



## WORKFORCE DEVELOPMENT BOARD

Wednesday, May 19, 2021 1:30-3:00pm via Zoom

ZOOM: <https://us02web.zoom.us/j/87481060334?pwd=amNCMlFpakwveUNwR090SEhOWVVRUT09>

Meeting ID: 874 8106 0334 Passcode: 711749

### 1. CALL TO ORDER

Agenda items may be taken out of order. Pursuant to A.R.S. 38-431.03(A)(3) the Board may vote to go into executive session for legal advice from its attorney on any item listed on this agenda.

- A. Flag salute and Welcome
- B. Roll Call and Introduction Public Attendees

### 2. PRESENTATION –

Soren Simonsen, Workforce Advisor / Community

TRANSFR – Virtual Reality <https://www.transfrvr.com/>

- Introduction to TRANSFR
- Working with Workforce and Industry
- Opportunity in Arizona
- Coconino becomes ‘Prosperity Pioneers’ Utilizing VR technology

Ali Applin, Project Manager, ARIZONA@WORK Coconino Workforce Development Board

Project Vision

### 3. BOARD BUSINESS

- A. Chair Report – *Dr. Aaron Tabor, Chair.*
  - i. Workforce Board Director Position
  
- B. Executive Director Report – *Cindy Wilson, Interim*
  - i. ED Monthly Report
  - ii. Board Recertification
  - iii. By-Law Amendments
  - iv. ADA/EO Monitor
  - v. Title IB Program Monitor
  
- C. Business Manager Fiscal Report – *Abby Velazquez*
  - i. 2021 Allocations

D. **Consent Agenda (Action Items)** All matters under Consent Agenda are considered by the Board of Supervisors to be routine and will be enacted by a single motion. If discussion is desired on any consent item that item will be removed from the consent agenda and will be considered separately.

- i. Approval of minutes from February 17, 2021 meeting

E. Election of Officers

**4. WORKFORCE DEVELOPMENT BOARD AND PARTNER UPDATES**

**A. PROGRAM REPORTS**

- i. One-Stop Operator – Report in Packet
- ii. Program Services – Report in Packet
- iii. Initiatives and WIOA Education Committee – John Saltonstall

**5. CALL TO THE PUBLIC**

The Chair will call on members of the public to speak on any item or area of concern not listed on the agenda. Members of the Board may not discuss items that are not specifically identified on the agenda. Items cannot be acted upon by the Board and comments are limited to 3-minutes.

**6. ADJOURNMENT**

**Next Workforce Development Board Meeting**

Wednesday, August 18, 2021

## COCONINO WORKFORCE DEVELOPMENT BOARD

Wednesday, 2/17/2021 ~ Minutes

### 1. CALL TO ORDER

- A. Meeting called to order at 1:33 pm Flag salute and Welcome
- B. Roll Call - *Quorum of members in attendance.*

### 2. PRESENTATION –

### 3. BOARD BUSINESS

#### A. Chair Report – *Dr. Aaron Tabor, Chair*

- i. Welcome New Members *William (Bill) Ruiz and Seth Gregar*
- ii. Workforce Development Manager Recruitment

*Timeline was presented on recruitment efforts for the position. WDB Leadership presented discussion on two options to move forward with and requested input and ideas from WDB members.*

*Kelly Hart requested salary information for the position, \$61,705-\$90,707, which she responded, “that seems really low from the statewide perspective and that seems really low when you’re talking about Flagstaff which is a much more expensive place to live than the rest of the state.” Thinking about option two (discussion with County) “The duties for this position is not an easy position, the salary is pretty low on that posting.” Beth Caplin shared that initially a higher salary was requested.*

*Continued discussion indicated that the position was posted with the full salary range. Donovan Wiedmann requested a link to the position posted. Shared in chat.*

*Regina Salas requested reasoning why applicants turned down position. Supports first option to repost job opening with additional outreach.*

*John Saltonstall shared committees’ recommendations vs what it was posted Supports option two future discussion with County Leadership.*

*Armando Bernasconi: Why was it posted at a lower position? Cindy Wilson shared matrixed against County Directors and did not see a fit, thought it was better situated as a Manager.*

*Aaron Tabor shared that he supports option two to engage County leadership to help educate them to*

