



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 EXECUTIVE COMMITTEE
APRIL 10, 2026 – 11:15 AM – 1:15 PM
MOHAVE COUNTY COMMUNITY SERVICES DEPARTMENT
CONFERENCE ROOM**

**2031 SPAWR CIRCLE, LAKE HAVASU CITY, AZ 86403
TEAMS MEETING ID: 274 317 813 272 33 PASSCODE: 2c4es2pD
CALL IN PHONE NUMBER: +1(623) 473-7231 CONFERENCE ID: 210 468 698#**

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 EXECUTIVE COMMITTEE WILL ATTEND EITHER
IN PERSON OR BY TELEPHONE CONFERENCE CALL.
WORKFORCE EXECUTIVE COMMITTEE MEMBERS:**

Chairman Zafer Genc, Vicechair Nancy Campbell, John Diemer, Tami Ursenbach, Tommy Taylor

ATTENDANCE: Zafer Genc, Nancy Campbell, John Diemer, Tommy Taylor, Tingwei Chavez, Sara Ungaro, John Binkinz, Jason Millin, Lauren McGregor, Desiree Hamodey

ABSENT: Tami Ursenbach

OVERVIEW: The Executive Committee conducted a comprehensive review of administrative, programmatic, and strategic workforce items, approving all major action items presented. Key approvals included board membership updates, audit and data validation closures, policy updates (ETPL and Fraud & Abuse), training program additions, sector funding reallocation, and recommendations from the Performance Review Committee. The Committee confirmed the local area remains in good standing with strong fiscal management, no significant audit findings, and full expenditure of funds projected by year-end.

Strategic discussions focused on strengthening sector-based workforce initiatives, advancing apprenticeship and “earn-and-learn” models, and improving coordination across partners. The Committee also reviewed progress on the MOU/IFA and local plan updates, emphasizing timely completion, cost efficiency, and alignment with state and federal expectations. Emerging priorities included increased use of AI, stronger data-driven decision-making, and positioning the region to remain competitive for future funding tied to performance and outcomes. No public comments were received, and the meeting concluded with clear direction for continued implementation and planning.

ACTION ITEMS: These actionable items were discussed within the meeting:

- Proceed with onboarding of prospective board member (Steve Queen), including completion of background check and collection of a letter of recommendation prior to full Board appointment.
- Move forward with implementation of updated ETPL Policy, including development of provider guidance materials and scheduling of annual provider training.
- Implement updates to the Fraud & Abuse Policy in accordance with state requirements, including revised reporting thresholds and procedures.
- Coordinate support and funding for the Mohave College LPN Step-Out program for approved participants.
- Invite Economic Development Director Tami Ursenbach and a Local First representative to present on the Good Jobs Grant partnership at the upcoming Workforce Development Board meeting.
- Reinforce communication to staff and partners regarding appropriate representation roles and reporting procedures for any unauthorized external engagement.
- Implement standard notification protocol requiring email communication to the Executive Director and core Title leads when external agencies engage with partners.
- Reallocate approximately \$55,000 in unused manufacturing sector funds to healthcare, construction, and transportation/logistics sectors, with staff discretion on distribution.
- Continue development and coordination of sector strategies, including expansion of apprenticeship and “earn-and-learn” models across industries.
- Finalize and circulate the draft MOU/IFA to all partners for review, feedback, and signatures; incorporate any state-required revisions.
- Prepare and present the finalized MOU/IFA package to the Workforce Development Board prior to the June 30 deadline.
- Proceed with drafting and updating the Local Workforce Plan, incorporating sector strategies, AI integration, and alignment with state priorities.
- Prepare and finalize the April 23, 2026, Workforce Development Board agenda, including identified additions and updates.
- Continue implementation of AI tools and training opportunities to enhance staff capacity and service delivery.
- Implement Title III SAVE program procedures and updated Employment Service enrollment and service code practices.

**EXECUTIVE COMMITTEE AGENDA:
(ITEMS 1-17)**

1. Discussion and Possible Action Re: Approval of January 9, 2026, Workforce Executive Committee Meeting Minutes

Director Michael Smith presented the January 9, 2026, Meeting Minutes to the Executive Committee for review and suggested changes. No suggestions for changes were made by the board.

Motion: Nancy Campbell made a motion to approve the January 9, 2026, Meeting Minutes as presented.

2nd: John Diemer seconded the motion.

