COCONINO WORKFORCE DEVELOPMENT BOARD  
May 15, 2019

<table>
<thead>
<tr>
<th>WDB Members Present</th>
<th>Career Center Staff</th>
<th>Guests</th>
<th>WDB Members Absent</th>
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<tr>
<td>Beth Caplan</td>
<td>Carol Curtis</td>
<td>Kathy Turner</td>
<td>Ali Applin</td>
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<td>Brent Neilson</td>
<td>Cindy Wilson</td>
<td>David Meyers</td>
<td>Cindy Woodward</td>
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<td>Christine Mayer</td>
<td>Janet Reichel</td>
<td>Regina Salas</td>
<td>Janet Dean</td>
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<td>Coral Evans</td>
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<td>Jeff Springborn</td>
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<td>Deidre Crawley</td>
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<td>Pete Tosi</td>
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<td>Gregory Cross</td>
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<td>Scott Hathcock</td>
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<td>John Saltonstall</td>
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<td>Stacey Salyer</td>
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<td>Judy Franz</td>
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<td>Steve Peru</td>
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<td>Kay Leum</td>
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<td>Marv Beckham</td>
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<td>Paul Ostapuk</td>
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<td>Rich Bowen</td>
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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 February 20, 2019 Meeting (Action Item)** – Brent Neilson made a motion to approve, which was seconded by Kay Leum. 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. Christine Mayer asked which members have requested the new CWDB logo for use on flyers/events since our last meeting. Kay Leum mentioned use on the Page CAMT flyer, Brent Neilson mentioned use on a Business Services Team hiring event and asked if members should forward those flyers to the CWDB staff for archive purposes. Christine Mayer concurred with Brent Neilson and thanked everyone for requesting use of the logo and asking the CWDB to endorse events. Cindy Wilson mentioned that “endorsed by” will be added to the logo.

3. **BOARD BUSINESS**
   
   A. Approval to submit new member application for Regina Salas for appointment to the CWDB by the Board of Supervisors – Christine Mayer invited Regina Salas, who was present, to address the Board and introduce herself. Regina Salas expressed her interest in the CWDB and her workforce involvement in the community. Deidre Crawley motioned to approve submitting Regina Salas’s application to the BOS to recommend appointment, which was seconded by Coral Evans. The motion passed unanimously, effectively approving submittal of Regina Salas’s application to the BOS to recommend appointment to the CWDB.

   B. CWDB Officer Elections – John Saltonstall reviewed the Officer Nomination process while the ballots were collected. There were no write-in candidates on the ballots. The votes were as follows; 11 votes for Christine Mayer for Chair, 11 votes for Steve Peru for Vice-Chair and 11 votes for Beth Caplan for Secretary. Brent Neilson motioned to accept the unanimous ballots for Chair, Vice-Chair
and Secretary, which was seconded by Rich Bowen. The motion passed unanimously, effectively approving Christine Mayer as Chair, Steve Peru as Vice-Chair and Beth Caplan as Secretary beginning July 1, 2019.

4. **WDB AND PARTNER UPDATES:**
   
   **A. Page Update –** Judy Franz handed out lodging/tourism reports and flyers for upcoming events in Page. Occupancy and National Parks visits are down, possibly due to newly imposed fees for park entrance and shuttles. Judy passed around a window sticker that was created for businesses who have four stars or more on Trip Advisor. Judy mentioned a new tour company, two new hotels and another small business opening in Summer 2019. Rich Bowen asked about housing in Page. Judy reported that there is not much available. Kay Leum added that there is a new developer looking into Page and that current housing inventory is low. Many NGS employees who are leaving the area are renting their existing homes, not selling yet. Homes are renting for an average of $2500-$3000 per month. Paul Ostapuk added that an NGS employee who did sell their home, sold it immediately. Rich Bowen asked Kay Leum if Navajo Nation ever put classes at Coconino Community College. Kay reported that classes are in-flow, with a current Culinary Arts class in place. Cindy Wilson added that builders who are interested in the Page area are reporting that there is a lack of workforce to hire and there is no housing for trainers to stay in while working there.

