

**Yavapai County
Workforce Development Board Minutes
April 11, 2017 10:00 AM
Cottonwood Recreation Center, Cottonwood, Arizona**

<u>Members:</u>	<u>[Absences YTD]:</u>		<u>[Absences YTD]:</u>	
Pam Blackburn	Absent	1	Elaine Bremner	Present 0
Leah Cickavage	Present	0	Teri Drew	Present 0
Rick Duff	Present	0	Scott Farnsworth	Present 0
Tony Gauthier	Present	0	Ralph Harris	Present 0
Gary Hassen	Present	1	Mel Ingwaldson	Absent 0
Ginger Johnson	Present	1	Mark Kendall	Absent 0
Craig Lefever	Absent	1	Christian Oliva del Rio	Present 0
Anita Payne	Absent	1	Robyn Prud'homme Bauer	Present 0
Steve Silvernale	Absent	1	Linda Thein	Present 0
Mark Timm	Absent	1	Tim Tucker	Present 0
Phil Tovrea	Present	0		

* = excused absence

Guests:

Thomas Thurman, Yavapai County District 2 Supervisor
 Randy Garrison, Yavapai County District 3 Supervisor
 Chevera Trillo, Workforce Administration, Employment Services, Department of Economic Security (DES)
 Tracy Schimikowsky, HR Assistant, Enchantment Resorts

Staff: Julia Sawyer, Executive Assistant

A quorum was present.

1. Call to Order/Welcome/Introductions

Elaine Bremner, Executive Committee member called the meeting to order at 10:03 AM, acting as Chair in the absence of Chairman Anita Payne. Acting Chair Bremner welcomed everyone to the meeting, and introduced Supervisors Randy Garrison of District 3 and District 2 Supervisor Thomas Thurman. She asked each of them to give a brief update of their districts. Supervisor Thurman began by reporting that he has been utilizing Adult Probation participants in an effort to maintain and build trails in some of the local tourism areas. He noted some difficulties District 2 is facing with the need of road repairs, and a heroine problem becoming more prevalent. He also commented that workforce needs to be built more, citing difficulties finding qualified workforce, especially in construction work. Brief discussion followed regarding population issues relating to the workforce, issues such as failure to pass background checks, drug problems, illegal aliens, homeless etc.

Supervisor Garrison noted he is glad to be in attendance, and he has been busy with budgets and programs. He mentioned the benefit of utilizing vacation houses for time off, as he experience recently on spring break in Sedona.

Acting Chair Bremner then asked for introductions around the table, all introduced themselves.

2. Reading of the Mission Statement

Acting Chair Bremner read the mission statement of the Yavapai County Workforce Development Board.

“The mission of the Yavapai Workforce Development Board is to build economic success through workforce development partnerships.”

3. Approval of the January 10, 2017 Minutes

Acting Chair Bremner asked for questions or comments on the January 10, 2017 minutes. Hearing none, she called for a motion to approve the minutes as drafted, **so moved by Robyn Prud-homme Bauer and seconded by Gary Hassen. The motion carried unanimously.**

4. Chair’s Report

Acting Chair Bremner passed on the Chair’s Report. Regional Director Teri Drew commented that Chairman Anita Payne is celebrating 35 years of marriage with a vacation this week, and offered congratulations to Chairman Payne and her husband, Royce.

5. Nomination Committee Report

- **Officer Nominations**

Acting Chair Bremner then read the report of the Nomination Committee, which met on Wednesday, April 5, 2017. The Committee Members were Mark Timm, Scott Farnsworth, Ginger Johnson, staffed by Teri Drew and Julia Sawyer. Acting Chair Bremner reported that the Nominating Committee voted unanimously to present the recommendation of Anita Payne to serve as Chairman and Gary Hassen to serve as Vice Chairman. She then invited nominations from the floor. Ms. Drew requested permission to interject a point of clarification, and proceeded to review the Yavapai County Workforce Development Board Bylaws as they pertain to the election of officers. She noted that the officers of the Board are nominated at one meeting, typically in April, and then will be appointed at the next meeting of the full Board, which will be August. Ms. Drew passed around the biographies of Chairman Payne and Gary Hassen. Ms. Drew then explained that today’s opportunity is for the Board to offer any other nominations from the floor. She noted that following any nominations from the floor, the nominating process will be closed, and the actual vote will take place in August. Acting Chair Bremner then asked for nominations from the floor. Robyn Prud’homme Bauer asked to make a comment to the Nominations Committee that it would be nice if the Chair and Vice Chair would represent the different sides of the mountain to have a mix of people, and to include someone who is from the Verde Valley. Ms. Drew pointed out that Gary Hassen is from Supervisor Thurman’s District, which represents part of the Verde Valley. Acting Chair Bremner acknowledged Ms. Bauer’s comments, and repeated the call for nominations from the floor. Hearing none, she closed nominations from the floor. She then called for a motion to accept the nomination of Anita Payne to continue as Chair of the Yavapai County WDB. **So moved by Ginger Johnson, seconded by Christian Oliva del Rio. The motion carried unanimously.** Acting Chair Bremner then asked for a motion to approve the nomination of Gary Hassen as Vice Chairman, **so moved by Leah Cickavage and seconded by Linda Thein. The motion carried unanimously.**

