



---

**MOHAVE/LA PAZ  
WORKFORCE DEVELOPMENT BOARD**



Kenda Robinson  
Chairperson

700 W. Beale St.  
Mailing: P O Box 7000  
Kingman, AZ 86402

Phone: (928) 753-0723  
Fax: (928) 753-0776  
Website: [www.mohave.gov](http://www.mohave.gov)

**MEETING MINUTES**

**NOTICE OF PUBLIC MEETING OF THE  
MOHAVE/LA PAZ WORKFORCE DEVELOPMENT BOARD  
JANUARY 23, 2025 - 9AM  
MOHAVE COUNTY COMMUNITY COLLEGE  
BUILDING 200, ROOM 204**

**1977 W ACOMA BLVD, LAKE HAVASU CITY, AZ 86403**

**TEAMS MEETING ID: 292 664 915 190 PASSCODE: dpMeo9**

**CALL IN PHONE NUMBER: +1(623) 473-7231 CONFERENCE ID: 747 778 013#**

**PURSUANT TO A.R.S. §38-431.02(H), THE PUBLIC WILL HAVE PHYSICAL ACCESS TO THE MEETING PLACE FIFTEEN (15) MINUTES PRIOR TO THE MEETING. MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD WILL ATTEND EITHER IN PERSON OR BY TELEPHONE CONFERENCE CALL.  
09:00 AM MEETING CALLED TO ORDER  
WITH PLEDGE OF ALLEGIANCE ROLL CALL/INTRODUCTION.**

**ATTENDANCE:** Kenda Robinson, Thomas Taylor, John Diemer, John Bennett, Jean Bishop, Nancy Campbell, Vicki De Los Reyes, Mitzi Esgro, Zafer Genc, Bennett Bratley, Michael Kelly, Kirk Lacy, Chonna Marshall, Adam Rodriguez, Brandi Rowe, Davy Spurlock, Tamy Ursenbach, Amy West, Michael Smith, Chris Register, Sara Ungaro, Desiree Hamodey, Amber Kant-Wood, John Binkinz, Joe Throneberry, Lauren McGregor, Jason Millin, Jessica White, Nicole Kelsheimer, Regina Weiler, Yanelli Pasillas-Miller, Tingwei Chavez, Randy Hartless, Andrew Witzer, Chandra Johnson, Jay Johnson, Jennifer Ericson

**PRESENTATION- LOCAL FIRST NORTHERN ARIZONA GOOD JOBS NETWORK**

Northern Arizona Good Jobs Network (NAGJN): Phase 2 Update given by Andrew Witzel

The NAGJN is a 4-year, 3-phase initiative aimed at building a regional workforce training system across five Northern Arizona counties, following the EDA's Good Jobs Challenge framework.

*Current Network Partners*

- Educational Institutions: Mohave Community College, Northland Pioneer College, Yavapai College, Coconino Community College.
- Government/Organizations: Mohave and Coconino Counties, Town of Camp Verde, White Mountain Economic Development.
- Community-Based Organizations (CBOs): Center for the Future of Arizona, Local First Arizona, North Country HealthCare.

*Goals*

- Provide technical assistance to rural employers on implementing good job practices, including earn-while-you-learn models.
- Address rural labor shortages and skills gaps with employer-driven training programs.
- Help vulnerable populations access quality jobs and credentials.

- Retain talent in rural Arizona and enhance existing wraparound services.

*Project Phases*

Phase 1: System Development (Blueprint completed and available online).

Phase 2: Program Design (Current phase).

Phase 3: Program Implementation (2025-2026).

*Phase 2 Progress*

- Finalizing curriculum and program content.
- Gathering employer feedback for refining training models.
- Expanding the network to improve recruitment and service delivery.

*Next Steps*

- Complete employer input collection.
- Advance selected programs into full design.
- Scale network partnerships for recruitment and training delivery.
- 

Message: Collaboration and support are vital for the program’s continued progress.

