1. **CALL TO ORDER** – Christine Mayer, Chair called the meeting to order at 1:40pm. A quorum of members was present.
   
   A. Flag Salute, welcome and introductions

   B. **Approval of Minutes from November 14, 2018 Meeting (Action Item)** – Brent Neilson made a motion to approve, which was seconded by Ali Applin. The motion passed unanimously, effectively approving the minutes.

2. **MEMBERS CALL TO ACTION** – Members report on bringing our message to organizations they are affiliated with and the community. Pete Tosi reported on the upcoming Arizona Stand Down Veterans Event on May 17, 2019 to be held at the Armory.

   A. **Coconino Workforce Development Board Logo** – Christine Mayer reported that the CWDB Logo is approved and suggests that Board members request to place the logo on flyers to endorse events throughout the County. Pete Tosi requested use of the logo for the previously mentioned Arizona Stand Down Veterans Event.

3. **BOARD BUSINESS** – Christine Mayer, Chair

   A. **Approval to amend the Bylaws as emailed to Board members on February 6, 2019 (Action Item)** – Paul Ostapuk asked for clarification on Article II Section 2 regarding the highlighted area with no words in it. Christine clarified that the amendment is to remove the last sentence, indicated by the empty highlighted area. Brent Neilson motioned to approve the amended Bylaws, which was seconded by Steve Peru. The motion passed unanimously, effectively amending the Bylaws.

   B. **Amended Member Term End Dates (Inform Item)** – Christine Mayer explained the purpose of staggering term end dates for current members. Christine also informed on the need for a “renewal” application for members who would like to reapply for their seat at the end of their term. The purpose to apply to renew an application is due to possible changes in employment or job title that may affect a member meeting the requirements to be on the CWDB. Carol Curtis reviewed the WIOA of 2014 and its new regulations as they pertain to WDB member requirements.
C. Resignations of Donna Eastman Liddle and Ron Hurle (Action Item) – Christine Mayer provided information regarding both members resigning their positions and moving out of state. Steve Peru motioned to accept both resignations, which was seconded by Brent Neilson. The motion passed unanimously, effectively accepting both resignations.

D. Approval to submit new member applications (Kay Leum & Stacey Salyer) for appointment to the WDB by the Board of Supervisors (Action Item) – Brent Neilson motioned to approve submitting both applications to the BOS to recommend appointment, which was seconded by Rich Bowen. The motion passed unanimously, effectively approving submittal of both applications to the BOS to recommend appointment to the CWDB.

E. WDB Officer Nominations (Action Item) – John Saltonstall thanked the nominating committee and explained the committee’s process and reviewed the letter of recommendation of candidates. Carol Curtis explained that the Department of Labor does not recognize private, non-profits as small businesses which prohibits these individuals from consideration of the chair position on the CWDB. Steve Peru added that ASU did a report on private, non-profits in Arizona and found that they have financial impact numbers as large as construction companies in the state of Arizona. Christine Mayer added that more private sector businesses would be a welcome addition to the CWDB and appreciates the nominating committee’s recommendation to recruit from the private sectors. Ali Applin added that the nominating committee reached out to private sector businesses and their concern was the time it would take to be on the CWDB. Can our Board put together something concrete to explain the time commitment, or can we ask any private sector representatives who are here today? Guillermo Cortes offered his concerns about the amount of time taken away from his business to be on the CWDB. Christine Mayer confirmed doing a review of the time commitment. Deidre Crawley motioned to approve the nominating committee’s recommended CWDB Officer candidates, which was seconded by Ali Applin. The motion passed unanimously, effectively approving the nominating committee’s recommended CWDB Officer candidates.

4. WDB AND PARTNER UPDATES:
   A. WDB Director’s Report; Federal Funding Table, Workforce Business Plan Update, StartHere.jobs – Carol Curtis provided a comprehensive explanation of the Federal Funding Table. Carol outlined the changes to the Workforce Business Plan Update posted on the Coconino Career Center website, reiterating the Public Notice previously emailed to CWDB members. Carol undated the CWDB on the StartHere.jobs program and invited the CWDB members to the upcoming PIVOT Exhibit at the Museum of Northern Arizona on March 14, 2019. Steve Peru added that it is a very powerful exhibit. A lengthy discussion took place regarding disconnected youth and the economic impact they have on our communities. Cindy Wilson explained the StartHere.jobs program asked each CWDB member to go to the StartHere.jobs website and watch the video. The Career Center engaged these youth in parks, and on the streets. These were actual disconnected youth. This video was taken in real time, it was not staged. The Career Center is committed to working with disconnected youth directly, then engage their families, then paperwork is started. It is important to put the youth first. Our community needs to stay actively engaged in working with these youth.

