

# Yavapai County Workforce Development Board Executive Committee September 13, 2018 Meeting Minute

Attendees:	Present/Absent	Number of Absences in 2018
Anita Payne, Chairman	Present	2
Philip Tovrea, Vice-Chairman	Absent	1
Steve Silvernale	Absent	1
Mark Timm	Absent	1
Gary Hassen	Present	1
Mel Ingwaldson	Absent	1

\*Excused

**Guests: Gabe Loyola, Loyola Associates**

**Teri Drew, Executive Director**  
**Julia Sawyer, Executive Assistant**

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

Chairman Anita Payne called the meeting to order at 9:05 AM. **A quorum was not present.** Executive Director Teri Drew noted that agenda items requiring a vote would be deferred to the next regular meeting of the Executive Committee and that today's agenda would be modified to accommodate the schedules of the Committee with the Chairman's approval; Chairman Payne agreed.

**II. Approval of the July 12, 2018 Minutes**

This item was deferred for lack of a quorum.

**Approval of the July 12, 2018 Executive Session Minutes**

This item was deferred for lack of a quorum.

**III. Chair's Report**

➤ **Membership Consideration**

At the request of Chairman Payne, Ms. Drew presented the membership application of Alycia Botkin, the new Title IV Vocational Rehabilitation Supervisor for Yavapai County. Ms. Botkin is being recommended by Title IV Director Kristen Mackey to fill the vacancy left by the former Yavapai County Representative Mark Kendall. Ms. Drew noted that Ms. Botkin is an optimum policy maker for Title IV. She also noted that the Committee cannot vote at this time, but can recommend Ms. Botkin's application to the Yavapai County Board of Supervisors for approval and appointment. The application can then be ratified at the next meeting of the WDB. **Gary Hassen recommended Alycia Botkin's application for membership be taken to the Yavapai County Board of Supervisors for appointment to the Workforce Development Board; Chairman Payne seconded the recommendation.**

➤ **Executive Director Salary Recommendation Update**

This item was deferred.

#### IV. Director's Report

##### ➤ Program Update

Ms. Drew noted that she has 2 items for approval but will defer the Program Update at this time.

##### ➤ PY 2017-18 IGA Contract Amendment #7 Approval

Ms. Drew reported a contract amendment to the Department of Economic Security (DES) Contract DI16-002118 to restore Title I funding in the amount of \$7,291. Ms. Drew shared a breakdown of how those funds will be distributed into the Title I program as allocated by DES by Program Title as follows:

- **Adult Program** - \$231 added in to the Other Administration category (One Stop Operations), \$1,817 to Adult On-the-Job Training, our most in-demand program and \$264 to Other Training.
- **Youth Program** - \$227 to Other Administration to capture One Stop costs, and \$2,041 to Occupational/Vocational Training, our most in-demand Youth training program.
- **Dislocated Worker** - \$242 to Other Administration (One Stop Operations), \$1,835 for On-the-Job training and \$343 for Occupational/Vocational training.
- **Rapid Response** - \$291 for Other Training category.

Ms. Drew noted again that these amounts were prescribed and allocated by DES and requested approval of the distribution from the Committee and a recommendation to forward on to BOS for the September 19, 2018 meeting. **Gary Hassen made the recommendation to forward this Amendment to the Yavapai County Board of Supervisors for approval, confirmed by Anita Payne.**

##### ➤ Consider Yavapai County Title I Performance Standards

Ms. Drew shared the State's recommended Yavapai County Title I Performance Standards for Program Year 2018-2019. She noted that she is in the process of negotiating Title I Performance Standards with the State and has prepared a formal recommendation for the Executive Committee's review and recommendation to move forward with the negotiations with the State of Arizona. Ms. Drew highlighted the State's targets and the State proposed targets for Yavapai County; with Yavapai County targets typically 10% higher than the State's proposed targets. **Chairman Payne made the recommendation for Ms. Drew to proceed with negotiations with the State and ratify them at the next meeting. Gary Hassen seconded the recommendation.**

Ms. Drew concluded her approval items and turned the meeting over to Gabe Loyola.

#### V. Yavapai County One Stop Operator RFP Bid Opening/Selection

Mr. Loyola began by noting that after the opening of the Yavapai County One Stop Operator Request for Proposals (RFP) he received some inquiries via email and telephone call, and 3 proposal packets were picked up; however only one Proposal was submitted. Mr. Loyola asked the members of the committee to declare any conflict of interest prior to the review of the Proposal. **Committee members Anita Payne and Gary Hassen publicly declared no conflict of interest with regards to the review of the One Stop Operator Proposal process or vendors.**

Beginning from the top of the approved Evaluation Form, the categories being evaluated were:

- A. Program Overview/Executive Summary
- B. Program Goals and Performance
- C. Program Activities/Methodology

- D. Agency Capacity
- E. Agency Expertise
- F. Collaboration and Leveraged Resources
- G. Letters of Commitment

**A. Program Overview/Executive Summary (5 points value)**- Mr. Loyola asked Ms. Drew to summarize the Executive Summary for the Northern Arizona Council of Governments (NACOG) proposal for One Stop Operator. Ms. Drew noted that NACOG was the only respondent to the RFP, and that NACOG proposes to continue to work with the Local Board as the One Stop Operator per the conditions outlined in the RFP. She also stated that NACOG will leverage and match funds up to an additional \$10,000 if they are the successful applicant. Ms. Drew remarked on the struggle with our partners to contribute to the One Stop Operator, and the initial commitments were \$5,000 from Title II and \$5,000 from NACOG; nothing was committed by Titles III and IV. Therefore, the proposal budget amount was **up to \$20,000**. Ms. Drew noted that Title II has now withdrawn from obligating \$5,000 for One Stop Operations, noting that the Board of Education's interpretation of the law does not align with the WDB. She then concluded that the One Stop Operator budget proposal is now only \$5,000 – and that NACOG will contribute up to \$10,000 cash and in-kind contributions to the One Stop Operations to accomplish the goals of the Board. Ms. Drew concluded her summary. Mr. Loyola noted that the maximum score rating for this category is 5 points, and asked the members of the RFP Committee for their rating. **Gary Hassen recommended 5 points, Anita Payne concurred.**

