

Navajo and Apache Counties Workforce Investment Board
Meeting Minutes
October 17, 2013
Snowflake, AZ

Members Present: Lisa Aragon, Don Berry, Roxanne Dean, Jesse Fernandez, Elizabeth Flake, Alphonso James, James Menlove, John Sorensen, Larry Stradling,

Members Absent: Peggy Belknap, Ben File, Connie Kakavas, Steven North, Susan Tegmeyer, Karen Thorne.

Members Present Telephonically: None

Members Absent: Peggy Belknap, Ben File, Connie Kakavas, Steven North, Susan Tegmeyer, Karen Thorne.

Staff Present: Carla Fails, Andrea Harings, Holly Nelson.

Guests Present: Joel Millman, Glenn Joy, Royce Kincanon

I. Call to Order

Chairman Don Berry declared quorum and called to order the regular meeting of the Navajo and Apache Counties Workforce Investment Board at 10:15 a.m. on Oct 17, 2013 in Snowflake, Arizona.

Welcome & Pledge

Introductions

II. LWIB Election

John Sorensen made a motion to approve Don Berry as the LWIB Chair for the upcoming year, Don accepted, none opposed.

Don Berry made a motion to approve John Sorensen as the Vice Chair, John Sorensen accepted, Jesse Fernandez seconded the motion. The motion carried. None opposed.

III. Call to the Public

Don Berry talked about the recent transitions within the WIA staff structure. Don asked that James Menlove and Jimmie Jayne open up the Executive Director position within the Navajo County HR guidelines. James Menlove advised the LWIB board that there was also a Case Managers position open in the Apache County area, the position would be staffed out of the Eagar DES office.

Don advised the LWIB staff on the medical condition of previous LWIB member Gertrude Bartlett and explained that a plaque had been made to honor her for her many years of service to the LWIB. Don will meet with her husband and present the plaque on behalf of the LWIB board.

IV. Consent Agenda

Elizabeth Flake made a motion to approve the consent agenda. John Sorensen seconded the motion. The motion was carried. None opposed.

V. Membership

The resignations of the following LWIB board members were read:

Gertrude Bartlett, Nina Ferguson, Al Gross, Kerry Holyoak, Donna Slade, Byron Smith, Bonnie Stallings-Carter. John Sorensen made a motion to approve the LWIB board resignations. Jesse Fernandez seconded the motion. The motion was carried. None opposed.

Membership application was reviewed for:

Becki Christensen. Elizabeth Flake made a motion to approve the membership, Lisa Aragon seconded the motion. The motion was carried. None opposed.

VI. Presentation by Joel Millman

Power Point presentation covering the basics of Workforce Invest Act and the responsibilities of the Local Workforce Investment Board.

Title 1-B - Youth, Dislocated Worker and Adult programs - WIA does include a lot of other elements. Dual Customer base – one is customer, one is the business.

Incentive funds are distributed by % Goal Achieved through Negotiated/Achieved Performance (Slide #13)

Don Berry asked about local representation on the Workforce Arizona Council (WAC) board. - John Sorensen mentioned there was no representation from our local area on the state list he saw when he attended the TA training in Phoenix. Don asked how we could get representation; Joel suggested we visit with Sheila Shedd regarding that matter. John advised that a note had been made at the TA training regarding this representation. Joel will visit with Sheila regarding representation.

Joel talked about Economic Development needing strong representation by someone who knows the area and businesses, and Workforce Development/Training.

We need more resources focused toward putting programs together.

Don commented on how little people know about WIA and what the program offers. How do we improve that relationship with local and elected officials? We have mostly small businesses, hard to get good representation on our board.

Joel advised that the LWIB board check laws for minimum number of board members.

Larry Stradling stated he is still confused about WIA's connection with his business. Joel Millman suggested a Business Services Plan rep be selected to sit with businesses and find out their individual needs, then to work this into our local 5-year plan. Discussion was held regarding how to specifically identify how businesses can benefit from our program (adopt as part of 5-year plan); how can we utilize apprenticeship and OJT programs.

VII. Incentive Fund Plan Possibilities

James Menlove explained the extension of our incentive funds. Ideas had been centered on a business center which would include a one year lease, 1 staff member and computers. This idea was discussed and LWIB recommended the funds be used for other items as there were several similar business centers within our local area at this time. James Menlove recommended the incentive funds be used to purchase a vehicle for the Apache County Case Manager's use as the previous vehicle was unreliable.

Joel Millman commented on the use of the Incentive Funds for a Business Assistance Center, workshops/training for staff. He explained that the Incentive funds are not something to depend on each year, and advised the LWIB that the Business Assistance Center would have to be functional from year-to-year. Joel advised visiting the Flagstaff area Business Center for ideas.

Don Berry asked how we could engage a Business Center to the Business Community to be able to utilize to the best degree. Royce Kincanon suggested attendance at the business round tables in each county to explain info that would be offered at the facility, do an open house to explain use of the facility, go through NPC and chamber meetings. John Sorensen suggested contacting the local newspapers to get the word out.

Elizabeth Flake asked what would set this business apart from others within our area.

Royce Kincanon asked if there would be a charge for these services or if these would be free services? James Menlove stated these would be free services. Suggestion was again made to market the incubator through newsprint, radio ads, and chambers.

Joel will get clarification on marketing, outreach - advertising restrictions. Offering our services - no cost to you for verbiage. Local Community 4 television. Don asked about talking with David Tenney about interview and utilizing the Barbara Bruce talk show.

Joel advised that as we develop our 5-year plan to think beyond just WIA title B staff. Increase service area with business outreach.

VIII. Meeting Calendar

The calendar was introduced for the upcoming 2014 LWIB Board meetings. Larry Stradling made a motion approve the calendar. Jesse Fernandez seconded the motion. The motion carried. None opposed.

IX. Adjournment

John Sorensen made a motion to adjourn the meeting. Roxanne Dean seconded the motion. The motion carried. Chairman Don Berry adjourned the meeting at 12:23 p.m.