

# Yavapai County Workforce Development Board Executive Committee September 14, 2017 Meeting Minutes

Attendees:	Present/Absent	Number of Absences
Anita Payne, Chairman	Present	0
Gary Hassen, Vice-Chairman	Present	2
Tracie Schimikowsky	Absent	1
Steve Silvernale	Present	1
Mark Timm	Absent	3
Tim Tucker	Absent	1

**Guests:** Randy Garrison, Yavapai County District 3 Supervisor  
Marlyn Summers, Assistant to Supervisor Tom Thurman

**Staff:** Teri Drew, NACOG EWD Regional Director  
Leah Cickavage, NACOG EWD Operations Manager, Title I  
Jeannette Arntzen, Administrative Assistant

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

Chairman Anita Payne called the meeting to order at 2:15 PM. Chairman Payne began the meeting by reading the WDB Mission Statement.

**II. Approval of the July 13, 2017 Minutes**

Chairman Payne asked for questions and comments on the minutes from the July 13, 2017 meeting of the WDB Executive Committee. Hearing none, she called for a motion to approve, **so moved by Steve Silvernale and seconded by Gary Hassen. The motion carried unanimously.**

**III. Chair's Report**

• **Membership Consideration**

Chairman Payne began by informing the committee that Linda Thein had retired from Cable One, creating a vacancy on the Workforce Development Board. The committee has received a membership application from Kurt Greves. Ms. Drew reminded the committee that everyone had met Mr. Greves at the last Executive Committee meeting. Teri added that Kurt is the General Manager for the digital side of Cable One and was Linda Thein's boss. Ms. Drew shared that Linda has recommended Mr. Greves, and he has accepted the nomination to become a member of the Yavapai County Workforce Board.

Chairman Payne shared some of the highlights from Mr. Greves biography including his extensive experience as a cable network executive, with the committee. Anita stated that she truly values and thanks Ms. Thein for her service and for recommending Mr. Greves.

Ms. Drew disclosed that there could be one potential conflict of interest issue because Cable One is doing the Arizona@Work marketing piece. Teri explained that this should not be an issue for the Board because the contract is between NACOG and Cable One, and added that Kurt would have to abstain from any discussion, should the issue come before the Board. Ms. Drew pointed out that Mr. Greves resides in Maricopa County however; the Board's bylaws say that because he does business in Yavapai County, he is an eligible applicant.

Chairman Payne called for a motion to approve the application of Mr. Kurt Greves for membership to the Yavapai County Workforce Board, **so moved by Steve Silvernale and seconded by Gary Hassen. The motion carried unanimously.**

#### IV. Director's Report

- **Program Update**
- **Review and Approve Local Policy**
- **Partner Budget Review**
- **Data Sharing Agreement**
- **One Stop Operator Agreement Approval**
- **One Stop Certification Process**
- **Infrastructure Funding Agreement**

Ms. Drew began her report by stating that she was going to forego the Program Update because of the Chair's scheduling. Teri informed the board that she would be sending out program update information sometime after the meeting.

Ms. Drew discussed the new job descriptions for General Board members and Executive Board members that the committee had received. Teri stated that when orientation for new members was done recently, staff realized that the orientation package was a little outdated. Staff also realized that what the members do is complicated and confusing. Teri and Leah drafted the job descriptions from the WDB approved documents including Memorandum of Understanding, Plan, etc. Ms. Drew asked for the committee's acknowledgement and agreement that these new job descriptions would be a good product to use for members going forward. Teri shared that people often come here thinking that WDB is a board of directors however, this Board functions very differently than a board of directors and added that the County Board of Supervisors (BOS) is actually the board of directors for the local programs. Ms. Drew asked the committee if they all agreed that these new job descriptions are a good and useful tool. The board agreed that these job descriptions will be helpful.

