

**NORTHEASTERN ARIZONA  
INNOVATIVE WORKFORCE  
SOLUTIONS**

Navajo • Apache • Gila Counties

**Workforce Development Board Meeting Minutes  
January 28, 2016  
Show Low Cafe  
480 W Deuce of Clubs**

Meeting called to order by Don Berry at 9:11am

**1. Welcome - Don Berry**

- Pledge

**2. Roll Call & Introductions - Susan Tegmeyer**

In attendance – Peggy Belknap, Don Berry, Malissa Buzan, Gary Moore, Jeri Byrne, Deborah Osborne, Connie Kakavas, Steve North, John Sorensen, Ben Smith, Cliff Potts, Von Stradling, Glenn Joy, Steve Williams, Alphonso James

Absent – Charlie Chacon, Rickey Jackson, Becki Christensen, Roxanne Dean, Liz Flake, Steve Reidhead

A quorum is present.

Guests – Paul Watson, Gail Campbell

Staff – Holly, Christina, Andrea, Jen, Susie, Carla, Steph

**Old Business**

**3. Discussion/Action:** Approval of the November 5, 2015 Workforce Development Board Meeting Minutes.

Motion to approve minutes – Peggy Belknap, 2<sup>nd</sup> John Sorensen, Unanimous vote, Motion carried

**New Business**

**4. Chairperson's Report – Don Berry**

Gary Moore is on the Executive Committee and is going to be approved by the Navajo County Board of Supervisors as a Co-Chair of the Board. The State still has not signed the MOU but the Chairman expects to have it signed soon.

5. **Executive Director's/A/DW/Y Program Reports – Susan Tegmeyer – See attached report**

Peggy Belknap gave brief report on IBEST program. Walls are up on the house – it was done before the Christmas break and she indicates there is no doubt that the house will be completed at the end of the project year (end of May).

6. **Economic Development Report – Paul Watson, Navajo County Assistant County Manager**

Apache Railway is alive and well – it is a vital infrastructure to the area's growth. It was finally secured in November. There is an agriculture-related industry that is very close to signing a deal to come to the area. It will constitute a \$300M investment and 280 new jobs.

County and RealAZ are working with legislative issues related to the EPA and the local power plants.

Forest-related industry is another focus – there is a concentrated effort to change current practices which will help the forestry industry survive.

2016 looks promising – U.S. is a player in attracting international countries to (or back to) the U.S. which could trickle down to better our local economy.

We have all the infrastructure necessary to attract industry – the focus needs to be on better marketing that infrastructure to bring industry to the area.

7. **Information/Discussion/Action:** The Memorandum of Understanding which includes the elements described in the One-Stop System Delivery between the Workforce Development Board and each partner agency and fully executed Resource Sharing Agreement outlining the operating costs of each partner.

Motion to approve the MOU – Jeri Byrne, 2<sup>nd</sup>: Deborah Osborne; No Discussion; Unanimous Vote – Motion Carried

8. **Information/Discussion:** The terms of the board members, one-third 1/3 of the original members shall be appointed for a term on two (2) years, one-third 1/3 for a term of three (3) years, and one-third 1/3 for a term of four (4) years. – **See attached WDB terms**

No Discussion

9. **Information/Discussion:** The Workforce Development Board Committees provide information and assist with operational and other related issues relating to the One-Stop Delivery System. The tentative schedule has potential meeting dates.

No Discussion

10. **Employment Services Report - Charlene Chacon – absent – See attached ES report**

11. **Vocational Rehabilitation Report – Debbie Osborn – See attached Voc Rehab report**

12. **Adult Education - Rickey Jackson – See attached NPC Adult Ed Report – Gail Campbell** presented report in Rickey’s absence.
13. **Call to the Public - Don Berry**  
Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the Call to the Public, Board members may not respond to any comments but may ask staff to review a matter or ask that a matter be placed on a future agenda.  
  
No Public Present
14. Next meeting - April 28, 2016 –
15. Adjournment – Motion to adjourn- John Sorensen; 2<sup>nd</sup> – Jeri Byrne; Unanimous Vote – Motion Carried. Meeting adjourned at 10:34am.

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities

**Northeastern Arizona Innovative Workforce Solutions  
Workforce Development Board Meeting  
Executive Director Report**

**January 28, 2016 - Show Low Café**

This Report addresses Accomplishments, Operations, Administration, Program and General Information.

