



Kenda Robinson
Workforce Development Board
Chairperson

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Workforce Executive Committee Meeting

Date: January 10, 2025

Location: The Mohave County Community Services Department, 700 W. Beale St., Kingman, Arizona

Members Present: Madam Chair Kenda Robinson, John Diemer, Erik Morey, Nancy Campbell

Others Present: Michael Smith, Sara Ungaro, Chris Register, Jason Millin, Tingwei Chavez, Tracy Biles, and Desiree Hamodey

Call to Order: Meeting was called to order by Madam Chair Kenda Robinson at 9:00 a.m.

WORKFORCE DEVELOPMENT EXECUTIVE COMMITTEE AGENDA (ITEMS 1-32):

1. Discussion and Possible Action Re: Review and accept Local Plan Updates

Director Smith provided to the board the letter from Workforce Arizona Council regarding the approval of the Mohave/ La Paz Workforce Development Board Local Plan Submission. Director Smith presented the Desk Version of the Executive Summary which is the Mohave/ La Paz Workforce Development Board Local Plan condensed down to a 20-page summary.

Motion: Nancy Campbell made a motion to accept Local Plan Updates.

2nd: John Diemer seconded the motion.

Vote: 4/0

2. Discussion and Possible Action Re: Approval of October 4, 2024, Workforce Executive Committee Meeting Minutes

Director Smith provided the October 4, 2024, Workforce Executive Committee Meeting Minutes to the board for review. No changes were requested.

Motion: Nancy Campbell made a motion to accept Local Plan Updates.

2nd: John Diemer seconded the motion.

Vote: 4/0

3. 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- Jean Bishop

Director Smith mentioned the discussion he has had with Jean Bishop regarding attendance, there had been some scheduling issues with the prior meetings but contact information has been confirmed and Jean Bishop assured this will not be an issue moving forward.

Director Smith noted that Larry Lord has had absences previously as well but has informed Director Smith that he will not be renewing his term with the Workforce Development Board. Director Smith notes that a search for his replacement has begun.

Discussions of making in-person attendance mandatory should be recommended to be removed from the by-laws but instead it should be heavily encouraged.

Discussions of addressing multiple excused absences should be held as well. Both were encouraged to be to move this forward to the next Executive Committee Meeting.

b. Resignation- Julius Pearson

Director Smith informed the Executive Board members that Julius Pearson has resigned in his current employment position at Kingman Regional Medical Center to pursue another career opportunity, and this makes him unavailable to serve on the Workforce Development Board. Chandra Johnson from Kingman Regional Medical Center, has applied to serve on the Workforce Development Board in his place to complete his term.

c. New Appointment

- **Chandra Johnson**

Director Smith presented Chandra's CV (Curriculum Vitae), Application, Letter of recommendation from the Kingman Chamber of Commerce, and Background Check Passed Letter to the Executive Committee Board.

- **La Paz Appointment**

Director Smith informed the Executive Committee Board that there will need to be a new appointment in place of Larry Lord when his term ends.

d. Renewals (Due First Quarter 2025)

- **Mitzi Esgro (4-Year Term)**
- **Bennett Bradley (2-Year Term)**
- **Lisa Brownfield (2-Year Term)**
- **Tami Ursebach (2-Year Term)**
- **Larry Lord (Nonrenewal)**

Director Smith discussed the renewals due for the Workforce Development Board and that all have chosen to renew except Larry Lord. Director Smith explained that the time length of the terms is dispersed evenly throughout the board to prevent all renewals happening at once.

Motion: Nancy Campbell made a motion to accept the Mohave/La Paz Workforce Development Board Attendance, Resignations, Requests for nominations to join the WDB, New/Renewal Appointments by the Board of Supervisors and to amend amending the By-laws regarding attendance policy.

2nd: John Diemer seconded the motion.

Vote: 4/0

4. Discussion and Possible Action Re: Review and accept voting elections for Chair, Vice Chair and Secretary of the Board.

Director Smith provided that this agenda item was added to carry it over to the next full Workforce Development Board meeting and no action is needed at this time.

No Action Taken

5. Discussion and Possible Action Re: Review and accept Consent Agenda Item

Director Smith recommended to the Executive Committee to allow for a Consent Item to be added to each agenda to allow for Agenda Items that do not need in depth discussions to be added into one consent item. At any time, any agenda item that is placed into the Consent Item can be pulled out and further discussed if needed.

Madam Chair Robinson cautions the use of the Consent Item and to make sure all are fully reviewing the items before agreeing to them but agrees with adding the consent item in respect of everyone's time.

Motion: Nancy Campbell made a motion to accept Consent Agenda Item.

2nd: John Diemer seconded the motion.