6. Director's Report

- **Program Update**

Acting Chair Bremner then turned over the meeting to Regional Director Teri Drew to bring the Director's report. Ms. Drew then shared more information about the discussion held during the Nominations Committee meeting regarding the clarification of "eligible members" to take an officer's seat. She noted that individuals are required by the bylaws to be on the Executive Committee, and those members are appointed by each of the Yavapai County Board of Supervisors to represent each district as business members and companies that are actually hiring in the County. Ms. Drew then asked for further input from committee members Scott Farnsworth and Ginger Johnson. Mr. Farnsworth noted that, since there are some newer members on the Board, for continuity's sake, the deliberations focused on members who have more experience on the Board. Ms. Johnson agreed, noting that they had a lot of discussion about inclusivity, and being open to interested Board members going forward. Acting Chair Bremner also commented that Gary Hassen has displayed good leadership qualities, and the Nominating Committee discussed grooming him for the position of Chair in the future.

Ms. Drew then began to report on the Workforce Innovation and Opportunities Act (WIOA) Title II Request for Bids for the Title II Adult Basic Education and Literacy partnership. Title II direct services are contracted out using an application process developed by the Department of Education (DOE). WIOA offers local Workforce Area Boards the opportunity to review applications and send comments to the DOE to complete their evaluation process.

Ms. Drew noted that Yavapai College submitted an application for the Title II partnership, and no other educational providers in Yavapai County applied. Since the review was due prior to this meeting of the WDB, the Executive Committee reviewed the application submitted at their regular meeting on March 16, 2017, and the Committee submitted comments on the 4 questions posed by the Department of Education; summarily – is the application aligned well with the local workforce plan, and if it is not, what comments would be made to encourage that alignment? Ms. Drew reported that the Executive Committee noted especially that there was more reference on the application to partnerships with other agencies than with the WDB, and that the application did not align well with the Yavapai County Workforce Development Plan. The Executive Committee recommended that the applicant demonstrate more alignment of services and delivery with the One Stop and the Arizona@Work services. Ms. Drew noted that the Board is not approving or disapproving the application, only providing comment to the DOE for their final decision. She then asked for comments questions. A question was asked for clarification on the partnership, asking if Yavapai College is going out on their own or not. Ms. Drew noted that there was one reference to working toward having services within the One Stops, so one of the recommendations was to utilize a referral process to refer individuals into and out of the program in order to avoid duplication of services. The application stated that the College would work with Goodwill and the Regional Development Center at Yavapai College, not the One Stop. Another comment suggested finding a way to ask for more alignment, since there is only one applicant to choose from. Ms. Drew answered that one of the responses from the Executive Committee was the request that the applicant participate more in the One Stop Committee as a partner. More action from the WDB to make that alignment happen was suggested. Scott Farnsworth was asked if this was known to him, to which he responded that Title II is under Craig Lefever's leadership, however he said he was aware that Yavapai College was the only applicant, but was not aware of the non-alignment issue.

Ms. Drew then reported that the Workforce Development Plan has been conditionally approved with some minor fixes requested or required by the Workforce Arizona Council. One requirement was to remove reference to oversight by the WDB over partners. The response to that requirement was to inject the actual paragraph of law into the plan outlining oversight, which was acceptable. Another requirement was to change language from “require” to “request” the partners to provide corrective action plans for failed performance measures. Ms. Drew noted that the language was revised to “encourage” partners to provide corrective action plans for failed performance. Other than those 2 requirements, there were corrections requested regarding grammar, typographical errors and changes in personnel reporting requirements that were minor. Ms. Drew thanked everyone who was involved in the process of developing this large document in a short time frame. The BOS approved the changes, and we have now received “substantial approval” with only 2 minor changes – a clarification on the Eligible Training Providers List and the vision for addressing services to individuals with barriers to employment. She noted that the Executive Committee would review and approve the final version following those changes, since the deadline will not allow time for the Board to meet again prior to the April 21, 2017 deadline. Acting Chair Bremner commented that these revisions are minimal in light of the overall Plan preparation.

