

**Yavapai County Workforce Development Board**  
**Executive Committee Minutes**  
**January 10, 2017 9:00 AM**  
**Springhill Suites by Marriott**  
**200 E. Sheldon St.**  
**Prescott, AZ 86301**

---

<u>Members:</u>			<u>Members:</u>		
		(Absences)			(Absences)
Elaine Bremner	Present	0	Teri Drew	Present	0
Ken Lain	Absent	1	Anita Payne	Present	0
Steve Silvernale	Present	0	Mark Timm	Present	0

Guests: Supervisor Randy Garrison, District 2 Yavapai County Board of Supervisors  
Craig Lefever, Yavapai College Title II  
Kelly Crawford, Arizona Department of Education/Adult Education Services  
Maria Ethier, Arizona Department of Education/Adult Education Services

Staff: Julia Sawyer, Executive Assistant  
MaryAnn Deminsky, Administrative Specialist

**1. Call to Order:**

Chairman Anita Payne called the meeting to order at 9:08 AM, wishing everyone a happy New Year. A quorum was present. Chairman Payne welcomed Yavapai County district 3 Supervisor Randy Garrison to the meeting. Supervisor Garrison is replacing former Supervisor Chip Davis in District 3. Chairman Payne then asked the Executive Committee members to introduce themselves. Also, Craig Lefever, of Yavapai College Title II Adult Education, introduced himself.

**2. Approval of the Minutes of November 10, 2016**

Chairman Payne asked for comments and a motion to approve the minutes for the November 10, 2016 meeting. **Mark Timm made the motion to approve the November 10, 2016 minutes of the Executive Committee meeting as submitted. Steve Silvernale seconded. Motion carried unanimously.**

**3. Chair's Report**

Chairman Payne opened her report with notice from Ken Lain that, due to increasing ventures in his career and family life, he wishes to resign from WDB. He has agreed to remain on the Board until his replacement on the Executive Committee could be secured. Chairman Payne noted that there has been discussion with Gary Hassen regarding filling Mr. Lain's position on the Executive Committee, and Mr. Hassen has agreed. Regional Director Teri Drew pointed out that Mr. Hassen has been a member of the WDB for 2-3 years, and he and his wife own the Hair, Nail and Skin Institute in Prescott. Ms. Drew noted that Mr. and Mrs. Hassen have been working directly with workforce investment programs in placement services for their students for the past several years. Ms. Drew also has checked with Supervisor Thurman as the District 2 Supervisor, which is the district that Ken Lain represented on the Executive Committee, and Supervisor Thurman is in agreement with Gary Hassen as the nominee to replace Mr. Lain. It was discussed that Mr. Lain would be missed, and that Mr. Hassen would be a positive replacement. **Mark Timm made the motion to accept Ken Lain's resignation and to recommend Gary Hassen to fill Mr. Lain's vacancy. Steve Silvernale seconded the motion.** Chairman Payne called for a vote, and **the motion carried unanimously.**

Chairman Payne then reported on the December 7 2016 Board of Supervisors meeting where the Executive Committee members attended at the invitation of Supervisor Chip Davis. Each Executive Committee member was recognized with a Certificate of Appreciation by the Board of Supervisors for their service to Wayne County. Chairman Payne noted that Teri Drew and the Executive Committee of the WDB also recognized Supervisor Chip Davis with a gift for his service to Yavapai County and the WDB, and his retirement. Photos of

the event were passed around. Ms. Drew expressed her appreciation of the Board of Supervisors' recognition of the WDB, especially the Executive Committee. She also noted that Supervisor Davis is working now for U.S. Congressman Tom O'Halleran's office in Flagstaff as Deputy Director for Northern Arizona. Ms. Drew said the Mr. Davis has requested a meeting with her regarding some economic and workforce development issues, and that he is well and seems to be happy in his new role.

