



Kenda Robinson
Workforce Development Board
Chairperson

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Workforce Development Board Meeting

Date: August 6, 2024
Location: Mohave County Community Services Department, Kingman AZ
Members Present: Kenda Robinson- Madam Chair, Tommy Talyor- Vice Chair, John Diemer, Allan Bell, John Bennett, Lisa Brownfield, Nancy Campbell, Vicki De Los Reyes, Zafer Genc, Bennett Bratley, Michael Kelly, Erik Morey, Jerry Hardy, Julius Pearson, Brandi Rowe, Davy Spurlock, Tami Ursenbach, Dru Waggoner

Others Present: Michael Smith- Director of Community Services, Chris Register- Assistant Director of Community Services, Sara Ungaro, Joe Throneberry, Desiree Hamodey, Joann Bueno, Lauren Lannucci, Ally Lomeli, Regina Weiler, Deseret Romero, Becky Cordier, Robert Demeter, Moises Pimentel, Joey Richardson, Lisa Black, Valerie Medina, Jason Millin, Amber Kant-Wood, Darcy McArthur, Cory Madoneczky, John Binkinz

Call to Order

Madam Chair Kenda Robinson called the meeting to order at 9:05am.

Presentation

Joann Bueno- Arizona Apprentice Office

The presentation was given on the State Apprenticeship Program which targets Registered Apprenticeship. This program helps workers start new careers while helping businesses recruit and retain a highly skilled workforce. The five main components are business involvement, related instruction, structured on the job training, rewards for skill gains, and national occupational credential. The benefits to employers are reduced turnover rates, more diverse workforce, employees trained to company standards, builds partnership with certification and licensing agencies, as well as recruitment & retention of a highly qualified workforce. Apprentice benefits are increased skills, higher wages, national credentials, career advancement, often receive college credits toward an associate or bachelor's degree, and GI Bill benefits. Many traditional and nontraditional occupations are offered apprenticeship opportunities through this program. Key numbers within the program are 150,000 organizations are in registered apprenticeship, 800,000 registered apprenticeships nationwide, \$80,000 lifetime earning advantage, 90-94% retain employment after completion and 44.3% Median Return on Investment of the apprentices' productivity. The registered apprenticeship provides infrastructure to scale the program, extends outreach for pre-apprenticeship, wider diverse pool of workers, and funding to support apprentices and employers. This program provides collaboration with employers, educators, and apprentices to improve the workforce.

Presentation

Director Michael Smith and Sara Ungaro, Workforce Manager on Behalf of David Shinder- Local Plan Consultant

Presentation was given on Mohave/La Paz Counties LWDA Workforce Innovation and Opportunity Act Program Year 2025-28 Local Plan Overview. The Local plan is a comprehensive framework designed to provide job seekers and local businesses with training, support, and opportunities they need to succeed in today's competitive job market.

WORKFORCE DEVELOPMENT BOARD AGENDA:
(ITEMS 1-25)

1. Discussion and Possible Action Re: Approval of April 25, 2024, Workforce Board Meeting Minutes

Madam Chair Kenda Robinson asked board members to review the attached minutes and advise of any needed correction or discrepancies. With no discrepancies or changes requested, Madam Chair Kenda Robinson asked for a motion to accept the minutes as written.

Motion: Nancy Campbell made a motion to accept the April 25, 2024 Workforce Board Meeting minutes as written

2nd: John Diemer seconded the motion

Vote: Unanimous

2. Discussion and Possible Action Re: Review of Mohave/La Paz Workforce Development Board Attendance, Resignations, Requests for nominations to join the WDB, New/ Renewal Appointments by the Board of Supervisors.

- a. **Attendance-** No Issues to Report
- b. **Resignation-** Mark Olieman, Craig Lefever
- c. **New Appointment-** Mitzi Esagro for Title II Provider.

