



Zafer Genc
Workforce Development Board
Chairperson

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MEETING MINUTES
NOTICE OF PUBLIC MEETING OF THE
MOHAVE/LA PAZ PERFORMANCE REVIEW COMMITTEE
OCTOBER 10, 2025, 7:00 A.M.
MOHAVE COUNTY COMMUNITY SERVICES
PRICKLY PEAR CONFERENCE ROOM
700 W. BEALE STREET - KINGMAN, ARIZONA
TEAMS MEETING ID: 257 001 875 421 PASSCODE: Tr7Vu9Xw
CALL IN PHONE NUMBER: +1(623) 473-7231 PHONE ID: 523 609 73#

MEMBERS OF THE MOHAVE/LA PAZ PERFORMANCE REVIEW COMMITTEE WILL ATTEND EITHER IN PERSON OR BY TELEPHONE CONFERENCE CALL.

7:00 AM MEETING CALLED TO ORDER WITH ROLL CALL/INTRODUCTION.

ATTENDANCE: John Diemer, Zafer Genc, Brandi Rowe, Davy Spurlock, Mitzi Esagro, Jason Millin, Director Michael Smith, John Binkinz, Lauren McGregor, Desiree Hamodey

ACTION ITEMS: The action items that were discussed can be found below.

- ☐ Evaluate the Arizona Western College location as the affiliate office in Parker.
- ☐ Add Migrant Season Farm Worker questions to the Kiosks to address the system of record issue.
- ☐ Attempt to get the local area removed from the migrant seasonal farmworker designation.
- ☐ Gather reasonable timeframes from each core partner for responding to Atlas referrals at the next core management meeting to bring to the board for approval.

PERFORMANCE REVIEW COMMITTEE AGENDA
(Items 1-12)

1. Discussion and Possible Action Re: Approval of July 11, 2025, Meeting Minutes

Director Michael Smith presented the July 11, 2025, Meeting Minutes to the Performance Review Committee Meeting minutes for review and suggested changes. No suggestions for changes were made by the board.

Motion: Zafer Genc made a motion to approve the July 11, 2025, Meeting Minutes as presented.

2nd: Brandi Rowe seconded the motion.

Vote: Approved 5/0

2. Discussion and Possible Action Re: Review and discuss 2025 Draft Annual Report

Director Michael Smith discussed the draft annual report, mentioning that they are still waiting for additional information from several areas and have received two quotes for design services. Director Michael Smith suggests reviewing each partner's submitted information and discussing it with the group before finalizing the report.

John Diemer provides an overview of Title Three services, including job seeker numbers, resume assistance, job search assistance, UI assistance, job orders, job referrals, job placements, and hiring events.

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Brandi Rowe discusses Vocational Rehabilitation (VR) services, including placements, successful closures, and the types of jobs assisted. She highlights the success stories and referral numbers for the state fiscal year 2025, breaking down placements and successful closures by location.

Director Michael Smith emphasizes the need for a clear picture of the information to be included in the annual report before providing it to designers.

John Diemer and Desiree Hamodey discuss the quotes received for the annual report design, noting the high cost of one quote and the need for a fillable document.

Director Michael Smith suggests that the board partners, including MCC and Wave, should provide their data to create a comprehensive report.

Motion: Zafer Genc made a motion to approve the 2025 Draft Annual Report

2nd: Brandi Rowe seconded the motion.

Vote: Approved 5/0

3. Discussion and Possible Action Re: Review and accept One Stop Operator Report

Jason Millin provides an update on the One Stop operator performance, noting steady progress and increased referrals through Atlas. He discusses the impact of the new cactus system on employment services and the need for better capture of UI clients. Jason Millin highlights the success of recent partner training sessions and the integration of housing resources into employment services. He also mentions the completion of ETPL Monitoring and EO walks.

Motion: Zafer Genc made a motion to approve the One Stop Operator Report

2nd: Brandi Rowe seconded the motion.

Vote: Approved 5/0

4. Discussion and Possible Action Re: Review and accept One Stop Operator Performance Assessment

Director Michael Smith reported that the One Stop Operator, Jason, is performing well, with positive feedback from board members and only one request for increased engagement in La Paz.

No additional comments or support needs were identified by other board members regarding the One Stop Operator's performance.

Appreciation was expressed for the full completion of partner evaluations, highlighting the importance of this collaborative effort and the value of the position.

Motion: Zafer Genc made a motion to approve the One Stop Operator Performance Assessment

2nd: Brandi Rowe seconded the motion.

Vote: Approved 5/0

5. Discussion and Possible Action Re: Review and accept Title IB Report

• Annual Report Closeout PY24

John Binkinz presents the Title One report, highlighting job placements, training completions, and economic impact.

• Review and accept Performance Outcomes Comparison Report for Adult, Dislocated Worker, and youth.

John Binkinz discusses the performance of the adult and youth programs, including WEX participation and GED completion.

• Review and accept Performance Reports for Adult, Dislocated Worker, and Youth.

John Binkinz and John Diemer discuss the impact of the new UI system on job placements and the need for better tracking of participant needs.

Motion: Zafer Genc made a motion to approve the Title IB Report
2nd: Mitzi Esgro seconded the motion.
Vote: Approved 5/0

6. Discussion and Possible Action Re: Review and accept Performance Reports for Business Services, Titles IB and III.

• **TEP (Tailored Employment Plan) Updates**

John Binkinz mentions the team has engaged in specific TEPS aligned with occupations in demand, with the highest activity in construction, followed by manufacturing, the medical field, and transportation. He explains that Business services have maintained continuity and service levels into the current quarter, showing no reduction compared to last year.