*Executive team will revisit and meet with County Leadership.*

#### B. Executive Director Report – *Cindy Wilson, Interim*

- i. Board Recertification – *On track to move to State for approval.*
- ii. Monitor of Program Services provided by HHS – *Required by Act to be done by WDB.*
- iii. One-Stop Certification, 2-3 CWDB members – This certification requires the WDB to ensure customers are being provided the highest level of service - *Member volunteers: Judy Franz,*
- iv. Election committee volunteers, 3-5 CWDB members – *Member volunteers: John Saltonstall, Cindy Wilson*
- v. Meet and Greet with BOS requested by Regina Salas: *Continuing conversation with County Leadership and BOS to meet.*
- vi. Initiatives Update – *New Life Forest Products attendance with WDB members. These opportunities allow the WDB to grow and understand the diverse sectors and workforce needs throughout the local area.*

**C. Business Manager Fiscal Report – Abby Velazquez**

- i. Fiscal Presentation – *Basic principles related to WIOA fiscal to share at every meeting. The WIOA can be complex on the fiscal side. Funding is received annually although the funds are available to be spent over 2-years. At that time, any funds not expended is returned to the State. Funding flows through four streams – Adult, Youth, Dislocated Workers, and Administration. All costs that we have are allocated to these four funding streams. Steady increase in funding over the past 5-years, although AZ DES anticipates a 10% decrease in funding next year due to the AZ economy. Will not affect our operations. Expenditures look to be under budget, due to vacancies, low travel costs, and reduction in client expenditures.*  
*Aaron Tabor: Do we foresee how we will spend those funds down if we have carryover. Abby Velazquez: We have looked at budget and anticipated a surplus. It is important that we continue to look at Board Initiatives, additional providers and other ways that spending down these funds will provide additional services.*  
*Abby Velazquez: To answer your question: “Yes we may be at risk of not spending it all if we do not meet the thresholds of the budget.”*  
*Cindy Wilson: I have requested the extension of funds into the third year from AZ DES.*

**D. Consent Agenda (Action Items)** All matters under Consent Agenda are considered by the Board of Supervisors to be routine and will be enacted by a single motion. If discussion is desired on any consent item that item will be removed from the consent agenda and will be considered separately.  
*Motion to approve all consent items made by Diedre Crawley, seconded by Armando Bernasconi: Motion carried unanimous.*

- i. Approval of minutes from November 17, 2020
- ii. Approval of Intergovernmental Funding Agreement/Memorandum of Understanding (IFA/MOU) with Partner Programs.  
*The Infrastructure Funding Agreement (IFA) and Memorandum of Understanding (MOU) is developed by the ARIZONA@WORK Coconino Workforce Development Board to meet the requirements of WIOA, the Governors Policies, and the state funding mechanism. The agreement outlines how co-located ARIZONA@WORK One-Stop Job Center partners agree to operate and to share infrastructure costs. The IFA/MOU is reviewed on a regular basis and modified accordingly to represent changes in local delivery of services.*

**4. ROUNDTABLE – Open discussion and updates from Board Members**

*John Saltonstall: Discussion on how the Business Services team will transition back to DES and the work the team has done previously will now be led by WDB. We now have the opportunity to create committees that can provide a wide range of initiatives. Suggest that we move forward with two new groups: Education Committee that will educate WDB on all things WIOA. Volunteers include Diedre Crawley, Brent Neilson, Aaron Tabor, Initiatives Committee that will help identify and reassess new initiatives. Volunteers include Beth Caplin, Brent Neilson*

**5. WORKFORCE DEVELOPMENT BOARD AND PARTNER UPDATES**

**A. PROGRAM REPORTS**

Reports are included in your agenda packet. Program providers are available if there are any comments or questions. *No Questions*

- i. One-Stop Operator – Dr. Kathy Turner
- ii. Program Services – Michele Axlund and George Ovalle

**6. CALL TO THE PUBLIC**

The Chair will call on members of the public to speak on any item or area of concern not listed on the agenda. Members of the Board may not discuss items that are not specifically identified on the agenda. Items cannot be acted upon by the Board and comments are limited to 3-minutes.

Naomi Yazzie shared that she was in attendance from Supervisor Begay's office.

**7. ADJOURNMENT**

Motion to adjourn by Brent Neilson seconded by Judy Franz. Meeting adjourned at 3:07pm

- A. **Next Workforce Development Board Meeting, Wednesday, May 19, 2021**

DRAFT



## Workforce Development Board Bylaw Amendments

On April 29, 2021, subject to approval by the Coconino County Board of Supervisors, the ARIZONA@WORK Coconino Workforce Development Executive Committee voted to amend the ARIZONA@WORK CWDB By-Laws to include the following:

### ARTICLE I. Section 3. VISION AND PURPOSE

- D. The CWDB is established in accordance with the requirements of WIOA Section 107 (d).