**Accomplishments**

- A Dept of Labor Data Validation Audit was conducted January 4<sup>th</sup> with one finding identified. 7 case files were pulled most of them from 2013.
  
- Current Workforce Participants
  - 121 Adults
  - 39 Dislocated Workers (People who have been laid off)
  - 16 Older Youth
  - 60 Younger Youth

Exited and in Follow Up

- 59 Adults
- 38 Dislocated Workers
- 4 Younger Youth
- 7 Older Youth

Assists (job placements, referrals to other agencies, other Workforce services)

- 1346 Adults
- 1093 Dislocated Workers
- 863 In School Youth
- 655 Out of School Youth

On the Job Trainings and apprenticeships will be our focus under the new WIOA regulations.

- The Executive Director and several members of the Workforce Team met with Summit Healthcare Leadership and Willie Higgins, Director of Apprenticeship for the State of Arizona, to discuss the possibility of setting up an apprenticeship program with Summit Regional Healthcare. Currently, Summit is working with the State office to make that happen.
- The Executive Director and several members of the workforce team attended a Youth Symposium in November.
- The Workforce Team has presented at over 60 outreach opportunities in all 3 Counties.

- The Deputy Director and Susan Newby, Workforce Specialist have conducted four AJC and Performance Measure trainings in the last quarter and internal audits are being conducted on all current and exited files in preparation for the new WIOA regulations.

## **Operations**

- Additional policies and procedures are being developed by Staff and will be ready to be approved at the next Board Meeting.
- The County has begun remodeling our offices in the South County Building in Show Low. We have moved our Operations Coordinator, Carla Fails to the offices and currently the ED and Stephanie Goodman, Case Manager and Grant Writer are also housed in the building. We will have several offices and meeting space as well as a resource room for our clients.
- The State is ready to launch the new logo and on Wednesday the 17<sup>th</sup> of February the Governor will officially unveil the new logo. The Globe Comprehensive One Stops will host 'launch' ribbon cuttings and open houses on that day also. Our local will be held in Globe from 10am to 12 noon. An open house and ribbon cutting will be held at our new offices on the 18<sup>th</sup> of February. We would appreciate Board members attendance at these 2 events.

## **Administrative and Program Information**

- We are currently compiling 2 grants; a Tech-hire grant centered on Healthcare positions which are at the top of the in demand list of occupations for our region. And a Literacy Grant intended for our clients that have large gaps in literacy skills and need to be brought up to a level where they are able to navigate GED curriculum.
- We will continue to explore grant opportunities that are a good fit with our mission and current programs.

## **General Information**

- The Governor has appointed a new Workforce Advisory Committee and their first meeting is January 28<sup>th</sup>.
- The Executive Director and workforce team continue to work with Paul Watson on various Economic Development efforts.
- The Executive Director continues in various outreach projects assisting the Show Low Chamber in planning their Leadership White Mountains curriculum and facilitating a planning session for the Pinetop-Lakeside Chamber. The Executive Director has served on the White Mountain Business Owners Roundtable Board for that past 3 years. Stephanie Goodman will be stepping into that spot.

PY 15 Performance Measures  
25-Jan-16

Northeastern Arizona Innovative Workforce Solutions

Reported Information		Negotiated Performance Level	80% Negotiated Performance Level	Actual Performance Level	Exceed Met Fail	Numerator/ Denominator
Entered Employment Rate	Adults	75.6	60.48	86.49	Exceed	<u>32</u> <u>37</u>
	Dislocated Workers	84	67.2	89.47	Exceed	<u>34</u> <u>38</u>
	Older Youth	72	57.6	100	Exceed	<u>4</u> <u>4</u>
Retention Rate	Adults	84.7	67.76	89.09	Exceed	<u>49</u> <u>55</u>
	Dislocated Workers	87.6	70.08	90.7	Exceed	<u>39</u> <u>43</u>
	Older Youth	77	61.6	100	Exceed	<u>16</u> <u>16</u>
Six Months Average Earnings (Adults/DWs) Six Months Earnings Increase (Older Youth)	Younger Youth	65	52	75	Exceed	<u>15</u> <u>20</u>
	Adults	12400	9920	13991.67	Exceed	<u>377775.05</u> <u>27</u>
	Dislocated Workers	16700	13360	15785.74	Met	<u>331500.44</u>
	Older Youth	3300	2640	8068.96	Exceed	<u>21</u> <u>88758.52</u> <u>11</u>

