months, and it has been very time consuming for herself and Ms. Cickavage, but necessary to add comment and information to hopefully create policies that are useable. Ms. Drew reported that we will be revising local policies to meet state policies, and will bring them to Board as they come forward. A question was asked regarding the sweeping policy changes, do we know motivation behind them? Ms. Drew remarked that they don't know very much about the underlying reasons, but most changes appear to involve changes at the Department of Economic Security (DES) level, which is who we contract with.

▪ **Program Update**

Ms. Drew spoke about the MOU that was drafted in cooperation with all partners, have been able to move forward with all Partners to put MOU in place. Part 2 to the MOU is the Infrastructure Sharing Agreement (IFA), which is also moving forward with contribution intentions from all Partners, thank you again to the Partners for all your cooperation. Chairman Payne added her appreciation as well, noting that it has been a long process, and it was good to collaborate together. A question asked about what happens if the federal government does cut the funding to WIOA, as is being considered now. Ms. Drew replied that cuts have always been a threat, and we did receive a cut this year, about \$15, 000 for Title I, but the federal administration was recommending elimination of WIOA and several other domestic programs. However, this would be for the 2018 budget, but often the cut program would be replaced with another program. Often with federal change, the new administration likes to have "their own", different but the same.

WIOA was enacted in 2014 and it is now 2017, and with new policies being enacted, Ms. Drew stated that local policies need to be made at the local level, including local operations of the local Board, which should also be done at the local level. One of the new policies was the assessment of One Stops, requiring that the Chairman of the local Board, along with other private sector members commit their time to this process. Ms. Drew is trying to advocate against requiring the Board to complete this 25-page assessment, as most are not at "ground level" in this process, but as volunteers of the Board, are at the higher approval level.

- **Certifications of Conflict of Interest**

Ms. Drew noted the required process for completion of Certifications of Conflict of Interest (COI) by all Board members annually. This process is required by our bylaws and state policy. Ms. Drew commented on questions she has received in the past about voting on the Board on any agenda item that a member may be directly benefitted by – it is best to refrain from voting when you are not certain if it would pose a conflict of interest. When in doubt do not vote. She noted that the Chairman is not responsible for identifying a potential conflict of interest of any member, but the WDB is responsible for their actions. Ms. Drew passed out COI statements and asked everyone to complete and return to staff today.

Ms. Drew then moved on to report performance. She again thanked the Partners for submitting their reports, and noted that all Partners are not required to report the same, so all numbers may not look the same. She noted that work is ongoing to make the reporting as consistent as possible.

Ms. Drew started with NACOG Title I. She highlighted the program successes of each Title I program, such as On the Job Training (OJT), which had \$516,880 in public investment (Title I funding) and \$516,880 in private investment (employer funding). There were 142 OJT clients in long-term full-time jobs and 98% retention, noting careful case management and careful placement and assessment as key to this retention rate, and follow-up for a 1-year period of time for each client; Work Experience (WEX) is the temporary employment program which hosted 45 clients with little to no work experience, and resulted in a retention/employment gain of 98%. The Summer Youth program is now focused on 75% out-of-school youth and 25% in-school youth between 16 and 24 years of age, and had awesome outcomes. Ms. Drew noted a new partnership with Launch Pad, a school camp for youth. NACOG sponsored 20 youth for these camps as a recruitment effort to bring these young people into the programs. This year we hosted a total of 42 clients, responding to 52 employers in the Summer Youth program. Several youth went on to full-time employment after the Summer Youth program ended or enrolled in OJT for full-time employment – this is what fulfills the goal of the Summer Youth program. Ms. Drew also reported that Direct Placements, individuals who come into the One Stop and are placed into the community without contract, saw 317 clients and a 97% retention rate. The end result for the Return on Investment (ROI) for the year in Title I demonstrated from a \$1.4 million investment a return of \$8,709,430, based on direct wage and salary data. Ms. Drew also reported that Supportive Services assisted 110 clients in obtaining or maintaining employment, while Occupational/Vocational Training assisted 62 individuals with classroom training at a 97% retention rate.