### ARTICLE I. Section 4. ROLES AND RESPONSIBILITIES OF THE CWDB

- D. Employer Engagement: The local board shall actively participate in leading efforts to engage with workforce systems' stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce investment entities in the region involved to:

### ARTICLE 1. Section 5. LIABILITY AND CONFLICT OF INTEREST

The CWDB members will adhere to the State Workforce Policy #1, Local Governance, and the State Workforce Policy #8, Conflict of Interest, and follow the rules regarding conflict of interest.

### ARTICLE 1. Section 5. LOCAL BOARD MEMBERSHIP

#### A. Terms

- 1. Consistent staggered terms have been created in the membership roster. When a seat becomes vacant mid-term that seat is filled for the remainder of the term ensuring future consistency of the set staggered terms. This ensures that only a portion of membership expires each year.

### ARTICLE II. Section 2. LOCAL BOARD MEMBERSHIP

#### F. Vacancies

- 1. The CWDB Executive Director and/or Chair will notify in writing the Chief Elected Official when there is a vacancy as soon as a vacancy is known.

### ARTICLE II. Section 2. LOCAL BOARD MEMBERSHIP

#### I. Election of officers shall be held during the last meeting of the Program Year.

- 1. Elections for CWDB officers, including Chair, Vice-Chair, and Secretary, will be conducted by the following schedule:
  - a. No later than March 1 of the election year, a nomination committee shall be appointed from the full board. The committee will disseminate CWDB officer duties to eligible Board member.



- b. No later than May of the election year: CWDB officer candidates will be presented to the CWDB.
- c. No later than the June meeting of the CWDB the board votes for officers.
- 4. Nomination results will be presented to the full Board for a vote during the last meeting of the Program Year in which elections are held.

ARTICLE II. Section 8. OPERATING

- E. Board members will not be permitted to delegate a proxy or alternates in their absence.



COCONINO COUNTY

Innovative Workforce Solutions

Coconino County's Comprehensive One-Stop Job Center		April 2021
Overall customers who visited ARIZONA@WORK Coconino County Comprehensive One-Stop Job Center		257
Workshops/Classes Offered at the Comprehensive site, # in attendance.		
		Virtual workshops
• Interview With Confidence		0
• Writing Effective Resumes		0
• Job Search Technique		0
• ARIZONA@WORK Overview (completed online)		19
• PHX Indian Center – Workforce Development		0
• Vocational Rehabilitation Orientation		0
Employer Hiring Events		0
Employer Contacts		0
<b>Referrals for Services &amp; #:</b>		
<b>CORE:</b>		
To Comprehensive One-Stop N=0		Small Business Dev Center N=0
Disabled Veterans Outreach N=0		Catholic Charities N=0
HHS Career Services N=0		Veterans Upward Bound N=0
Rehabilitation Services Admin N=0		FLG Shelter Services N=4
Job Corps N=0		Other Departments at DES N=8
AARP Seniors Employment N=0		<b>OTHER:</b>
PHX Indian Center N=3		○ CCC/CTE N= 0
Adult Education/ GED N=2		○ Quality Connections N=0
<b>COMMUNITY:</b>		○ Navajo WIOA Prog N=0
Higher Education –TRIO-EOC N=4		○ Return Stronger N=4
HHS Community Services N=1		○ St Vincent de Paul N=2
Goodwill Career Center N=3		Calendars Distributed N=50
Nation's Finest – Veterans N=0		
Unemployment Assistance	79%	204
Veterans Served		3
<b>Customers Who Secured Employment (Placed this month)</b>		3
<b>Average Wage Per Hour</b>		\$ 16.33
<b>Qualitative Statements Made By Customers N= 3</b>		
What have you learned during your visit(s)? <i>How to do my resume.</i>		
How has your life circumstances changed? <i>No comments received.</i>		
What do you like about the service? <i>Ronda help (sic) me with my job interview. Ronda is kind &amp; very helpful, she makes you feel like you matter &amp; did answer all my questions, she is amazing. Ronda was helpful &amp; nice.</i>		
In what way(s) can the services be improved? <i>No comments received.</i>		
Additional Comments: <i>Thank you Ronda</i>		
<b>Partners at the Comprehensive One-Stop during Month.</b>		<b>No Partners at One-Stop</b>
Coconino Health & Human Services (HHS) – Career Services		
AZDES Rehabilitative Services Administration (RSA)		
Higher Education – TRIO – EOC		
Phoenix Indian Center - Native Workforce Services		

**Types of services obtained by Veterans:** No Data to Date  
**Employment secured** 0 @ Average \$0.00 per hours  
**Attended workshop(s)** 0 – ARIZONA@WORK Overview

**MONTHLY Events AND Outcomes:**

- **Comprehensive One-Stop:** None
- **HHS Career Services:** New Training Providers: Kuttz Beauty College & CCC CDL training



