



Zafer Genc
Workforce Development Board
Chairperson

700 W. Beale Street
Mailing: P O Box 7000
Kingman, AZ 86402

Phone: (928) 753-0723
Fax: (928) 753-0776
Website: www.mohave.gov

MEETING MINUTES

NOTICE OF PUBLIC MEETING OF THE MOHAVE/LA PAZ WORKFORCE DEVELOPMENT BOARD

April 24, 2025 - 9AM

MOHAVE COUNTY COMMUNITY COLLEGE
BUILDING 400, ROOM 403
2400 AZ-95, BULLHEAD CITY, AZ 86442

JOIN ZOOM MEETING HERE: <https://mohave.zoom.us/j/4218075623>

PURSUANT TO A.R.S. §38-431.02(H), THE PUBLIC WILL HAVE PHYSICAL ACCESS TO THE MEETING PLACE FIFTEEN (15) MINUTES PRIOR TO THE MEETING.

MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD WILL ATTEND EITHER IN PERSON OR BY TELEPHONE CONFERENCE CALL.

Board Members Present: Chairman Zafer Genc, Secretary John Diemer, Amy West, Brandi Rowe, Chandra Johnson, Chonna Marshall, Davy Spurlock, Dru Waggner, Erik Morey, Jean Bishop, Jerry Hardy, John Bennett, Michael Kelly, Mitzi Esgro, Tami Ursenbach, Thomas Taylor, Vicki De Los Reyes, Jason Gee

Board Members Absent: Vice Chair Nancy Campbell, Adam Rodriguez, Allan Bell, Bennett Bratley, Kenda Robinson, Laureen Iannucci, Lisa Brownfield

Others Present: Director Michael Smith, Sara Ungaro, Jason Millin, Ariana Flores, Tracy Biles, Don Martin, Gina Kremper, Jennifer Ericson, Rebecca Cordier, Amy Woods, Regina Weiler, Ryan Esplin, Desiree Hamodey

WORKFORCE DEVELOPMENT BOARD AGENDA (ITEMS 1-29)

1. Discussion and Possible Action Re: Approval of January 23, 2025, Workforce Development Board Meeting Minutes

Director Michael Smith presented the January 23, 2025, Workforce Development Meeting minutes for approval from the Board and asked if there should be any changes made. No Changes were requested.

Motion: Erik Morey made a motion to accept the January 23, 2025, Workforce Development Meeting minutes.

2nd: Thomas Taylor seconded the motion.

Vote: 18/0

2. Discussion and Possible Action Re: Review of Mohave/La Paz Workforce Development Board Attendance, Resignations, Requests for nominations to join the WDB, New/Renewal Appointments by the Board of Supervisors.

- a. Attendance- None
 - Review of Virtual Attendance Protocols
- b. Resignation- None
- c. New Appointment- Jason Gee
- d. Renewals (Due 4th Quarter)-
 - Kirk Lacy- 2-year Term (Non-Renewal)

Director Michael Smith reviewed attendance with the board and inquired if there were any board member that would like to change the Attendance Policy, no changes were requested. Discussion of Kirk Lacy's term ending on 5/16/2025 and he will be stepping down from the board due

to change of responsibilities. Jason Gee was appointed to finish out Kirk Lacy's term. Jason Gee currently serves as the President of the Arizona Occupational Administrators Council, participates in several workforce-related grants as well as serves on the Arizona Community College Coordinating Council (AC4) Workforce and Grants Subcommittees. He has in-depth knowledge of the capacity of the college to train workers and can obtain data regarding the college operations through their institutional research team and would be a great addition to the board.

Motion: Thomas Taylor made a motion to approve the appointment of Jason Gee in place of Kirk Lacy.

2nd: Amy West seconded the motion.

Vote: 18/0

Workforce Development Board Consent Agenda Items 3-13

The following items listed under CONSENT AGENDA will be considered as a group and acted upon by one motion with no separate discussion of said items unless a Board Member so requests. In that event, the item will be removed from the CONSENT AGENDA for separate discussion and action.