She also reported for Title II Adult Basic Education. It was reported that there have been 469 participants with a 79% percentage of progress tested participants with measurable skills gain. Ms. Drew commented favorably on the negotiations between the Executive Committee and Yavapai County Title II Director Craig Lefever who has agreed to provide a hand-counted number of students that found employment for quarterly reporting purposes for Title II, although their data is not reported this way. Ms. Drew noted that the Department of Education put out the Request for Proposal (RFP) for Adult Basic Education Title II, and that Yavapai College was awarded the contract by the State – congratulations to Mr. Lefever. She also reported that Title II will be expanding in Yavapai County to include the East County, and expanding to outlying areas as well.

Ms. Drew then reported that DES served 8330 customers for job referrals, AJC registrations, etc. She noted that 52 workshops for job seekers were held, and had 640 job placements. She noted 430 employer contacts, and served 3,500 with unemployment services. Veterans Services assisted 818 with priority of service. There were 511 job orders written. Total of 13,925 clients/employers served in Yavapai County through DES.

Vocational Rehab reported 382 plans to employment, 141 eligibility determinations, successful employment of 250 and completion of training for employment for 56. Total of 829 served.

Ms. Drew reported that the cumulative totals from all partners were 10,040 clients for Yavapai County. Chairman Payne called for a round of applause.

Ms. Drew noted that Leah Cickavage prepared some charts of top hiring employers, annual job postings per location, median income, population and unemployment, and the top 10 industries hiring. Ms. Drew concluded her report. Chairman Payne asked for questions or discussion. Supervisor Thurman remarked that we work to live here, we don't live to work here. Ms. Drew commented on a recent meeting between herself and Supervisor Thurman where they spoke about major industries that are marketing the community. She reported that we have embarked on a process with Cable One to market Yavapai County to draw labor to the area and increase business in the One Stop. Look forward to sharing more in the near future.

VII. Youth Council Update

Chairman Payne turned the meeting over to Mel Ingwaldson, Chairman of the Youth Council. Mr. Ingwaldson began by thanking the staff for their assistance with the Youth Council, primarily Leah Cickavage and Julia Sawyer, and others.

Mr. Ingwaldson reported a rough start to the year, and it was decided to move to quarterly meetings rather than bi-monthly. He noted that some members have resigned, such as Sgt. Gill of the Prescott Police Department and John Stewart of Genesis. Staff is reaching out to Launch Pad Center for membership resources. He noted 2 new applications for Youth Council, Linda Brannock from Yavapai Community College and Lt. Jason Small of the Prescott Police Department. Mr. Ingwaldson reported 108 youth that the Council is tracking, and he recited several jobs that are available. Youth Council is recognizing apprenticeships – 4 currently in Yavapai County through Fain Construction, Aspen Cable, SC Auditing and a caregiver facility. A new contact being investigated for future release. Mr. Ingwaldson reported that apprenticeships grew from 150 to 550 with the economic upswing. He concluded his youth report and asked for questions.

▪ New Member Recommendations

Chairman Payne called for a motion to approve the applications of Linda Brannock and Lt. Small for Youth Council. Ms. Drew gave background on Lt. Small and Ms. Brannock. **Linda Thein moved to approve the Youth Council Applications of Lt. Jason Small and Linda Brannock, seconded by Robyn Prud-homme Bauer. The motion carried unanimously.**

Chairman Payne made a presentation of a plaque Certificate of Appreciation to Mr. Ingwaldson for his service to the Youth Council and the WDB. A round of applause followed.

Chairman Payne returned the floor to Ms. Drew, who reported that she is working with Cottonwood Mayor Tim Elinsky to develop a Sector Strategy for Construction trades in the Verde Valley, with a goal to launch a new Contractor's Association in the Verde Valley.