Vote: 4/0

6. Discussion and Possible Action Re: Review and accept 2025 WDB Recertification

Director Smith reviewed the 2025 WDB recertification process to the Executive Committee Board, all recertification checklists and backup were provided to the Executive Committee for review, and the recertification will need to be signed by Chair of the Board and then by the Board of Supervisors.

Motion: Nancy Campbell made a motion for the Chair of the Board to sign the recertification and to accept the 2025 WDB recertification.

2nd: John Diemer seconded the motion.

Vote: 4/0

7. Discussion and Possible Action Re: Review and accept the allowance for Staff to work with the Board Chair to make necessary corrections to the WDB Recertification Uploads if needed and to gain signature from the Chair

Director Smith explained that with the process of the 2025 WDB recertification, the OEO (Office of Economic Opportunity) may require corrections for the recertification and staff would need permission to work with the Chair of the Board to make these corrections.

Motion: Nancy Campbell made a motion to accept the allowance for Staff to work with the Board Chair to make necessary corrections to the WDB Recertification Uploads if needed and to gain signature from the chair.

2nd: John Diemer seconded the motion.

Vote: 4/0

8. Discussion and Possible Action Re: Review and accept Proposed Program Suggestions from Performance Review Committee

Director Smith presented the recommendations from the Performance Review Committee to the Executive Committee. The recommendations were:

1. Recommendation for the Business Services to Provide a Comprehensive Worksheet/Datasheet with businesses visited and outcomes from visit as well as new businesses added.
2. Recommendation for One Stop Operator to complete customer service satisfaction survey for all One Stop Center locations and affiliates.
3. Recommended Enrollment Goals of 4 participants per program, each month, for Adult, Dislocated Worker & Youth.

Motion: Nancy Campbell made a motion to accept Proposed Program Suggestions from Performance Review Committee.

2nd: John Diemer seconded the motion.

Vote: 4/0

9. Discussion and Possible Action Re: Review and Ratification of Quest Grant MOU Amendments for AWC and MCC

Director Smith presented the MOU amendments that were made for AWC and MCC that were previously approved by the Board of Supervisors.

Purpose of the Amendment: The primary objective is to better serve the community through enhanced training programs. The funding that is being reallocated will support the development of skills through structured training programs, as opposed to work experience-based opportunities (OJT and WEX).

In summary, this amendment reflects a strategic shift in the use of the funds, with an emphasis on educational training that can directly benefit the local community, especially in terms of job skills development.

Motion: Nancy Campbell made a motion to accept Ratification of Quest Grant MOU Amendments for AWC and MCC

2nd: John Diemer seconded the motion.
Vote: 4/0

10. Discussion and Possible Action Re: Review and reconsideration ETPL Additions for Arizona Western College

• **Certified Administrative Profession (CAP)**

Director Smith discussed that this item was carried over from the previous meeting to give Arizona Western College an opportunity to speak about their program to the Board. Sara Ungaro, Workforce manager states the offer has been presented to Arizona Western College and if there is no response before the full board to remove this item from the agenda. She stated there has been no response as of yet.

No Action Taken

11. Discussion and Possible Action Re: Review and reconsideration Incumbent Worker Training Services

Director Smith mentioned that this was another item that was carried over from the previous meeting to provide any Board Member a chance to speak on this as they had placed a pause on using the adult/dislocated funds for incumbent worker trainings so that she can pivot and be able to utilize other grant funds like Quest and Rapid Response to cover the trainings. This would reserve the Adult/Dislocated funds for a bigger impact for the community.

No Comments were made on this item.

No Action Taken

12. Discussion and Possible Action Re: Review and accept Fort Mohave Mesa Fire ETPL tuition update

Sara Ungaro informs the Executive Committee that the fee for the 2025 EMT class offered by Fort Mohave Mesa Fire has changed from \$955.00 to \$1200.00. The added charges are to cover additional testing and instruction fees to coincide with AZDHS.

Motion: Nancy Campbell made a motion to accept Fort Mohave Mesa Fire ETPL tuition update

2nd: John Diemer seconded the motion.
Vote: 4/0

13. Discussion and Possible Action Re: Review and accept Mohave Community College ETPL additions and ETPL tuition update

Sara Ungaro explains to the Executive Committee that the Fire Program that was added onto the ETPL was added four dollars short than what it actually is and it cannot be changed until it is approved by board.

Motion: Nancy Campbell made a motion to accept Mohave Community College ETPL Tuition increase by four Dollars.

2nd: John Diemer seconded the motion.
Vote: 4/0

14. Discussion and Possible Action Re: Review and accept Embark Training Provider new ownership onto ETPL

Director Smith informed the Executive Committee that the Embark Training Provider now has new ownership and must reapply to be on the ETPL. They have applied but has not yet made all the requirements. No Action is needed currently.

Madam Chair Kenda Robinson asked if there are any participants receiving assistance with this program or can participants receive assistance for this program at this time.