- 3. Discussion and Possible Action Re: Review and accept Rapid Response Policy Revisions**
- 4. Discussion and Possible Action Re: Review and accept ETPL Additions for AWC**
- 5. Discussion and Possible Action Re: Review and accept Phoenix Truck Driving ETPL Tuition increase update.**
- 6. Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for (next available months to provide)**
- 7. Discussion and Possible Action Re: Review and approve projecting and forecasting the FY25 Administrative and Program Budgets**
- 8. Discussion and Possible Action Re: Review and accept Mohave/ La Paz County Data Validation Closure Letter PY24**
- 9. Discussion and Possible Action Re: Review and accept WIOA PY2023 Adjusted Levels of Performance**
- 10. Discussion and Possible Action Re: Review and accept EO On-Site Monitoring closure letter for Kingman, Bullhead City and Parker PY 23**
- 11. Discussion and Possible Action Re: Review and accept Mohave La Paz Desk Review Findings & Observations Response Closure Letter PY24**
- 12. Discussion and Possible Action Re: Review and accept WIOA Single Audit Letter**
- 13. Discussion and Possible Action Re: Review and accept 2025 WDB Recertification Updates**

Director Smith pulled agenda item number 4 from the consent items.

Director Michael Smith introduces the EPTL additions for AWC, including a preschool education certificate program, CDL certificate program, HVAC Helper Program, and BB Fiber Optics Technician Credential. He explains that they received communications from AWC and they requested to pull the preschool education certificate from the list as they need to make changes to the program and it will not be ready in time.

Motion: Vicki De Los Reyes made a motion to approve the AWC ETPL Additions for CDL Certificate Program, HVAC Helper Program, and BB Fiber Optics Technician Credential.

2nd: Thomas Taylor seconded the motion.

Vote: 18/0

Director Michael Smith provided an opportunity for the Board to request to pull any of the consent items #3 and #5-13. No items were requested to be pulled for discussion.

Motion: Erik Morey made a motion to approve consent items #3 and #5-13.

2nd: John Bennett seconded the motion.

Vote: 18/0

Workforce Development Board Regular Agenda

14. Discussion and Possible Action Re:

Review and accept Local Workforce Group Report- Construction

Director Michael Smith updated the Board of the Construction Workgroup's progress and informed of the meeting they had in February. Davy Spurlock spoke on how engaging the meeting was and expressed excitement over the participation and discussions had during the meeting around apprenticeships and collaborations.

No Action Taken

15. Discussion and Possible Action Re:

Review and accept Local Workforce Group Report- Healthcare

Chairman Zafer Genc provides an update on the healthcare group's activities, including grant applications and CEO meetings. The board discusses the challenges and opportunities in the healthcare sector, including nursing workforce and residency programs. Tami Ursenbach mentions the Northern Arizona Good Jobs Network grant and its potential impact on healthcare training. Director Michael Smith notes the progress in organizing CEO meetings and the positive feedback from the hospital CEOs.

No Action Taken

16. Discussion and Possible Action Re:

Review and accept Local Workforce Group Report- Manufacturing

Tami Ursenbach reports on the manufacturing group's meetings and the Interplay system's implementation. The board discusses the benefits of the Interplay system for manufacturing training and the potential for expanding its use. Jason Gee highlights the success of the HVAC program using the Interplay system and the upcoming maintenance program at the AMTC. The board considers the flexibility of using the Interplay system for various training needs. Interplay system is a one-year licensing program and can be applied to all the employment sectors.

No Action Taken

17. Discussion and Possible Action Re:

Review and accept Local Workforce Group Report- Transportation/Logistics

Director Michael Smith discusses the transportation group's focus on CDL training and logistics. The board inquires about the HDS Truck Driving School's training schedule and availability for training in the Parker or La Paz region. Amy Woods from HDS Trucking School confirms the training cohort will start in June, and Michael Kelly plans to advertise the program. Jason Gee mentions the upcoming bid process for the HDS contract and the potential for retaining the program.

No Action Taken

18. Discussion and Possible Action Re: Review and accept Proposed Program Suggestions from Performance Review Committee

Director Michael Smith introduces the performance review process and the need for annual reports. John Diemer suggests the one-stop operator research local areas for the annual review. The board discusses the importance of evaluating the effectiveness of training programs and the need for accurate data.

Motion: Erik Morey made a motion to accept Proposed Program Suggestions from Performance Review Committee.

