

COCONINO WORKFORCE DEVELOPMENT BOARD
Meeting Minutes
June 15, 2023

WDB Members Present

Aaron Tabor
Beth Caplan
Judy Franz
Regina Salas
Bruce Sobczak
Geoffory D. Lloyd
Brent Neilson
John Saltonstall
Donovan Weidmann
Gail Jackson
Kay Leum
Seth Gregar
Armando Bemasconi
Diana White
Valerie Kelly

Board Staff

Billy Francis
Yanzi Liu
Kengatta Callen
Steven Reyna

Guests

Julie Pastrick
Arizona SciTech Ecosystem
Kathy Turner
Eilise Fisher
Fireflies.ai Notetaker Deborah
George Ovalle
Heather Bachicha
Jennifer Hernandez
Jeremy Flowers
Kelly Trainor
Lydia Rose Wielgus
Mark Maciha
Michael Thompson
Monita Scott
Ryleigh Aubuchon
Sandra Darling
Steve Peru
Vice-Chair Jeronimo Vasquez
Mason
Mary Ryan

WDB Members Absent

Dawnyell M. Jones

- i. **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.
- ii. **PLEDGE OF ALLEGIANCE** – Executive Director Billy Francis led the pledge of allegiance.
- iii. **ROLL CALL** –Yanzi Liu did the roll call. We had a quorum.
- iv. **CALL TO THE PUBLIC** – No one from the public requested to comment.
- v. **Board elections** - Chair Tabor announced the election and nomination for the executive team including chair, vice chair, and secretary positions.
 - Beth Caplan nominated Gail Jackson for the chair. Gail was interested in the Vice Chair position.
 - Gail nominated Bruce Sobczak as the chair. Bruce accepted the nomination. Brent Neilson seconded Gail’s nomination for Bruce as

the Chair.

- Brent Neilson second Gail for Vice Chair.
- Diana White was self-nominated as Vice Chair.
- Armando Bemasconi was self-nominated as secretary. Gail seconded Armando's nomination.
- Brent Neilson second Diana for Vice Chair.
- The election for Vice Chair between Gail and Diana was sent to Yan by email. The votes were counted with the result of Gail winning the Vice Chair.

vi. **BOARD BUSINESS**

- Chair Report and Updates –*Aaron Tabor, Chair*
 - Announced One-Stop Operator Kathy Turner's retirement on July 1st, 2023. County Manager Steve Pure commented on Dr. Turner's retirement.
 - Second RFP for OSO was sent out.
 - MOU/IFA commenting will end on 6/30. 23'
- Executive Director Report – *Billy Francis*
 - Local Plan reviewing in the process by all the partners.
- Board Membership Update – *Yanzi Liu*
 - i. New board members from this quarter, Diana White, and Valerie Kelly
 - ii. New applications from Lydia Wielgus and Julie Pastrick in the consent items need to be approved.
 - iii. Newly appointed and re-appointed members need to go to the County Manager's office for oath and sign.

vii. **One-Stop System Updates**

a. **PROGRAM REPORTS**

- i. One-Stop System Updates of Program Services/Job Placements
 - Live successful stories:
 - Mason, 928-310****, "I want to thank everyone here for making this possible for me. I just got out of prison and had no direction to go. This program saved my life and gave me something to do." With the help of the DES office (OSO) staff, HHS, and CDL school. Recommend the WIOA program for everybody that is serious about getting life together and finding a different future.
 - Mary R, 928-774****, "HHS staff Mike T helped me with the application, I appreciate the tuition was paid by the program. I did the apartment maintenance

certification; I feel I got a new lead into a different career path. I'm a little old to be hands-on doing apartment maintenance, but I'm hoping to get a job as doing maintenance supervisor, maybe osar compliance inspector. I'm starting on my resume now. I also took two certificate tests and passed one of them.

viii. **Financial Manager Fiscal Report – Kengatta Callen**

- Updated PY21 allocation, expenditures, and the remaining balance, in danger of sending Youth money amount of \$139,166 back to the state.
- Update PY22 allocation, expenditures, and the remaining balance, about 25% allocated amount was used.
- FY23 total of \$523,051 hasn't been allocated yet since we are still using the remaining from FY22 and PY21
- We have funding in two other areas, work base learning and Youth Summer Work programs.
- IGA for FY24 has been submitted to the county BOS.
- Aaron asked why we have 0% on ISY?
- George said there was a time we have positions frozen on both sides of the program and the board, which deeply affects the budget to be spent.
- Aaron asked about, we are potentially giving back \$139k to the state, and what's the impact on the future funding.
- Ken said moving forward, after the position gap between former business managers and him, the situation will be caught by tracking budget reviewing.
- Regina asked how we can spend or allocate the money as soon as possible.
- Diana White asked if we were able to find a way to use the ISY money, does it need to be spent or can it just need to be allocated? When contracting with the vendor, do we have a spending plan?
- Billy answered, the fund needs to be spent, not allocated, because it cannot be carried to the next FY. About the fund, that's a reasonable request for our contractor.
- John asked if we could spend the fund on the VR sets.
- Bruce asked if we could spend it on the Chamber engineer camp.
- George said he was not at the table to discuss the budget in the past. He wants to know the budget on both the board and program/service provider sides in the future.
- Beth asked about the feedback from the last VR project.
- Aaron summarized the last VR project from two years ago.
- John asked about the options for what we can do at this moment.
- Billy answered, 6/30 will be the last day we can spend it.

- i. **One-Stop Partners updates**
 - Dr. Turner gave the One-Stop System Updates of Program Services/ Job Placements and Partners report.
 - Armando asked why One-Stop has 2 placements in Mar and 3 in April but 31 placements in May.
 - Kathy said the DES supervisor received new training and was able to log into Tableau since May, and more identified participants were placed by One-Stop staff.

- ix. **Election result**
 - Gail asked the practice about our election anonymously.
 - Chair Tabor, County Manager Steve Pure, and ED Billy stated this is normal practice.
 - The chair announced a new Executive team, Chair: Bruce Sobczak; Vice Chair: Gail Jackson, and Secretary Armando Bemasconi.
 - Bruce commented on the election result.

- x. **Consent Agenda**
 - Chair Tabor moved all consent items to the next board meeting to be approved.

- xi. **ADJOURNMENT**–The meeting was adjourned at approximately 3:30 p.m.