#### **4. Director's Report**

Chairman Payne tuned the meeting over to Regional Director Teri Drew for her Director's Report. Ms. Drew began by reporting on several meetings she has attended of the Governor's Workforce Arizona Council (WAC) regarding the WDB Plan draft that has been submitted. The Plan is under review at this time, and no comments or suggestions have been received as of yet. A review team has been reviewing all of the Plans submitted by the workforce development areas, a team made up of the Department of Economic Development (DES), the WAC and the Office of Economic Opportunity (OEO). There was brief discussion about some changes in the leadership of both the WAC and DES in recent weeks.

Ms. Drew then announced that the WDB Recertification process has been completed and it is anticipated that at the February 17, 2017 meeting of WAC all workforce boards will be provisionally approved. This is because there are still questions being researched on all of the local boards by the WAC. Ms. Drew also noted that the Local Area Designation is complete and that Yavapai County is designated as a local area.

Ms. Drew reported that there is much policy discussion going on at the state level. The discussions include the development of policies for local areas, which she and the other local area Directors protest. Ms. Drew described how the recertification requirements of the local boards demand that appointees to these boards are required to have optimum policy authority within their businesses to be on the WDB. However, the state seems postured to take policy-making authority away from the local boards, making the policies at the state level. Some discussion followed regarding the ramifications of this issue. Ms. Drew stated each local area is different and has different needs and that, to the OEO's credit, they and the WAC has stepped back to hear the issues held by the local areas. Policies being examined are for Local Governance, One Stop Operator, and Procurement. Ms. Drew went into more depth regarding the policies, and discussion followed regarding the distribution of responsibility and liability of the decisions being made. Ms. Drew mentioned that the final Workforce Innovation and Opportunities Act (WIOA) regulations in their published form is literally the size of a ream of paper, and that the reading and interpretation of the regulations will take some time. WIOA will be fully implemented by July 1, 2017. She reiterated her opinion and that of her colleagues is that local policy should be made at the local level.

Ms. Drew moved on to a discussion about budgets and performance. She made note that, because there are 4 core partners in WIOA (Title 1 – Adult, Youth and Dislocated Worker; Title II Basic Adult Education; Title III Wagner-Peyser (Employment Services and Veteran's Services); and Title 4 Vocational Rehabilitation), there should be more transparency by all 4 partners in their reporting, not just Title I. Ms. Drew stated the importance of full reporting is so that the local Board can better understand the entire system. The local Board's role is to bring a private perspective to the public programs. She noted that the other budgets and performance reports will be brought to the table as they are made available.

Ms. Drew then reported that the Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) #10-16 has been released, which implements at the federal level that all partners will share in their performance, which means that this local Board will be responsible to understand and respond to performance of all programs.

Ms. Drew discussed an amendment to the Title I budget which needs approval. The additional sums of money for Title I Adults (\$8,227) and Youth (\$50,183) are being distributed to us by the State from funds that were not used by other local areas over the past 2 years. The state takes the unused fund and re-allocates them to the local areas as a fair share distribution. Ms. Drew stated that, because Yavapai County used all of their

funding, they are eligible for more funds. The total amendment allocated to Youth includes \$183 to administration and \$50,000 is going to be designated to Work Experience (WEX). Following brief discussion, Chairman Payne asked for comments, and hearing none she asked for a motion to approve the Title I budget amendment. **Elaine Bremner made the motion to approve the budget amendment for Youth as presented.** Chairman Payne asked for opposition and called for a vote, **the motion passed unanimously.**

Ms. Drew then outlined the Adult amendment, which included \$88 for administration and \$8,139 to On-the Job Training (OJT). Ms. Drew noted that the most demand for Adults is in OJT, therefore the funds are directed to that area of the most demand. Chairman Payne asked for further comments or questions, and then for a motion to approve this amendment as well. **Elaine Bremner made the motion to approve the allocation as presented, seconded by Mark Timm. The motion carried unanimously.**

Ms. Drew moved on to Title I Performance Standards. Ms. Drew stated that Title I performance negotiations have been made between the state and Title I Director, based on the prior 2 years performance. Ms. Drew passed out the performance standards for Title I, noting that the negotiated performance standards for Yavapai County are higher than the state's performance standards due to Yavapai County Title I successes in past performance. Those local areas demonstrating performance excellence are expected to do even more, while those areas not performing well are typically given lower performance standards percentages.