Vote: Approved 4/0

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

b. Resignation- None

c. New Appointment-Lonnie Lewis Replacement 2-year term

d. Renewals (Due Quarter)- Matt Hall 4-year term

Director Michael Smith noted there were no attendance issues at this time. He reviewed current vacancies and nominations for the Mohave/La Paz Workforce Development Board with the committee.

- He reported that Eric Morey previously resigned and that his resignation had been accepted by the Board at an earlier meeting.
- Director Michael Smith summarized efforts to fill the vacancy, emphasizing the need to meet federal/state requirements for labor representation on the Board.
- Director Smith presented Mr. Steve Queen (American Labor / staffing agency) as a prospective new Board member to fill Eric Morey's position:
 - Mr. Queen is interested and willing to serve and has offices across the three cities, improving geographic representation.
 - His organization is familiar to the area (connection to former staff member Joe Thornberry).
 - A background check has been initiated; a letter of recommendation is still needed.
 - Final appointment will be brought to the full Workforce Development Board once the background check and recommendation letter are complete.
- The Committee also reviewed additional appointment:
- Lonnie Lewis (La Paz) to replace Drew Wagner as organizational representative.
- Director Michael Smith also noted Matt Hall (Star Nursery) as a renewal/replacement for an existing seat.

Motion: John Diemer made a motion to approve the Workforce Development Board membership updates as presented.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 4/0

3. *Discussion and Possible Action Re: Review and accept WIOA Data Validation Closure Letter PY25

The Committee reviewed the WIOA Data Validation Closure Letter for Program Year 2025.

- Director Michael Smith reported that the local area had received the closure letter from the state (QAIA) and that there had been a few items initially outstanding.
- He explained that the requested updates had been completed and returned to the state for review.
- Sara Ungaro clarified that, as of this meeting, the data validation audit is fully closed, with no remaining findings or corrective actions. She noted that this outcome was considered "typical business" for the area.
- There were no questions or concerns raised by Committee members regarding the closure letter or the underlying data validation process.

Motion: John Diemer made a motion to approve the WIOA Data Validation Closure Letter PY25 as presented.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 4/0

4. *Discussion and Possible Action Re: Review and accept WIOA Programmatic Findings & Observations Closure letter-PY25

Director Michael Smith reviewed the WIOA Programmatic Findings and Observations Closure Letter for Program Year 2025 with the committee.

- Director Michael Smith reported that the items identified in the programmatic review related primarily to service management tools (SMTs) and associated documentation requirements.
- He noted that staff had requested additional clarification and guidance from the state on certain aspects of the findings and that meetings are being scheduled with state staff to review those details.
- Director Smith informed the Committee that no further action is required at this time and that the local area is considered in good standing pending receipt of the requested clarification.
- The Committee did not take formal action on this item and, with no questions from members, moved on to the next agenda item.

No Action Taken

5. *Discussion and Possible Action Re: Review and accept Internal Programmatic Audit Synopsis

Director Michael Smith reviewed the synopsis of the recent internal programmatic audit with the committee.

- Sara Ungaro reported that the internal audit is conducted every two years and that the team had, in fact, completed one more recently than required.
- The audit found no major or egregious issues:
 - No instances of ineligible individuals being enrolled.
 - No costly errors or indications that the program was being operated incorrectly.
- The primary findings mirrored those seen statewide and in the recent programmatic review:
 - Staff are highly dedicated but carrying heavy workloads, which leads to missed “minute details” in documentation.
 - An SMT (service management tool) entry and an upload are required for every single service performed, which can be repetitive, time-consuming, and pulls staff away from direct client interaction.
- To address this, management is:
 - Scheduling dedicated time for staff to complete case management and documentation so they can meet compliance requirements without sacrificing client contact.
 - Continuing to use checklists and multiple systems while acknowledging that human error will still occur, but that issues identified are correctable and operational in nature.
- The audit also intentionally sampled files not previously reviewed in state audits or the last internal audit to ensure a broader quality check across staff and cases.
- There were no questions from Committee members.

Motion: John Diemer made a motion to approve the Internal Programmatic Audit Synopsis as presented.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 4/0

6. *Discussion and Possible Action Re: Review and approve projecting and forecasting the FY25 Administrative and Program Budgets

Director Michael Smith reviewed projected spending and budget status for FY25 with the committee.