Chairman Payne called for a motion to approve the job descriptions as presented, **so moved by Steve Silvernale and seconded by Gary Hassen. The motion carried unanimously.**

Ms. Drew informed the committee that several policies are on the table for discussion and that they do need to be voted on. Teri noted that some of the policies also require approval by the Board of Supervisors who will meet on September 20. Teri explained that there is the timeline for submitting agenda items to the County Board of Supervisors. In order to meet state's deadlines the WDB needs to review and comment for approval today. Teri added that these policies must be returned to the State by the 30<sup>th</sup> of September. Ms. Drew advised the committee that if they do not agree with any of the policies presented today, the items can be pulled from the BOS meeting agenda accordingly.

Ms. Drew shared with the committee that NACOG is working from the WDB approved policies under Workforce Innovation Act (WIA) and made changes required by Workforce Arizona Council (WAC). Teri clarified that these policies are updated as required from WDB APPROVED policies and are being presented as updates or amendments to current policies for Title I. Teri also shared that when these

policies were first developed, they were policies for WIA; references for WIA have been removed and all new requirements for Workforce Innovation and Opportunity Act (WIOA) are now included.

Ms. Drew provided the committee with a policies 'cheat sheet' and began her presentation. The first policy Teri presented was the "Youth 5% Income Exemption", which states that all youth must be income eligible to participate in NACOG's programs. Ms. Drew explained that the WIOA has added an exception that says "needs additional assistance to complete employment and/or education and 1 or more barrier to employment; basic skills deficient, homeless, runaway, foster youth, offender, etc. Ms. Drew noted that there is no change to the definition of "barriers". This policy is amended to include the language "needs additional assistance to complete employment or education".

Ms. Drew continued on to the "Priority of Service" policy. Teri explained that NACOG has always offered priority of service to Veterans. Ms. Drew shared with committee that the WIA was open to the public and not population specific; what WIOA is doing is putting emphasis back on public assistance, low income, basic skills deficient and non-veterans, but that does not mean that we cannot serve the general public. However, if it ever came to a point where we had limited funds; the limited funds would be driven to low income, basic skills deficient and veterans, opposed to general populations.

Continuing on, Ms. Drew explained that the Youth School Status has changed. Teri shared that before, we had a 75% in-school youth population that we were working with. Ms. Drew stated that WIOA now says that NACOG must focus services with 75% out-of-school youth and 25% in-school youth. Ms. Drew informed the committee that this changes the definition in our current policy and also emphasizes the selective service by the age of 18. NACOG is now required to ensure that youth apply for selective service, if they are in the program.

The next policy that Ms. Drew presented was Youth Services. Teri explained that Youth Services reflects WIOA references and language and are not new services.

Ms. Drew presented Individual Service Strategy (ISS) policy and explained that the language was updated to reflect WIOA law. Teri explained that the major changes are the ISS is a living document, case management, goals and achievements identified, emphasis on case notes need to correlate with ISS. Teri further explained that the case notes and the ISS are currently two separate documents. The new language says that the case notes must be the same as the ISS and the ISS must be the same as the case notes.

Next, Ms. Drew addressed the changes to the Youth Program Elements, which include financial literacy, entrepreneurial, and leadership. All other services are the same as identified current plan. Teri stated that this policy is updated to meet the State's new requirement.

Ms. Drew addressed the Determining Low Income policy that identifies WIOA standards for eligibility and must be 70% of the lower living standard or the tracking census of low income areas to be utilized.

The next policy that Ms. Drew presented was Support Services. Teri explained that there is one major change which states that we can no longer have paid supportive services to Adult or Dislocated Workers during their follow up period, and all supportive services must be documented.

The final policy Ms. Drew presented is the Eligible Training Provider Listing (ETPL). Teri noted that we approve eligible training providers, including updates. Ms. Drew explained that the policy that the state has imposed now identifies roles and responsibilities for DES, the WDB, and NACOG, as the One Stop Operator with regard to the requirement for monitoring training providers. This policy further requires

locals to monitor school sites in their area once a year, identify provider responsibilities and qualifications and refund policies.