Ms. Drew introduced Jim Apperson, who recently was hired to take over for John Little as the Special Project Coordinator. Mr. Apperson introduced himself as a 2nd generation native of Arizona. He shared his work background, including work with the state legislator, he has worked for 6 governors, has a workforce development background, worked for DES several years. Mr. Apperson also worked with WIOA implementation, among many other agencies both at the state and federal level.

Mr. Apperson's bias is to work in favor of local areas. He plans to focus on Sector Strategies as defined for this region, beginning with light manufacturing and construction. Mr. Apperson will work with local businesses and local officials and in conjunction with other agencies in the area. Other sectors are healthcare, renewable energy and tourism. He asked for questions and comments, and acknowledged working with Steve Silvernale. Ms. Drew welcomed him.

VIII. One Stop Report

Chairman Payne turned the meeting over to Leah Cickavage to bring the One Stop Report. Ms. Cickavage reported the activity numbers from both the Prescott and Cottonwood location, as well as the DES office in Prescott Valley, reiterating the numbers previously reported by Ms. Drew. Ms. Cickavage then reported the satisfaction survey for the Business Assistance Centers, showing 98% of participants extremely satisfied and 2% very satisfied. The BACs have assisted 888 new clients between both the East County and West County, 411 repeat clients, 134 agencies/businesses and 80 job placements.

Ms. Cickavage then reported statistics from Vocational Rehabilitation, and Title II Basic Education, as was reported earlier.

Ms. Cickavage noted the new section on the report that captured top employment fields in Yavapai County. She also reported the trends in Employment Services. She asked for questions and comments, there were none. Chairman Payne then called for the Eligible Training Provider List (ETPL) Update.

IX. ETPL Update

Ms. Cickavage then reported that there is one new training program on the ETPL for review and approval; the Yavapai College Hospitality Certificate. She recited the details of the training, and noted that this is an action item for today. She mentioned another potential ETPL course from the Meadows of Northern Arizona for advanced placement course, which is on hold at the moment per request from the state. She asked for questions or comments. A question was asked regarding the Hospitality Certificate, whether there is a demand for it. Ms. Cickavage replied that she has been to meetings with tourism-related groups, and it is definitely an in-demand industry in Northern Arizona. **Steve Silvernale made a motion to approve the Yavapai College Hospitality Certificate for the ETPL. Gary Hassen seconded the motion.** Chairman Payne called for vote, **the motion carried unanimously.**

Director's Award Presentation

Chairman Payne turned the meeting over to Teri Drew, who noted that the meeting was ahead of schedule, therefore she would like to move ahead to present her Director's Award. She wishes to acknowledge Board members or staff who have contributed significantly to the One Stop system in Yavapai County. This year's Director's Award is dedicated to someone who commits his time and efforts to ensuring compliance, customer service and cooperation. Ms. Drew considered this person to be a very effective, professional leader who has contributed considerably to the operations and services of Yavapai County WIOA as a true professional. Ms. Drew asked Tim Tucker to receive his award. She noted that Mr. Tucker is new to Yavapai County, and always willing to help in anything he can. Mr. Tucker noted we are to be the best partners we can be, and looks forward to nothing but great things in Yavapai County. A round of applause followed.

Chairman Payne opened the floor to member comments, as we were ahead of schedule.

Supervisor Thurman commented that a Love's Truck Stop is coming in for District 2, which will open up 40+ jobs. Some brief discussion followed about changing the opioid epidemic that affects the workforce labor pool, keeping local people from being able to get jobs. He thanked the WDB for doing all they can.

Supervisor Garrison commented on Viticulture that was a Sector Strategy at one time. He noted that the Department of Commerce just released a new economic impact report of \$38 million in Arizona, and \$31 million of that in the Verde Valley 6 years ago. They recently renewed the report, which now shows an economic impact over \$60 million. Supervisor Garrison reported that the Verde Valley Wine Consortium (VVWC) and their partners are working toward developing an AVA – associating wine producing areas in the country. Supervisor Garrison hopes this Board will contribute a letter of support for the VVWC at the time of application.