Director Smith advised that there are no attendance issues at this time but wanted to note that the board had agreed on the importance of attendance and being present for board meetings. Mark Olieman and Craig Lefever had submitted their board resignations effective immediately. Director Smith advised that with their resignations it will not affect our percentages that are required of the board. Director Smith recommended Mitzi Esagro for Appointment for the Title II provider.

Motion: John Diemer made a motion to accept the Nomination of Mitzi Esagro for Title II provider.

2nd: Eric Morey seconded the motion

Vote: Unanimous

3. Discussion and Possible Action Re: Review and Accept Workforce Development Board Future Meeting Locations

Director Smith presented the board with possible locations for the future meetings the locations are as follows

Date	Location	Address
August 06, 2024	Kingman, AZ	Mohave County Community Services 700 W Beale St, Kingman AZ 86401
October 24, 2024	Parker, AZ	Arizona Western College 1109 Geronimo Ave, Parker AZ 85344
January 23, 2025	Lake Havasu City, AZ	Mohave Community College 1977 W Acoma BLVD, Lake Havasu City AZ 86403
April 24, 2025	Bullhead City, AZ	Mohave Community College 3400 AZ-95, Bullhead City, AZ 86442

Director Smith had asked the board to offer suggestions if they did not agree with the locations as set. No suggestions were made.

Motion: John Diemer made a motion to accept the locations for the future board meetings.

2nd: Erik Morey seconded the motion

Vote: Unanimous

4. Discussion and Possible Action Re: Review and Accept Local Plan Updates

Director Smith asked the Board if they would like to make any changes or suggestions to the plan and to come forward with them today, August 06,2024. If the plan is approved by the board it then can be made

available to the public for a comment period next day.

Motion: Eric Morey made a motion to accept Local Plan Updates
2nd: John Diemer seconded the motion
Vote: Unanimous

5. Discussion and Possible Action Re: Receive Volunteers or Nominations for vacant Executive Committee seat

Director Smith asked those in attendance if they wanted to volunteer or nominate a candidate for the vacant seat on the Executive Committee. Davy Spurlock Nominated Nancy Campbell for the vacant seat. No other nominations made, or volunteers came forward.

Motion: John Diemer made a motion to accept the nomination of Nancy Campbell for the Vacant Executive Committee Seat.
2nd: Davy Spurlock seconded the motion
Vote: Unanimous

6. Discussion and Possible Action Re: Receive Volunteers or Nominations for vacant Performance Review Committee seat

Director Smith informed the board that this open seat needs to be filled by the One Stop Operator as it will be a mandatory requirement for the One Stop Operator. Once the One Stop Operator has been appointed, they then can fill this role.

No Action Taken

7. Discussion and Possible Action Re: Review and Accept 2023-2025 MOU/IFA Quarterly Updates

Director Smith addressed the Title II request to explore alternative methods for allocating shared system costs. While new methods will be investigated, it has been previously determined that the current allocation method ensures all payments are received and is fairer for the operators. No action is required at this time, but the board is being informed of the request and the intention to explore other options.

No Action Taken

8. Discussion and Possible Action Re: Review and Accept Executive Committee Proposed One Stop Operator Recommendations

Director Smith recommended Eckerd Youth Alternatives for the proposed One Stop Operator. Nancy Campbell had brought them forward to Director Smith. Director Smith informs the board that this organization has worked with other local areas and is familiar with ATLAS and this would be a very established organization which would benefit from experience.

Madam Chair Kenda Robinson commented that she had read the proposal and read about them online through the website that Nancy Campbell had suggested and agrees that this would be a great company to move forward with.

Motion: Zafer Genc made a motion to accept Executive Committee Proposed One Stop Operator Recommendations
2nd: John Diemer seconded the motion
Vote: Unanimous

9. Discussion and Possible Action Re: 2024 Job Center Certification Corrective Action Plan

Director Smith presented the Certification Plan that was submitted to the State, detailing the requests and actions taken. Additionally, he introduced the letter that will be sent to the State.