Ms. Drew also spoke about median wages. Median wage is a measure of the second quarter wages of an individual 2 months after exiting the program to see if they are still earning at the same capacity as the performance level for either adults (\$5,549) or dislocated workers (\$7,500). Ms. Drew noted that median wage is difficult to measure, and noted that we are also higher in this measure than the state. She concluded her discussion of the Title I performance measures by stating her confidence in Title I's capability to meet and exceed these goals, and ended by asking for questions. Some discussion followed regarding how the negotiations are done. A comment was made about how the other counties compare, to which Ms. Drew replied that Yavapai County Title I was number 1 performing area in the state of Arizona with the highest level of "exceeds" and no "fails". More discussion followed regarding the positive report. Ms. Drew commented that the methods being used for placing individuals into jobs is running smoothly, utilizing less of the WEX program alone and tying it into OJT for longer-term commitments.

**Steve Silvernale made a motion to approve the 2017 Title I Performance Standards, seconded by Elaine Bremner.** Chairman Payne asked for questions or comments, there were none. Chairman Payne called for a vote, **the motion carried unanimously.**

Ms. Drew reported that Department of Labor now wants to know the cost per participant for all titles, and the percentages of individuals enrolled in education and placement activity. She noted that in the future decisions will be based on the cost to the federal government rather than the performance standards being met. With that she concluded her report.

## 5. Member Comments

Chairman Payne asked for member comments. Steve Silvernale announced that the bus service to the Greyhound Station in Phoenix has started as of December 19, 2016, running 3 times a day. The reasonable fare structure includes rides within Yavapai County from Prescott to select locations, and are designed to provide transportation for lower income people – \$5 one way to local areas (Prescott Valley, Dewey, Mayer and Black Canyon City), \$10 to Phoenix. The bus service is funded through a grant from the Federal Transit Administration (FTA). A question was asked about outlying areas of Yavapai County, service is expected to expand. Mr. Silvernale noted that ridership is low at this time but he is advertising on the radio. He then commented on litigation between his bus service and Arizona shuttle, who is suing him for a non-compete violation per the agreement signed when he sold his airport shuttle service to Arizona Shuttle 3 years ago.

However, Mr. Silvernale noted that the new bus service does not go to the airport. Chairman Payne thanked him for sharing his comment.

## 6. Public Comments

Chairman Payne asked for public comments, and Kelly Crawford of the Arizona Department of Education (DOE) commented on the expectations of the Board with DOE reporting on performance for the 2<sup>nd</sup> quarter One Stop Report. She wished to reiterate to the Board that Title II Adult Education does not report outcomes quarterly, but annually to the Federal Department of Education. She stated that they will share this information after it is approved by the Office of Career, Technical and Adult Education (OCTAE). Realizing a need for the Board to receive some kind of performance report, Ms. Crawford stated that, in agreement with the state, they will provide reports on number of participants, total number of instructional hours and the percent of progress-tested students with measurable skill gains. Regional Director Teri Drew commented that there should be some data that could be shared, such as attendance records and completion records at the local level, so that reporting can be consistent, and asked for compliance. Ms. Crawford responded that the Board should communicate their request to the state, as this is where all reporting data goes. She again stated that the reporting would not be outcome data but basic attendance, etc. Ms. Drew asked how frequently the data would be reported for the Workforce Innovation and Opportunities Act (WIOA) and Ms. Crawford stated that it will also be reported annually. Ms. Drew thanked her for the report and noted that Leah Cickavage will contact Ms. Crawford in the future for report information.

Chairman Payne asked for any further public comments. There were none.

## 7. Adjournment

Chairman Payne called for a motion to adjourn the meeting. **Mark Timm made a motion to adjourn the Executive Committee meeting, seconded by Steve Silvernale. The motion carried unanimously.** The meeting was adjourned at 9:54 AM.