Ms. Drew then spoke about the board recertification, reporting that the Yavapai County WDB has been recertified, with some outstanding questions and policies of the State that will generate realignment of the Board. Those final changes are due in December, prior to going back to the Workforce Arizona Council.

Ms. Drew then reported about an event held earlier this year for the Yavapai County Contractors Association. Ms. Drew noted a very successful meeting with contractors in the Prescott Area, resulting in NACOG hosting a job fair for one of the major contractors in the area, which resulted in 50% of the jobs offered being filled. Ms. Drew noted that at the last meeting of the WDB it had been mentioned that there was a contractors association in the Verde Valley that we needed to offer these services to, and it has been determined that there is not actually a contractor’s association to work with there. She said that Mayor Elinski of Cottonwood, also a contractor, agreed that there is not an association in the Verde but stated there should be one. Discussion followed about contractors that are involved in the Chamber, Ms. Drew will begin working to encourage an association to be started in the Verde Valley, using our Sector Strategy process to begin to develop and incubate a new association there.

Ms. Drew updated the Board on Equal Opportunity (EO). EO has reported that retaliation is the biggest complaint regarding employment. She outlined the different situations that are considered acts of retaliation, such as taking part in an internal or external investigation, being a witness or filing a complaint against an employer, among others. She noted there are also unintended consequences for the new overtime rule, among other rules that apply to employment requirements. Ms. Drew also made mention of the employer’s right to impose a dress code. Acting Chair Bremner asked if there is a website they can go to for these updates, to which Ms. Drew replied the Equal Opportunity Employment Commission.

Ms. Drew then reported that on a national level, \$10 trillion in cuts to domestic spending are being discussed across the board. She noted that she recently attended a Workforce Board conference in Washington DC, where 20% is the amount being considered for cuts, and this year is considered to be a probationary period for workforce areas to prove their value and return on investment. This means we

must do a better job of telling our story – who we serve, what is the local impact, how Veterans, Youth and Dislocated Workers are being served. Ms. Drew complimented Yavapai County for the work done and the documentation of our position, but noted that she has not had the opportunity to actually discuss these performances with the state and federal representatives. She committed to bringing more to light to state and federal leadership and encouraged all to take advantage of speaking opportunities to share what the Workforce Board is doing. It was commented that it would be helpful if Ms. Drew would write this on behalf of the County for Board members to share, to which Ms. Drew replied that the annual 1-page summary we made last year may be able to be done quarterly, not just by Title I but all titles. She also mentioned that she is working with Cable One to improve marketing, and a more sophisticated annual report. Ms. Drew concluded her report.

7. Youth Council Update

Acting Chair Bremner moved to the Youth Council Report, however Chairman Mel Ingwaldson was not present. Acting Chair Bremner noted the efforts of Mr. Ingwaldson and recommended implementing a “Member of the Year” award, with Mr. Ingwaldson as the first recipient. She opened the floor for discussion. Ms. Drew noted that we have an Awards Ceremony in August, and if everyone is agreeable it could be included, noting that there has never been a balloting process for anything like this, but is a new idea. Comments followed in approval.

Leah Cickavage offered a brief update on behalf of the Youth Council, noting around 115 youth enrolled in services to date. The primary focus of WIOA is to focus on more out-of-school youth aged 16-24 years, and they are seeing an increase with outreach efforts. Ms. Cickavage reported that the annual Summer Youth Program will start in June and will be extended from 8 weeks to 10 weeks this year, offering opportunity to make up to \$4,000 this year, at \$10 per hour. The letters to employers have been sent out recently to over 70 employers. Many positive comments were made that they have received the letters already and are looking forward to working through the program.