Motion: Zafer Genc made a motion to accept 2024 Job Center Certification Corrective Action Plan
2nd: Julius Pearson seconded the motion.
Vote: Unanimous

10. Discussion and Possible Action Re: Review and Accept Data Validation PY23 Closure Letter

Director Smith commended Workforce Manager Sara Ungaro and her team as there were zero findings within the Validation Closure Letter.

Madam Chair Kenda Robinson also commented on the difference Sara has made since she had come to work and appreciates all her hard work.

Motion: Zafer Genc made a motion to accept the data validation PY23 closure letter.

2nd: Amy West seconded the motion
Vote: Unanimous

11. Discussion and Possible Action Re: Review and Accept Fiscal Monitoring of WIOA and One Stop Operator Audit

Director Smith pointed out that the calculating in the past for 20% of Youth Program expenses are to be utilized on Youth Work Experiences was accounting for salary. The state is allowing to account for anything that applies to the Youth OJT and/or WEX such as supportive services. This had never been in writing before and now is and will be allowed for ongoing program years. They will be able to go back to PY21 to recalculate the data to show that they have always met the 20%.

Madam Chair Robinson commented on Chris Register's hard work in making sure the numbers are correct and they are transparent in their reporting, she would also like to commend her on her hard work.

Motion: Jerry Hardy made a motion to accept Fiscal Monitoring of WIOA and One Stop Operator Audits
2nd: John Diemer seconded the motion
Vote: Unanimous

12. Discussion and Possible Action Re: Review and Accept updates to OJT Policy

Director Smith reviewed the change made to the policy for conflict of interest, but he highlighted that all contracts with the pre-approved organization(s)/ LWDB members must be presented to the LWDB at its next scheduled board meeting for ratification.

Motion: Allen Bell made a motion to accept the updates to the OJT Policy
2nd: Zafer Genc seconded the motion
Vote: Unanimous

13. Discussion and Possible Action Re: Review and Accept updates to Support Service Policy

Director Smith reviewed the changes made to the Support Service Policy. Wording had been updated to make the policy more understandable to the staff.

Motion: Erik Morey made a motion to accept updates to support service policy
2nd: Amy West seconded the motion
Vote: Unanimous

14. Discussion and Possible Action Re: Review and Accept updates to Incentive Policy

Director Smith reviewed the changes made to the Incentive Policy. Wording had been updated to make the policy more understandable to the staff.

Motion: Bennet Bradley made a motion to accept updates to Incentive Policy
2nd: Erik Morey seconded the motion
Vote: Unanimous

15. Discussion and Possible Action Re: Review and Accept Mohave Community College ETPL Tuition Updates

Director Smith reviewed the programs that have been removed from the ETPL. Programs include Certified Production Technician

Practical Nursing Certificate (vocational) Public Safety Dispatcher

Registered Nurse Refresher

Truck Driving Logistics Management Certificate

Programs have been removed due to either the college stating that they no longer want to offer the program or due to participants no longer applying for the program.

Motion: Zafer Genc made a motion to accept Mohave Community College ETPL Tuition Updates
2nd: Amy West seconded the motion
Vote: Unanimous

16. Discussion and Possible Action Re: Review and Accept Mohave Community College new ETPL Additions

Director Smith reviewed the additions to the Mohave Community College ETPL, additions include

- Substance Abuse Counseling Program
- Respiratory Care Practitioner Program
- Phlebotomy Program

Motion: Jerry Hardy made a motion to accept Mohave Community College new ETPL Additions
2nd: Eric Morey seconded the motion
Vote: Unanimous

17. Discussion and Possible Action Re: Review and Accept Ratification of Arizona Western College ETPL Tuition Updates

Sara Ungaro, Workforce Manager informed the Board of the Ratifications of programs that were added by the Executive Committee for Arizona Western College

- Detention Officer Training Academy Certificate
- Phlebotomy Technician Certificate
- Data Analytics Professional Certificate
- Fire Academy Certificate

Motion: Bennett Bradley made a motion to accept ratification of Arizona Western College ETPL Tuition Updates.

