



COCONINO WORKFORCE DEVELOPMENT BOARD
Meeting Minutes
March 3, 2022

WDB Members Present

Marv Beckham
Judy Franz
Beth Caplan
Kelly Hart
Regina Salas
Brent Neilson
John Saltonstall
Kay Leum
Larry Duke Reidhead
Donovan Weidman

Board Staff

Billy Francis
Abby Velazquez

Guests

Sam Briggs
George Ovalle
Michelle Axlund
Kathy Turner
Yanzi Liu
Steve Peru

WDB Members Absent

Aaron Tabor
Deidre Crawley

- i. **CALL TO ORDER** – Agenda items may be taken out of order. Pursuant to A.R.S. 38-431.03(A)(3), the Board may vote to go into executive session for legal advice from its attorney on any item listed on this agenda.
- ii. **PLEDGE OF ALLEGIANCE** – Vice-Chair John Saltonstall led the pledge of allegiance.
- iii. **ROLL CALL** – Executive Director Mr. Billy Francis did the roll call. We had a quorum.
- iv. **MINUTES FROM PREVIOUS MEETINGS** – Minutes of the March 03, 2022, board meeting were provided for the board's review. Donovan Weidman made a motion to approve the minutes of the March 3 board meeting. The motion was seconded by Brent Neilson. With no opposition or abstentions, all members were in favor, and the motion carried unanimously.
- v. **Presentation** -- OEO Workforce Analysis by Sam Briggs, Economist, Office of Economic Opportunity
- vi. **FINANCE UPDATE** – Finance staff Abby Velazquez provided the Workforce Development Area budget updates based on the Amendment 1 to Agreement DI21-002282 with the Arizona Department of Economic Security and WIOA Title IB Service Agreement CCHHS. An expenditure report for the second quarter of FY22 for the Workforce Development Board and contractors was shared and discussed. Ms. Velazquez informed the WFB of the \$140,000 that needs to be spent by the end of the fiscal year on the board side due to the board vacancies over the last several months. Ms. Velazquez explained that funds projected to be unspent would be reallocated for programmatic purposes. The Board approved that the Executive Committee could decide the approval of the transfer of funds.

- vii. **PROGRAM UPDATE** – Program staff George Ovalle provided an overview of the performance of Title 1B under the guidance of HHS. Lisa Black presented at the meeting on her experience working with WIOA, and she completed her CDL training at CCC and Phoenix Truck Driving School. Lisa is now working full-time and is a success story for Coconino County.
- John Saltonstall asked the Title 1B contractor questions on increasing enrollment and work-based learning; he also requested that plan be submitted that would identify an effort to raise the numbers for Coconino County. Beth Caplan asked if there were any trends of people in occupations for a long time now looking to change professions and looking for training?
 - George and Michele explained supportive service and recruitment activities to the Board and agreed to provide an action plan to increase intake to the Vice-Chair and board members.
- viii. **Executive Director Update** – Mr. Billy Francis provided an update on the direction and next steps of the Local Workforce Board and the efforts being made to work with Joy Cone to recruit entry-level workers. Mr. Francis also introduced Yanzi Liu to the Board as the newest member of the Board's administration, serving as the Incoming Administrative Assistant.
- New Committees were introduced to the Board Member which included:**
- One-Stop Committee
 - Finance Committee
- Board members were asked to volunteer to serve on these committees.
- ix. **PUBLIC COMMENT, UPDATES, AND REMINDERS** – No one from the public requested to comment.
- x. **ADJOURNMENT** – The meeting was adjourned at approximately 3:00 p.m.