**WORKFORCE DEVELOPMENT BOARD AGENDA  
(ITEMS 1-30)**

**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:** Amy West made a motion to accept Local Plan Updates.

**2<sup>nd</sup>:** Nancy Campbell seconded the motion.

**Vote:** 18/0

**2. Discussion and Possible Action Re: Approval of October 24, 2024, Workforce Development Board Meeting Minutes**

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

**Motion:** John Diemer made a motion to approve October 24, 2024, Workforce Development Meeting Minutes.

**2<sup>nd</sup>:** Tommy Taylor seconded the motion.

**Vote:** 18/0

**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-**

Director Smith mentioned the discussion he has had with a Board Member regarding attendance, there had been some scheduling issues with the prior meetings but contact information has been confirmed and this Board Member 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.

**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 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.

**d. Renewals (Due First Quarter 2025)**

- Mitzi Esgro (4-Year Term)**
- Bennett Bratley (2-Year Term)**
- Lisa Brownfield (2-Year Term)**
- Tami Ursenbach (2-Year Term)**
- Larry Lord (Vacant and will need to be filled)**

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:** Zafer Genc 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

**2nd:** Tommy Taylor seconded the motion.

**Vote:** 18/0

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

Director Smith reviewed the policy for voting elections for the Board with the Workforce Development Board Members and provided an opportunity for board members to step forward for the positions available. The following positions were nominated and following as shown below.

<b>Executive Committee</b>	<b>Performance Review Committee</b>	<b>Youth Standing Committee</b>
Chair – Zafer Genc	Chair- Vote on Next WDB Meeting on 4/24/2025	Chair- Amy West
Vice Chair – Nancy Campbell	John Diemer	Remaining Board Members Will be Voted on the Next WDB Meeting on 04/24/25
Secretary- John Diemer	Bennett Bratley	
Tami Ursenbach	Mitzi Esgro	
Tommy Taylor	Brandi Rowe	
	Michael Smith	
	Jason Millin	

- Motion:** Amy West made a motion to appoint Zafer Genc as Chair of the Board  
**2<sup>nd</sup>:** Nancy Campbell seconded the motion.  
**Vote:** 18/0
- Motion:** Tami Ursenbach made a motion to appoint Nancy Campbell as Vice Chair of the Board  
**2<sup>nd</sup>:** John Diemer seconded the motion.  
**Vote:** 18/0
- Motion:** Nancy Campbell made a motion to appoint John Diemer as Secretary of the Board  
**2<sup>nd</sup>:** Tommy Taylor seconded the motion.  
**Vote:** 18/0
- Motion:** Nancy Campbell made a motion to appoint Tami Ursenbach and Mitzi Esgro as Executive Board members.  
**2<sup>nd</sup>:** John Diemer seconded the motion.  
**Vote:** 18/0
- Motion:** Nancy Campbell made a motion to appoint John Diemer to the Performance Review Committee  
**2<sup>nd</sup>:** Amy West seconded the motion.  
**Vote:** 18/0
- Motion:** Tami Ursenbach made a motion to appoint Bennett Bratley to the Performance Review Committee  
**2<sup>nd</sup>:** Nancy Campbell seconded the motion.  
**Vote:** 18/0
- Motion:** Zafer Genc made a motion to appoint Mitzi Esgro to the Performance Review Committee  
**2<sup>nd</sup>:** Tami Ursenbach seconded the motion.  
**Vote:** 18/0
- Motion:** Nancy Campbell made a motion to appoint Brandi Rowe to the Performance Review Committee  
**2<sup>nd</sup>:** John Diemer seconded the motion.  
**Vote:** 18/0
- Motion:** Nancy Campbell made a motion to appoint John Amy West to the Youth Standing Committee  
**2<sup>nd</sup>:** John Diemer seconded the motion.  
**Vote:** 18/0

**Workforce Development Board Consent Agenda Items 5-10**

*The following items listed under CONSENT AGENDA will be considered as a group and acted upon by one motion with no separate discussion of said items unless a Board Member so requests. In that event, the item will be removed from the CONSENT AGENDA for separate discussion and action.*

5. **Discussion and Possible Action Re: Review and accept Rapid Response Policy updates**
6. **Discussion and Possible Action Re: Review and accept WEX Policy updates**
7. **Discussion and Possible Action Re: Review and accept OJT Policy updates**
8. **Discussion and Possible Action Re: Review and accept WIOA, Title IB fiscal monitoring letter**
9. **Discussion and Possible Action Re: Review and accept Data Validation Closure Letter for PY24 Q1**
10. **Discussion and Possible Action Re: Review and accept PY23 Equal Opportunity onsite Monitoring Review**

Madam Chair Kenda Robinson cautioned the Board to make sure they truly review these items and speak up if they have any questions on these matters, so they are fully informed on the items they are voting on.

