



Innovative Workforce Solutions

Serving Navajo, Apache, and Gila Counties

**Workforce Development Board Meeting
Show Low Café
480 W Deuce of Clubs
April 28, 2016**

Minutes

1. Don Berry calls the meeting to order at 9:23am.

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

In attendance: Don Berry, Jeri Byrne, Alfonso James, Glenn Joy, Gary Moore, Cliff Potts, Roxanne Dean, John Sorensen, Becki Christensen, Elizabeth Flake, Rickey Jackson, Steve North, Deborah Osborne

Absent: Malissa Buzan, Connie Kakavas, Ben Smith, Von Stradling, Steve Williams, Peggy Belknap

Charlene Chacon submitted a letter of resignation prior to the meeting and was not in attendance.

A quorum is present

Old Business

3. **Discussion/Action:** Approval of the January 28, 2016 Workforce Development Board Meeting Minutes. – Motion, Cliff; Jeri, 2nd – Change to minutes – add John Sorensen to in attendance then approve, unanimous vote, motion carried

New Business

4. **Chairperson's Report** – Don Berry – Charlie Chacon, ES rep on WDB has resigned as she is relocating to Tucson. Susan will check WIOA regulations as to whether she has to be replaced by an ES representative or if any DES employee (i.e., Debbie Osborne from Voc Rehab) fulfills regulation requirements.

Alfonso James is resigning from the LWDB – he is accepting a position with an international company and will be relocating to Tulsa, OK.

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

Discussion of planning session – Susan proposed that the annual planning session be held in Globe at the Dream Manor Inn on July 28th. This would allow the board to tour the

Comprehensive One-Stop. The consensus is that Globe is a good location. There was discussion about whether July 28th is a good date for the majority of board members. The Co-Chairs cannot make a July 28th meeting so it was decided that July 21st is a better date for the majority of the board.

6. **Economic Development Report** – Paul Watson, Navajo County Assistant County Manager/Economic Development Director – Presented by Susan Tegmeyer; **see report attached hereto**

7. **Information:** 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.

8. **Information/Discussion/Action:** Revision of the NEAZIWS Policy and Procedures Manual Section - Supportive Services.

Discussion – clarification should be made about co-enrollment and making the most of available funds; motion Jeri Byrne; 2nd – Debbie Osborne; Unanimous Vote; motion carried

9. **Workforce Development Board Committees Reports (limited to two minutes)**
 - a. One-Stop Committee – Malissa Buzan – presented by Christina Throop; **see attached report**
 - b. Vocational Rehabilitation Committee/Partner - Debbie Osborn – **see attached report**
 - c. Youth Committee – John Sorensen – **see attached report**
 - d. Business Services Committee – Jeri Byrne – **see attached report**

10. **Partner Reports (limited to three minutes)**
 - a. Employment Services – **Report attached** – Jen Smale commented that numbers reported by ES regarding Workforce walk-in contacts is inaccurate as ES continually changes who their front desk staff is tracking.
 - b. Adult Education – Rickey Jackson – **Report Attached**

11. **Call to the Public** - Don Berry

No members of the public present

12. Next meeting - Planning Session July 20-21, 2016:
July 20th - Dinner at Dream Manor Inn
July 21st - Tour of the Comprehensive One-Stop and then a Board Meeting until 3:30
All rooms and meals to be paid for by NEAZIWS

13. Adjournment

Motion to adjourn – John Sorensen; 2nd – Elizabeth Flake; unanimous vote, motion carried
Meeting adjourned at 10:43am.

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