Chairman Payne called for a motion to approve the policies and procedures presented, **so moved by Steve Silvernale and seconded by Gary Hassen. The motion carried unanimously.**

The next item Ms. Drew addressed was the Partner Budget Review. Teri shared that on July 18, 2017 Chairman Payne sent a letter to all of our partners asking for a copy of their operating budget, to include administration. Teri noted that as of date, none were received. Ms. Drew volunteered to ask that at the next general meeting that all partners be prepared to provide a presentation on their entire budget. Chairman Payne asked Ms. Drew to ask the partners to come prepared to present their budget overview.

Ms. Drew provided a Title I budget overview to the committee that showed \$1.3 million for basic career services and \$800,000 for individualized career services. A handout of the Title I budget summary was provided to the committee for review. Ms. Drew presented and explained the Title I budget summaries for Adult, Youth, Dislocated Worker and Rapid Response programs.

Teri reviewed the Adult budget summary and noted there was \$46,114 in Administration costs, \$402,855 in training costs and \$10,000 in participant support costs for a total Adult budget of \$458,969. Overall there was a decrease of .42% or \$1,916.

Ms. Drew continued to the Youth budget summary where she explained that there was \$44,322 in Administration costs, \$395,190 in training costs and \$3,500 in participant support costs for a total Youth budget of \$443,222. Overall there was a decrease of .61% or \$2,698.

The next budget summary Ms. Drew explained was the Dislocated Worker. Teri explained that there was \$48,023 in Administration costs, \$429,708 in Training costs and \$2,500 in Participant Support costs for a total Dislocated Worker budget of \$480,231. Overall there was a decrease of 1.98% or \$9,725.

The final budget summary that Ms. Drew presented was Rapid Response. Teri explained that there was \$0 in Administration costs, \$57,628 in Training costs and \$0 in Participant Support costs for a total Rapid Response budget of \$57,628. Overall there was a decrease of 1.98% or \$1,167.

Mr. Silvernale asked Ms. Drew if we are still allowed to shift monies from one budget to another. Ms. Drew informed the committee that we are able to shift up to 100% of the monies, based on local area demand.

Chairman Payne called for a motion to approve the program budget for Title I, **so moved by Steve Silvernale and seconded by Anita Payne. The motion carried unanimously.**

The next item addressed by Ms. Drew was the Data Sharing Agreement. Teri notified the committee that NACOG has been notified by the Department of Economic Security (DES) that our current access to the Unemployment Insurance (UI) Data System has expired. Ms. Drew shared with the committee that in the past, if an individual left the area without notification, NACOG would have to take them as a negative performance measure; but with the UI data, employment data and how much they're making, and that really helps our retention factor. Ms. Drew explained that the State of Arizona has changed the policy and NACOG has always been authorized to access this data. This change makes it so that NACOG is no longer eligible because NACOG, by definition, is not considered a public entity and therefore NACOG is no longer allowed to sign the Data Sharing Agreement. Teri further explained that the WDB is

a recognized public entity because they are appointed by the County Board of Supervisors. Teri's recommendation was that the WDB be the public official for the Data Sharing Agreement. Ms. Drew noted that NACOG drafted a letter relieving Chairman Payne, as a private individual; from any liability should there be a data security breach. Ms. Drew requested that the WDB accept the authority as the Public Official and allow Anita Payne, as Chairman, to sign the DES Data Sharing Agreement and notify the state that they authorize NACOG's access for the purposes of program operations under WIOA.