- He reported that current expenditures are on track, and the area is projected to fully expend all available funds by June 30.
- Director Michael Smith confirmed that, from a budgeting standpoint, “we’re on track, everything’s good” and that no concerns had been identified at this time.
- Director Smith noted that future requests to move funds between budget lines are anticipated, and those adjustments will be brought forward when ready, but no reallocation actions were requested at this meeting.
- This item was presented for transparency and information only; no formal recommendations for changes were made.
- There were no questions or objections from Committee members.

- No motion was required, and the Committee took no formal action on this item.

No Action Taken

7. *Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for December 2025 – February 2026.

Director Michael Smith reviewed the WIOA Title 1B Adult and Dislocated Worker audit and related payment requests for the period December 2025 through February 2026 with the committee.

- He noted that the backup materials reflected all payments made during this period under the WIOA Title 1B Adult and Dislocated Worker programs.
- Members were given the opportunity to ask questions regarding any specific payment or transaction; no questions or concerns were raised.

Motion: John Diemer made a motion to approve the WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for December 2025 – February 2026 as presented.

2nd: Tommy Taylor seconded the motion.

Vote: Approved 4/0

8. Discussion and Possible Action Re: Review and accept ETPL Policy Update

Director Michael Smith reviewed an updated Eligible Training Provider List (ETPL) policy with the committee.

- Director Michael Smith noted that the ETPL policy had been substantially updated and that recommended changes were highlighted in the draft.
 - Sara Ungaro explained that:
 - The prior ETPL policy, originally created in 2016, was over 20 pages long, and even after a 2023 revision remained extensive, confusing, and outdated.
 - The current update scraps the old structure and rebuilds the policy from the ground up, aligning it with:
 - Current state policy,
 - Local policy, and
 - Annual training that will be provided to all local training providers.
 - A new attachment/ “cheat sheet” and monitoring tools will be provided to training providers, along with annual meetings, likely each July, to walk through the requirements.
 - The policy now clearly describes how the local area audits its own ETPL providers, addressing a gap in the prior document.
 - Much of the apprenticeship-specific language has been removed, since apprenticeship programs have their own rules and regulations and should primarily follow those, along with local policy limits; keeping that content in the ETPL policy was redundant.
 - The new document is approximately six pages (versus 20+

previously), retaining only necessary elements such as background and purpose while “cleaning up” and modernizing the rest.

- In response to a question, staff clarified that:
 - Once approved by the Executive Committee and the full Workforce Development Board, the revised document will simply become the new ETPL policy; a separate action to “sunset” the prior version is not required.
 - The revision date will reflect that the entire prior policy has been revised into the new format.
- No concerns or objections were raised by Committee members.

Motion: John Diemer made a motion to approve the ETPL Policy Update as presented.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 4/0

9. Discussion and Possible Action Re: Review and accept Fraud & Abuse Policy Update

Director Michael Smith reviewed the updated Fraud and Abuse Policy with the committee.

- Director Michael Smith reported that, following a recent audit, the state requested updates to the local Fraud and Abuse Policy.
- Staff incorporated additional required language and thresholds, including clarification on reporting procedures and dollar-value triggers for heightened review (notably matters greater than \$50,000).
- The revised document presented to the Committee reflects these new requirements and is intended to bring the local policy into full alignment with current state and federal expectations.
- No questions, concerns, or suggested changes were raised by Committee members.

Motion: John Diemer made a motion to approve the Fraud & Abuse Policy Update as presented.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 4/0

10. Discussion and Possible Action Re: Review and accept Mohave College ETPL addition

• LPN Step Out

Director Michael Smith reviewed an ETPL addition proposal from Mohave College supporting the LPN “step-out” pathway within the existing RN nursing program with the committee.

Director Michael Smith introduced the item, noting that the program comes through the Caring (HPL) partnership and has shown excellent outcomes, including a reported 100% completion rate for participating students so far.

