



Kenda Robinson
Workforce Development Board
Chairperson

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Workforce Executive Committee Meeting

Date: October 4, 2024

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

Members Present: Chairman Tommy Taylor, John Diemer, Erik Morey, Nancy Campbell
Others Present: Michael Smith, Sara Ungaro, Amber Kant-Wood, Chris Register, Tingwei Chavez,
Tracy Biles, and Desiree Hamodey

Call to Order: Meeting was called to order by Vice Chairman Tommy Taylor, in place of
Chairwoman Kenda Robinson at 9:05 a.m.

WORKFORCE DEVELOPMENT EXECUTIVE COMMITTEE AGENDA:

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

Director Smith informed that the Local Plan has been sent to the state for review. Vice Chairman Tommy Taylor requested timeframe for completion. Director Smith provided it should be returned before the next Executive Meeting.

No Action Taken

2. Discussion and Possible Action Re: Approval of July 12, 2024, Workforce Executive Committee Meeting Minutes

Director Smith presented the July 12, 2024 Workforce Executive Committee Meeting Minutes. No Recommendations for changes were made.

Motion: Erik Morey made a motion for Approval of July 12, 2024, Workforce Executive Committee Meeting Minutes

2nd: Nancy Campbell 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- None**
- b. Resignation- None**
- c. New Appointment- Lauren Iannucci**
- d. Renewals (Due First Quarter 2025)**

- Nancy Campbell to a 4-year term
- Zafer Genc to a 4-year term
- Tommy Taylor to a 4-year term
- John Diemer to a 4-year term
- Adam Rodriguez to a 2-year term
- Chonna Marshal to a 2-year term
- Davy Spurlock to a 2-year term
- Allan Bell to a 2-year term
- Jean Bishop to a 2-year term
- Vicki De Los Reyes to a 2-year term
- Amy West to a 2-year term
- Dru Waggoner to a 2-year term

Director Smith informed that there had been no attendance issues to report. He presented new Workforce Development Member to be appointed, Lauren Iannucci with Star Nursery. Director Smith reviewed with the WDB members that are due for renewals before the next January 23, 2025 Workforce Development Board Meeting. Director Smith also informed that Larry Lord would like to step down from the board but will remain an active member until a replacement is found.

Motion: Erik Morey made a motion to accept new appointment for Lauren Iannucci and to Accept renewals for members as listed.
2nd: Nancy Campbell seconded the motion.
Vote: 4/0

4. Discussion and Ratification Re: Review and Discuss Renewal of Workforce Development Board Membership for Michael Kelly

Director Smith discussed the renewal for Michael Kelly, this will be as a ratification to the Workforce Board due to Mr. Kellys renewal being due on 10/01/2024. This will be brought to the board of supervisors on 10/07/2024.

Motion: Erik Morey made a motion to accept renewal Workforce Development Board Membership for Michael Kelly
2nd: Nancy Campbell seconded the motion
Vote: 4/0

5. Discussion and Possible Action Re: Review and Discuss Upcoming Elections for the Workforce Development Board.

Director Smith for discussed the upcoming elections for the workforce development officers. These will need to be voted on within the first quarter and Director Smith would like the board to reflect on who they would like to elect for each role.

No Action Taken

6. Discussion and Possible Action Re: Review and accept Sector Strategies for OID

Sara Ungaro presents job opening data estimates for Occupations in Demand. These occupations include construction, manufacturing, transportation & logistics, healthcare, information technology, and hospitality & tourism as well as the training costs for such fields in demand occupations. She also presents an "In-Demand Occupations Training Cost Tool" that can help assist in better allocating funds in a more focused and beneficial manner. This tool breaks funding into percentages per field based on demand, she also requests that if this tools and the percentages provided were to be approved, to also allow her an additional 10% of over-all budget to use in the event there is a shift in demand. The 10%

will allow her the flexibility to be more proactive and apply the funds in the field that the shift has occurred immediately rather than waiting for the next quarterly meeting. Sara demonstrated the tool and how it will help the team decide where to apply the limited funding to. Sara Ungaro explains that the percentages in each tool were decided by the labor demands and job openings in each field.

Director Smith mentions that this will also help track data along with ATLAS and with the SMS follow-ups to find where the biggest impact can be made for the Mohave/La Paz counties. Director Smith discusses how this can be brought to the partners and business leaders within the workgroups and help better strategize where the funding can be applied.

Sara Ungaro mentions that the \$306,000 of funding is not an expansive amount of funding and have eight months left of the contract. She discusses the Quest Grant that was received and that it can be applied to the training certifications for some of the trainings as well.

Nancy Campbell asks for clarification on past monitoring of funds and how it has changed.

Sara Ungaro offers that the occupations in demand has changed as well as funding has changed and has become more limited. She informs that in the past there were more freedoms but now the program is becoming more focused and strategized on where it will be applying the funding and would like guidance from the board on where to apply the funds.