Chairman Payne called for a motion to approve the signing of the DES Data Sharing Agreement, **so moved by Steve Silvernale and seconded by Anita Payne. The motion carried unanimously.**

The next item Ms. Drew presented to the committee was the One Stop Operator (OSO) Agreement. Ms. Drew shared with the committee that in 2015 the WDB Executive Committee hired a consultant and developed a RFP for One Stop Operator. NACOG was the successful bidder of that RFP and is now the County's OSO. The RFP is effective through program year 2017, which began on June 1, 2017 and ends June 30, 2018. Ms. Drew explained that NACOG received a records request from the state and in turn, requested records from the county clerk. The BOS approved documentation NACOG received from the county clerk showed that the OSO Agreement was approved for calendar year and not program year. Ms. Drew explained that this documentation effectively ended the OSO agreement on June 30, 2017 instead of June 30, 2018. Ms. Drew stated that this item is on the BOS agenda for renewal, at the county clerk's request. Ms. Drew noted that it is her feeling that since we are asking for an extension, that we should extend to June 30, 2020. Discussion followed regarding the board's options on the requested extension. The options were: the WDB could end the current agreement and begin the process for RFP, the WDB could extend the contract through the original RFP dates of June 30, 2018 or the WDB could vote to extend the One Stop Operator Agreement until June 30, 2020, in coordination with the approved Local Plan.

Chairman Payne called for a motion to recommend to the County BOS that we extend the One Stop Operator Agreement with NACOG until June 30, 2020, **so moved by Steve Silvernale and seconded by Anita Payne. The motion carried unanimously.**

The next item that Ms. Drew presented to the committee was the One Stop Certification Process. Teri began by thanking all partners who participated in the process. Teri also expressed her many thanks to Leah Cickavage for her leadership with the One Stop Committee. Teri explained that the Workforce Arizona Council (WAC) has developed a policy and a tool to evaluate and assess One Stops to ensure that they are operating, accessible, clean and meet all requirements. Ms. Drew noted that the state council is mandating that the evaluations be done by the WDB members and Teri recommended that the Executive Committee select private sector members to avoid conflict of interest. Ms. Drew went on to explain that this is now a condition of certifying our One Stop's in Yavapai County. Teri shared that by law, every county must have one Workforce One Stop; Yavapai County has three, and all three must be reviewed. Discussion followed regarding the time, effort and planning required to complete the evaluations, and who amongst WDB could conduct the evaluations. Chairman Payne requested an email be sent to WDB general members requesting volunteers to complete the evaluations. The committee suggested Robin Bauer and Ginger Johnson.

Chairman Payne called for a motion to send out an email asking them to volunteer and to establish a team to complete the One Stop evaluation process, with staff assistance, **so moved by Steve Silvernale and seconded by Anita Payne. The motion carried unanimously.**

The final action item that Ms. Drew presented to the committee was the Infrastructure Funding Agreement. WIOA requires all partners to pay their fair share and the state has developed policy that

requires all partners to be party to the agreement. Teri informed the committee that signatures have been obtained from Title II and Title III and IV, and Chairman Payne is being asked to sign on behalf of Title I required by the state policy.

Ms. Drew acknowledged Leah Cickavage for leading the process with the One Stop Committee and thanked her and the One Stop Committee for all of their hard work and efforts.

Chairman Payne called for a motion to approve authorizing WDB Chairman to sign the Infrastructure Funding Agreement, **so moved by Steve Silvernale and agreed to by Anita Payne. The motion carried unanimously.**

**V. Member Comments**

Chairman Payne asked for Member comments. Mr. Silvernale requested that NACOG put together a checklist for conducting the One Stop evaluations. Ms. Drew stated that was a good recommendation.

**VI. Public Comments**

Chairman Payne then asked for Public comments.

Supervisor Garrison suggested that there be a One Stop Certification Walk-Through Checklist to simplify the process.

**VII. Adjournment**

Chairman Payne called for a motion to adjourn the meeting, **so moved by Steve Silvernale and seconded by Anita Payne. The meeting adjourned at 3:10 PM.**

*Minutes of the Workforce Development Board Executive Committee – July 13, 2017  
Approved: September 14, 2017*