



Kenda Robinson
Workforce Development Board
Chairperson

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**WORKFORCE DEVELOPMENT BOARD AGENDA:
(ITEMS 1-27)**

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

Chairman Diemer asked board member to review the attached minute and advise of any needed correction or discrepancies. With no discrepancies or changes requested, Chairman Diemer asked for a motion to accept the minutes as written.

Motion: Ms. Campbell made a motion to accept the January 25, 2024 meeting minutes as written
2nd: Mr. Lacy 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- Lisa Van Ella, Casey Haaker
- c. New Appointment-None

Director Smith advised that there are no attendance issues at this time. Ms. Van Ella and Mr. Haaker 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. There are no new appointments currently.

Motion: Mr. Morey made a motion to accept the resignations of Ms. Van Ella and Mr. Haaker
2nd: Ms. Campbell seconded the motion
Vote: Unanimous

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

Chairman Diemer asked those in attendance if they wanted to volunteer for the vacant seat on the Executive Committee. Ms. De Los Reyes asked for an explanation on what that role entails. Director Smith advised that the purpose of the Executive Committee is to review all board items prior to full board meetings in the even that there is not a quorum, the items can still move forward with the Executive Committees votes and would be ratified a the following full board meeting. Mr. Morey volunteered to take the vacant seat on the Executive Committee

Motion: Ms. Campbell made a motion to nominate Mr. Morey to the Executive Committee
2nd: Mr. Lacey seconded the motion
Vote: Unanimous

4. Discussion and Possible Action Re: Discussion of the One Stop Operator Contract

Director Smith advised that during the April 11, 2024 Executive Committee meeting the members had decided to rescind their decision to extend the One Stop Operator Contract with Chicano Por La Casa. This is due to performance issues and circumstances where the One Stop Operator lacked decorum during work events. With this information coming to surface, the Executive Committee found it best to put the One Stop Operator Contract back out for RFP. Chairman Diemer went on to advise that as a core partner is it a requirement of the One Stop Operator to bring all the Core Partners and their staff together for meetings and trainings. This had not been done up to the board's standards.

Motion: Ms. Campbell made a motion to send the One Stop Operator Contract back out to RFP
2nd: Ms. De Los Reyes seconded the motion
Vote: Unanimous

5. Discussion and Possible Action Re: Creation of One Stop Operator RFP Evaluation Team

Chairman Diemer advised that the Executive Committee will be on the evaluation team and asked board members if they would like to be on the evaluation team as well. Director Smith requested that he be on the evaluation team. Ms. Campbell requested to join the evaluation team. No other board members made a request to join the evaluation team.

Motion: Mr. Lacy made a motion to form the One Stop Operator team that consists of the Executive Committee, Director Smith, and Ms. Campbell

2nd: Ms. De Los Reyes seconded the motion

Vote: Unanimous

6. Discussion and Possible Action Re: Review Title II Grant Applications

Director Smith advised the board that MCC and AWC have both placed applications to be the Mohave/ La Paz Title II representative. The Department of Education are still in the process of reviewing the applications and a decision has not been made. Director Smith advised that with this process, today will be Mr. Lefever's last meeting as the Title II representative. No action needed for this item.

7. Discussion and Possible Action Re: Review and Accept 2024-2025 Meeting Calendar for Performance Review Committee, Executive Committee and Workforce Development Board.

Chairman Diemer advised that during the April 11, 2024 board meeting it was decided to hold the PRC and the Executive Committee on the same day. The Performance Review Committee will meet from 7am to 9am and the Executive Committee will meet from 9am to 11am. They moved the meetings to Fridays to work with the schedules of the board members. Mr. Millin asked if this was allowed per the by-laws as any recommendations from that committee are to flow through the Executive Committee and then to the full Workforce Board for Consideration. Director Smith advised that all by-law requirements will be met and if a special meeting has to be called then they will do so in a timely manner.

Motion: Ms. Campbell made a motion to accept the 2024-2025 Calendar

2nd: Ms. West seconded the motion

Vote: Unanimous

8. Discussion and Possible Action Re: Review and Accept 2024-2025 Conflict of Interest

Director Smit advised that this is an annual document that is signed by the Workforce Development Board Chair and the Mohave Board of Supervisors. The only changes made were to the signatories.

Motion: Mr. Morey made a motion to accept the 2024-2025 Conflict of Interest

2nd: Ms. De Los Reyes seconded the motion

Vote: Unanimous

9. Discussion and Possible Action Re: Review and Accept 2024-2025 CLEO

Director Smit advised that this is an annual document that is signed by the Workforce Development Board Chair, the La Paz Board of Supervisors, and the Mohave Board of Supervisors. The only changes made were to the signatories.