John Binkinz provides that detailed information about the employers involved in these TEPS is available upon request for anyone interested.

John Diemer informed that Title III staff inputted 611 job orders into AJC (Arizona Job Connection), resulting in a 28% increase in placements (from 52 to 67), with 60% of veterans receiving services also securing placements.

He reports that over the last quarter, 292 services were provided, including job search assistance, referrals to local partners, and a significant number of customized resume assistance sessions.

John Diemer also informs that the implementation of the new Cactus UI program has increased office foot traffic, leading to more opportunities for job searching and successful job placements despite initial system challenges.

Motion: Zafer Genc made a motion to approve the Performance Reports for Business Services, Titles IB and III.
2nd: Brandi Rowe seconded the motion.
Vote: Approved 5/0

7. Discussion and Possible Action Re: Review and accept Title II Report

Mitzi Esgro presents the Title Two report, highlighting the number of qualified participants, high school equivalency earners, and English language learners.

Mitzi Esgro discusses the challenges of increasing enrollment and the need for better engagement with Arizona at Work.

Motion: Zafer Genc made a motion to approve the Title II Report.
2nd: Brandi Rowe seconded the motion.
Vote: Approved 5/0

8. Discussion and Possible Action Re: Review and accept Title IV Report

Brandi Rowe presents the Title Four report, noting successful case closures, placements, and referrals. She discusses the implementation of a new case management system and ongoing staffing challenges. Brandi Rowe mentions the administration's decision to reduce service frequency in the Parker, La Paz area due to staffing shortages and low referral volume but emphasizes ongoing efforts in recruitment and training. She adds that the decision to reduce service frequency from twice monthly to once monthly will be revisited if staffing stabilizes or referral numbers increase.

Director Michael Smith asks for performance measures for the Mohave/La Paz area compared to the state and nationally.

Brandi Rowe offers to provide state fiscal year 24 and 25 numbers for comparison and suggests including them in the annual report.

Director Michael Smith inquires about the total number of vacancies and positions in the local area.

Brandi Rowe reports current vacancies: one counselor in Kingman, one rehab tech, two sales positions, one on medical leave, and one rehab tech currently in.
Director Michael Smith asks about the total number of FTEs in the local area and the current schedule.
Brandi Rowe explains the current schedule, noting that it changes as staff are covering other offices due to staffing shortages.
Director Michael Smith emphasizes the need for a regular schedule and coordination with the One Stop Operator to inform local partners.
Brandi Rowe agrees to coordinate and ensure the One Stop Operator is informed of any schedule changes.

Motion: Zafer Genc made a motion to approve the Title IV Report.
2nd: John Diemer seconded the motion.
Vote: Approved 5/0

9. Discussion and Possible Action Re: Review and discuss Affiliate Parker Site Location, staff, funding allocations, and participants served

Director Michael Smith discusses the potential relocation of the Parker office and the need for a new site.

The board members evaluated the economic development site, the local library, and Arizona Western College as potential new locations.

Jason Millin recommends Arizona Western College due to its professional and well-navigated space.

The committee agrees to evaluate Arizona Western College further and bring the findings to the next meeting.

Motion: Mitzi Esgro made a motion to approve the evaluation of Arizona Western College as the new Parker location and to bring it before the Workforce Development Board.
2nd: Zafer Genc seconded the motion.
Vote: Approved 5/0

10. Discussion and Possible Action Re: Review and Accept State Monitor Advocate Feedback and Required Revisions to Migrant Seasonal Farm Worker (MSFW) Corrective Action Plan

Director Michael Smith discusses the need for a corrective action plan for the MSFW program.

Jason Millin explains the issues with the current system of record and the need to add MSFW into the Atlas system.

Jason Millin highlights the need for clarity on how the local area is designated as a significant area for MSFW.

The committee discusses the MSFW corrective action plan and agrees to attempt again to get removed from the MSFW designation list.

Motion: Zafer Genc made a motion to approve State Monitor Advocate Feedback and Required Revisions to Migrant Seasonal Farm Worker (MSFW) Corrective Action Plan
2nd: Brandi Rowe seconded the motion.
Vote: Approved 5/0

11. Discussion and Possible Action Re: Review and Accept Local Corrective Actions at Kingman One-Stop & Migrant Seasonal Farm Worker (MSFW) Designation and System Clarification Requests

Director Michael Smith explained that all necessary discussions for this item were covered previously, so no further discussion was needed.

No Action Taken

12. Discussion and Possible Action: Review and accept Local Workforce Area Continued Quality Process Improvement

Jason Millin explains the need for clear definitions of direct linkage and reasonable response times in the MOU.

Director Michael Smith suggests discussing the reasonable response time for partners working remotely.

The committee agrees to gather reasonable timeframes from each title partner at the next core management meeting.

The committee agrees that gathered timeframes will be presented to the Workforce Development Board for approval and inclusion in the new MOU.

The board agrees to gather timeframes at the next core management meeting and present them to the board for approval.

PERFORMANCE REVIEW COMMITTEE ANNOUNCEMENTS

At this time, any Performance Review Committee Member who wish to share information can come forward with their announcements.

No announcements were made at this time.

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 comment was made at this time.

ADJOURNMENT

With no other topics needing to be discussed, The Chairperson will adjourn the meeting.

Meeting was adjourned at 9:09 a.m.