   B. Navajo Generating Station Update – Paul Ostapuk reported on the NGS Employee meeting facilitated by the Career Center at NGS on January 17, 2019. Approximately 180 NGS employees attended two sessions. There will be a job center opened at the PERA Club (NGS employee club) in Page on Haul Road for NGS employees, their spouses, family and the public. Computers, staff and a Workforce Development Specialist will be available to assist employees. The opening will likely be in
mid-March 2019 with the hours being the same as are offered at the PERA Club. Currently 175 NGS employees are waiting for redeployment letters to other jobs within SRP. There is a total of 520 employees working at the plant, which includes contracted outside personnel. Paul reported on the Moonshot Tell Your Business Story Event in Page, hosted by the Career Center as being a great success but lightly attended. Perhaps another event, more widely marketed, could occur as the information provided was very valuable. Paul reported on upcoming Town Hall meetings on February 23-24, 2019 hosted by the Navajo Nation Council regarding the potential acquisition of the Navajo Generating Station (NGS) and the Peabody Kayenta Mine by the Navajo Transitional Energy Corporation (NTEC). The meetings are scheduled at the Hardrock and Kayenta Chapter Houses as a Q&A session regarding the continued operation of NGS and the mine which would entail approval of multiple agreements and completion of an environmental impact study.

5. **ARIZONA@WORK COCONINO COUNTY UPDATES:**

**A. Coconino County Comprehensive One-Stop Update (WIOA Title I-Training; Title III-Employment Services; Title IV-Vocational Rehabilitation)** – Dr. Kathy Turner, One-Stop Operator thanked Christine Mayer for suggesting inviting the CWDB members to Arizona@Work meetings and thanked the CWDB members who attended the meeting on February 14, 2019. Kathy gave a detailed explanation of the One-Stop report. Ali Applin complimented the good layout of the report and asked what the reason was for the drop in Veterans served? Kathy mentioned that the Veteran Case Management representative resigned, but they became fully staffed again in December 2018. A few other staff were out long term as well, adding to the limited number of employees to assist Veterans. Pete Tosi added that the loss of the Disabled Veterans Outreach Program (DVOP) Specialist directly impacted the decline in Veterans served. The DVOP goes out and finds those Veterans who need assistance. As a point of interest, two Veteran representatives in Northern Arizona do as many Veteran placements as the entire Phoenix area.

**B. Adult Education Services (WIOA Title II) at CCC-Quarterly Performance Report** – Gregory Cross reported that the data on the report in the agenda packet comes directly from the CCC data base. Greg reminded the CWDB that this report shows where students are when they enter the program, not where they are currently. There are six levels of ABE/ASE. This does not include the individuals who made measurable skills gains. Christine Mayer asked Marv Beckham to report on Vocational Rehabilitation. Marv reported that 100 people per month are dropping off the VR wait list – this is a big progression for our community. Please refer people you know who need VR assistance. Marv requested that CWDB members call him directly with referrals or see him today after the meeting. VR helps those individuals with any type of disability whether mental, physical or hidden. Carol Curtis asked about Quality Connections reporting eight group homes closing and does that have any impact on the VR program? Marv stated that is probable and the VR needs to do more outreach. Steve Peru asked for an explanation of the 100 people dropping off the VR wait list. Marv explained in detail the criteria for most services being based on “Disability Service Need”, which is determined by those who are considered to be “most severe, severe or moderate”, with moderate being served first because they are they quickest to get qualified.

**C. Coconino County ARIZONA@WORK Business Services Team Update** - Christina Caldwell asked Christine Mayer to allow Dave Meyers (in attendance) to give the One-Stop Affiliate report for Goodwill, Christine concurred. Dave Meyers thanked the CWDB for allowing him to report and handed out the One-Stop Affiliate report, indicating a sharp decrease in the 4th quarter that was expected. Dave also mentioned a new digital program launch, with more information to come. Dave
then shared a Goodwill client success story. Steve Peru asked if the roll out of the digital program will increase number in March? Goodwill anticipates an increase in services provided. Christina Caldwell reported that 2018 was quite busy for the Business Services Team with two Innovative Workforce Solutions Employer Resource Events (another one to be held on March 13, 2019 – flyer provided, CWDB asked to please attend or send representatives from your businesses). Christina reported the results from the Law Enforcement survey are now being compiled and will be available in the near future. Ali Applin asked for a digital copy of the upcoming Innovative Workforce Solutions Employer Solutions Employer Resource Event. Christine Mayer asked that the WDB logo be put on the flyer and distributed to the CWDB via email. Ali Applin offered congratulation to Christina Caldwell for winning the recent Athena Award.

6. MEMBERS CALL TO ACTION – Call for Agenda Items – Next Meeting: May 15, 2019 – Christine Mayer asked the CWDB members for agenda items suggestions for the next meeting. Brent Neilson asked about having the CWDB meeting outside of Flagstaff soon. Christine suggested this be a discussion item at the next meeting.

Christine Mayer shared a handout regarding changes to the King Street building as provided by Kim Musselman, Director of Special Initiatives for Coconino County. Christine asked for input from Dr. Marie Peoples, Deputy County Manager for Coconino County who reported that the current three departments in the King Street building; Health District, Community Services and Career Center will be integrating into one department, likely to be called Health and Human Services. The goal is to enhance the customer service experience and offer a wider range of services. To keep the CWDB members informed, the County has arranged a meeting on March 15th from 1:30-2:30 at the Coconino Human Resources building in the Bright Angel room. A conference line will be made available to those who cannot attend in person.

7. CALL TO THE PUBLIC – This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Items cannot be acted upon by the Board and comments are limited to three minutes. A call to the public was made by Christine Mayer and received no response. Christine asked if there was a motion to adjourn the meeting. Brent Neilson motioned to adjourn the meeting, which was seconded by Ali Applin. The motion passed unanimously, effectively adjourning the meeting at 3:22pm.