2nd: Thomas Taylor seconded the motion.

Vote: 18/0

19. Discussion and Possible Action Re: Review and reconsideration Incumbent Worker Training Services

Director Michael Smith proposes opening Incumbent Worker Training (IWT) services to all hospitals in the local area as it was previously only approved for KRMC. The Board discusses the benefit that all hospitals can receive from the wound care training and that this will help expend funds in a sector in demand.

Motion: Jean Bishop made a motion to approve incumbent worker trainings to be applied to all hospitals in the Mohave/ La Paz area.

2nd: Vicki De Los Reyes seconded the motion.

Vote: 18/0

20. Discussion and Possible Action Re: Review and accept Funds applied based on Sector Strategies for OID

Sara Ungaro presents the proposed reallocation of funds for sector strategies, focusing on Healthcare & Social Services, Transportation & Logistics, Manufacturing, and Construction.

The board discusses the importance of supporting high-demand sectors and the need for more training providers in these areas. Sara Ungaro requests the funds allocated from Information Technology and Hospitality to be reallocated to Construction, Healthcare & Social Services, Transportation & Logistics to ensure that the remaining funds will be extended where they are needed the most.

Erik Morey asked for clarification as she already has 15% allowance to apply the funds as needed.

Sara Ungaro Clarified that this will allow her to utilize all the funds applied to Information Technology and Hospitality to be reallocated to Construction, Healthcare & Social Services, Manufacturing, Transportation & Logistics not just the 15% allowance. This would only be for the remaining quarter in the fiscal year and will ensure that all the funds will be expended.

Motion: Thomas Taylor made a motion to approve the funds applied to Information Technology and Hospitality to be moved to the remaining four sectors as needed for the remaining quarter in the fiscal year.

2nd: Vicki De Los Reyes seconded the motion.

Vote: 18/0

21. Discussion and Possible Action Re: Review and accept Internal Audit Outcome Synopsis

Sara Ungaro presents the internal audit outcomes, highlighting the need for consistent data entry and training but informed the board that there were no findings.

Motion: Erik Morey made a motion to accept Internal Audit Outcome Synopsis.

2nd: Amy West seconded the motion.

Vote: 18/0

22. Discussion and Possible Action Re: Review and accept 2025-2026 CLEO.

Director Michael Smith presents the changes made to the CLEO agreement for 2025-2026. He highlights the updated signatories for the Mohave County Board of Supervisors.

Motion: Erik Morey made a motion to accept the 2025-2026 CLEO.

2nd: Vicki De Los Reyes seconded the motion.

Vote: 18/0

23. Discussion and Possible Action Re: Review and accept MOU-IFA updates.

Director Michael Smith discussed with the board the changes made to the MOU-IFA which included updated EO Officer to Juliana Demers, updated signatories for partners, new percentages, and verbiage added for how Arizona Western College and Mohave Community Colleges FTEs (Full Time Employees) will be allocated differently from other partners. Instead, these will be allocated for set aside funds due to the funds restrictions for Title II Providers. Director Michael Smith informed the board that they received guidance from the state to continue to use the same template for the MOU-IFA until otherwise notified and/or a new template is provided.

Motion: Erik Morey made a motion to accept the MOU-IFA updates.

2nd: Thomas Taylor seconded the motion.

Vote: 18/0

24. Discussion and Possible Action Re: Review and accept OEO Workforce Evaluation: Arizona's Title I Adult Training Programs

Director Michael Smith presents the workforce evaluation report, highlighting the need for better data collection. Sara Ungaro discusses the challenges of tracking participant outcomes and the importance of accurate data. The board considers the benefits of a comprehensive system for tracking and evaluating workforce programs. The board discusses the potential for legislative action to support the development of a statewide system. Erik Morey suggested to create one uniform letter for each board member to sign and send in to assist in motivation for legislative action.

No Action Taken

25. Discussion and Possible Action Re: Review and accept Virtual Reality (VR)

- **Transfer VR Software contract renewal.**
- **VR Interplay**

This item was tabled by Director Smith for the next meeting.

