



Zafer Genc
Workforce Development Board
Chairperson

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MEETING MINUTES

NOTICE OF PUBLIC MEETING OF THE MOHAVE/LA PAZ WORKFORCE EXECUTIVE COMMITTEE April 11, 2025 - 9AM

MOHAVE COUNTY COMMUNITY SERVICES DEPARTMENT
PRICKLY PEAR CONFERENCE ROOM

700 W. BEALE ST, KINGMAN AZ 86401

TEAMS MEETING ID: 254 709 728 286 PASSCODE: M6GX6Qg7

CALL IN PHONE NUMBER: +1(623) 473-7231 CONFERENCE ID: 787 808 69#

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:**

Attendance: Zafer Genc, Nancy Campbell, John Diemer, Tami Ursenbach, Tommy Taylor, Michael Smith, Chris Register, Sara Ungaro, Jason Millin, Tracy Biles, Desiree Hamodey

Absent: None

EXECUTIVE COMMITTEE AGENDA: (ITEMS 1-25)

1. Discussion and Possible Action Re: Approval of January 10, 2025, Workforce Executive Committee Meeting Minutes

Director Michael Smith presented the January 10, 2025, Workforce Executive Committee Meeting Minutes to the Executive Committee. No changes were requested.

Motion: Nancy Campbell made a motion to approve the January 10, 2025, Meeting Minutes

2nd: Tommy Taylor seconded the motion.

Obstain: Tami Ursenbach abstained from the vote.

Vote: 5/0

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)

Chairman Zafer Genc is reviewing attendance, resignations, and new appointments for the Workforce Development Board.

Director Michael Smith discusses the importance of being engaged when attending the meetings and suggested to require cameras to be turned on.

John Diemer, Tommy Taylor and Tami Ursenbach mention the technical difficulty experiences with their cameras they have encountered while attending virtually.

The Executive Committee discusses the importance of having all board members actively engaged,

regardless of whether they attend in person or virtually.

Director Michael Smith mentions the need to have a conversation with a board member who has had an excused absence and an unexcused absence but states there are no other attendance issues at this time.

Director Michael Smith informs the Executive Committee of Kirk Lacy's nonrenewal of board membership as he is leaving his current position.

Jason Gee is introduced as a newly appointed board member, with Director Michael Smith highlighting his engagement and contributions.

Motion: Tami Ursenbach made a motion to approve the appointment of Jason Gee.

2nd: Nancy Campbell seconded the motion.

Vote: 5/0

3. Discussion and Possible Action Re: Rapid Response Policy Revisions

Director Michael Smith turned the floor to Sara Ungaro the rapid response policy revisions, noting that the state has requested additional elements. She explains the changes, including the addition of a tailored employment plan (TEP) and a layoff aversion checklist. The board discusses the importance of having a rapid response plan in place to support employees during layoffs and other workforce disruptions.

Motion: Nancy Campbell made a motion to approve the Rapid Response Policy Revisions.

2nd: John Diemer seconded the motion.

Vote: 5/0

4. Discussion and Possible Action Re: WEX Policy Updates

Director Michael Smith informed the Executive Committee that this item will be pulled from the agenda and that no action is needed.

No Action Taken

5. Discussion and Possible Action Re: ETPL Additions for AWC

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.

Sara Ungaro explains the benefits of the preschool certificate program, including its potential to support early childhood education and childcare needs in the La Paz community. The board discusses the importance of reaching out to local preschools and community organizations to promote the program.

The board discusses the high cost of CDL training at AWC, with a total cost of \$7,195.

Director Michael Smith and Sara Ungaro explain the justification for the cost, including the need for housing and additional resources. They explain this has been two years in process to bring a CDL program to La Paz County and that this would be the only one available.

The Executive Committee discuss the need for both the HVAC Helper and BB Fiber Optics Technician as they are both within the in-demand fields.

The group discusses the cap assigned for each program on the ETPL and possibly revisiting to lower the cap.

Sara Ungaro informs the Executive Committee of the program's thorough vetting process for assisting individuals with these ETPL Programs.

Motion: Nancy Campbell made a motion to approve the ETPL additions for AWC.

2nd: John Diemer seconded the motion.