2nd: Nancy Campbell seconded the motion

Vote: Unanimous

18. Discussion and Possible Action Re: Review and accept the following ETPL Requests of Arizona Western College ETPL Additions

Sara Ungaro, Workforce Manager presented the new certifications added to the programs. Certifications include

- Google Project Management: Professional Certificate- La Paz
- IT Automation with Python – La Paz
- Google Digital Marketing and E-Commerce- La Paz
- CompTIA Security+- CE
- CompTIA A+- CE
- Microsoft Office Specialist (MOS) Associate Online/Hybrid CE
- Basic Construction Safety Certification Program- CE
- Intuit Certified Bookkeeping Professional – CE

Motion: Zafer Genc Made a motion to accept the following ETPL Request of Arizona Western College ETPL Additions

2nd: John Diemer seconded the motion

Vote: Unanimous

19. Discussion and Possible Action Re: Review and Accept the following ETPL Addition Requests from WAVE Bullhead City Fire Service Training Program

Amy West, Superintendent for WAVE informed the Board of the additions requested from the WAVE Bullhead City Fire Service Training Program, the additions include

- Fire Service Training Program
- Fire Science Training Program BHC

Motion: Eric Morey made a motion to accept the following ETPL Addition Requests from WAVE Bullhead City Fire Service Training Program

2nd: Bennett Bradley seconded the motion

Vote: Unanimous

Amy West abstained her vote for this item

20. Discussion and Possible Action Re: Review and Accept Quartzite Fire Department ETPL Addition

Director Smith reviewed with the Executive Committee Members the request to add the following program to the local/state ETPL for service provision in the La Paz communities and surrounding areas

- Emergency Medical Technician Academy

Motion: John Diemer made a motion to accept Quartzite Fire Department ETPL Addition
2nd: Eric Morey seconded the motion
Vote: Unanimous

21. Discussion and Possible Action Re: Review and Accept Embark Truck Driving Addition to Parker ETPL

Director Smith informed the Board of the request to add the following program to the Parker ETPL for Embark Truck Driving

- Class A CDL Program

Motion: Zafer Ganc made a motion to accept Embark Truck Driving Addition to Parker ETPL
2nd: Allen Bell seconded the motion
Vote: Unanimous

22. Discussion and Possible Action Re: Review and accept Local Performance Level Negotiations for PY 2024/2025

Director Smith reviewed the local performance level negotiations with the state for PY 2024/2025. Director Smith pointed out the Youth Numbers are the area of struggle and the reasons for that will be presented in Sara Ungaro's report. They are aware of the challenges and are working to overcome them.

Motion: John Diemer made a motion to accept Local Performance Level Negotiations for PY 2024/2025
2nd: Erik Morey seconded the motion
Vote: Unanimous

23. Discussion and Possible Action Re: Review and accept Mohave/La Paz Workforce Development Area PY24/FY25 Fund Allocations

Director Smith reviewed the highlighted changes in the Mohave/La Paz Workforce Development Area PY24/FY25 Fund allocations, the changes that had been made to the rapid response funds.

Motion: Erik Morey Made a motion to accept Mohave/La Paz Workforce Development Area PY24/FY25 Fund Allocations
2nd: John Diemer seconded the motion
Vote: Unanimous

24. Discussion and Possible Action Re: Review and Accept Proposed Program Suggestions from Performance Review Committee

Vice Chair Tommy Taylor informed the Board that he does not have suggestions at this time as they are still in the finalizing process but will bring it to the Board at the next meeting.

No action Taken

25. Discussion and Possible Action Re: Review and accept WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for February 2024-May 2024

Director Smith reviewed the financial payments that have been made through 05/24 with the Board.

Mrs. Register wanted the Board to know that PY23 and PY24 funds have been completely expended and have been completed through June 30th and 49% of the next 2-year contract has been expended as well as it is a 2-year contract.

