

**Yavapai County Workforce Development Board
Executive Committee Minutes
November 10, 2016 at 9:00 AM
Town of Prescott Valley Civic Center, 3rd Floor
7501 E. Civic Circle
Prescott Valley, Arizona 86314**

<u>Members:</u>		(Absences)	<u>Members:</u>		(Absences)
Elaine Bremner	Absent	2	Teri Drew	Present	0
Ken Lain	Absent	2	Anita Payne	Present	0
Steve Silvernale	Present	1	Mark Timm	Present	1

Guests: Christian Oliva del Rio, CEO Cottonwood Chamber of Commerce
Craig Lefever, Yavapai College Title II
Scott Farnsworth, Yavapai College

Staff: Julia Sawyer, Executive Assistant

1. Call to Order:

Chairman Anita Payne called the meeting to order at 9:10 AM. A quorum was present.

2. Approval of the Minutes of September 13, 2016

Chairman Payne asked for a motion to approve the minutes for the September 13, 2016 meeting. **Mark Timm made the motion to approve the September 13, 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 Ginger Johnson that she is requesting a change in her status from Community Based Organization (CBO) as president of Stepping Stones to a private status as the business owner of Customized Training Solutions. Regional Director Teri Drew made comments related to membership, explaining that the Workforce Arizona Council (WAC) has asked each local area to complete a Board Assessment to comply with Board Certification requirements. Our assessment has been completed and the WDB is slated for recertification in July 2017. The initial comments from the WAC included a note that our local WDB is off-balance and that we need to add a private sector member to our membership in order to make the 51% requirement for private sector members. Ms. Drew noted that Ms. Johnson has been a long-standing, contributing member. Her current membership as a CBO is not required by the law, therefore, to change her to private status would meet the current requirements, as she is a private business owner. Ms. Drew remarked that there is not an opening on the Board, so this request would merely transition one current member from public to private sector in order to meet certification requirements. She noted that the Bylaws state that if a member has a significant change in their sector representation that would render that WDB member no longer representative of a sector for which they were originally appointed results in rendering that position vacant. The state has noted that we need to create a new business sector seat in November. Ms. Drew reminded the Committee that they would not meet again until January, so this decision needed to be made today. **Steve Silvernale moved to recommend Ginger Johnson as a new Private Sector member to the Board of Supervisors, thereby releasing the CBO seat, seconded by Mark Timm.** Chairman Payne called for a vote, **the motion carried unanimously.**

Chairman Payne began reporting on her request at the August 9, 2016 Annual Meeting for partner budgets as well as her request to all partners who failed any performance measures to provide a corrective action plan, to which all partners agreed. Reports have been received from all partners except for Yavapai College Title II. Chairman Payne reported that she has been involved in multiple correspondences with Sheryl Hart, Arizona

Department of Education (DOE), and Craig Lefever, Title II Director. The summary of those conversations is that Title II corrective action plans will only be provided to the state DOE.

The Executive Committee expressed concern about the unwillingness of Yavapai College Title II and the DOE to comply with local policy and noted that this information is public. Conversation regarding how to gain the cooperation of Yavapai College was discussed. Chairman Payne tabled the discussion until the next meeting.

Ms. Drew announced that the Executive Committee has been invited to the December 7, 2016 Yavapai County Board of Supervisors meeting in Prescott, and noted that this will be Supervisor Chip Davis's last meeting as a supervisor, and he wishes to recognize the Executive Committee. Ms. Drew also recommended that the WDB also present Supervisor Davis a memento.

Discussion followed out of order regarding a conflict in the draft MOU. Ms. Drew asked that it be brought up when that agenda item comes up, and to suggest language to improve that process.

4. Director's Report

Chairman Payne turned the meeting over to Teri Drew.

Yavapai County WIOA Plan Review and Approval

Ms. Drew began reviewing the timeline that the state gave for finalization of the new Yavapai County Workforce Development Plan for 2016-2020, which is due to the State on December 4, 2016. She elaborated on the process of developing the Plan, based on the concept paper approved by the local board last spring. Ms. Drew noted that Leah Cickavage led the One Stop Committee meetings and assignments for preparing each section of the plan, each partner being responsible for submitting the information relating to their particular services and responsibilities. Ms. Drew reported that the Plan was sent out to all members and was published on October 10, 2016, with the public comment period beginning that day and ending at 12:00 noon today. Ms. Drew specified that all public comments must be submitted in writing. She noted that the WDB is responsible to hear public comments, but is not responsible to make changes or corrections unless there is a majority vote. The Executive Committee may make recommendations to the WDB for action. She passed around a list of the public comments received to date and the responses and corrections made, highlighted in green, some of which were grammatical or formatting errors. Others were simply comments. Ms. Drew noted that she has reviewed them and made recommendations accordingly. She noted that the Plan is in Final Draft format, and the Workforce Arizona Council (WAC) will review and approve by July 2017. Today the Plan will be presented for approval by the WDB, and upon approval the Plan will go before the Board of Supervisors on November 16, 2016. Ms. Drew noted that public comment heard today regarding the Plan will be limited to 2 minutes, per Chairman Payne. Changes to the plan will be made by majority vote of the WDB.

Comment followed on the format of the Plan and difficulty in clarifying how the questions were presented, questions that were posed for the purpose of creating a framework for the outlining of the services of the One Stops.