Vice Chairman discusses the importance in the flexibility within the 10% over-all budget as there may be shifts in demand and would not want money to sit in an area not being used, where it could be utilized in a better field.

Motion: Erik Morey made a motion to accept Sector Strategies for OID as Presented and to approve 15% (5% over requested) of over-all budget to offer flexibility for shifts demand.

2nd: Nancy Campbell seconded the motion.

Vote: 4/0

7. Discussion and Possible Action Re: Review and accept 2024 Local Plan Workgroup updates.

Director Smith presented the updates within the Local Plan Workgroup. He presented which staff from the Community Services Department that will assist each workgroup. Director Smith expressed the importance of the workgroups and how they will help better identify how training funds can be allocated. Director Smith makes a plea to the board to be active within these workgroups so they are better informed on how these funds can be allocated appropriately.

Motion: Erik Morey made a motion to accept 2024 Local Plan Workgroup updates.

2nd: Nancy Campbell seconded the motion

Vote: 4/0

8. Discussion and Possible Action Re: Review and accept all virtual Board Member meeting attendees to be considered as in-person attendees for the Workforce Development Board Meeting on 08/06/2024 due to meeting changes.

Director Smith presented the attendance records for the Workforce Development board and requested that the Workforce Development Board Members that attended virtually on the 08/06/2024 meeting to be considered as attending in person. The Workforce Development Board By-Laws state they must attend in person at a minimum of two meetings per calendar year. The 07/25/2024 meeting date was changed to 08/04/2024 and this would allow all that attended to be view as in person rather than virtual.

Motion: John Diemer made a motion to accept all virtual Board Member meeting attendees to be considered as in-person attendees for the Workforce Development Board Meeting on 08/06/2024 due to meeting changes.

2nd: Nancy Campbell Seconded the motion

9. Discussion and Possible Action Re: Review and discuss The Governor’s Workforce Cabinet

Director Smith presented the Governors Workforce Cabinet and Informed the Executive Committee that Carlos Contreras would like to provide a presentation on this subject with the full board at the 10/24/2024 meeting.

Motion: Erik Morey made a motion to accept to have a presentation given by Carlos Contreras at the 10/24/2024 Workforce Development Board Meeting on the Governor’s Workforce Cabinet.

2nd: Nancy Campbell seconded the motion

Vote: 4/0

10. Discussion and Possible Action Re: Review and accept nomination of Jason Millin for the vacant Performance Review Committee Seat

Director Smith discussed the nomination of Jason Millin for the vacant Performance Review Committee Seat. This vacant seat must be filled by the One Stop Operator and Jason Millin accepted the position as the One Sop Operator.

Motion: Nancy Campbell made a motion to accept nomination of Jason Millin for the vacant Performance Review Committee Seat

2nd: Erik Morey Seconded the motion

Vote: 4/0

11. Discussion and Possible Action Re: Review and introduce new One Stop Operator- Eckerd Youth Alternatives represented by Jason Millin.

Director Smith introduced the new One Stop Operator- Eckerd Youth Alternatives which will be represented by Jason Millin.

No Action Taken

12. Discussion and Possible Action Re: Review and accept Fresh Start Event and Continuum of Care outcome data.

Director Smith discussed the upcoming Fresh Start Event that will be on November 13, 2024 at Metcalfe Park and presented the previous outcomes data that was compiled by Continuum of Care and the impact these events have on the Mohave/La Paz counties.

No Action Taken

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

Director Smith discussed the communications between Mohave Community College and Community Services Department.

Sara Ungaro, Workforce Manager, discussed how these communications are assisting the college provide the better trainings based on employer’s need.

No Action Taken

14. Discussion and Possible Action Re: Review and accept 2024 Job Center Certification Corrective Action Plan

Director Smith for presented the actions taken within the 2024 Job Center Certification Corrective Action Plan. Director Smith also presented the Bullhead City Office Remodel that has begun.

Motion: Erik Morey made a motion to accept 2024 Job Center Certification Corrective Action Plan
2nd: Nancy Campbell seconded the motion
Vote: 4/0

15. Discussion and Possible Action Re: Review and accept Rapid Response Monitoring Quarter 3 Closure letter

Director Smith reviewed the Rapid Response Monitoring Quarter 3 Closure letter and pointed out that there were zero findings.

Motion: Nancy Campbell made a motion to accept Rapid Response Monitoring Quarter 3 Closure Letter.
2nd: Erik Morey seconded the motion
Vote: 4/0

16. Discussion and Possible Action Re: Review and accept WIOA Data Validation Closure Letter 1st Quarter

Director Smith reviewed the WIOA Data Validation Closure Letter 1st Quarter and pointed out there were also zero findings.

Motion: Erik Morey made a motion to WIOA Data Validation Closure Letter 1st Quarter
2nd: Nancy Campbell seconded the motion
Vote: 4/0

17. Discussion and Possible Action Re: Review and accept ETPL Additions for Mohave Community College

Sara Ungaro presented the following ETPL programs to be added for Mohave Community College.