**APACHE, GILA and NAVAJO COUNTIES  
EMPLOYMENT SERVICES  
QUARTERLY REPORT**

**One Stop Center  
2500 E Cooley, #410, Show Low, AZ 85901**

**Charlene Chacon  
Employment Supervisor Apache, Gila and Navajo Counties**

**Comprehensive Update:**

This report is a reflection of the 2015 Fourth Quarter (Oct. 2015 – Dec. 2015)

Changes have occurred since the last LWIB meeting. Payson had one fulltime employee retire, Show Low lost a part-time employee, and the Eagar office has an employee on FMLA since November 9th. Show Low has interviews coming up, hopefully next week, but the Payson office does not have the numbers to fill the vacancy there. Staff in all four offices continue to offer professional employment services to local employers and job seekers by matching employer needs to job seeker skills, providing Job Ready Workshops, conducting Employer Contacts, participating in and hosting Job Fairs and Career Fairs, as well as limited assistance to Unemployment Insurance claimants. Recently added workshops will be conducted by WIOA once per month in addition to the Ultimate Job Search Workshops conducted by Employment Service. Workshops will be conducted by John Baxter and John Spadaccini in Show Low, Eagar, and Payson. The Globe office continues to conduct workshops as usual. Workshops include: Job Search Techniques, Interviewing with Confidence, and Writing Effective Resumes.

The Re-Employment Service Program (RSP) continues to run smoothly. RSP participants are Unemployment Insurance (UI) claimants who are required to attend a 45 minute orientation as well as contact a minimum of four employers per week. During this orientation, claimants are required to submit a complete work search log, register in AJC and build a resume. Staff will complete an assessment with the claimant on their skills and abilities, and assist the claimant to complete a full registration on the Arizona Job Connection Website (AJC). Staff and claimant also work on an Employment Plan and claimants may also be mandated to attend one or more of the workshops provided in their local ES office.

**Employment Service update: Total Served/ Services**

Reporting period Oct. 2015 – Dec. 2015 (totals do not include Eagar for the months of November and December due to the absence of staff in that office)

<b>2015</b>	<b>October</b>	<b>November</b>	<b>December</b>
Clients Served	1163	1046	1267
Workshops	21	6	23
WIA Clients	56	57	82
UI Assistance	377	444	496
Veterans Served	56	45	48

## VR Statistics for Gila County

October-December 2015

### **# of Referrals to VR**

October=6, November=6, and December=10 and of these 22 total referrals, 4 are referrals from the Gila One Stop.

### **# of Intakes to VR**

October=4, November=1, and December=5

Of these 10 total intakes, only 1 referral went to intake process from Gila One Stop.

Gila One Stop has installed the adjustable table in the cubicle marked for those people with disabilities.

Contact has been made with RSA top management regarding a means to measure the data on how all CORE partners are working together for seamless services. RSA management states that this is not something our agency can assist with at this time.

# Northland Pioneer College Adult Education Report

## For January 2016

The table below depicts the number of students served in Navajo and Apache Counties who do not possess a High School Diploma or High School Equivalency (HSE) Diploma, which is currently the GED in Arizona. From July 2015 – December 2015, 273 potential students attended an Opportunities Through Education (OTE) 055x, which is the gateway class for students to enter Adult Education Classes. The Adult Education classes are supported by the Arizona Department of Education Adult Education Services (ABE) grant. Currently we receive \$368,901, of which \$195,099 are Federal dollars (including \$25,000 for distance learning) and the remainder (\$173,802) is Arizona State funds. 10% of all funds must be designated for professional learning. By the end of the 2016 fiscal year our projected number of students served is over 500.