Director Smith provided the Workforce Development Board Members if they had any questions or if they would like him to speak on any of these Items.

No questions were asked.

**Motion:** Chonna Marshall made a motion to accept Workforce Development Board Consent Agenda Items 5-10

**2<sup>nd</sup>:** John Diemer seconded the motion.

**Vote:** 18/0

### **Workforce Development Board Regular Agenda**

#### **11. Discussion and Possible Action Re: Review and approve of 2025 WDB Recertification**

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

**Motion:** Zafer Genc made a motion for the Chair of the Board to sign the recertification and to accept the 2025 WDB recertification.

**2<sup>nd</sup>:** John Diemer seconded the motion.

**Vote:** 18/0

#### **12. Discussion and Possible Action Re: Review and approve Chair and staff to the Board to make necessary corrections to the WDB Recertification uploads if needed**

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:** Zafer Genc 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.

**2<sup>nd</sup>:** Tommy Taylor seconded the motion.

**Vote:** 18/0

### **13. 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 Workforce Development Board. 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:** John Diemer made a motion to accept Proposed Program Suggestions from Performance Review Committee.

**2<sup>nd</sup>:** Tami Ursenbach seconded the motion.

**Vote:** 18/0

### **14. 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:** Tommy Taylor made a motion to accept Ratification of Quest Grant MOU Amendments for AWC and MCC

**2<sup>nd</sup>:** John Diemer seconded the motion.

**Vote:** 18/0

### **15. 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 as the Executive Committee was not in favor of this training and recommended not to move forward with the approval. Jennifer Ericson, Director of Corporate training, came forward and provided an opportunity to the Board to ask her questions regarding the program.

Kenda Robinson asked what the benefits for an individual who would be going through this program.

Jennifer provided a slide that showed the following

- Cost \$4,999
  - Includes CAP Exam Voucher (\$575 Retail)
  - Includes access to self-paced for 12 months
- 460 course hours
- Topics covered in the course & exam: Organizational Communication, Business Writing & Document Production, Technology and Information Distribution, Office and Records Management, Event and Project Management, Human Resources, Financial Functions, Workplace Behaviors and Activities, and Management Training

Kenda Robinson asked Director Smith if they could add it to the ETPL list would it commit the board to use the program.

Director Smith responded that it does not commit the Board to utilizing the program and if added it could possibly be funded with Quest Grant Funds but realize that the Board had agreed upon Sector Driven Programs and to provide the limited funds to the agreed upon sectors and further

provided that it was the Executive Committee's recommendation to not move forward with this program and to leave it to the employers to fund it.

**Motion:** Nancy Campbell made a motion to follow the recommendation of the Executive Committee to not approve the ETPL Addition for Arizona Western College

- Certified Administrative Profession (CAP)

**2<sup>nd</sup>:** John Diemer seconded the motion.

**Vote:** 18/0

### **16. Discussion and Possible Action Re: Review and reconsideration Incumbent Worker Training Services**

Director Smith reviews with the Board that they had temporarily put a freeze on using funds for Incumbent Worker Trainings but as there is a freeze, they received a request from Kingman Regional Medical Center (KRMC) to utilize the funds to put three individuals through a low-cost training that will benefit the community and the Business itself falls within the agreed upon occupations in demand sectors. Sara Ungaro explains the Board's previous decision to pause the use on Incumbent Worker and this was due to the limited funds available and the ability to utilize Quest Grant Funds for trainings if needed. She mentions that the trainings requested from KRMC are not included on the ETPL and are not available locally. They are asking the Board to lift the freeze for assistance for half of the cost of trainings and only for these trainings.

John Diemer asked what the cost would be for an individual going through this training.

Sara Ungaro stated that she believes it would be \$1900 or less per individual.

Kenda Robinson Clarified that if they were to vote on this, they are only voting to approve for these three individuals and no other trainings and if another training is needed in the future, they would need to vote on it again.