- Sara Ungaro provided additional context:

- Local hospitals and providers had expressed concerns that traditional RN graduates were not “floor-ready” and did not fully meet employer expectations for skills and fit.
- In response, Kearns/Kingman Regional Medical Center and Mohave College collaborated on an LPN step-out model:
 - Students progress from CNA → LPN → RN within a structured pathway.
 - Midway through the RN track, students may “step out” to complete LPN requirements and licensure while remaining in the broader RN pathway.
 - Once they obtain LPN certification, they are hired as LPNs and continue working on the hospital floors while completing their final RN semester(s).
- Outcome Reported:
 - 100% completion of the LPN component among participants.
 - Participants remain employed as LPNs and then successfully transition to complete the RN program.
 - Hospitals report receiving stronger, better-prepared RN candidates, as students gain significant on-the-floor experience and cultural fit during their LPN employment.
- From a timing perspective, even if the pathway extends to two to two-and-a-half years, this is still significantly faster than the six-to-eight-year completion timelines that have been seen historically for some RN students balancing work and school.
- The specific request to the Committee is limited: four students are seeking support. The estimated cost (approximately \$4,000 total) would primarily cover:
 - Testing-related expenses
 - “Flex” support to complete the LPN step-out
 - Assistance to finish the final semester of the RN program
- Committee discussion:
- Zafer Genc and Sara Ungaro discussed how this model differs from traditional “step-out” programs (which historically served students who exited and did not return to complete the RN).
- There was brief discussion of potential regulatory or reporting implications if many RN students opted to step out; however, these concerns were seen as primarily an issue for the college and State Board of Nursing, not a barrier to local support.
- Members agreed that the program:
 - Supports “earn-and-learn” opportunities,
 - Helps address local healthcare workforce shortages, and
 - Aligns with sector strategies in healthcare.

Motion: John Diemer made a motion to approve the Mohave College ETPL addition-LPN Step Out as presented.

2nd: Nancy Campbell seconded the motion.
Vote: Approved 4/0

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

John Diemer reviewed program suggestions forwarded by the Performance Review Committee.

- John Diemer reported that the PRC discussed several process and coordination issues and developed specific recommendations for the Executive Committee and Board. Key PRC suggestions included:
- Good Jobs Grant / Local First Partnership:
 - The PRC recommends that Economic Development Director Tami Ursenbach, along with a Local First representative, be invited to present at the next full Workforce Development Board meeting. The purpose of the presentation is to provide detailed information on the Good Jobs Grant program, including employers served, participants enrolled, assessments and training outcomes, partner roles and responsibilities, and to address potential duplication of services and any conflict-of-interest concerns.
- Clarification of State Representation:
 - The PRC recommends reaffirming that the State Project Manager does not have authority to act as a Business Services Representative (BSR) within the local workforce area and that any future concerns regarding representation or engagement be reported through the appropriate leadership channels.
- External Agency Engagement Protocol:
 - The PRC recommends establishing a standard notification process requiring that, when any outside agency or representative is invited to engage with local workforce partners or Titles, an email notification be sent to the Executive Director and core Title leads (Titles I, II, III, and IV) to ensure coordination, transparency, and alignment.

Motion: Nancy Campbell made a motion to approve the Proposed Program Suggestions from the Performance Review Committee as presented.

2nd: Tommy Taylor seconded the motion.
Vote: Approved 4/0

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

Director Michael Smith confirmed that this agenda item was included as a placeholder only and that there were no updates, proposals, or actions ready for Committee consideration at this time.

No Action Taken

13. Discussion and Possible Action Re: Review and accept Funds applied based

on Sector Strategies for OID

Workforce Manager, Sara Ungaro, reviewed the status of sector-based training funds and considered reallocating unused funds with the committee.

- Sara Ungaro reported that overall spending is on track, with strong utilization in three priority sectors:
 - Construction: Expenditures have exceeded the original sector goal by roughly \$200 due to high demand and extensive upskilling supported by QUEST funding.
 - Healthcare: Approximately \$50,000 of the \$60,000 goal has been expended, with additional upcoming needs (including EMT, paramedic, and LPN step-out supports) expected before June 30.
 - Transportation & Logistics: Around \$20,000 in capacity remains, which staff can readily obligate, particularly through CDL training in response to a national driver shortage.
- Manufacturing sector funds (approximately \$55,000) remain largely unspent:
 - The area initially provided substantial support to manufacturing employers through previous QUEST and upskilling investments, but later many manufacturers reported being too busy to complete trainings and “stepped out” of planned activities.
 - Some local manufacturers are currently so busy that partners and agencies “can’t get in the door,” limiting near-term opportunity to obligate these specific manufacturing funds.
- Sara proposed reallocating the unused \$55,000 from manufacturing back into the three active sectors: healthcare, construction, and transportation/logistics, in order to:
 - Align with current demand and capacity to spend by June 30, and
 - Maximize impact in sectors that are “booming and need the funds right now.”
 - Conceptually, this would raise healthcare to roughly \$80,000 and increase construction and transportation/logistics to the mid-\$60,000 range, though precise figures would continue to be adjusted by staff within allowable limits.
- In discussion, members:
 - Supported the focus on “speculative demand” and getting funds into sectors where credentials can be earned within the remaining three months of the program year.
 - Expressed a preference to grant staff discretion to deploy the \$55,000 across the three sectors, rather than locking in exact dollar amounts by sector, to avoid any funds being returned unused due to rigid line-item limits.
 - Noted that even with the proposed reallocation, staff would still have the usual 15% flexibility to shift funds as needed within allowable parameters.
- After discussion, a motion was made and seconded to:
 - Reallocate the remaining \$55,000 from the manufacturing sector to the other three priority sectors (healthcare, construction, and transportation/logistics), under the discretion