Motion: Erik Morey made a motion to accept WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for February 2024-May 2024
2nd: John Diemer seconded the motion
Vote: Unanimous

REPORTS

- **Madam Chair's Report- Kenda Robinson**

Madam Chair Kenda Robinson does not have a report at this time but wanted to once again Acknowledge Sara Ungaro and her team with all of the great job they have been doing and would also like to acknowledge Desiree Hamodey for doing a great job for being so new and putting this together, and is excited for what she brings to the table.

- **Director's Report- Director Michael Smith**

Director Smith reported the meetings that he had with DES and OEO. OEO will be taking on more responsibility of monitoring the reporting. OEO will be more involved in the recertification processes.

Director Smith reported the ability to be more involved in local area meetings and being able to see things come together.

Director Smith also had the ability to attend the Workforce Summit and it was a great opportunity.

- **Performance Committee Reports/ Recommendations- Tommy Taylor**

Tommy Taylor did not have any reports at this time as he is waiting for the results to come in. He plans to bring more to the next Board Meeting.

- **Youth Services Standing Committee Report- Amy West**

Amy West reported that school is starting back up so the Partner Meetings will begin again. They have met with Bullhead City and Kingman and Lake Havasu City meetings will be coming up in the next few weeks. KUSD has four CT counselors due to the partnership between MCC and WAVE. They did two career coaches in Kingman but now there will be 2 Certified CT counselors which will be a nice switch. They plan to continue to partner with Arizona@Work and attend partner meetings. There are several individuals across the state that will be jumping into the apprenticeship program discussions and the goal is to transition them into employment after they graduate high school. They did secure funding for support staff position and are looking at a curriculum connection as sponsoring agency but want to make sure it will align with overall goals. They have several WEX students that have completed their summer work experiences this summer, some include lab work, construction and it. They are adding the new fire program in bullhead and will continue the Kingman Program. They have received approval with Kingman Regional Medical Center to have a nursing assistant class at the hospital. They are in the process of securing students to pilot a program. They will continue with the multiple pathways to get them employed with Creative Care. KRMC will continue to be a business industry pathway for them.

Director Smith recognizes Amy West for the amount of hard work she is completing and how easy she makes it look. He thanks her for her work.

- **Economic Development Update**

- **Bennett Bratley-City of Kingman**

Bennett Bradley reports that they have been awarded the I-40 grant and Design.

They have submitted for the Raise Grant and have been awarded 15 million dollars for that. There will be planning that will go into transportation and Trucking.

Bullhead City | Kingman | Lake Havasu City | Parker
928.758.0702 928.753.0723 928.453.0710 928.669.9812

TDD: Arizona Relay 711

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They have submitted for a couple USDA grants for an event center, they were awarded about \$110,000 which will help them save on their budget.

There are two main roads that have not been built on the Industrial Park Roads Report, and they are hoping to have results on that for the next meeting.

Teamwork on the FAA land release which is 760 Acres of land has been a process and they are about 4 years into that process and hope to see progress.

They are looking a pilot program with KART, if it is in the budget then they will reach out to businesses and have hopes to increase participation.

They do have an economics Commission Meeting on August 27th at 12:00 if anyone is interested and they will have additional updates.

They also are in the process of updating the dog parks and additional area with more Photo Opportunities to bring more attention to the area to be shared.

They are working on a trails master plan with Parks and Recreation.

Additional plans are moving forward and a lot going on that they are excited about.

Director Smith offered a contact introduction to assist with grants within the Governor's Office.

- **Tami Ursenbach- Mohave County**

Tami Ursenbach reports that they have been working with Northern Arizona Good Jobs Network Branch and trying to get them to fund the training for customer service as they do not have the full funding for it. The idea is to help businesses provide better training to offer better customer service.

They are also working on funding (Mohave County will be working on the program) for manufacturing training, construction and are investigating possible marine maintenance and RV campsite management and maintenance as well.

She will also be at the Rural Policy Forum and plans to speak at it.

They have had many site visits and will have her first virtual site visit.

They have received a grant that will allow them to pave a road in North Country which will allow them to bring in more businesses in that area.

The energy company in Northern Mohave County received a green energy grant.