**Motion:** John Diemer made a motion to lift the Incumbent Worker Training Services for only this training for KRMC

**2<sup>nd</sup>:** Amy West seconded the motion.

**Vote:** 18/1

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

Sara Ungaro informs the Workforce Development Board 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:** Chonna Marshall made a motion to accept Fort Mohave Mesa Fire ETPL tuition update

**2<sup>nd</sup>:** John Diemer seconded the motion.

**Vote:** 18/0

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

Sara Ungaro informs the Workforce Development Board of the training programs that MCC would like to add to the ETPL list.

- Lean Efficiency Process Training
- Behavioral Health and Social Work Certificate
- Fillet Welding Certificate
- FSC 150 Fire Academy
- Electric Motor Control Training
- Electric Relay Control Training
- Electric Wiring Training

Sara Ungaro also explains that the FSC 150 Fire Academy would need a cost adjustment as it was originally submitted under the wrong price. They are asking to go from \$3,600 to \$3,604 and that the Fillet Welding Certificate to be reduced in cost as the price has gone down exponentially. The total cost would go from \$4,614 to \$2889.

Sara Ungaro also explains that these programs all fall within the agreed upon Sector Strategies.

**Motion:** John Diemer made a motion to accept Mohave Community College ETPL tuition and ETPL additions update

**2<sup>nd</sup>:** Bennett Bratley seconded the motion.

**Vote:** 18/0

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

Director Smith informs the Workforce Development board that the Embark Training Provider went under new ownership and needed to go through the process of being added onto the ETPL again with the new ownership. Director Smith informs that they have completed the process and has been approved by the State and that there is no action needed for this item.

**No Action Taken**

### **20. Discussion and Possible Action Re: Review and accept Heavy Equipment Operator (HEO) training to be added to the ETPL**

Director Smith informed the Board of where Mohave Community College is in the process of this training being added to the ETPL and the goals of having it completed by the July meeting if not sooner at the April meeting but wanted to inform the Board that conversations on moving this forward are taking place as well as getting conversations going for Industrial Diesel Mechanic as well.

**No Action Taken**

### **21. Discussion and Possible Action Re: Review and accept ETPL monitoring**

Director Smith discussed with the Workforce Development Board 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 Review Auditor, 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 requested that they provide a response by the end of January. Lauren McGregor states that they plan to follow up with the remaining providers and offer additional support to get them where they need to be for the monitoring.

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

**2<sup>nd</sup>:** Amy West seconded the motion.

**Vote:** 18/0

### **22. 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 a review in record time, that 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 Community Partner 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. She informs the board that she will be sending out a survey to them to demonstrate how the SMS surveys work through the system.



Brandi Rowe expressed concerns regarding bugs found within the transfer from the old referrals to the new referrals.

Jason Millin states that they are working with the developers to sort out these bugs through the transfer process and to please alert them if they find other bugs so they can address them.

John Diemer states that his team loves ATLAS and that it works great.

#### **No Action Taken**

### **23. 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 new columns added to the Spreadsheet to display Quest funds and Rapid Response Funds that have been applied to sectors in demand.

**Motion:** Tami Ursenbach made a motion to accept Funds applied based on Sector Strategies for OID

**2<sup>nd</sup>:** John Diemer seconded the motion.

**Vote:** 18/0

### **24. 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 shares updates with each workgroup.

Construction- Nancy Campbell agreed to chair and is working on flyers for her next meeting.

Healthcare- Zafer Genc has offered to chair and will meet at the end of the month.

Transportation/Logistics- Laureen Iannucci agreed to chair and they just had their second meeting.

He mentions that the Manufacturing Workgroup, chaired by Tami Ursenbach, would like to join the meetings with the Local First meetings and turned the conversation to Tami Ursenbach to speak on it.

Tami Ursenbach believes they scheduled the meetings on the first Wednesday of every month at 2:00 p.m. and have been building a lot of excitement for the group by engaging multiple manufactures. She believes they have up to 12 manufactures. Now they are focusing on what trainings can best help both training providers and employers.

Director Smith offers the support of the staff to assist with Agendas and minutes.