Vote: 5/0

6. Discussion and Possible Action Re: ETPL Tuition increase update.

Sara Ungaro informs the Executive Committee that Phoenix truck driving has requested an increase on their ETPL Class B admission, or ETPL program for their class B to go up \$500 from \$2,795 to \$3,295. They've seen increase in cost of labor as well as fuel. So, with the trainings, they are compensating that into their tuition coverage.

Motion: Tami Ursenbach made a motion to approve the ETPL tuition increase update.

2nd: Nancy Campbell seconded the motion.

Vote: 5/0

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

Director Michael Smith presented the WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for December – February and asked the committee if they had any questions or would like him to speak on any of the requests for payments. No questions or comments were made by the Executive Committee.

Motion: Tami Ursenbach made a motion to approve the WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for December – February.

2nd: Nancy Campbell seconded the motion.

Vote: 5/0

8. Discussion and Possible Action Re: Review and accept FY25 Administrative Budgets

Director Michael Smith informed the committee that items 8 and 9 will be combined into one item and will be labeled as projecting and forecasting the FY25 Administrative and Program Budgets. He asked the Executive Committee if they had any questions or would like him to speak on the item. The Executive committee had no questions or comments.

Motion: Tommy Taylor made a motion to approve the projecting and forecasting the FY25 Administrative and Program Budgets.

2nd: Nancy Campbell seconded the motion.

Vote: 5/0

9. Discussion and Possible Action Re: Review and accept FY25 Program Budgets

This item was pulled from the agenda.

No Action Taken

10. Discussion and Possible Action Re: Review and accept Local Workforce Group Report-Construction

Vice Chair Nancy Campbell leads the discussion on the construction workforce group, highlighting the success of recent meetings.

Nancy Campbell discusses the success of the meeting, noting over 40 attendees and the involvement of supply chain representatives.

The board discusses the importance of engaging with local businesses and training providers to support the construction sector.

Director Michael Smith emphasizes the need for continued collaboration and support for the construction workforce.

Sara Ungaro talks about the interest in apprenticeship tours and the need to clarify that apprenticeships are not necessarily unionized.

Tami Ursenbach discusses the misconception that apprenticeships are only available through MCC or colleges.

Director Michael Smith suggests creating videos featuring industry leaders to clarify the nature of apprenticeships.

Nancy Campbell shares the success of a local asphalt company in implementing apprenticeships outside of traditional union models.

Nancy Campbell highlights the need for consistent messaging and the involvement of local businesses in apprenticeship programs.

No Action Taken

11. Discussion and Possible Action Re: Review and accept Local Workforce Group Report- Healthcare

Director Michael Smith outlines the healthcare initiatives, including mentorship and preceptor programs.

The discussion includes the need for wound care availability and incumbent worker training.

No Action Taken

12. Discussion and Possible Action Re: Review and accept Local Workforce Group Report- Manufacturing

Tami Ursebach mentions the Northern Arizona Big Jobs Network Grant and the state's goal of achieving 60% certification by 2030.

The need for basic training and IT/cybersecurity training for workforce development is emphasized.

No Action Taken

13. Discussion and Possible Action Re: Review and accept Local Workforce Group Report- Transportation/Logistics

Director Michael Smith highlights the importance of bus drivers and CDL training for transportation logistics. The discussion includes the potential for rail transportation and the need for local businesses to pay for CDL training.

No Action Taken

14. Discussion and Possible Action Re: Review and accept 2025 WDB Recertification Updates

Director Michael Smith informs the Executive Committee that the only request returned was to create a reporting organizational chart which was created. He presented the organizational chart to the Executive Committee.

Motion: Tommy Taylor made a motion to approve the organizational chart as presented.

2nd: John Diemer seconded the motion.

Vote: 5/0

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

Director Michael Smith discusses the performance review committee's suggestion for the One Stop Operator to research and compare what other areas are doing for an annual report with the permission of the Workforce Development Board.

Motion: Tommy Taylor made a motion to approve the Proposed Program Suggestions from Performance Review Committee

2nd: John Diemer seconded the motion.

Vote: 5/0

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

Director Michael Smith discusses the interest from multiple hospitals to be able utilize the incumbent worker training services for wound care training. He mentions that the Workforce Development Board had only approved this training specifically for KRMC and suggests that the board open the trainings to any hospital that is interested as healthcare is a focused sector in-demand.

Motion: Tommy Taylor made a motion to approve incumbent worker training services for all hospitals in Mohave/ La Paz counties to utilize wound care trainings.