Table 1  
1/20/2016

Participants by Entering Educational Functioning Level, Ethnicity and Sex

Enter the number of participants\* by educational functioning level, \*\* ethnicity, \*\*\* and sex

	American Indian or Alaskan Native		Asian		Black or African American		Hispanic/Latino		Native Hawaiian or Other Pacific Islander		White		Two or more races		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
ABE Beginning Literacy	1	4	0	0	0	1	0	2	0	0	1	0	0	0	9
ABE Beginning Basic Education	17	25	0	0	2	1	4	8	0	0	2	6	2	0	67
ABE Intermediate Low	28	30	0	0	1	2	6	7	1	0	7	17	0	2	101
ABE Intermediate High	12	26	0	0	0	0	3	10	0	0	15	7	0	4	77
ASE Low	1	2	0	0	0	0	1	0	0	0	4	3	1	1	13
ASE High	0	2	0	0	0	0	0	1	0	0	1	2	0	0	6
Beginning ESL Literacy (06)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Low Beginning ESL (06)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High Beginning ESL (06)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Low Intermediate ESL (06)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High Intermediate ESL (06)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Advanced ESL (06)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	59	89	0	0	3	4	14	28	1	0	30	35	3	7	273



The final report was produced to separate out the IBEST students. Please note that at the time of the report we had 14 students who completed a post-test. Currently we have 12 active participants. The one student who did not receive an educational gain is no longer with the program. It should also be noted that these numbers do not include the one student who completed all levels. We currently have 4 students who have passed at least a section of the GED. The IBEST program is a joint construction project bringing together resources from NPC Career and Technical Education Division, Adult Education program (CCP) and our local Northeastern Arizona Innovative Workforce Solutions program. Although IBEST is an expensive program to run, students excel in a program where basic skill instruction is integrated with the trades. All students who are currently in the program have achieved at least once educational gain (advanced at least two years in the past six months). Although we do not have many GED completers yet students are making academic progress at a higher rate than traditional students.

**Table 4 (IBEST Students)** 1/20/2016

**Educational Gains and Attendance by Educational Functioning Level**

Enter the number of participants for each of the categories listed, the total number of attendance hours and calculate the percentage of participants completing each level

Entering Educational Functioning Level (A)	Total Number Enrolled (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number who Completed a level and Advanced one or more Levels (E)	Number Separated Before Completed (F)	Number Remaining within Level (G)	Percentage Completing Level (H)
ABE Beginning Literacy	1	296.75	1	1	0	0	100%
ABE Beginning Basic Education	2	634.00	2	2	0	0	100%
ABE Intermediate Low	6	1,812.25	6	6	0	0	100%
ABE Intermediate High	5	1,921.00	4	4	0	1	80%
ASE Low	0						0%
ASE High	0						0%
Beginning ESL Literacy (06)	0						0%
Low Beginning ESL (06)	0						0%
High Beginning ESL (06)	0						0%
Low Intermediate ESL (06)	0						0%
High Intermediate ESL (06)	0						0%
Advanced ESL (06)	0						0%
<b>Total</b>	<b>14</b>	<b>4,664.00</b>	<b>13</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>93%</b>

## Educational Gains and Attendance for Pre- and Post-tested Participants

Enter the number of participants for each of the categories listed, the total number of attendance hours, and calculate the percentage of participants completing each level.

Entering Educational Functioning Level (A)	Total Number Enrolled (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number who Completed a level and Advanced one or more Levels (E)	Number Separated Before Completed (F)	Number Remaining within Level (G)	Percentage Completing Level (H)
ABE Beginning Literacy	6	500.25	3	3	0	3	50%
ABE Beginning Basic Education	28	1,973.00	14	14	0	14	50%
ABE Intermediate Low	42	3,602.75	36	35	0	6	86%
ABE Intermediate High	25	2,740.50	21	18	0	4	84%
ASE Low	3	99.75	3	2	0	0	100%
ASE High	1	26.00	0	0	0	1	0%
Beginning ESL Literacy (06)	0						0%
Low Beginning ESL (06)	0						0%
High Beginning ESL (06)	0						0%
Low Intermediate ESL (06)	0						0%
High Intermediate ESL (06)	0						0%
Advanced ESL (06)	0						0%
<b>Total</b>	<b>105</b>	<b>8,942.25</b>	<b>77</b>	<b>72</b>	<b>0</b>	<b>28</b>	<b>73%</b>

Early results show that our students at the lower functioning levels need more time and supports to achieve educational gains. Therefore additional tutoring and coursework is being introduced to support students' educational goals. Students who post-test and complete a level persevere to the end of the class.

