

**Yavapai County Workforce Development Board  
Executive Committee Minutes  
March 16, 2017 9:00 AM  
West County One Stop  
221 N. Marina Street, Suite 201  
Prescott, AZ 86301**

---

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

Staff: Julia Sawyer, Executive Assistant

**1. Call to Order:**

Chairman Anita Payne called the meeting to order at 9:02 AM. She asked for introductions around the table, all introduced themselves. Regional Director Teri Drew extended a welcome to Gary Hassen for his first meeting as an Executive Committee member.

**2. Approval of the Minutes of January 10, 2017**

Chairman Payne called for review and a motion to approve the minutes of the January 10, 2017 Executive Committee meeting. **Steve Silvernale made a motion to approve the January 10, 2017 minutes as drafted, seconded by Gary Hassen. The motion carried unanimously.**

**3. Chair's Report**

Chairman Payne began discussion regarding Workforce Development Board (WDB) Staffing Recommendations. Teri Drew began to explain to the Executive Committee the recent policy changes from the Workforce Arizona Council (WAC) that directly affect the staffing of the WDB. The policy changes affect the seat that she, as Economic Development Director, and Leah Cickavage, as the One Stop Operations Manager, hold on the Board. The new policy states that the One Stop Operator or the Title I provider cannot be on the board and staff the board. She clarified by reading a statement directly from the policy that defines the rule as follows:

“The Board may not include members who are Local Board staff or employees or directors of grantees or sub—grantees of Arizona WIOA funds except as required by WIOA.”

The Workforce Innovation and Opportunities Act (WIOA) states that the WDB may hire staff to the board, however the board is not a legal entity that can hire staff. The board could consider becoming a 501 C-3 to establish itself as a legal entity in order to hire a staff, and pay applicable legal expenses for workman's comp, health insurance, travel, etc. However, Ms. Drew pointed out that there is no budget in place to hire staff – Titles II, III and IV do not provide funding for Salaries and Fringe, the County does not have assigned funds to staff the board, and NACOG, as the One Stop Operator and Title I provider, cannot fund the staff per the new policy. Ms. Drew recommended to not hire staff, but to continue with volunteer services provided by NACOG, or other One Stop partners. Ms. Drew noted that in Yavapai County we have an agreement with the County whereby NACOG is assigned to staff the Board without additional compensation. Discussion followed regarding these options. Opinions expressed centered around the difficulties it would pose to hire staff. Ms. Drew remarked that nearly all Local Workforce Development Areas (LWDA) in the state are faced with the same issue.

Ms. Drew shared a recommendation from County Administrator Phil Bourdon that the WDB continue as it is with no paid staff. Chairman Payne asked for further comments, and a motion to approve. **Steve Silvernale**

**made the motion to not take the option to hire staff and to continue with NACOG volunteer services as staff to the board, seconded by Gary Hassen. The motion carried unanimously.**

Chairman Payne moved on to discuss Nomination Committee appointments. She recommended Elaine Bremner, Mark Timm, Ginger Johnson and Scott Farnsworth. Per the bylaws, this committee will communicate with current members and will present a slate of officers to the full board for consideration. **Steve Silvernale made a motion to appoint Elaine Bremner, Mark Timm, Ginger Johnson and Scott Farnsworth to the nomination committee, seconded by Gary Hassen. The motion carried unanimously.**

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

Chairman Payne turned the meeting over to Regional Director Teri Drew. Ms. Drew began by reporting the provisional approval of the WDB by the WAC. She shared the draft Membership Roster which has been updated for changes to include the removal of herself and Ms. Cickavage as members, as they will be required to step down from the board, and the addition of another potential member candidate, Wendy Bridges, who would be representing economic development as a member of the Board of Directors of Arizona Association of Economic Development (AAED). The membership representation percentages required by the WAC are now compliant. These changes are to take effect July 1, 2017. Chairman Payne called for a motion to approve these changes to the membership roster, **so moved by Steve Silvernale and seconded by Gary Hassen. The motion carried unanimously.**