   Paul Ostapuk reported on NGS/SRP – A milestone was met last month by finishing the upcoming planned outages. Major expenses for those planned outages is complete. NGS is ready to supply power for Summer 2019. NGS started with 520 employees and are now down to 130 regular employees. Positions are being back-filled with out of town contractors. By September 2019 all NGS employees will have job offers. There is workforce development retraining being offered for employees and contractors, which will be discussed at the NGS Re-Employment meeting at the PERA Club on May 22nd. Carol Curtis added that the Career Center is convening that meeting. Paul reported that the last train from Peabody Coal will be August 31st, but the plant has stockpile enough coal to use through Fall 2019. NGS does not have an exact date that the coal will last through, but best guess is between November 1st and December 22nd. Decommissioning will possibly take 3 years, but there are 5 years available to finish. That work will be completed by five main contractors (200 workers for years 2 & 3). After the decommissioning, it will be up to the Navajo Nation to develop the land. Carol Curtis added that it has been an honor and privilege to work with SRP and Paul Ostapuk, who are doing a great job with no layoffs for their employees.

   **B. Ground-breaking for new Veteran’s Home –** Coral Evans informed that the ground-breaking will be on June 1st and 11:00 am on Gemini Road. This will be a Skilled Care Facility. The Governor and Veteran Admin Director will both be there. This facility will create 200 (net) new jobs to Flagstaff. Coral also handed out a flyer for an event on May 17th for the Third Friday Eastside Art Xperience being offered at Sunnyside Market of Dreams.

   **C. CWDB Director’s Report –** Carol Curtis reviewed the 2018 Overview handout, which was made by Cindy Wilson and Janet Reichel and offers a clear, easy to read overview of partners, customers and clients served. Carol reviewed the attached letter from James Jayne, Coconino County Manager regarding the King Street Service Re-imagined initiative. Review of a letter of support on behalf of the CWDB for the NAU Ecological Institute who is seeking a grant and this letter gives them 5 points toward that possibility. John Saltonstall offered Board members to attend a meeting on May 21st with an ASU graduate student who is doing their thesis on re-invigorating the forestry industry. Carol
reviewed the ARIZONA@WORK Job Center Certification Follow-up Action Plan, asking to identify members of the Board to be on this team. Carol informed that the One-Stop Operator contract is due to renew, and the OSO RFP will be put out to bid. The CWDB Executive Team will meet after the Board meeting to identify the OSO RFP writing and review team. Beth Caplan mentioned that the job fair at Goodwill last week was wonderful with a lot of people and support staff available to help. Carol added that the Healthcare Job Fair at the One-Stop was also very successful.

D. Business Plan Update – Cindy Wilson reported that the 2017-2021 Business Plan Update was posted online for 30 days without comment. The Plan will be due again in 2021, which we will begin working on in 2020.

E. New ARIZONA@WORK Website – Christine Mayer asked all members to please visit the new website, as indicated to in your Agenda packet, and please consider registering as an employer on that website. Cindy Wilson added that this website is currently in update status and the CWDB information should be on that website by the next Board meeting.

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 reported that according to a CNN article unemployment is at 3.6%, which is the lowest since 1969. Kathy gave a detailed explanation of the One-Stop report. Kathy thanked Beth Caplan for her article in the Flagstaff Business News. Carol Curtis thanked Dr. Turner, who has tripled the number of partners who are driving in for meetings.

B. Adult Education Services (WIOA Title II) at CCC-Quarterly Performance Report – Gregory Cross reminded the Board members that the data on the report in the agenda packet comes directly from the CCC data base, is compiled by Nicholas DelSordi and the numbers are self-explanatory. Greg offered a focus on A+ Certification and CAMT being taught at CCC. CCC is also looking at offering a Caregiving Certificate with Northland Hospice. Carol Curtis offered the Career Center’s help if needed.