**Motion:** Amy West made a motion to accept Local Workforce Groups Reports

**2<sup>nd</sup>:** Tami Ursenbach seconded the motion.

**Vote:** 18/0

### **25. Discussion and Possible Action Re: Review and accept FY25 Administrative Budgets**

Director Smith presented the Fiscal Year 2025 Administrative Budgets to the Workforce Development Board, outlining key financial allocations and projections for the upcoming year. As part of the review process, he also discussed the Fiscal Year 2024 Administrative Budgets to provide a point of comparison. This allowed the Board to evaluate any changes, trends, or adjustments in budgeting practices, offering a clearer understanding of the financial landscape for both years. The comparison aimed to highlight areas of growth, shifts in funding priorities, and any adjustments needed to align with organizational goals and fiscal responsibilities.

**Motion:** John Diemer made a motion to accept FY24 and FY25 Administrative Budgets

**2<sup>nd</sup>:** Tami Ursenbach seconded the motion.

**Vote:** 18/0

### **26. Discussion and Possible Action Re: Review and accept FY25 Program Budget**

Director Smith reviewed the Fiscal Year 2025 Program Budgets with the Workforce Development

Board and reviewed the Fiscal Year 2024 Program Budgets for comparison. Director Smith also noted that both this item and the item prior will be included into the 2025 WDB recertification along with the meeting minutes.

**Motion:** Tami Ursenbach made a motion to accept FY24 and FY25 Program Budgets

**2<sup>nd</sup>:** John Diemer seconded the motion.

**Vote:** 18/0

**27. 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 Workforce Development Board. Director Smith informed the board that at any point they can request further explanation of the requests for payment and asked if there were any questions.

No questions were asked.

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

**2<sup>nd</sup>:** Nancy Campbell seconded the motion.

**Vote:** 18/0

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

Director Smith informed the Board that Kirk Lacy was going to speak on this item but needed to leave early due to other meetings he needed to attend but informed the Board on the importance of building partnerships and strengthening the ones that we do have.

**No Action Taken**

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

Director Smith informed the Workforce Development Board 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, through referrals or through FTEs and he encouraged them to look at their FTEs and report it back to him. Once the FTEs are provided, they will meet with the State and discuss if this is still the way the funds should be allocated. They should have a resolution by the next meeting.

**Motion:** Tommy Taylor made a motion to accept MOU-IFA updates

**2<sup>nd</sup>:** Nancy Campbell seconded the motion.

**Vote:** 18/0

**30. 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:** Zafer Genc made a motion to accept PY2023 Adjusted Levels of Performance

**2<sup>nd</sup>:** Amy West seconded the motion.

**Vote:** 18/0

## REPORTS

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

Kenda Robinson did not have a report at this time but provided her gratitude to the team and expressed how amazing it has been to see the growth and progress that the team has provided. She mentions that she has been a part of the Workforce Board and Program since 2008 and has never seen it run as well as it does now. Kenda states that she looks forward to what will be done in the future as she will stay on the board just not as Chair to the Board.

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

Director Smith highlights the team and thanks the Board Members and their work in the workgroups as well. He mentions that they had some walks with the EO Office, and little things were found but they will be coming in letters in the future.

Director Smith states that the funding allocations came out the night prior, he has not had a chance to fully review them to be able to share in detail, but they are looking at about a 10% cut across programs. He reports that they are continuously looking for grants and more funding streams. Director Smith has invited individuals from other boards to sit in on the meetings to see the difference of how our Board functions.

Director Smith reports that ATLAS is doing well with its progress and continuous improvements and his team is currently working on the Point in Time Count (PIT Count) and are utilizing ATLAS for referrals to resources and partners for those homeless individuals.

Director Smith Expresses gratitude towards Kenda Robinson and her time spent serving as Board Chair.

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

Tommy Taylor reports on the recommendations to the Board and how they can create better processes from the results of the Surveys. He mentions the WIOA Program enrollment review negotiations and enrollment goals are to enroll at least four a month for both the Adult and Youth Programs, and five per career coach for the Dislocated Worker Programs.

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

Amy West emphasized the importance of engaging youth at middle school age and younger to explore career options and opportunities. She highlighted recent efforts, including:

KUSD 8th Grade Showcase: Held the previous week to introduce students to various career pathways. New Programs:

- Lake Havasu City is launching an *Emergency Medical Responder* program this fall and an *EMT* program in the spring in partnership with the local fire department. The Fire Academy is already taught on campus.
- Parker High School has introduced a nursing program in collaboration with La Paz Regional Hospital, which provides part-time teaching support.

