

**Yavapai County Workforce Development Board  
Executive Committee Minutes  
January 12, 2016 at 9:00 AM  
Town of Prescott Valley Library Crystal Room  
7401 E. Civic Cir. 3<sup>rd</sup> Floor, Prescott Valley, AZ 86314**

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

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

Guests: Mel Ingwaldson as representative of Youth Council

A quorum was not present.

- 1. Call to Order: Chairman Payne called the meeting to order at 9:27 am.**
- 2. Approval of the Minutes of November 10, 2015 could not be approved because there was not a quorum.**
- 3. Chairman's Report**

Chairman Anita Payne did not have a report and turned the meeting over to NACOG Regional Director Teri Drew.

**4. Membership Considerations**

• **Private Sector Seat Considerations**

Teri Drew stated that she had hoped to have a Private Sector seat name available for today, and she expressed gratitude for Supervisor Smith for presenting a name for Private Sector seat vacated by Marnie Uhl in April 2015 for District 5, but the candidate was not a private sector representative, which means that he did not meet the requirements for eligibility. Teri spoke with Supervisor Smith to let him know that it would be nice to have somebody from retail as a candidate. It's her opinion that Prescott Valley is somewhat of a retail center for Yavapai County, and it would be nice to have someone to represent retail as a large-scale employer, in addition the representation we already have of the smaller-scale employment base represented by Ken Lain. She has offered a name to Supervisor Smith for consideration, and he was in agreement that we needed somebody from retail. Supervisor Smith has agreed to continue to help to bring someone forward for consideration.

Teri also mentioned that Linda Brannock had resigned from the Department of Economic Security (DES), which also resulted in her resignation from the Workforce Development Board. This is a mandatory seat, and NACOG has been soliciting DES since November to produce an applicant to fill the vacancy left by Ms. Brannock. DES has let us know that they want their supervisors and managers to complete training with DES before they give them any outside activity. Teri expects to have a name coming forward from DES very soon. Teri reiterated that the DES seat is required, and if the Board were to be certified today, we would not meet the minimum criteria for certification. Consequently, Teri has been really encouraging DES to get this seat filled. Chairman Payne clarified that DES does have the position filled, but that person is still in training. Teri agreed, and suggested that they may be waiting on final approval from the main office in Phoenix.

## 5. Director's Report

### • Scope of Work

Teri Drew began her report by thanking Chairman Payne for the time she spends on the Workforce Development Board. Teri commented on Chairman Payne's willingness to attend the Board of Supervisors meetings to introduce any of the work that the WDB has been doing. One of the more recent items brought to the Board of Supervisors was the Scope of Work, which details what our scope will be as a Board in administering One Stop operations with NACOG. Ultimately, the Scope of Work Memorandum officially appointing NACOG as the One Stop Operator/Administrative Entity has been reviewed and approved by the Board of Supervisors. The Administrative Entity is responsible for staffing the board and for all programs and operations. The document outlines and defines those roles and responsibilities. The Workforce Board also approved the Addendum (Attachment A). The Addendum further defines the roles and responsibilities of the Board of Supervisors, the Workforce Board and gave a better description of the General Board, the Youth Council and the One Stop Operator. The Resolution #1928 that supports the Scope of Work was also passed.

A question was asked whether we were one of the first counties to complete the process, and Teri answered that she thought we were. Most of the other counties were waiting for the final regulations, and as of yet there still are no "final" regulations. If changes need to be made down the road, we are still ahead of the game.

### • Memorandum of Understanding

Teri continued her reporting on the Memorandum of Understanding and Cost Sharing Agreement with our partners, NACOG, DES and Stepping Stones, also Voc Rehab and Title II which is a required by law. WDB's must enter into a Memorandum of Understanding (MOU) with partners to deliver services at one stop and to define what those services are. Partners are required to enter into a cost sharing agreement, which amounts to each program having 2% set aside for this purpose. NACOG and DES have entered into a mutual agreement, which went into effect July 1, 2015. It was agreed that we exchange space for space, i.e. DES uses NACOG office space in Prescott and NACOG uses DES office space in the Verde Valley. DES pays for their own IT, phone system, materials, supplies and staffing, and NACOG does the same. This works well for both sides. Now our new partners, Voc Rehab, have personnel in the West County One Stop on a regular basis, as does the Veteran's Program, which is a required partner. Title II is in the Verde Valley operating the Camp Verde Literacy Program and they are operating learn labs in the East County One Stop. Teri spoke with the State Title II Director, Cheryl Hart, and was told that there is not currently funding for all 12 local areas to have these labs, so Cheryl is recommending that our partners exchange "in-kind" services between us instead of cash.

The new law states that the Workforce Board must have a budget showing what it costs to operate the Board. The budget is \$53,000.00. The budget is for the Board and the associated staff salaries and fringe to staff the Board and its committees, professional outside consulting services, travel expenses, materials and supplies and anything directly related to the board. Teri has communicated with most of our partners that the WDB will most likely ask them to contribute to the budget. There really is no "in-kind" way to do this, and make it an equal share. The thing to be concerned about is that the law says we have to pay fair shares, so it's important that we find a way that our partners can contribute. If they can contribute some of their 2% to the overall expenses and that would be satisfactory.