Motion: Mr. Morey made a motion to accept the 2024-2025 CLEO

2nd: Ms. De Los Reyes seconded the motion

Vote: Unanimous

10. Discussion and Possible Action Re: Review and Accept 2024-2025 By-Laws

Director Smith advised the board that the biggest change to the by-laws is in the attendance portion of the document. Madam Chair Robinson is implementing that board members are to be in person 3 out of 4 meetings. Director Smith explained that with in person meetings there is more engagement. Mr. Genc advised that when he is able to attend in person meetings, he feels more involved and it is easier it engage. He requested that the meetings rotate so those coming from La Paz County don't have to travel 6 hours round trip for each meeting. Other board members from Lake Havasu area advised they agree with Mr. Genc's observation. Director Smith stated that with traveling there have been technical issues at each location they had used in the past and if the board votes to rotate the meeting then he asks that board members in that area advise of a location that has the technical capacities to hold the meetings without issues. Mr. Lacy advised that MCC has the capability to assist. Board members requested that the by-laws state 2 out of 4 meetings be in person.

The other changes were that elections are to be held biennially at the first meeting of the WDB in each calendar year. This is to mirror the elections of the Board of Supervisors. The board voted during the January 2023 Board meeting to this change and it is now reflecting in the by-laws. The third change is that the Performance Review Committee is to meet at a minimum quarterly. Previous by-laws reflected the meetings were held at a minimum bi-monthly. The final changes were that any conflicts were to be brought to the attention of the WDA Director and the WDB Chair for resolution.

Motion: Ms. Campbell made a motion to accept the 2024-2025 by-laws with the amendment of 2 out of 4 meetings be in person.

2nd: Mr. Lacy seconded the motion

Vote: Unanimous

11. Discussion and Possible Action Re: 2023-2025 MOU/IFA Quarterly Updates

Director Smith advised that TANF is now remote and are no longer located in any of the offices. This change will be implemented at the next MOU/IFA quarterly Update. The other changes made were to update the board roster and signatories.

Motion: Mr. Morey made a motion to accept the 2023-2025 MOU/IFA Quarterly Updates

2nd: Mr. Spurlock seconded the motion

Vote: Unanimous

12. Discussion and Possible Action Re: Review and accept 2024 Job Center Certification Reports

Director Smith thanked those present who assisted with the 2024 Job Center Certification. Ms. Thompson had compiled all their reports for each location and had sent it out to the review team for approval. The reports presented have been approved by the 2024 Job Center Certification team. The next step is for the Workforce Development Board to review the reports, discuss any observations and approve the reports for submission. The board members reviewed the reports with no discrepancies or requested changes.

Motion: Mr. Morey made a motion to accept the 2024 Job Center Certification Reports

2nd: Mr. Spurlock seconded the motion

Vote: Unanimous

13. Discussion and Possible Action Re: Review 2024-2025 Job Center Certification letter of completion and grant Madam Chair Robinson and WDA Director Smith approval to sign.

Director Smith explained that along with the reports a certification letter is to be submitted to the state. The letter advises of what locations were certified, who was on the certification team, and notated the discrepancies at each location.

Motion: Ms. Campbell made a motion to accept the 2024 Job Center Certification letter and authorize Madam Chair Robinson and Director Smith to sign.

2nd: Ms. West seconded the motion

Vote: Unanimous

14. Discussion and Possible Action Re: Review updates to 2024-2025 Job Center Observations

Director Smith advised that Madam Chair Robinson requested a standing agenda item regarding the job center observations. As actions are taken the board will be updated. Chairman Diemer advised that they are state buildings and requests are made to facilities. Once they receive word on the inquires the board will be advised of their efforts. Chairman Diemer went on to advise that the Bullhead City Office is undergoing a full remodeling and will update the board once the remodel is completed. The remodel will resolve all listed discrepancies.

Motion: Mr. Morey made a motion to accept the 2024 Job Center Observations

2nd: Ms. West seconded the motion

Vote: Unanimous

15. Discussion and Possible Action Re: Review and accept Local Plan Workgroup Update

Director Smith advised that they are looking into hold a virtual meeting and invite back all the local businesses. In previous meetings workgroups were formed and now is the time to have the breakout sessions by sector to pinpoint needs of each area.

Motion: Mr. Morey made a motion to accept the local plan workgroup update

2nd: Mr. Spurlock seconded the motion

Vote: Unanimous

16. Discussion and Possible Action Re: Ratification of signed letter of commitment to work with the Arizona Office of Economic Opportunity (OEO) on the Employment and Training Administration (ETA) Grant opportunity, Apprenticeship Building America, Round 2 (ABA2), FOA-ETA-24-04.