Ginger Johnson reported that she is doing some contract work with Greater Prescott Region Economic Development Partnership (GPREP) along with Gary Kellogg to revitalize the office of GPREP, which has been vacant for about a year. She noted the GPREP goal of attracting business to the area. She publicly acknowledged appreciation for Wendy Bridges, who was the 1st to offer business leads.

Linda Thein reported briefly on the partnership with Cable One and plans for marketing. She stated that Cable One is re-developing the Arizona@Work website for Yavapai County, as well as a marketing video to attract businesses to Yavapai County. Chairman Payne commented on the sample video that Cable One showed at the last Executive Committee meeting, which was focused on Prescott. Ms. Drew remarked it will be great visibility, and that she has learned a lot about social media and marketing. Ms. Thein noted Cable One is digital, and will be changing their name to reflect that. She also reported that Cable One now has a licensed drone pilot.

Robyn Bauer commented on the Verde Valley Regional Economic Organization (VVREO) as a board member. She reported that they have actively started their Regional Economic Development plan, highlighting several things including affordable housing. She also noted the Revolving Loan Fund of around \$700,000 through VVREO, with a current application pool of around 25. Ms. Bauer also encouraged a regional look through the Cable One partnership, including the Verde Valley.

Gary Hassen spoke about the concept of a Regional Airport and potential jobs, and asked for comments. Wendy Bridges commented that as a City of Prescott employee, one focus is in developing the airport as an economic driver, including a regional airport – to expand capacity and strengthen the runways. She noted that it is a long process to obtain federal grants, but City will continue to work to that end for the health of the community and developing jobs. A question was asked what the “regional” label means, Ms. Bridges elaborated on the benefits of expanding to a regional level. It was noted that it is easy to get to the airport from anywhere in the county. Comments were made regarding more air service to Phoenix. Other comments followed, hoping GPREP will assist in developing the employment base. It’s beneficial to help one another and share resources from one side of the mountain to the other. Much more discussion followed regarding the impacts of expanding the airport and affordable housing issues.

Another question was asked about Sun Corridor from some years back. Jim Apperson commented much discussion circulated about transportation expansion, including high speed rail. Talks seem to have died over the years. Other discussions followed regarding developments around the state in the Wickenburg area.

Scott Farnsworth gave an update on Yavapai College, including the Sedona Center upgrades. A new facility is being finished in Prescott Valley for Allied Health programs. He noted a partnership with Joint Technology Education District (JTED) for the high school. He commented about the College’s involvement in and with community libraries, providing computers for people to be able to access job applications, etc. Ms. Drew asked if we can tag on to these computer services to make available the NACOG One Stop services, to which Mr. Farnsworth answered yes. He went on to report that classes at the College start in a week and a half. A comment followed from Randy Garrison regarding community

support for Yavapai College in the Verde Valley. Sedona needs support for the number of jobs, and the college is a great asset. Tracie Schimikowsky commented regarding the market in Sedona, noting that Enchantment Resort provides employee housing and shuttle transportation from Cottonwood to the Resort in Sedona.

Ms. Drew commented about a meeting last week of the Economic Development Council which featured presentations from Arizona Corporation Commissioners Andy Tobin and Boyd Dunn. She focused on Commissioner Tobin's presentation on \$100 million available in Arizona, particularly rural Arizona, for broadband development. She explained that the funding is being channeled through the school districts, and is a tremendous opportunity for workforce and economic development. They will be laying fiber and developing connectivity.

Chairman Payne asked if there were any more member comments, there were none.

X. Public Comments

Chairman Payne then called for public comments, there was none.

