

Yavapai County Workforce Development Board
Executive Committee Minutes
April 21, 2016 at 1:30 PM
Yavapai County One Stop
221 N. Marina Street Suite 201, Prescott, AZ 86301

<u>Members:</u>			<u>Members:</u>		
		(Absences)			(Absences)
Elaine Bremner	Present	1	Ginger Johnson	Present	0
Ken Lain	Present	1	Anita Payne	Present	0
Steve Silvernale	Absent	1			

Staff: Teri Drew, Regional Director
Julia Sawyer, Executive Assistant

Guests:

1. Call to Order:

Chairman Anita Payne called the meeting to order at 1:42 PM. She noted those in attendance, both in person and via teleconference.

2. Approval of the Minutes of March 8, 2016

Chairman Payne asked for a motion to approve the minutes for the March 8, 2016 minutes. **Elaine Bremner made the motion to approve the March 8, 2016 minutes of the Executive Committee. Anita Payne seconded. Motion carried.**

3. Director's Update

Regional Director Teri Drew noted that there will be no May meeting for the Executive Committee or General Board, this meeting will serve to replace it. Julia Sawyer will send out notice to the Executive Committee of the next meeting date within a few days.

Ms. Drew highlighted an upcoming seminar, "Leading With Intent" with Scott Lewis of the Northern Arizona University, which will be held in conjunction with the series led by Dr. James Subach. The seminar will take place at the Business Assistance Center, located at 221 N. Marina St., Suite 101, Prescott, Arizona on June 29, 2016 at 1:00 PM. Ms. Drew notified the committee that the Northern Arizona Council of Governments (NACOG) has purchased 10 seats for this seminar. Invitations went out to the Executive Committee of the Workforce Development Board offering the seminar free of charge.

Workforce Innovation and Opportunity Act (WIOA) Plan instructions have been released, and they come with an aggressive schedule. Plans must be to the Workforce Arizona Council (WAC) by Sept 1, 2016. Yavapai County's draft plan must be completed by July 15, 2016, ready to release for a 30 day public comment period, prior to the next Workforce Development Board (WDB) meeting in August. Following the approval for recommendation by the WDB, it will move on to the Board of Supervisors for approval. The plan is a unified plan; all One Stop partners are supposed to participate. Leah Cickavage, Operations Manager for NACOG and One Stop Partner, will send a notice out to all partners with details on expectations to participate. Chairman Payne has signed a letter that was drafted to go out to all One Stop Partners, asking for everyone's cooperation. There are only six weeks to get the first draft complete. Yavapai County's plan must compliment the state plan. NACOG has new policies for procurement and travel that must be incorporated as well. Everyone's cooperation and assistance is needed to accomplish this task. Discussion followed regarding the proactive attitude and expertise of the staff. All agreed that everyone's input at the table is necessary and desired. Ms. Drew noted that the final regulations for the plan will not be released until June, 2016, and that the federal government has approved the state's instructions for the plan.

4. Membership Considerations

Chairman Payne turned the floor over to Teri Drew for membership considerations. Ms. Drew reminded the Executive Committee that there was not a quorum at the April 12, 2016 General meeting of the WDB, but they gave their recommendations to the Executive Committee by majority vote of the members present. Recommended to membership were Mark Timm, Human Resources Executive Director for the Yavapai Regional Medical Center, and Pamela Blackburn, the Prescott Project Manager for Arizona Public Services. Mr. Timm is being recommended to fill both the Executive Committee and General Board seats vacated by Marnie Uhl a year ago, and Pamela Blackburn to fill the vacancy on the General Board caused by the resignation of Laura Hamblin last month. **Ginger Johnson moved to recommend Mark Timm to both the Executive Committee and General Board, and Pamela Blackburn to the General Board, for appointment by the Board of Supervisors. Elaine Bremner seconded the motion.** Chairman Payne called for comments, there were none. Chairman Payne asked for a vote, and **the motion passed unanimously.**

Chairman Payne then read the renewal applications for consideration: Steve Silvernale, Leah Cickavage, Ginger Johnson, and Anita Payne. Ms. Drew reminded the Executive Committee that these were also recommended by the General Board at the April 12, 2016 meeting. **Elaine Bremner made the motion to renew the memberships of Steve Silvernale, Leah Cickavage, Ginger Johnson and Anita Payne to their original positions. Anita Payne seconded.** Teri Drew commented that this vote is a formality following the recommendation from the General Board, and the Board of Supervisors will make the appointments. **Motion carried unanimously.**

5. Elections

Elaine Bremner read the minutes of the Elections Committee meeting of March 31, 2016. The Elections Committee, consisting of Elaine Bremner, Teri Drew and Ginger Johnson, recommended that Anita Payne be retained as Chairman of the Yavapai County Workforce Development Board, and Steve Silvernale be retained as Vice Chairman. She noted that they also discussed a succession process. Ginger Johnson noted that the General Board approved the recommendations of the Elections Committee. **Ken Lain made the motion to recommend to the Board of Supervisors to re-appoint Anita Payne as the Chairman of the WDB and to re-appoint Steve Silvernale as Vice Chairman of the WDB. Elaine Bremner seconded.** Elections Committee Chairman Bremner called for discussion, and having none, called for a vote. **Motion carried unanimously.**

6. Approval of Amendment #3 to DES Contract # D116-002118

Teri Drew moved on to a request from the Department of Economic Security (DES) to add funding to cover the cost encumbered for the Arizona @ Work rebranding initiative. The amount being requested is \$7,058, for a total budget for the rebranding of \$14,120. She asked Chairman Payne to call for a recommendation from Executive Committee to the Board of Supervisors to accept those funds from DES. Chairman Payne called for a motion to recommend as stated. **So moved by Ken, seconded by Elaine Bremner.** There was no discussion, and Chairman Payne called for a vote. **The motion carried unanimously.**

7. Member Comments

Chairman Payne asked for member comments, there were none.

8. Public Comments

Chairman Payne asked for public comment, there was none.

9. Adjournment

Chairman Payne asked for a motion to adjourn, **Elaine Bremner made the motion to adjourn, seconded by Ken Lain. The meeting adjourned at 2:09 PM.**