Ms. Drew also noted that the new Presidential Administration is looking at the possible elimination of several federal programs, including the Workforce Innovation and Opportunities Act (WIOA). Ms. Drew noted that pending cuts must also go to congress before becoming final. Many lobbying efforts at the national level are underway to preserve these programs. Ms. Drew does not anticipate anything happening until after 2019. She stated that the good news is that we are authorized, and cuts would take a formal action to repeal. Some discussion followed regarding the affect it may have on all programs. Ms. Drew encouraged members to comment to legislators if they feel so inclined. Steve Silvernale remarked that Congressman Gosar is very supportive of this program, and further comments followed regarding the direction things will be going within the 5-year window, noting an improving economy and excellent Yavapai County employment statistics. Ms. Drew noted that WIOA was introduced by republicans, approved by a republican congress, and typically the party will uphold their own legislative acts.

Ms. Drew then began to discuss a recent Yavapai County Contractor's Association breakfast event that she was invited to speak to, along with Anita Payne, Leah Cickavage and John Little. Sandy Griffis, the president of the organization hosted it. Ms. Drew noted that at the January meeting Robyn Prud-homme Bauer wished to include the Verde Valley Contractor's Association, however, Ms. Drew noted that after diligent search, there is no organized Verde Valley Contractor's Association to include other than those contractors who are already members of the Yavapai County association. Ms. Drew commented that, as a result of the Yavapai County Contractor's Association event, there were 8 employers who contacted the One Stop before noon following that event. Ms. Drew commented that one of the contractors, Fann Contracting, has scheduled a job fair as a result of that meeting, and so far only one of the 8 employers was unsatisfied with the referrals made to them. She noted that they are working with the universities with graduating engineers to upload engineering job descriptions to their engineering job boards in hopes of tapping into the graduation pool, as well as the student pool.

Ms. Drew remarked that new strategy is being considered to begin to participate in job fairs in other counties as well, in order to strengthen the labor pool for Yavapai County. Chairman Payne commented about the response she saw at the breakfast event to that idea, "the excitement in the room was great".

Elaine Bremner joined to meeting via telephone at 9:35 AM. Ms. Bremner informed everyone of her new email address.

Ms. Drew commented about a significant job loss happening in Northern Arizona due to the closure of the Cholla Power Plant, the Navajo Generating Station and the Kayenta Coal Mine, representing 700+ jobs needing replaced. NACOG is partnering with the 4-Corners area, Coconino and Navajo Counties to help diversify an economic base for these workers. Ms. Drew noted that Mel Ingwaldson is helpful in introducing the Union to these and to offer job alternatives to them that might be comparable to the salary they are replacing. Comments followed regarding the possibility of the EPA standards posed against the coal-fired plants being reduced. Ms. Drew remarked that the current EPA regulations must be met by 2019. Comments followed regarding the impact on the Navajo Nation especially, and alternate energy sources. Ms. Drew noted that NACOG, as a member of the National Association of Development Organizations (NADO), is working with the Economic Development Administration (EDA) and Department of Labor to bring funding to those areas and affected employees. Comments followed regarding potential EDA reversal by the current Administration, and discussions about alternate energy sources.

Ms. Drew also noted a recent event she, Chairman Payne and PV Councilwoman Lora Lee Nye were asked to speak for. The Prescott Area Leadership Class invited Ms. Drew to speak to the class, and the three of them shared information on the work of the WDB. Ms. Drew thanked Chairman Payne for her assistance and noted that the event went very well.