C. Coconino County ARIZONA@WORK Business Services Team Update – John Saltonstall reviewed the BST Report, highlighting the Law Enforcement Initiative and Peace Officer Memorial Day today, and Police Week. The Law Enforcement Initiative survey results will be reviewed at the May 21st BST meeting. Marv Beckham thanked John for mentioning the Peace Officer Memorial Day.

6. MEMBERS CALL TO ACTION – Call for Agenda Items – Next Meeting: September 18, 2019 – Christine Mayer explained the reappointment process, with this being the last CWDB meeting before July 1st. Applications will be distributed to members whose term is ending on 6/30/2019. Christine reviewed the required membership sections to include private sector with hiring authority, labor, apprenticeship, community-based organizations, youth employment/education organizations and mandated partners. The following members are terms expire on 6/30/2019 Ali Applin, Beth Caplan, Deidre Crawley, Marv Beckham, Paul Ostapuk and Pete Tosi. Members will receive an application via email to be returned by May 31, 2019 to allow time for member recruitment in the event you choose not to re-apply. Christine Mayer asked the Board to help recruit private sector business people to the Board. Brent Neilson suggested a press-release be done to recruit. Christine thanked Brent for that suggestion. Christine mentioned getting good recruiting information at the NAWB conference which will be shared with the Board at the September meeting. Brent Neilson and John Saltonstall asked if there is digital content that
can be shared with CWDB members through email to assist in recruiting. Christine Mayer confirmed that
digital content can be shared to include information regarding time dedication by members on the Board.

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 David
Meyers with Goodwill requested to report on Goodwill of Central and Northern Arizona becoming a
training entity to employers which includes partnerships with Google, GM and Boeing. Carol Curtis asked
if all Goodwill Centers are changing to a training focus. David clarified that currently only Goodwill of
Central and Northern Arizona are focusing on training. John Saltonstall motioned to adjourn the meeting,
which was seconded by Kay Leum. The motion passed unanimously, effectively adjourning the meeting at
3:21 pm.
Christine Mayer, Chair began the Executive Session at 3:25 pm. to discuss the One-Stop Operator (OSO) Request for Proposal (RFP), identify the OSO scope of work writing team and identify CWDB members to serve on the RFP selection team.

Carol Curtis, Director explained the need to create a new OSO RFP is based on a finding by the state, which then requires the OSO position to be put out to bid by an RFP process. The need to put out an RFP is not based on the current OSO’s performance. To clarify, the current OSO has met and exceeded the current scope of work.

Christine Mayer explained that the RFP process is managed by the Coconino County Procurement team in Finance. The RFP selection team is provided with guidelines and a grade scale/sheet for the RFP selection process. Travel is not needed to review the RFP’s, so selection team members could call in from outlying areas. Paul Ostapuk asked if the OSO decision is based on cost. Carol Curtis clarified that Coconino County is not required to take the lowest bid, but the best proposal submitted. Paul asked how many bidders were sent the RFP and how many were received back last time. Carol clarified that in working with Coconino County Procurement last year, a wide net was cast, and two RFP’s were received. When the RFP is released by Coconino County Procurement in Finance, the RFP selection team will meet again, near the end of June, to identify the bidders. There is a 30-day review period.

The Executive Committee assigned current Career Center employees Abigail Velazquez, Cindy Wilson and Carol Curtis to be the writing team for the RFP. This team will, at the discretion of the Coconino Workforce Development Board, develop the scope of work. Procurement will be done as an RFP to ensure a clear competitive process.

The Executive Committee assigned Christine Mayer, Coral Evans and Paul Ostapuk to serve as the RFP selection team. A Coconino County Finance representative will serve as an advisor.

This Executive Committee Session was adjourned at 3:45 p.m.