Ms. Drew commented about recent policy changes that are being made at the state level that will inhibit the autonomy of the local workforce areas, placing the final decision making on the WAC. She noted that Supervisor Chip Davis is adamant that, if this is a local process, decisions should remain at the local level. Ms. Drew remarked that much comment has been made by all the local areas, and she commends that WAC for stepping back from the policy discussions to listen to what the local areas had to say. Discussion followed that if there has not been a change in legislation, then we are still autonomous. Ms. Drew responded that we should be, and if the local board is to consist of optimum policy makers, then they should be able to make local policy.

MOU Review and Approval

Ms. Drew then began to discuss the Memorandum of Understanding (MOU), a required document between all partners, including Title I, Title II, Title III Wagner-Peyser, and Title IV. She noted that there has been an

MOU in place between partners for several years. This year, the MOU was prepared as the others, however, there have been changes to the standard. The original draft that was sent to the state was rejected, followed by the WAC approved template for the local areas to format their MOUs. Ms. Drew reviewed the points within the MOU, noting that it will be due to the state by December 4, 2016. The current MOU draft has been prepared according to the state's outline, and if approved will be effective July 2017 through June 2020. She again noted the corrective action plan in the MOU.

Following her review of the MOU, she asked for comments or clarifications, and also shared the Corrective Action Plan form that the state provides and requires for all partners to be held to the same standards. Ms. Drew noted that performance measures are a simple concept required of all WIOA partners, and corrective action for any failed measure is expected of all partners. A question was asked regarding any items from the MOU that may be of concern with Ms. Drew, and she responded that there is no cost sharing information on this MOU regarding required partner participation in the WIOA process through the One Stop. She noted that over the last several years, the One Stop has been supported financially through Title I funding. WIOA states that One Stop operations must and will be a shared cost. A question was asked about what in-kind offerings are being made, and Ms. Drew replied that testing may be provided, as well as a ream of paper occasionally.

The comment was raised again regarding the chain of resolution for conflicts which does not appear to be proper, but rather circular in reporting, noting that the MOU states that the Regional Director will first attempt to resolve the conflict, then the issue would be referred to the WDB for resolution by the Executive Committee for a written recommendation, then if not resolved the issue goes back to the Regional Director. Ms. Drew agreed, the wording should be changed in reference to resolution not being made at the Board level, that it should be sent to the Board of Supervisors, and then to the Governor's office if it continues to fail there.

Chairman Payne asked for a motion to approve the MOU with changes that were noted and to take it to the BOS. **Steve Silvernale so moved to approve the MOU and recommend it to the full Board with the changes noted, seconded by Mark Timm, the motion carried unanimously.**

WDB Certification Process

Ms. Drew noted that the WAC required the WDB to go through a certification process, noting that a new requirement was proof that all WDB members be optimal policy makers in their organizations. Ms. Drew thanked those members of the Board who were asked to provide written confirmation from their employers regarding their policy making authority. Ms. Drew stated that the WAC Director, Kelsey Jahntz, noted that she would be recommending provisional certifications for all local boards, including Yavapai County, at their November 17, 2016 meeting. However, there are still some outstanding questions for Yavapai County, including the one private sector member who is not considered an optimal policy maker, and there are some other questions still on hold, such as the need for 12 private sector members rather than 11 in order to meet the 51% private sector requirement. Ms. Drew noted that the old board was grandfathered in to the WAC requirements. Another concern was the number of labor representatives on the board; with a requirement of 20% of the current membership, it comes down to a fractional number of 4.4 labor representatives. The Board currently has 4 labor representatives, however we may need 5 to meet the state's requirements. Ms. Drew noted again that we have received provisional approval for this board to continue. No action is required at this time.

5. Partner Budget Reports

Ms. Drew stated that all partners were asked to provide their budgets, and she thanked DES for responding quickly to her request for budget information for Title III and IV. She noted that the public has the right to see the budgets of publicly-funded entities, such as the One Stop. When Title II was asked at the local level, there was no response. The state level response for Title II was received today. The Title II budget was not factored in to today's handout, but the budgets have been prepared considering the information available. Ms. Drew reported on the budget amounts for program use based on the monies available, totaling \$4.5 million in

reported assets. Ms. Drew noted that the Executive Committee requested this information because it's incumbent upon them to know what's available and how the funds are distributed, leading to an understanding of how to formulate the cost sharing agreement. Ms. Drew then read the report for Yavapai College Title II. Because part of the document was cut off, the total numbers were not available. Ms. Drew recommended that this be brought back to an Executive Committee meeting when she can bring accurate figures to them. A question was asked for clarification regarding the Title II budget inclusions, being primarily adult basic education. Ms. Drew noted that there will be a competitive process for Title II, as the funds are contracted by the state. She notified the Executive Committee that they will have the opportunity to review the applications that are submitted to Yavapai County and to comment on all applicants based on their demonstrated effectiveness in providing education and literacy services, however the Executive Committee does not choose the awardee. Title II applications will be reviewed by Yavapai County. Applicants must note in their application that they will provide services in alignment with the local Plan, and will promote concurrent enrollments with Title I, adult, youth and dislocated workers. Ms. Drew noted that this is a new process with WIOA, and the application process will begin in December.

6. Member Comments

Chairman Payne asked for member comments, there were none.

7. Public Comments

Chairman Payne asked for public comments, there were none.

8. Adjournment

Chairman Payne asked for a motion to adjourn. **Mark Timm made the motion to adjourn, seconded by Steve Silvernale. The meeting adjourned at 10:07 AM.**