of staff (Workforce Manager and Director) to apply funds where most needed within sector strategies

- Motion:** Nancy Campbell made a motion to reallocate the remaining \$55,000 from the manufacturing sector to the other three priority sectors (healthcare, construction, and transportation/logistics), under the discretion of staff (Workforce Manager and Director) to apply funds where most needed within sector strategies.
- 2nd:** John Diemer seconded the motion.
- Vote:** Approved 4/0

14. Discussion and Possible Action Re: Review and accept Local Workforce Groups Reports

- **Construction**

Nancy Campbell reported significant progress on a construction-focused youth apprenticeship initiative developed in partnership with the state apprenticeship office, CTE coordinators, and local employers. The program, designed as an early-morning school-year model, will officially launch during National Apprenticeship Week and already has student and employer participation across multiple trades, including concrete, cabinetry, plumbing, electrical, HVAC, and mechanics. Program structure includes paid, rotational, hands-on learning experiences across participating employers. Core materials, processes, and partnerships are in place, with ARIZONA@WORK supporting funding coordination and strong interest from potential donors. The model is designed to be scalable and replicable, with early interest from additional sectors and anticipated media coverage to support expansion.
- **Healthcare**

Zafer Genc and Director Michael Smith reported that healthcare sector efforts are currently aligned with the statewide Rural Health Transformation initiative, which includes approximately \$167 million in funding. While funding mechanisms are still being finalized, local efforts are focused on building strong partnerships and coalitions to position the region for competitive proposals. Leadership emphasized the importance of coordination to avoid duplication and strengthen applications. Discussion also included potential future adaptation of “earn-and-learn” models, similar to the construction sector, to provide early exposure and career pathway development within healthcare.
- **Manufacturing**

Director Michael Smith reported ongoing efforts to better coordinate manufacturing sector engagement among partners, including ARIZONA@WORK, KAMMA, and economic development stakeholders. Emphasis was placed on consolidating meetings and initiatives into a more unified structure to reduce employer fatigue and improve participation. While

apprenticeship opportunities and funding benefits were presented to manufacturing stakeholders, interest has been limited, potentially due to lack of decision-maker presence. It is anticipated that successful implementation of apprenticeship models in other sectors, such as construction, may help demonstrate value and increase future engagement.

- **Transportation/Logistics**

Director Michael Smith provided updates on transportation and logistics activities, including adjustments to training delivery models and continued collaboration with training providers. Discussions with new board members and employers highlighted additional workforce needs within the sector. Emerging focus areas include automation, artificial intelligence, and evolving technologies in transportation. Ongoing efforts continue to promote training and workforce development opportunities, particularly in response to persistent demand for CDL drivers and related occupations.

Motion: John Diemer made a motion to approve the Local Workforce Workgroups Reports as presented.
2nd: Nancy Campbell seconded the motion.
Vote: Approved 4/0

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

Director Michael Smith reviewed progress on the development of the Memorandum of Understanding (MOU) and the Infrastructure Funding Agreement (IFA) for the upcoming three-year period with the committee. Staff reported that the MOU has been updated to reflect current requirements and partner information, while the IFA remains more complex due to facility cost allocations and space calculations. The goal is to complete partner review, secure signatures, and obtain full approval by June 30 in accordance with state requirements.

Key Updates:

- Draft MOU will be circulated to all partners following Executive Committee review, with a targeted 10-day turnaround for feedback and signatures.
- IFA development continues, with emphasis on accurate square footage and equitable cost allocation among partners (approximately \$110,000 annually in shared costs).
- Adjustments in Bullhead City include relocating GED services to the college and library to reduce facility costs.
- Updates to Title III and JVSG space allocations are being incorporated to ensure accurate cost distribution.
- Final MOU/IFA package will be presented to the Workforce Development Board for approval prior to submission, with anticipation of possible state revisions.