**B. Program Goals and Performance (5 points value)** – Mr. Loyola noted that there was a 6-page limit on the Proposal. He then asked Ms. Drew to highlight NACOG's responses to the Program Goals. Ms. Drew quickly reviewed the Program Goal – to manage the flow of services at all One Stop Centers. She described the capacity of NACOG to successfully operate the Yavapai County One Stop, detailing the years of experience and the qualifications of the NACOG – EWD staff, with over 55 years cumulative experience as the One stop Operator and as the incumbent One Stop Operator. She noted the record of the Title I program exceeding performance standards for the past several years. Mr. Loyola asked for a recommended score for this category, noting a 5 point maximum. **Gary Hassen recommended 5 points, seconded by Anita Payne.**

**C. Program Activities/Methodology (5 points value)** – At the request of Mr. Loyola, Ms. Drew shared NACOG's goal for continuous improvement. She remarked that, as a result of the “work in progress” that the Workforce Innovation and Opportunities Act (WIOA) is, NACOG's opportunity is to continually work with State and Federal partners and organizations to constantly improve the delivery of service at Yavapai County One Stops, including the negotiations of Memorandums of Understanding and Infrastructure Funding Agreements, as well as all agreements with the County and State. Mr. Loyola asked for a point recommendation to a maximum of 5 points. **Gary Hassen recommended a score of 5 points, Anita Payne agreed to 5 points as well.**

**D. Agency Capacity (25 points value)** – Mr. Loyola highlighted the qualifications required; history of competence and responsibility – 5 points, current member of a One Stop System – 5 points, working in Yavapai County One Stop System last 5 years – 5 points, executive level of authority in Workforce System – 5 points and staff presence during working hours – 5 points. Ms. Drew pointed out 40+ years of experience in employment and training programs, and that because NACOG is considered a community service agency, NACOG brings opportunity from Head Start, Community Services, Area Agency on Aging, Community Development Block Grants, and the Transportation Voucher Program. She also noted work with veteran populations, intake eligibility, training workshops, and the fiscal ability to write checks on the spot to help alleviate the burden of otherwise long processes. Ms. Drew noted the One Stop can be managed with local funds and that she has the authority to write those checks. She

noted key staff of herself, with 40+ years of experience with NACOG, Leah Cickavage with 13 years and very well-versed, Julia Sawyer as the Executive Assistant who manages office flow and administrative staff, and a competent team of Program Case Managers. Ms. Drew also noted that NACOG staffs employees at the Cottonwood office for Title I services. She remarked that NACOG has passed all fiscal reviews and are considered and rated as a low-risk agency, with no bankruptcies, findings or recourse of funds on record. Mr. Loyola asked for a rating. **Gary Hassen recommended 25 points for Category D. Anita Payne agreed.**

**E. Agency Expertise (25 points value)** – Mr. Loyola noted that this category begins with past experience and performance in One Stop Operations, with a rating of 10 points, description of staff experience and how the One Stop will be managed for 10 points and proposed performance accountability in One Stop for 5 points. He noted that most of these had already been covered, but asked Ms. Drew to summarize. Ms. Drew again noted 55+ years of combined experience and expertise of staff in One Stop Operations. **Gary Hassen recommended 25 points, seconded by Anita Payne.**

**F. Collaboration and Leveraged Resources (25 points value)** – Mr. Loyola asked Ms. Drew to summarize NACOG's response to this point, and Ms. Drew referred back to the collaboration of internal programs and services that NACOG has, as well as outside community partners such as Yavapai College. She noted several letters of support received from community partners for NACOG's proposal for One Stop Operator. She also noted in addition to these resources that NACOG will match up to \$10,000 cash and in-kind services. **Gary Hassen recommended a score of 25 points for Item F, confirmed by Anita Payne.**

**G. Letters of Commitment (10 points value)** – Mr. Loyola noted that this category demonstrates letters of commitment from Core Partners for 6 points and letters of commitment from other partners for 4 points. Ms. Drew reported that letters were requested from One Stop Partners as well as the community partners mentioned; however DES (Titles III and IV) notified NACOG that they cannot sign letters of support as they are the state funding agency which would pose a conflict of interest. Title II relied on the Director of Adult Basic Education to submit a letter, but none was received. However, NACOG did receive 10 letters of commitment from various community partners and organizations. In light of Ms. Drew's disclosure, Mr. Loyola recommended the 6 points allocated to Core Partner letters be added to the point value subscribed to letters of commitment from the other partners, making this category scored solely on the other partners for 10 points total. Mr. Loyola noted for the record that the effort was made and the response was out of NACOG's control to remedy and NACOG should not be penalized. **Gary Hassen and Anita Payne agreed to combine the score for a total of 10 points available for other partner letters, and 10 points awarded to NACOG for this category.**

Mr. Loyola recapped the evaluation process, noting that there were 100 points available and the Committee scored NACOG with the full 100 points. He asked the RFP Committee if they agreed with the total; **Gary Hassen and Anita Payne were both in agreement.** Mr. Loyola announced the process is over and requested that the report of the process reflect that every requirement of the Department of Economic Security were met and complied with, noting that the process was fair and open, and all records of announcements and communications have been kept.

## **VI. Adjournment**

Chairman Payne closed the meeting at 9:24 AM.