Ms. Drew then moved on to discuss the draft Yavapai County Workforce Development Plan review that took place earlier this year by the State. She congratulated the Board for the Plan, which received very few comments from the State. Plan revisions, some “recommended” and some “required” by the State WAC were sent in January. Ms. Drew noted especially the requirement to remove reference to the board having “oversite” over programs or partners. Her response to the state was to look at the law, which clearly states that the board does have oversight. The state returned with their continued recommendation to remove that language, and provided suggested language in its place. Ms. Drew said that, following discussion with the County and Chairman Payne, the recommendation today is to take the exact verbiage out of the law and insert it into the Plan, rather than use the language suggested by WAC. She highlighted some of the areas in which the law was inserted in the Plan. There were 4 specific areas she discussed, including the removal of all data demonstrating performance by core partners. Ms. Drew also stated the language regarding corrective action plans is required to be changed to “encourage” and “requested” rather than “required” to provide performance corrective action plans by partners. Other highlights included the training payment process for the Eligible Training Provider List to an Individual Training Account (ITA). Other recommendations from the WAC were grammatical changes, spelling errors and name corrections, and the addition of language regarding Vocational Rehabilitations separate Equal Opportunity policy. Ms. Drew noted other areas staff corrected per our review. The Executive Committee reviewed the highlighted changes, and following discussion, Chairman Payne called for a motion to approve the changes as presented. **Steve Silvernale made the motion to accept the changes to the Yavapai County Workforce Development Plan as drafted. Gary Hassen seconded. The Motion carried unanimously.**

Ms. Drew began to talk about the Title I Youth update, noting the discussions that had been going on for a special project for the Juvenile Probation Office (JPO) for a year-round youth program, for which the extra funding we had received from the State was earmarked. Ms. Drew reported that JPO has since pulled back from those discussions. Therefore, since the special funds can't feasibly be spent before the May 31<sup>st</sup> deadline, the \$50,000 will be sent back to the state so that they can give it to other areas.

Ms. Drew reported that the Youth Council has set their Summer Youth Program schedule, proposing to extend the program from 8 weeks to 10 weeks in order to utilize more funding and allow better earning opportunities to participants. The recruitment for Summer Youth is underway.

Regarding the Memorandum of Understanding (MOU) which had previously been approved and sent to the state for comment, Ms. Drew reported that the MOU can now be routed for signature without the cost sharing and infrastructure agreements in place. This process will begin as soon as possible, and Ms. Drew

remarked that the sections outlining financial consideration may bring changes to the MOU for consideration at a future meeting. The cost sharing and infrastructure agreements will be due to WAC in January 2018.

The next item on the agenda was the Title II Application review. Ms. Drew explained that the Department of Education hosts Title II, which is the Adult Basic Education and Literacy Program. Ms. Drew stated that the board's role is to review and make recommendations, not to approve, and she noted that all Executive Committee members should have reviewed a full copy of the application for today's discussion. Ms. Drew has reviewed the one Title II application received on behalf of the board, and asked the other Executive Committee members to share their thoughts and recommendations as well. The Arizona Department of Education sent the application with a review sheet to be completed by the Board. After passing out an overview outline based on her review, Ms. Drew shared that, per the instructions given, they were asked to answer 4 questions in response to the application submitted by Yavapai College. Ms. Drew noted the various areas serviced by the College. The 4 questions were reviewed and discussed, noting some lack of alignment with the One Stop services and the Yavapai County Workforce Development Plan. Steve Silvernale commented that the application asks if the classes meet the WIOA requirements, and he noted that several classes indicated that they did not at specific One Stop facilities. He further pointed out that perhaps by bringing those classes to One Stop Centers they would align better with WIOA requirements. Ms. Drew agreed that, if it is not at all sites, we should stipulate that it's not at all sites, and we recommend that the applicant better align with One Stops in Yavapai County to better serve individuals. It was noted that the application cites cooperation with local workforce, and while there were excerpts from the local Plan inserted into the application, no commitment to collaboration was indicated with the Yavapai County One Stop, but more so with non-core partners. Discussion about the recommendation process followed. Opinions were expressed regarding the lack of other applications to review, noting that the Department of Education makes the final decision. Chairman Payne called for a motion to approve the evaluation recommendation as presented. **Steve Silvernale made a motion to approve the responses to the grant application for Yavapai College Basic Adult Education Title II. Elaine Bremner seconded the motion. The motion carried unanimously.** Following a few more general comments, Ms. Drew concluded her report.

#### **Member Comments**

Chairman Payne asked for member comments, there were none.

#### **5. Public Comments**

Chairman Payne asked for public comments, there were none.

#### **6. Adjournment**

Chairman Payne asked for a motion to adjourn. **So moved by Steve Silvernale, seconded by Gary Hassen. The meeting adjourned at 10:20 AM.**