8. One Stop Report

Acting Chair Bremner turned the meeting over to Leah Cickavage to share the One Stop 3rd Quarter Report. Ms. Cickavage reported that a survey was conducted following comments from the Board at the last meeting requesting more information. The report given today reflects the most requested changes, job trainings and job placements, which the One Stop Committee agreed to include. Ms. Cickavage then highlighted the report for the 3rd quarter, January through March. Title I offices in Prescott and Cottonwood reported a total of 2,025 clients served; the DES Employment Services reported 6,636 various services in their Yavapai County offices; Vocational Rehabilitation (Title IV) reported a current caseload of 599 clients, with 45 eligibilities, 46 employment plans written and 18 clients successfully employed within the quarter, and 25 successful closures; Title II Adult Education reported 253 participants, total instructional hours of 14,849, and 70% progress tested participants with measurable skills gain. Ms. Cickavage reported the Business Assistance Centers has serviced 12,724 new clients to date, 847 agencies/businesses, and 1,393 job placements since inception. The overall satisfaction reported from services surveys at the Prescott and Cottonwood One Stops was 98% extremely satisfied and 2% very satisfied. Ms. Cickavage then highlighted the top job trainings and placements: Caregivers, C.N.A., RN, Administrative Assistant, IT, etc. Some discussion followed on the importance of reporting the employment numbers in order to keep these services funded light of potential federal cuts. Acting

Chair Bremner expressed concern that Titles II and IV did not report job placements, after they were asked to do so and agreed at the last meeting. Scott Farnsworth commented that Title II is education, not necessarily job placement. Ms. Cickavage commented that part of WIOA reporting is job placement for all partner programs, typically upon completion of follow-up of clients a year after completion, to capture what types of employment are achieved. Ms. Drew asked DES Workforce Administrator Chevera Trillo to comment on the data reporting. Ms. Trillo noted that, while she can't speak to DOE reporting, the intent of the WIOA system is to look at how the system is consistent across the board, in spite of different methods of reporting. Ms. Drew also noted that Title I, as a job placement program, also has to report on educational attainment. Other comments followed regarding summer youth funding. The question was asked if all Summer Youth dollars are completely expended each year, and Ms. Drew noted that the stricter criteria on qualified youth make it difficult to expend all the money. For out-of-school youth, advertising is the primary method to reach individuals who qualify, through outreach to vape shops, game centers and malls. She commented that we are reaching out to Juvenile Probation as well, and it's anticipated that they will participate in the Summer Youth Program as well. She also noted some strategies being worked on to bring in more qualified workforce from all around the region, including outside of Yavapai County and the state.

9. ETPL Update

Acting Chair Bremner asked Ms. Cickavage to bring the Eligible Training Providers List update. Ms. Cickavage handed out the list and reported that several programs are up for review, and recommended approval of all listed. She noted that Arizona School of Integrative Studies (ASIS) Massage Therapy tuition did increase, but most of the others did not show significant change. Acting Chair Bremner called for a motion to approve the updated ETPL, **so moved by Scott Farnsworth and seconded by Ginger Johnson. The motion carried unanimously.**

10. Member Comments

Acting Chair Bremner asked for Member comments. Title III representative Tim Tucker commented regarding a new initiative of DES to put employment centers in prisons. They have partnered with the Department of Corrections in facilitating education in the prison system, identifying 3 locations to start; Perigo in Maricopa County, Lewis in Avondale, and one location in Tucson. Arizona@Work offices have been embedded into these prisons and are being utilized well. He noted that immediate jobs for inmates leaving prison may not happen right away, but through assessment and training they are being set up for success. Acting Chair Bremner noted this is something that should have happened a long time ago, and is a very good thing. She elaborated on the needs of released inmates. Comments followed regarding the use of ex-offenders in the workforce. Other discussion followed regarding online access to educational courses. Ms. Drew commented that more and more employers are opening the door to ex-offenders for employment.

Ms. Drew noted that the Kiplinger Report states that Prescott Arizona is one of the top 4 most attractive areas for new business to move to, in spite of other areas seeing some decline.

Robyn Bauer noted that she is a board member of the Verde Valley Regional Economic Organization (VVREO), and they are embarking on a regional economic development plan for the Verde Valley. She noted this is the first time they will have a plan, and she would like to share information in future meetings.

11. Public Comments

Acting Chair Bremner called for public comments, there were none.

12. Adjournment

Acting Chair Bremner called for a motion to adjourn. **Linda Thein made the motion to adjourn, seconded by Scott Farnsworth. The meeting adjourned at 11:26 AM.**

Workforce Development Board General Meeting Minutes April 11, 2017
Approved:

DRAFT