Director Smith advised that this letter was signed during the April 11, 2024 Executive Committee Meeting. This Grant will provide Mohave County with the ability to assist local businesses with the process of forming an apprenticeship. This is in the beginning stages and dollar amounts have not been decided upon yet.

Motion: Mr. Morey made a motion to accept the signed letter of commitment

2nd: Mr. Lacy seconded the motion

Vote: Unanimous

17. Discussion and Possible Action Re: Ratification of One Time Funding Opportunity

Director Smith advised that when this was presented to the board previously, they had voted to not accept the one-time funding opportunity. New information came to light and the Executive Committee had voted to move forward with requesting the funds. This went to the Mohave County Board of Supervisors for approval and they passed the request. The funds will be utilized to order VR headsets, upgrade ADA equipment, purchase tablets for hiring events, and order marketing/rebranding materials for hiring event kits.

Motion: Mr. Spurlock made a motion to accept the one-time funding opportunity

2nd: Ms. West seconded the motion

Vote: Unanimous

18. Discussion and Possible Action Re: Local First Grant Updates

Due to no one being present to discuss this agenda item, no discussion was had, and no actions were taken.

19. Discussion and Possible Action Re: Review and accept Revised OJT Policy

Director Smith advised that the previous OJT policy made it difficult for board members to enter into an OJT contract with ARIZONA@WORK. Director Smith advised that that the proposed update is that annually board members will advise that they are interested in OJT services and the board will approve the list of businesses. Once the OJT contract is signed and services initiated, the contract will be brought to the board for transparency reasons. No action was taken as the policy is still being worked on and guidance from the state has not been received.

20. Discussion and Possible Action Re: Review and accept OJT contract with Kingman Regional Medical Center (Julius Pearson)

Chairman Diemer advised that this agenda item is pulled as there is no contract to discuss. No action needed.

21. Discussion and Possible Action Re: Review and accept IWT & WEX opportunities with Environment Waste Solutions (Michael Kelly), Kingman Regional Medical Center (Julius Pearson), and Ant Farm Construction (Davy Spurlock)

Director Smith advised that this is not a requirement to go in front of the board, but for transparency reasons he has it as an agenda item. Director Smith reminded those present that they are able to utilize the services provided by ARIZONA@WORK. No action needed.

22. Discussion and Possible Action Re: Review and accept MCC ETPL addition of OSHA 30

Director Smith advised that this ETPL addition is from Mohave Community College. They board has previously voted to approve this course for Arizona Western College and Mohave Community College is now offering the course as well

23. Discussion and Possible Action Re: Review and accept Title IA Closure Letter Q1

Director Smith advised that this closure letter was for the DES Quarterly document upload. They had advised of needed corrections to the state and county sites. Those corrections were made and there are no issues. No action needed.

24. Discussion and Possible Action Re: Review and accept PY22 WIOA Adjusted Performance Levels

Director Smith advised that this is the first time since he started with the department that the Performance Levels had been met. Director Smith congratulated Ms. Ungaro and her team on their hard work. No action needed.

25. Discussion and Possible Action Re: Review and accept Data Validation PY23 Closure Letter

Director Smith advised that the observations were consistent with observations at every Job Center within Arizona. Due to the new requirement, Ms. Ungaro's team are taking corrective measures to prevent the

observations f

26. Discussion and Possible Action Re: Review and accept PY23 Finding and Observation Closure Letter

27. Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for December 2023-January 2024

REPORTS

- **Madam Chair's Report- Kenda Robinson**
- **Director's Report- Director Michael Smith**
- **Performance Committee Reports/ Recommendations- Tommy Taylor**
- **One Stop Operator Report- Chicano Por La Casa**
- **Youth Services Standing Committee Report- Amy West**
- **Economic Development Update**
 - **Bennett Bratley-City of Kingman**
 - **Casey Haaker- La Paz County**
 - **Tami Ursenbach- Mohave County**
- **WIOA One Stop Partners Reports**
 - **Title IB Current Priority List-Sara Ungaro**
 - **Title IB Programs:**
 - **Adult/Dislocated Worker- Amber Kant-Wood**
 - **Youth- John Binkinz**
 - **Business Services- Joe Throneberry**
 - **Title II Adult Education and Literacy-Craig Lefever**
 - **Title III Wagner- Peyser Programs (Employment Services) and Veterans Services-John Diemer**
 - **Title IV: Vocational Rehabilitation- Brandi Rowe**

WORKFORCE DEVELOPMENT BOARD ANNOUNCEMENTS

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

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.

ADJOURNMENT

With no other topics needing to be discussed, The Chair will adjourn the meeting.