Motion: John Diemer made a motion to approve the MOU-IFA Updates as presented.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 4/0

16. Discussion and Possible Action Re: Review and accept Local Plan Update Review

- **Strategies for Sectors in Demand**
- **AI Advancement in all Sectors**

Director Michael Smith reviewed the status of the local workforce development plan modification and discussed how to proceed while awaiting final state guidance. Staff explained they compared the current local plan with the draft state plan (using AI to identify gaps and needed updates) and recommended moving forward locally rather than waiting on further state instructions, since the plan is intended to be locally driven.

- The update will incorporate AI/technology, mining, updated labor-market information (LMI), and relevant Governor/state priorities.
- The draft modified plan will be developed now and returned to the Executive Committee and full Board for review and approval, even if minor state-requested edits follow later.
- A motion to move forward with drafting and submitting the local plan modification as discussed was made, seconded, and passed unanimously (no opposition).

Motion: John Diemer made a motion to approve the Local Plan Update Review as presented.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 4/0

17. Discussion and Possible Action Re: Review and accept April 23, 2026, Workforce Development Board Consent Agenda

The Committee reviewed and refined the draft April 23 Workforce Development Board agenda, focusing on ensuring all current actions and presentations are properly captured. Director Michael Smith walked through the items and noted minor template/wording updates as well as a few substantive additions.

Key changes to the proposed April 23 agenda:

- Board Membership / Labor Seat:
 - Add Steve Queen as the proposed labor representative for Workforce Development Board appointment (to move forward once background and recommendation are complete).
- Strategic Topics:
 - Add/clarify a board discussion item on sector strategies in demand and AI advancement in all sectors.
 - Add an agenda item requesting Director Tami Ursenbach / Local First to present at the next Board meeting, including:
 - The performance data previously requested but not fully

- provided, and
 - Updates on the portal and related performance information.
- Waiver Reference:
 - Note that a last-minute waiver item is no longer needed, but the related agenda line may remain as a placeholder until the full Board meets, with staff clarifying that the waiver itself will not move forward.

Motion: John Diemer made a motion to approve the April 23, 2026, Workforce Development Board Consent Agenda as presented and with the changes requested.

2nd: Nancy Campbell seconded the motion.

Vote: Approved 4/0

REPORTS

• **Chair’s Report**

No report given at this time.

• **Director’s Report**

Director Michael Smith provided an update on recent local and state engagement, emerging workforce priorities, and national direction. He highlighted continued efforts to strengthen regional partnerships, adapt to evolving state and federal expectations, and prepare the local workforce system for increased emphasis on performance, innovation, and accountability.

Key Updates:

- Reported on strong regional engagement, including a well-attended Lake Havasu City meeting, and ongoing coordination with state leadership regarding delays in guidance for local plans and MOU/IFAs.
- Encouraged adoption of AI tools and training opportunities (e.g., Microsoft/LinkedIn courses) to enhance staff capacity and service delivery.
- Shared federal updates emphasizing workforce system modernization, stronger performance expectations, and increased direct engagement from U.S. Department of Labor leadership.
- Noted that future funding will likely be more closely tied to outcomes, partnerships, and demonstrated impact.
- Emphasized the importance of data-driven decision-making, cross-partner collaboration, and effectively communicating local success to remain competitive.

EXECUTIVE COMMITTEE ANNOUNCEMENTS

At this time, any Executive Committee Member who wishes to share information can come forward with their announcements.

John Diemer provided a Title III update on implementation of the SAVE program and upcoming changes to Employment Service (ES) processes. He noted that these updates are intended to improve compliance, data accuracy, and alignment of services across programs.

Key Updates:

- Implementation of the SAVE (Systematic Alien Verification for Entitlements) process to verify work authorization for individuals receiving staff-assisted services; resource room access remains unaffected.
- Staff training is underway, with Real ID-compliant identification generally sufficient for verification.
- Upcoming revisions to ES service codes and enrollment practices to ensure only appropriate services trigger enrollment and performance tracking.
- Changes are expected to improve accuracy of performance outcomes by reducing inflated enrollment counts.
- Coordination with Title I will streamline eligibility processes, ensuring work authorization is verified prior to referral.

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 the 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 12:48 p.m.