XI. Adjournment

Chairman Payne took a few minutes before adjourning the meeting to recognize Leah Cickavage for her work behind the scenes for NACOG, and for her dedication in support for the Board. Chairman Payne presented her with a plaque Certificate of Appreciation. Ms. Cickavage commented that it has been an honor to have served on the Board and will remain as their staff person.

Chairman Payne then called Teri Drew, and presented her with a plaque Certificate of Appreciation for her dedication to the community and board for many years. Ms. Drew thanked Chairman Payne for the award. She stated that it is an honor to serve and will continue to serve the WDB and the Board of Supervisors.

Chairman Payne called for a motion to adjourn, **so moved by Steve Silvernale, seconded by Linda Thein. The meeting adjourned at 10:50 AM.**

XII. Annual Awards Presentation

Chairman Payne began the Awards Ceremony by introducing Supervisor Tom Thurman, Yavapai County Chairman of the Board of Supervisors. She shared his biography and welcomed him as Emcee of the Awards Ceremony.

Ms. Drew greeted the award recipients for Program Year 2016-2017, and explained that each year the WDB recognizes industry leaders and participants of the NACOG programs, identifying awards for the following:

▪ **Large Business of the Year**

Large Business of the Year – Quality Plastics, represented by Joan Gustafson. Supervisor Thurman read the success story of QP. Quality Plastics faced a decision to relocate their Prescott location, but through meetings with Teri Drew and the NACOG management team, they were able to develop a plan to expand and offer customized training, resulting in assistance with 12 trainees and a 97% retention rate. He presented the award to Ms. Gustafson. Ms. Gustafson made comments about the key partnership with NACOG and achieving success.

▪ **Small Business of the Year**

Chairman Thurman called for Stephen Crandall, owner of SC Audit and Accounting Services, Small Business of the Year. Chairman Thurman read his success story, stemming from his

beginnings with NACOG in 2015 to develop a CPA firm, training employees for a new career. He now has 10 employees and 2 offices in Prescott. His goal is to have 30 employees in the next 2 years. He offers an apprenticeship, one of the few in Yavapai County. Supervisor Thurman presented the award to Mr. Crandall. Mr. Crandall commented on his experiences after graduating from college, and getting into the business world. When he opened his own business, his focus was in hiring locally and training his employees for the job.

- **Adult of the Year**

Chairman Thurman introduced Jon Ramicone , Adult of the Year, and shared Jon’s success story, working with an OJT to achieve his General Automotive Tech Certification through the AAMCO training program. Chairman Thurman presented the award. Mr. Ramicone thanked NACOG and AAMCO for the opportunity to work. Ms. Drew remarked that AAMCO has given NACOG 7 or 8 referrals as a result of Mr. Ramicone’s success, and has become a major employer partner for OJTs.

- **Youth of the Year**

Chairman Thurman introduced Alexander Yowytowa, Youth of the Year Awardee. Chairman Thurman shared the story about Mr. Yowytowa’s ambitions to become a firefighter and he came to NACOG because he was interested in going through the Firefighter certification program, when he was offered the opportunity to train in the Summer Youth Program at the Crown King Fire District, and presented him the award. Alex shared a few words about his new job and employer. He thanked NACOG for the award and opportunity.

- **Dislocated Worker of the Year**

Chairman Thurman called for Nancy Baldini, Dislocated Worker of the Year. He shared her story of losing her job after the closure of the Susan J. Rheem Adult Day Center. She decided to pursue her career of choice as a food and beverage manager, now working for the Sedona Real Inn and Suites. She commented that she missed her old job but likes her new job and has been proactive in improving her place of employment.

- **Trainee of the Year**

Chairman Thurman then called Anita Marcus to receive the Trainee of the Year Award. He shared her success story in her chosen field as and aesthetician, going to school at the Hair Nail & Skin Institute and training while supporting her family of 4. He then presented her award. Ms. Marcus was grateful for her award. Gary Hassen commented on her promptness to schooling and complemented her on her achievements.

This concluded the 2017 WDB Awards Ceremony.