Sara Ungaro provides that there are no current participants receiving assistance for this program and participants cannot receive assistance until it is renewed.

No Action Taken

15. Discussion and Possible Action Re: Review and accept Heavy Equipment Operator training to be added to the ETPL

Director Smith informed the Executive Committee that he was hoping to have this Item Ready for the Board, but it still has not met the requirements to be added to the ETPL.

Director Smith provides that if they meet the requirements in time than all of the backup will be provided for this item in the Workforce Development Board Meeting. Director Smith states this would be a great addition to the ETPL. No Action is needed currently.

No Action Taken

16. Discussion and Possible Action Re: Review and accept ETPL monitoring and follow up

Director Smith discussed with the Executive Committee that he had requested an Excel Spread Sheet to assist in the review of the ETPL monitoring. Director Smith mentions that he received direction from the State of Arizona to not make any changes to the ETPL Guidance.

Lauren McGregor, WIOA Youth Program Supervisor, presented the Excel Spread Sheet that was created and informed of observations that were made. She states that they have provided these observations to the ETPL providers and three of them had reached back out and are working on making the necessary changes. Lauren McGregor states that they plan to follow up with the remaining providers within the next week to aid help them correct their findings.

Director Smith recommended another collum to be added for follow up response dates.

Motion: Nancy Campbell made a motion to accept ETPL Monitoring and follow up

2nd: John Diemer seconded the motion.

Vote: 4/0

17. Discussion and Possible Action Re: Review and accept ATLAS updates

Director Smith highlights the hard work of the teams in Mohave County and the work they do is unmatched by the rest of the state. Director Smith expresses how ATLAS has made this possible and provides an example that an audit was completed, and ATLAS allowed the auditor to complete his review in record time and was easy for him to access information. Director Smith shared other experiences where ATLAS allowed for real time data to be

pulled and to assist employers in the moment in an impactful way. Due to this Director Smith had receive an email from a high-level employee through the Department of Economic Security suggesting that he should apply for the National Association Workforce Development Boards award because the things being done in Mohave-La Paz Counties are unmatched throughout the Country. Lauren McGregor provided a live presentation of ALTAS and what can be done for employers and participants. She introduced the One Stop Operator Referral System, SMS System, and Core System, which were previously separate but have now been integrated into a single platform within ATLAS. Lauren McGregor also mentions improvements they are still working on with the developers.

Motion: Nancy Campbell made a motion to accept ATLAS updates

2nd: John Diemer seconded the motion.

Vote: 4/0

18. Discussion and Possible Action Re: Review and accept Rapid Response Policy updates

Director Smith presented the Rapid Response Policy Update regarding Layoff Aversion Funding.

Motion: Nancy Campbell made a motion to accept Rapid Response Policy Updates

2nd: John Diemer seconded the motion.

Vote: 4/0

19. Discussion and Possible Action Re: Review and accept WEX Policy updates

Director Smith presented the WEX Policy updates regarding Safety.

Motion: John Diemer made a motion to accept WEX Policy Update

2nd: Nancy Campbell seconded the motion.

Vote: 4/0

20. Discussion and Possible Action Re: Review and accept OJT Policy updates

Director Smith presented the OJT Policy Update regarding Safety.

Motion: John Diemer made a motion to accept ETPL Monitoring and follow up

2nd: Eric Morey seconded the motion.

Vote: 4/0

21. Discussion and Possible Action Re: Review and accept Funds applied based on Sector Strategies for OID

Sara Ungaro presented the updates in funds applied based on Sector Strategies for OID. She mentions a collum added to the Spreadsheet to show Quest funds and where they have

been applied to sectors in demand.

Motion: John Diemer made a motion to accept Funds applied based on Sector Strategies for OID

2nd: Eric Morey seconded the motion.

Vote: 4/0

22. Discussion and Possible Action Re: Review and accept Local Workforce Groups Reports

Director Smith presented the minutes from each local workgroup. Director Smith shares the goal to use ATLAS to engage businesses to join these workgroups. He mentions that the Manufacturing Workgroup would like to join the meetings with the Local First meetings and that there is no next meeting set for this workgroup yet. This may be provided before or with the next Workforce Development Board meeting. All other workgroups are making progress and have dates set. Director Smith encourages the Executive Committee to think about how they want to move these meetings forward and get them to where they need to go.

Motion: Nancy Campbell made a motion to accept Local Workforce Groups Reports

2nd: John Diemer seconded the motion.

Vote: 4/0

23. Discussion and Possible Action Re: Review and accept FY25 Administrative Budgets

Director Smith reviewed the Fiscal Year 2025 Administrative Budgets with the Executive Committee and reviewed the Fiscal Year 2024 Administrative Budgets for comparison.

Motion: Nancy Campbell made a motion to accept FY24 and FY25 Administrative Budgets

2nd: John Diemer seconded the motion.