2nd: Nancy Campbell seconded the motion.

Vote: 5/0

17. 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 Executive Committee discusses the importance of supporting high-demand sectors and the need for more training providers in these areas.

Director Michael Smith highlights the potential for new training programs in healthcare, including a CNA-MA program and an apprenticeship model.

Sara Ungaro requests the funds allocated to 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.

Motion: Nancy made a motion to approve to reallocate the funds applied for Information Technology and Hospitality to the other four Sectors in Demand.

2nd: Nancy Campbell seconded the motion.

Vote: 5/0

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

Sara Ungaro provides an update on the internal audit, noting no findings. She mentions an observation on the need for more frequent notations regarding contact with participants in which the staff are directed to complete more case reviews to ensure they are being documented properly.

Motion: Nancy Campbell made a motion to approve accept Internal Audit Outcome Synopsis

2nd: John Diemer seconded the motion.

Vote: 5/0

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

Director Michael Smith discusses the MOU with AWC and the allocation of funds for core partners. The importance of the board's vote on the MOU and the potential impact on core partners is highlighted.

Motion: Nancy Campbell made a motion to approve the MOU-IFA updates.

2nd: Tommy Taylor seconded the motion.

Vote: 5/0

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

Director Michael Smith showcased a presentation on the OEO Workforce Evaluation: Arizona's Title I Adult Training Programs. The presentation covered:

- The purpose and scope of the WIOA Title I Adult Training Program Performance Reports (Statewide & Individual)
- Highlight key findings from the evaluation.
- Explain the scoring and rating system for training programs.
- Share next steps.

Director Michael Smith asked the Committee if they had any questions. No questions were asked.

No Action Taken

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

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

Director Michael Smith discusses the potential for virtual reality training and the need to evaluate contracts.

Sara Ungaro mentions the funding limitations for virtual reality training and the focus on wraparound services.

The importance of evaluating training providers and the need for consistent reporting is emphasized. The discussion includes the potential for using free modules from other agencies for virtual training.

No Action Taken

22. Discussion and Possible Action Re: This is a place holder for a possible additionally requested item.

Sara Ungaro requests to add an ITA policy to the agenda and informs she will provide the backup needed for the board.

No Action Taken

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

Director Michael Smith presented a calendar with future WDB meeting dates times and locations. Nancy Campbell requests that calendar events be approved and distributed immediately after its approved in the meeting.

Motion: Nancy Campbell made a motion to approve the proposed calendar with WDB meetings dates, times, and locations

2nd: Tami Ursenbach seconded the motion.

Vote: 5/0

24. Discussion and Possible Action Re: Discuss Future Board Retreat

Director Michael Smith suggests a board retreat to discuss technology, AI, and local planning. The importance of reengaging and reenergizing the board is emphasized. The discussion includes the need for a full-day retreat and the potential timing and location.

Nancy Campbell requests that the retreat does not take place in the month of September as she has plans for that month and would not be able to attend.

Motion: Nancy Campbell made a motion to approve the future board retreat

2nd: Tommy Taylor seconded the motion.

Vote: 5/0

25. Discussion and Possible Action Re: Review and accept April 24, 2025, WDB Agenda

Director Michael Smith proposes condensing items into a consent agenda to streamline the board meeting. The importance of reviewing the board agenda and making necessary changes is emphasized. Changes requested were to remove the agenda items that were pulled, add in the ITA Policy as requested by Sara Ungaro, Change PRC reporting to John Diemer and to condense agenda items into the consent agenda.

Motion: Nancy Campbell made a motion to approve the proposed WDB Agenda for April 24, 2025 with changes requested.

2nd: Tommy Taylor seconded the motion.

Vote: 5/0

REPORTS

• **Chair's Report**

There was no report given by Chairman Zafer Genc.

- **Director's Report**

Director Michael Smith shares updates on networking opportunities and potential grants for veterans. He mentions that the EO report was received with no findings, the Data validation came back great, but notes that there was one finding with the single audit report and this was due to billing not going out in appropriate timing but this was due to it not being received timely but ensured they completed everything correctly on the teams end and had submitted the corrective action plan as well.

EXECUTIVE COMMITTEE ANNOUNCEMENTS

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

No announcements 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 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 comments made by the public.

ADJOURNMENT

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

Chairman Zafer Genc adjourned the meeting at 11:14.