Collaboration Efforts:

- A recent Wave collaboration meeting brought together 40 participants from four districts to discuss resources and partnerships.
- Amy encouraged providers to engage elementary districts about career-focused programs.

Key Achievements:

- Between Arizona Western College (AWC) and Mohave Community College (MCC), there was a 614-credit increase in college programs for 21 students in fall 2024, totaling nearly \$700,000 in tuition covered.
- Ongoing work with Arizona@Work to enhance counselor collaboration.

Additional Highlights:

- Discussions with local law enforcement to address training needs.

- In response to Sara Ungaro's question, Amy clarified that the EMT course at Lake Havasu City will be open to juniors and seniors, but certificates are only issued to students aged 18 or older. Departments are finding ways to keep students engaged until certification.

- **Economic Development Update**

- **Bennett Bratley-City of Kingman**

Bennett Bratley provided updates on ongoing projects, highlighting the following:

**Industrial Park Road Construction:**

A \$500,000 grant was received, with \$450,000 awarded and a \$50,000 match from the City of Kingman. Additional funds are anticipated to complete construction of two roads out of the industrial park.

**Economic Development Revision:**

A \$30,000 grant was received to update the Economic Development Plan, which hasn't been revised in 6-7 years. With an \$8,000 match, the project may require \$40,000 total.

**Feasibility Study:**

Funded by a \$70,000 grant and a \$100,000 budget allocation, this study will incorporate public art and a Trails Master Plan. The team is partnering with Arizona State University students to develop these projects.

**I-40 Rancho Santa Fe Interchange:**

Construction has begun, with completion expected in 18 months. The project will improve access, manage future traffic growth, and alleviate congestion in East Kingman.

**Tourism and Recreation:**

Plans for a new dog park near the Powerhouse aim to attract tourists and provide photo opportunities, increasing Kingman's visibility.

**Electrical Vehicle Foundation:**

The foundation is moving forward with the purchase of the 519 building in downtown Kingman.

**WAVE Collaboration:**

Amy West shared details on WAVE's \$5 million commitment to a shared-space building project in Kingman, similar to the Lake Havasu City model. Plans include a 16,000-square-foot facility estimated to cost \$6 million. WAVE is working with the city to secure additional funding.

**390-Acre Land Release:**

The city is prioritizing small business and entrepreneurial ventures for its newly released 390 acres, with a selective approach to the types of companies being brought in.

- **Tami Ursenbach- Mohave County**

Tami Ursenbach's Updated the Workforce Development Board with the following.

**Increased Business Interest:**

Tami reported a rise in businesses reaching out since the start of the year.

**Data Center Development:**

With the growing popularity of AI, there is interest in establishing data centers in Mohave County. A key challenge is meeting power demands while ensuring low water usage. A power company expressed aspirations to make Mohave County the "data center capital of Arizona," which Tami believes is achievable.

**Business Sectors:**

New companies are emerging in agriculture, medical, manufacturing, warehousing, mining, and workforce housing.

**Foreign Trade Zone:**

Progress continues on the application process for the foreign trade zone.

**Future Projects:**

Tami mentioned several other projects are in development.

- **One Stop Operator Reports- Jason Millin**

Jason Millin presented a synopsis of his first 90 days of being the One Stop Operator and highlighted the following

ATLAS now has a total of 106 partners.

The One Stop Operator score card was found to be out of date in the RFP but it is now updated.

All meetings are back on track and there will be an event on March 11<sup>th</sup> for Mental First Aid.

Jason's reports will be moved back to the Performance Review Committee.

- **WIOA One Stop Partners Reports**

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

Sara Ungaro Reports that when she did her reports, she found the following.

Quest Enrollments:

214 active Quest Enrollments with an additional 60-70 enrollments within the last 45 days

This is additional to caseloads each staff are carrying of approximately 100 with the additional 200-300 of WIOA Title IB follow-ups that her staff maintains.

- **Title IB Programs:**

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

Amber Kant-Wood explains the changes on how staff will be completing customer follow ups.

Employment Data Distribution:

25.5% Total using credentials.