Vote: 4/0

24. Discussion and Possible Action Re: Review and accept FY Program Budget

Director Smith reviewed the Fiscal Year 2025 Program Budgets with the Executive Committee and reviewed the Fiscal Year 2024 Program Budgets for comparison.

Motion: Nancy Campbell made a motion to accept FY24 and FY25 Program Budgets

2nd: John Diemer seconded the motion.

Vote: 4/0

Nancy Campbell made sure there was still a quorum if she were to leave, there was, and she left the meeting at this point.

25. Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for September 2024 – November 2024

Director Smith reviewed the WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for September 2024 - November 2024 with the Executive Committee

Motion: John Diemer made a motion to accept WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for September 2024 – November 2024

2nd: Eric Morey seconded the motion.

Vote: 3/0

26. Discussion and Possible Action Re: Review and accept Mohave Community College- Innovative Partnership Projects & Initiatives

Director Smith mentions that this item was carried over from the last meeting in hopes to have Kirk Lacy present and speak on this item. No Action is needed currently.

No Action Taken

27. Discussion and Possible Action Re: Review and accept WIOA, Title IB fiscal monitoring letter

Director Smith reviewed the WIOA, Title IB fiscal monitoring letter with the board and mentions that no findings or observations were made.

Motion: John Diemer made a motion to accept WIOA, Title IB fiscal monitoring letter

2nd: Eric Morey seconded the motion.

Vote: 3/0

28. Discussion and Possible Action Re: Review and accept Data Validation Closure Letter for PY24 Q1

Director Smith Reviewed the Data Validation Closure Letter for PY24 Q1 and noted that there was one failed data element that had been corrected.

Motion: John Diemer made a motion to accept Data Validation Closure Letter for PY24 Q1

2nd: Eric Morey seconded the motion.

Vote: 3/0

29. Discussion and Possible Action Re: Review and accept PY23 Equal Opportunity onsite Monitoring Review

Director Smith reviewed the PY23 Equal Opportunity onsite Monitoring Review letter with the Executive Committee, he notes that there were minor observations that were addressed, and they are waiting on more letters to come in.

Motion: John Diemer made a motion to accept PY23 Equal Opportunity onsite monitoring Review

2nd: Eric Morey seconded the motion.

Vote: 3/0

30. Discussion and Possible Action Re: Review and accept MOU-IFA updates

Director Smith informed the Executive Committee of the signatures gained with the MOU-IFA. Director Smith mentions a meeting that took place with the Title II providers where they requested to have the allocations changed. Director Smith states he informed them that there are two ways to allocate that, through referrals or through FTEs and he encouraged them to look at their FTEs and report it back to him.

Director Smith mentions that he recently received an update there is no DBOP staff available for our location.

Motion: John Diemer made a motion to accept MOU-IFA updates

2nd: Eric Morey seconded the motion.

Vote: 3/0

31. Discussion and Possible Action Re: Review and accept PY2023 Adjusted Levels of Performance

Sara Ungaro presented the PY23 Adjusted Levels of Performance and notes that all measures have been met or exceeded. The lowest measure was 90.1% and the highest measure was 127.1%.

Director Smith credits Sara and her team for their hard work in meeting these measures.

Motion: John Diemer made a motion to accept PY2023 Adjusted Levels of Performance

2nd: Eric Morey seconded the motion.

Vote: 3/0

32. Discussion and Possible Action Re: Review and accept January 23, 2025, WDB Agenda

Director Smith reviewed the proposed WDB Agenda with the Executive Committee.

Suggestions were made to spell out acronyms, to place items 18-20 and 27-29 to be placed within the consent item, and to remove items from the agenda if the backup has not been received timely.

Motion: John Diemer made a motion to accept January 23, 2025 WDB Agenda with the proposed changes.

2nd: Eric Morey seconded the motion.

Vote: 3/0

REPORTS

- **Madam Chair's Report**

No report given at this time, but Madam Chair acknowledges Sara and her entire team for the amazing work that they do. She shares her concerns on needing to find a way to make sure that all can attend the entire meeting but also not rush through the meetings.

Director Smith suggests that the PRC can be shortened.

Sara Ungaro suggests that PRC can be shortened to an hour and a half and the Executive Committees to be three and a half hours.

Madam Chair agrees to the suggestion and believes that the consent item will assist with shortening the overall time as well.

Madam Chair also suggests that if Board Members do have to attend virtually that they should also participate in the voting and not leave it to just to the people in the room.

- **Director's Report**

No report given at this time.

EXECUTIVE COMMITTEE ANNOUNCEMENTS

No Announcements were made at this time.

CALL TO THE PUBLIC

No comments were made by the public at this time.

ADJOURNMENT

Madam Chair Kenda Robinson adjourned the meeting at 10:51 a.m.