A large grant was awarded to the State of Arizona and she is excited to see how it will be disbursed. She is in hopes that more funding will be on its way.

- **WIOA One Stop Partners Reports**

- **Title IB Current Priority List-Sara Ungaro**

Workforce Development Manager Sara Ungaro presented an overarching report at today's Workforce Board meeting, covering current priorities as well as youth, Adult, and Dislocated Worker (DW) reports. She began by referencing a previous meeting where she had provided a SWOT analysis to the board, and she intends to deliver a similar analysis at the next board meeting. Mrs. Ungaro also shared recent statistical data from the Juvenile Detention and the Arizona Department of Juvenile Corrections, highlighting an increase in severe offenses across several major categories in Mohave County. This data relates to new initiatives aimed at reducing idle time among youth, starting from

middle school, and increasing their movement into the workforce. Additionally, she gave a brief overview of a new platform from the Office of Economic Opportunity that tracks training provider outcomes, costs, and wages.

○ **Title IB Programs:**

▪ **Adult/Dislocated Worker- Amber Kant-Wood**

No Report given at this time.

▪ **Youth- John Binkinz**

No report given at this time.

▪ **Business Services- Joe Throneberry**

Joe Throneberry presented the following information for the Business Services

- Statewide Job orders 3,258 compared to Mohave/La Paz 906 = 27.8% of state totals increase of 5.0%
- Statewide Job Openings 8,932 compared to Mohave/La Paz 2668 = 29.8% of state totals Increase of 2.5%
- Statewide Referrals 6.992 compared to Mohave/La Paz 213 = .03% of state totals Decrease of .01%
- Statewide Placements 245 Compared to Mohave/La Paz 96 = 39.2% of state totals Increase of 9.5%
- Contract Tracking Report State Totals 6,258 compared to Mohave/La Paz 1530 = 24.4% of State totals Increase of 5.6%

Joe Throne Berry presented the WEX Timesheet Report, Current OJT/IWT Contracts, Business Services Flow for WEX or OJT, and the tracking of in demand job data through JOBSeQ

○ **Title II Adult Education and Literacy**

There was no one in attendance in the meeting that could give a report on this item.

○ **Title III Wagner- Peyser Programs (Employment Services) and Veterans Services-John Diemer**

John Diemer reports that Mohave county is leading the state when it comes to Workforce Development goes. This is due to the placements made. 22 of that were veterans placed into the workforce. They are working on being more specific about jobs that are being pulled with the purpose of focusing on specific placements that lead to more success for the employers and the workforce. They are also targeting on specific jobs that will be better paired to a job seeker to ensure lasting employment. They are working on filtering out useless data so they can spend more time on that data that count.

Director Smith requested that yearly follows be completed to better track the data of how long job seekers stay employed with their placements.

○ **Title IV: Vocational Rehabilitation- Brandi Rowe**

Brandi Rowe reports that just this last year they have had closed 44 cases with confirmed employment placement, 10 of which were within this last quarter.

266 client referrals since July 1, 2023, 106 of which within this last quarter.

They have made progress in establishing a transition from school to work contract with Peach Springs.

They have a new Voc. Rehab. Counselor in Kingman and another Counselor that will assist between Kingman, Peach Springs and Bullhead. They are hoping to hire on a new tech for the Bullhead position.

They plan to continue to work with the partners and seek out new referral sources.

WORKFORCE DEVELOPMENT BOARD ANNOUNCEMENTS

At this time any Workforce Development Board Member who wishes to share information can come forward with their announcements.

No announcements were made at this time

CALL TO THE PUBLIC

Pursuant to ARS 38-431.01(H) a public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Ron Morris from CAT wanted clarity on how to get involved with other workforce boards across the state.

Sara Ungaro, Workforce Manager informed him that he can refer to <https://arizonaatwotk.com/locations> and he can find Workforce Board information within each Area location Tab.

ADJOURNMENT

Madam Chair Kenda Robinson Adjourned the meeting at 12:09