May 3, 2021

Coconino County Workforce Development Board  
 Cindy Wilson  
 219 E. Cherry Ave.  
 Flagstaff, AZ. 86001

RE: Monthly report of HHS Career Services Program

Dear Cindy,

Numbers:

- April New Enrollments:
  - Adult Dislocated Workers: 0
  - Adults: 4(2 pending)
  - Youth: 0 OSY and 0 ISY (2 OSY pending)
  - Basic Only: 10
  - Return Stronger: 4
  
- Client Expenditures Submitted only Operation Costs listed-Payroll Excluded:

WIOA Program	YTD Expended for <b>Operations</b>	Available Budget as of 5.3.21
Adult Program (8120)	\$77,757	(\$9,872)
Out of School Youth (8135)	\$15,858	\$47,768
WEX – Out of School Youth (8136)	\$20,000	(\$20,000)
Dislocated Worker (8140)	\$15,472	\$2,914 (PO for \$33,480 on books)

The month of April has had the following activities occur related to staffing/operations:

- Staff continue to update WIOA program policies.

**Outreach Efforts to Expand program:**

- The Purchase Order for Kuttz Barber Shop was approved to \$95,000 at the 4/27/21 Board meeting based on client demand.
- HHS attended the CCC: Launch of the CDL Program
- HHS met this month with Northern Arizona University in the following departments: Nursing, Dental Hygienist, Engineering.
- The ad that was placed in the Arizona Daily Sun to recruit clients continues in April-June.

**Success Story:**

- Client successfully complete his CDL training.

**Follow-up Questions:**

- Compliance audit – Checking to see if a report was issued on the audit.
- EO Audit – Checking to see if we have a date and time, as well as file list for the audit.

Thank you, and if you have any questions, please let us know.

Thank you,  
Michele Axlund  
Deputy Director of Health and Human Services

CC: Kim Musselman, Director of Health and Human Services  
Mike Oxtoby, Deputy Director of Health & Human Services



New  
Career  
Ahead

**Contact us today!**  
**928-679-7400**  
[careercenter@coconino.az.gov](mailto:careercenter@coconino.az.gov)

Services are provided free of charge. Participants must be eligible job seekers as defined by WIOA. Call for information.

## Looking for a Career? We Can Help!

### Guiding Job Seekers on the Road to a New Career

#### WIOA funds are available to help!

The Workforce Innovation & Opportunity Act (WIOA) offers a variety of individualized services to help overcome employment barriers. Our Workforce Specialists guide participants through the job search process and make recommendations and referrals to outside agencies to increase job search effectiveness. Participants explore a variety of career pathways that include funding for training, on-the-job training, and work experiences.

Funding for training is available for state-approved programs. Visit <https://www.azjobconnection.gov/> for more information.



*Serving Employers, Youth, Adult & Dislocated Workers with WIOA funding from the U.S. Department of Labor Title 1-B. Equal Opportunity employer/program. Auxiliary aids/services available upon request to individuals with disabilities. (3.2021)*

# Help Us To Improve For You

**DATE: N = April 2021 N=3**

Please take a moment to help us improve your experience at ARIZONA@WORK Comprehensive One-Stop at DES. When you're done, please drop your survey in the locked box located in the computer resource room.

## Quality

### What Services were you looking for?

- Unemployment N=1
- Job Leads N=0
- Resume Assistance N=1
- Workshops N=0
- Reemployment Services and Eligibility Assessment (RESEA) N=0
- Veteran Services N=0
- Career Fair/Hiring Event N=0
- Education/Training N=0
- OTHER: Employment N= 1

### How would you rate Services?

- Consistent high quality N=2
- Generally good N=0
- Quality varies daily N=0
- Poor quality N=0

## Service and Environment

### How long did you wait to be acknowledged?

- Immediate service N=3
- Less than 1 minute N=0
- 1 to 3 minutes N=0
- More than 3 minutes N=0

### How would you rate the staff?

- Friendly and helpful N=1
- Average N=0
- Varies on each visit N=0
- Poor service N=0

1. **What have you learned during your visit(s) at the ARIZONA@WORK One-Stop Job Center?**  
*How to do my resume.*
2. **How has your life circumstances changed because of your experiences at ARIZONA@WORK One- Stop Job Center?**
3. **What do you like about the service at ARIZONA@WORK One-Stop Job Center?** *Ronda help (sic) me with my job interview. Ronda is kind & very helpful, she makes you feel like you matter & did answer all my questions, she is amazing. Ronda was helpful & nice.*
4. **In what way(s) can the services be improved?**

**Additional Comments:** *Thank you Ronda.*