- FSC 150- Firefighter Academy
- FCS 150- Firefighter Academy II
- Respiratory Care Practitioner Program
- Radiologic Technology

Motion: Nancy Campbell made a motion to accept ETPL Additions for Mohave Community College
2nd: Erik Morey Seconded the motion
Vote: 4/0

18. Discussion and Possible Action Re: Review and accept ETPL Additions for Arizona Western College

Sara Ungaro presented the following to be added to the ETPL for Arizona Western CXO

- Society of Human Resources Management Certified Professional (SHRM-CP)
- Certified Administrative Profession (CAP)

Concern was expressed that the SHRM-CP was too advanced as a certification to be added as an ETPL by Vice Chairman Taylor, Nancy Campbell and Erik Morey. It was decided that ETPLs should be entry level and it can be left to either the Employers or the Employee to provide additional trainings for advancement. It was expressed by all that program should be assisting with getting started rather than advancement. Vice Chairman Taylor agreed with the need for the CAP ETPL addition.

Motion: Erik Morey made a motion to Deny SHRM-CP but accept the CAP and other ETPL additions.

2nd: Nancy Campbell seconded the motion

Vote: 4/0

19. Discussion and Possible Action Re: Review and accept Mohave Valley Mesa Fire Department Training to be added to ETPL

Sara Ungaro noted error in name as it should be Fort Mohave Mesa Fire Department and discussed that they would like to be added to ETPL. The Backup information was not provided at this time but will be ready by the full board meeting.

No Action Taken

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

Director Smith discussed the recommendations for the earlier proposed suggestions with using the OID Sector Tool and the percentages as suggested along with the 15% over-all budget allowance to use in the event of a shift in demand.

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

2nd: Erik Morey Seconded the motion

Vote: 4/0

21. Discussion and Possible Action Re: Review and accept Dislocated Worker transfer Funds

Director Smith reviewed the Dislocated Worker Transfer Funds with the Executive Committee. The Funds would be transferred as follows

Adult Current Allocation of 133,150.00 to new allocation of 191,150.00 for PY23

Dislocated Worker Current Allocation of 101,994.00 to new allocation of 43,994.00 PY23

Adult Current Allocation of 543,856.00 to new allocation of 691,856.00 FY24

Dislocation Worker Current Allocation of 370,957.00 to new allocation of 222,957.00 FY24

Motion: Nancy Campbell made a motion to accept Dislocated Worker transfer Funds

2nd: Erik Morey seconded the motion

Vote: 4/0

22. Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for June 2024 – August 2024

Director Smith reviewed the WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for June 2024- August 2024.

Motion: Erik Morey made a motion to approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for June 2024 – August 2024

2nd: Nancy Campbell seconded the motion

Vote: 4/0

23. Discussion and Possible Action Re: Review and accept Mohave/ La Paz Workforce Programmatic and Economic Impact for PY23

Director Smith reviewed the Mohave/ La Paz Workforce Programmatic and economic impact for PY23. The reported details as follows

- 787- Individual Customers Served
- 381- Upskilling of credentials and measurable skills gains
- 5,528- Business Engagements
- 30- Employer Events Hosted
- \$13.85-14.35- Hourly Minimum Wage
- \$271,288- Wages or Stipends for OJT & WEX’s
- Total Wage Impact- 5,827,004

Through the QUEST Dislocated Worker Grant

Arizona@Work Mohave/La Paz Counties Provided Services for:

- 156- Individual Customers Served
- 87- Certificates and Credentials Completed

Pathways Supported

- 5% - Automotive
- 6% - Other
- 11% - EMT
- 1% - Culinary
- 7% - Electrical
- 5% - HVAC
- 34% - Welding
- 18% - Nursing
- 13% - Broadband

- Motion:** Erick Morey made a motion to accept Mohave/ La Paz Workforce Programmatic and Economic Impact for PY23
- 2nd:** Nancy Campbell seconded the motion
- Vote:** 4/0

24. Discussion and Possible Action Re: Review and accept Draft Agenda for October 24, 2024, Workforce Development Board meeting

Director Smith presented the Draft Agenda for October 24,2024, Workforce Development Board Meeting. It was suggested to combine items 9-10 into one agenda item, to Separate the ETPLs for Item 16 into two different items, to add two additional items- Review and accept Incumbent Worker Trainings and Review and accept the Recertification of the Workforce Development Board for 2025.

No Action Taken

REPORTS

- **Madam Chair's Report**

No report given at this time.

- **Director's Report**

Director Smith reports that has been attending local area chambers while learning and sharing about the Governor's Workforce Cabinet.

Director Smith reports working with partners to build the workforce groups to have better outcomes for the future.

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

Vice Chair Taylor Adjourned the meeting at 10:55a.m.