No Action Taken

26. Discussion and Possible Action Re: Review and accept ITA policy update.

Sara Ungaro presents the changes in the ITA policy. The funding cap was reduced from about 9,500 to 6,000 dollars this is due to funding decreases. Jason Gee questions the sufficiency of the \$6000 funding cap, citing specific programs like CDL and heavy equipment operator that are close to the limit. Sara Ungaro explains that approvals over the policy limit can be made at her discretion as the program manager, but it is not a standard practice. Chairman Zafer Genc confirms that the policy limit applies to all programs and exceptions are rare. Michael Smith emphasizes the importance of leveraging employer contributions to reduce training costs. Amy West mentions various funding sources, including self-pay, FAFSA, employer subsidies, and grants. Michael Smith highlights the need for economic efficiency in training programs to maximize community impact.

Motion: Erik Morey made a motion to accept the MOU-IFA updates.

2nd: Michael Kelly seconded the motion.

Vote: 18/0

27. Discussion and Possible Action Re: Review and accept future WDB meeting dates and locations.

Director Michael Smith presents future workforce development meeting dates and locations, ensuring rotation among cities. No changes were requested.

Motion: Erik Morey made a motion to accept the future WDB meeting dates and locations.

2nd: John Diemer seconded the motion.

Vote: 18/0

28. Discussion and Possible Action Re: Review and accept future Board Retreat

Director Michael Smith proposes a board retreat to discuss local plans, AI integration, and cybersecurity. Chairman Zafer Genc supports the idea, emphasizing the need for board training and collaboration. Jason Gee and other board members express support for productive retreats with clear goals and external speakers. The board agrees to send out a survey to assess the best date, time, and location for the retreat.

No Action Taken

29. Discussion and Possible Action Re: Review and accept PY 2024-2025 Title II report for second quarter.

Mitzi Esgro reviews the Title II reports, noting updates on high school equivalency and new programs. She discusses a grant that was awarded to work with English language learners and the cohort to get them on a pathway to go into an IEP or college program to get them career ready. Mitzi also mentions adding more healthcare programs as well.

Motion: John Diemer made a motion to accept PY 2024-2025 Title II report for second quarter.

2nd: Thomas Taylor seconded the motion.

Vote: 18/0

REPORTS

- **Chair's Report- Zafer Genc**
Chairman Zafer Genc thanks the board members that he has had the opportunity to meet with and expresses the desire to meet with the remaining board members to get to know the board members more. He expresses appreciation for being able to step into this role and will make himself available if any board member should want to meet with him.
- **Director's Report- Director Michael Smith**
Director Michael Smith speaks of a Workforce Development Board Conference that he attended and mentions the next one will be held in Las Vegas. He discusses his opportunities of sharing the great things that are being done in Mohave/ La Paz counties. He thanks Sara Ungaro and her team for all their great work. Director Michael Smith highlights both the Workforce and the Housing and Community Revitalization Division for rallying together and assisting 28 families that were displaced due to a hotel closure.
- **Performance Committee Reports/ Recommendations- John Diemer**
John Diemer announces that he is the new chair for the Performance Review Committee and that their recommendations were addressed previously in this meeting. He states that he will provide a more detailed report in the future.
- **Youth Services Standing Committee Report- Amy West**
Amy West provides updates on youth services, including technical skill assessments, industry credentials, and new CTE counselors. Amy West also discusses partnerships with schools and the

construction of a new building for office space and classrooms.

- **Economic Development Update**
 - **Bennett Bratley-City of Kingman**
No Report given at this time.
 - **Tami Ursenbach- Mohave County**
No Report given at this time.

WORKFORCE DEVELOPMENT BOARD ANNOUNCEMENTS

At this time any Workforce Development Board Member who wishes to share information can come forward with their announcements.

Davy Spurlock discusses the Northern Arizona Contractors Association and its goals, including building an apprenticeship program and providing a vetted contractor list. Jason Gee offers support for the apprenticeship program and expresses interest in collaborating with the association. Sara Ungaro shares her positive experiences with apprenticeships and the importance of a unified approach to workforce development. Board members express support for the apprenticeship program and the association's goals.

CALL TO THE PUBLIC

Pursuant to ARS 38-431.01(H) a public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

No public comments were made at this time.

ADJOURNMENT

With no other topics needing to be discussed, The Chair will adjourn the meeting.
Chairman Zafer Genc adjourned the meeting at 11:20 a.m.