Teri stated that we are over-budget on the professional consulting services for the Youth Council. There was some discussion as to the need to put extra effort into that RFP, and now it is done. Teri reminded the board that the partners work at their discretion; the board does not work at the partner's discretion. Title II has voiced their desire; it's ultimately the Board's decision. It's important at this point to come up with a plan and more definite process and agreement before the MOU and cost sharing agreement can be complete. While DES and Voc Rehab are already in agreement, Title II prefers to wait until the final regulations come out. Although the issue can't be forced at this time, at least conversation is going on toward making these agreements.

Teri opened the floor to discussion regarding thoughts on how those conversations should move, whether we should encourage the partners to put that money forward. Even if the law comes out and says they don't have to, we can be stricter than the law; we just can't be more lenient. The best approach is to ask. Teri clarified that this would be for the July 1, 2016 budget. Teri said that the cost sharing is really what's hinging everything. Teri has no expectation that there will be any changes in terms of the current arrangement we have with space and facilities. We need to see how Title II is going to offer any services from the West County office. Something Cheryl Hart had talked about was in regards to the requirement we have to test individuals with an assessment test, and being a part of the Department of Education, Title II could get us a deal or purchase the tests for us, which would be a cost savings to us and would be treated as an in-kind service. Teri thought this may be the catalyst to how we negotiate with them.

- **Economic Regions**

Economic Development Regions law says that, besides our comprehensive plan we also have to have an economic development plan with three common regions. Teri reminded the Board that at the last meeting there had been a study shared by Paul Shannon of DES that gave a lot of data, part of which revealed that our most common area Coconino County. Carol Curtis, the WIA Director for Coconino County, and Teri have been talking since the start of Workforce Innovation and Opportunity Act about working together since Yavapai County and Coconino County were so much alike. The state recently released information that would allow each of the 12 local areas to be their own planning region. That would be good in that Yavapai County wouldn't have to build collaboration with other counties, but the down side is that since NACOG already has an economic development strategy, including Workforce Development, so if we were to act independently as Yavapai County, we would need to purchase, develop and write a new plan. The reality of that is that we would be actually writing two plans at the same time because our current plan would become obsolete. Then we'd have a requirement to write a whole new plan, which would be about a six-month process. NACOG's economic development plan was a facilitated process, which costed about \$50,000, subsidized in part by APS (\$10,000 out of our budget) to get the process done. It isn't appropriate for NACOG to take all the cost, it should be shared county-wide, furthering the need to work with our partners to share in the cost to get this done. Teri recommended and suggested that it is a facilitated process and that we need to work with our economic development partners within Yavapai County, like the Greater Prescott Region Economic Partnership (GPREP) and other community organizations that are working directly with economic development. NACOG is already partnered with economic development groups, such as GPREP, and VOC ED East County ED.

Since the regions have been defined for us, the process now will be that the WDB will make a recommendation to the Board of Supervisors for designation of Yavapai County as an economic development region. Then it will go on to the State, which is in the process now of developing a format to accomplish this.

Teri reported that the Manufacturing Forum was very successful, and we made some strides in terms of the Sector Strategy work and process that we need to do. One part of the forum included an employer's survey which was directed just toward manufacturers. The survey received 31% response of the invitations sent out, which was very good. Teri stated she would like to expand this to include, as a first step, the WDB members, all of whom have a pulse on labor market issues, strengths and weaknesses. Part of the reason that each member of the Board is here is for voices to be heard and opinions to be made. Teri plans to have a survey for the WDB to complete by the end of January, then to couple that with the manufacturing survey. From there she would also like to send it out to general purpose organizations like labor unions, HR associations, etc., so that those voices can be heard on a broader scale. Teri handed out the new survey to members present. She suggested a dedicated meeting of the board to discuss the results of the survey and develop some strategies and goals around the responses.

Teri asked for comments from the Executive Board members. It was suggested that a committee be formed to try and determine who would like to be involved in this. Another comment was made regarding the value of

administering the survey online, as well as to give a target date for all to be completed. A discussion followed regarding preparing the survey for online completion.

Teri also commented on taking the next step with the Manufacturing Forum, which will be to have a collective meeting with all of the economic development folks from around the county to come and be a part of a roundtable discussion to identify manufacturing resources, plans and goals, and to work collectively as sector strategy partners to accomplish it. NACOG has brought John Little back on staff to assist in facilitating this meeting. It's been decided to have an East County follow-up meeting and a West County follow-up meeting after the forum to identify commonalities and then bring those groups together at least twice a year.

Discussion followed regarding a manufacturing group being brought together for the topic of export and supply chain that John Little might want to know about. Rich Heath of GPREP had been promoting the Manufacturer's Breakfast at the end of January. Teri explained that Mr. Heath has been a part of the conversation on sector strategy as has been someone from the Verde Valley.

Teri Drew then concluded her report and gave the floor back to Chairman Payne.

**6. Public Comments**

Chairman Anita Payne called for public comments, but there were none.

**7. Adjournment**

Chairman Anita Payne adjourned the meeting at 9:56 AM.