2.8% have Employment Status in La Paz County

71.6% have Employment Status in Mohave County

Distribution of Participant Data Categories:

18.4% referrals were provided through responses

15.8% responded to the participant satisfaction

31.6% had barriers that were being faced

34.2% were in their next career steps

- **Youth- John Binkinz**

John Binkinz provided a live demonstration of the Virtual Reality (VR) Headsets that were purchased with One-Time Funding Opportunity and are being utilized in assisting the youth in career exploration. This new technology provides a better picture of the possible career fields they would be considering and what it could look like as well as beginning level trainings and even some certifications.

John Binkinz discusses their desire to bring the Youth up in micro certifications and work readiness and having discussions with employers about creating a positive work environment to better set the youth up for stronger futures.

- **Business Services- Joe Throneberry**

Joe Throneberry provided a presentation on business services which highlighted what has changed for the term "Work Ready" within the employment world. Joe provided statistics of education levels within the job-seeking population and highlighted what the job-seeking population looks like. He shows the difference in what the employment field offers and what the job-seeking population is looking for. He provided the Business Services plan to realign the two. Joe Throneberry also provided the upcoming dates for future events.

1/16/2025 – Origin Mining Hiring Event

1/16/2025 – Kingman 8th Grade Showcase

2/24/2025 – LHC CoC Fresh Start

3/7/2025 – BHC Veterans Resource Fair

3/27/2025 – Parker High School Hiring Event

Joe Throneberry stated that Mohave/ La Paz has had 448 New Job Orders which is 23.3% of state totals. He highlights that they are using JobsEQ as backup to bring awareness to employers for Arizona Job Connection and how to utilize it. Joe also provides examples of the benefits of using ATLAS and being able to provide real time data to employers to assist with job postings. Joe also covered percentages of job postings per area and percentages of what employment fields are posting jobs.

- **Title II Adult Education and Literacy**

Mizti Esgro spoke on 2<sup>nd</sup> Quarter Report was received from Nicole Kelsheimer for AWC and MCC from October 1, 2024- December 31, 2024

They are Serving 224 plus students.

Measurable Skill Gained Rate is at 22% which is low and being worked on

Total number of instructional hours is 6000-5800

MCC is working on retention initiatives for students

A celebration will be held at the end of January to not only celebrate individuals that have reached the high school equivalency, but also will celebrate those who have completed their GED Subtest, and English Language Learners who have achieved their Citizenship.

Jennifer Ericson provided that AWC is running the Adult Basic Education Program out of Parker and it is going well.

More funding is being sought for ESL from the state as there are 5-10 more ESL students

Spring Semester Classes has started on January 13, 2025 and another set of classes will start in February.

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

John Diemer updates the Workforce Development Board with the following

Bullhead City Remodel:

All Staff have moved into their cubicles.

The Resource room is temporarily placed in an interview room as the front of the building is under construction.

Almost all the bathrooms have been completed with brings the building back up to code.

Phase One has been completed and have moved onto Phase Two, John believes the project will be completed in a timely manner.

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

Brandi Rowe reports the following information:

As of July 2024, 42 individuals with disabilities were placed into employment, 28 individuals will close out this quarter successfully.

Since July 2024, they have received 157 client referrals, 61 from this quarter from several agencies most are due to word of mouth.

Vocational Rehabilitation (VocRehab) has been working more outreach with partners such as the schools, prison and hiring events.

They are training two more staff members in Kingman and one new staff member in Bullhead City and are looking forward to the continuation of building stronger partnerships and collaborations.

**WORKFORCE DEVELOPMENT BOARD ANNOUNCEMENTS**

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

Nancy Campbell mentions that she is the chair of the Rural Transportation Advocacy Council, and they had a meeting last Monday. They Currently have 22 legislators in attendance, and she mentioned the Local Workforce Workgroups that were created. They were excited about what is being done and the Director had asked if a board member can attend these and continue with updates on these workgroups. They meet monthly in Phoenix at the Cities and Towns building.

Amy West mentions that there is a NW Attainment Committee that works with education in Arizona. They focus on 5 initiatives that overlap the issues being discussed in this meeting and wanted to make the Board aware of this as they are also looking to bring more people together.

Amy also states that there is a new County School Superintendent, John Warren, and it looking towards the changes that will go with that

**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.**

No Comment Made.

**ADJOURNMENT**

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

Meeting was adjourned at 12:42 p.m.