



**COCONINO WORKFORCE DEVELOPMENT BOARD**  
**June 17, 2020**

<u>WDB Members Present</u>	<u>Board Staff</u>	<u>Guests</u>	<u>WDB Members Absent</u>
Marv Beckham	Cindy Wilson	Jimmy Jayne	Trent Larson
Greg Cross	Abby Velazquez	Kelly Hart	Beth Caplan
Coral Evans		Ali Guerra-Hernandez	
Steve Peru			
Christine Mayer			
Brent Neilson			
John Saltonstall			
Kay Leum			
Stacey Salyer			
Regina Salas			
Aaron Tabor			
Diedre Crawley			
Judy Franz			
Paul Kulpinski			

1. **CALL TO ORDER** – Christine Mayer, Chair called the meeting to order at 1:30pm. A quorum of members was present.
  - A. Flag Salute and Welcome
  - B. Roll Call and Public Introductions
  
2. **BOARD BUSINESS**
  - A. **Motion:** Approval of Minutes from February 20, 2020 Meeting. **Action:** approve  
**Moved by:** Paul Kulpinski, **Seconded by:** Aaron Tabor. **The motion passed unanimously.**
  - B. Chair Report
    1. Due to the incredible impact the current pandemic is having on the economy, Chair Mayer opened the floor for any WDB member to share on business and workforce issues effected by current economy.
      - Coconino Community College (S. Peru) – Enrollment drops due to hesitancy from enrollees; the magnitude and the unknown of today’s economy is affecting everyone.
      - Page Chamber of Commerce (J. Franz) – Business community impacted by 40% losses. Domestic tourism is high. Unemployment Insurance (UI) wage has presented a huge problem in bringing employees back to work within the Page hospitality industry.
      - Medical Industry (A. Tabor) – Unique scenario-two different impacts being seen. 1. Being reached out for R&D efforts around the pandemic; 2. Small decline in current products due to patients hesitating to move forward. (S. Salyer) – Hospital impacted significantly by order canceling elective surgeries; To keep workforce intact, the hospital set up two unique programs, Health Care Hero’s fund and Reassignment Process; both programs offer staff assistance to ensure workforce in the future. No mass layoff or furloughs.

- Vocational Rehabilitation (M. Beckham) – Seeing less enthusiasm from clients to get back to work due to clients being uncomfortable going back into the workplace and the rise in the UI Benefit which may be higher than wage earned when working.

## 2. Expiring Terms

- Applications now being accepted for terms expiring June 30, 2020. Process to apply has changed to an online application and all applications will go to the Coconino County BOS for appointment.
- Chair Mayer term will expire June 30, 2020 and she will not be reapplying.

Appreciation and thank you for Chair Mayer's leadership, commitment to the WDB, public service through workforce, and a Zoom applause was shared by all. Coconino County commitment to the Workforce Development Board was shared by County Manager Jayne.

**Motion:** Appointment of Dr. Aaron Tabor to WDB Chair position for completion of Chair Mayer term, a 1-year term (July 1, 2020 – June 30, 2021). **Action:** approve

**Moved by:** Paul Kulpinski, **Seconded by:** Kay Leum. **The motion passed unanimously.**

## 3. Status of Workforce Development Board Executive Director Appointment.

At this time the job has been posted and closed. It is currently at Coconino County HR, waiting to hear how the interviews will proceed. Requested 2 members of the board to sit on the interview panel. **Members will be Beth Caplin and Judy Franz.**

## C. Consent Agenda

**Motion:** Approve Agenda Items 2 through 7. **Action:** approve

**Moved by:** Steve Peru, **Seconded by:** Aaron Tabor. **The motion passed unanimously.**

2. Memorandum of Understanding between Workforce Development Board and Coconino County Health and Human Service, Community and Career Services to provide Adult, Dislocated Worker and Youth services for WIOA Title IB participants for the remainder of program year 2019. This contract will expire June 30, 2020.
3. Memorandum of Understanding between Workforce Development Board and Coconino County Health and Human Service, Community and Career Services to provide Adult, Dislocated Worker and Youth services for WIOA Title IB participants for the remainder of program year 2020. This contract will expire June 30, 2021.
4. One-Stop Operator (OSO) Contract Amendment between Coconino County Local Workforce Development Board and Turner's Above the Line Consulting to extend OSO contract for one-year for the period of 7/1/2020 – 6/30/2021 in the amount of \$65,521.
5. Member Resignations
  - Greg Cross, Title II Coconino Community College
  - Christina Caldwell, Goodwill of Central and Northern Arizona
  - Rich Bowen, Genterra Enterprises
  - Joey Smith, Antelope Point Marina

6. Fiscal Year 2021 (7/1/20-6/30/21) Budget Adoption.
7. Policy Updates – Approval of WIOA Coconino County Policy Updates to ensure continued compliance with WIOA Federal and State guidelines.

WIOA Policy 200 Adult and Dislocated Worker Programs Policy  
WIOA Policy 300 Supportive Service Policy  
WIOA Policy 400 Training Services Policy  
WIOA Policy 500 Youth Program Policy  
WIOA Policy 600 Equal Opportunity and Affirmative Action Policy  
WIOA Policy 700 Complaints, Grievances and Appeals Policy  
WIOA Policy 1000 Monitoring Policy

Discussion on item #1. Requested by Paul Kulpinski.

**Motion:** Approve Agenda Item 1. **Action:** approve

**Moved by:** Steve Peru, **Seconded by:** Judy Franz. **The motion passed unanimously.**

1. Shared Governance Agreement between the Coconino County Local Workforce Development Board (LWDB) and Coconino County Board of Supervisors as required by WIOA to acknowledge LWDB membership and to specify the relationship between the CEO and LWDB.

Discussion on key elements that may to be out of place and elements that are repeated. Additional clarification on how council would be provided according what is written in the document. Interim Executive Director Cindy Wilson suggested that a WDB committee will be convened to work with AZ Department of Economic Security and WDB Executive Director to produce a more transparent document that will be reissued after July 1, 2020.

### 3. WORKFORCE DEVELOPMENT BOARD AND PARTNER UPDATES

#### A. Directors Report – Interim Director Cindy Wilson

- Coconino County Board has been certified by the Workforce Arizona Council
- One-Stop Operator contract extended for 1-year
- 10-year Plan will be presented at the September 2020.
- Policy’s now written, up-to-date and approved.
- New Email for Workforce Development Board: [workforcedevelopment@coconino.az.gov](mailto:workforcedevelopment@coconino.az.gov)

#### B. Program Reports

- Reports are included in your packet, Opportunity for questions, none received.

### 4. CALL TO THE PUBLIC

### 5. ADJOURNMENT OF MEETING

**Motion:** Adjournment of 6/17/20 WDB Meeting at 2:40 pm. **Action:** approve

**Moved by:** Steve Peru, **Seconded by:** John Saltonstall. **The motion passed unanimously.**