Zafer Genc
Workforce Development Board
Chairperson

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MEETING MINUTES
NOTICE OF PUBLIC MEETING OF THE
MOHAVE/LA PAZ WORKFORCE EXECUTIVE COMMITTEE
JULY 10, 2026 – 11:00 a.m.-1:15 p.m.
MOHAVE COUNTY COMMUNITY SERVICES DEPARTMENT
PRICKLY PEAR CONFERENCE ROOM
700 W. BEALE ST, KINGMAN AZ 86401
TEAMS MEETING ID: 277 290 647 877 950 PASSCODE: ox6fZ7En
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 VIRTUAL CONFERENCE CALL. WORKFORCE EXECUTIVE COMMITTEE MEMBERS:
Chairman Zafer Genc, Vicechair Nancy Campbell, John Diemer, Tami Ursenbach, Tommy Taylor

11:00 AM MEETING CALLED TO ORDER WITH ROLL CALL/INTRODUCTION.
Attendance: Zafer Genc (virtual), Nancy Campbell, John Diemer, Tami Ursenbach, Tommy Taylor
Guests: Michael Smith, Christina Register, Sara Ungaro, Lauren Smith, John Binkinz, Amy McReynolds

Chairperson Genc called the meeting to order at 11:05 a.m. Roll call was conducted, and a quorum was established.

EXECUTIVE COMMITTEE AGENDA:
(ITEMS 1-29)

1. **Discussion and Possible Action Re: Approval of April 10, 2026, Workforce Executive Committee Meeting Minutes**

The Committee reviewed the April 10, 2026 Executive Committee meeting minutes.

Committee Discussion:
- No revisions or corrections were requested
- Members agreed the minutes accurately reflected the actions taken during the previous meeting

Motion: J. Diemer moved to approve the April 10, 2026 meeting minutes
Second: T. Ursenbach Vote: Approved Unanimous (5/0)

Recommendations to the Workforce Development Board - None

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- John Bennett
   b. Resignation- Chandra Johnson, Lisa Brownfield

c. New Appointment- None
d. Renewals (Due Quarter)-None

Staff reviewed Workforce Development Board attendance records, recent resignations, board vacancies, and the status of new appointments and renewals.

Committee Discussion:

- Resignations of Lisa Brownfield and Chandra Johnson were acknowledged
- Attendance records were reviewed, including discussion regarding excused and unexcused absences
- Staff will update attendance records to reflect corrected attendance information
- Members discussed maintaining balanced sector representation, particularly labor representation and occupations in demand
- Organizations represented by departing members will be contacted regarding replacement nominations

Motion: J. Diemer moved to accept the resignations and attendance report
Second: T. Ursenbach Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board

- Accept Board resignations
- Continue recruitment efforts to maintain required sector representation.

3. Discussion and Possible Action Re: Review and reconsider the 50% in-person attendance requirement and explore more flexible virtual participation as well as possible change of meeting dates.

The Committee reviewed the current requirement that Board members attend at least 50% of meetings in-person and considered options for increased flexibility.

Committee Discussion:

- Members discussed travel challenges for representatives in Colorado City, Quartzsite, and other remote communities
- The Committee agreed that in-person participation remains valuable for collaboration
- Members supported allowing exceptions when travel exceeds approximately one hour
- Exceptions will be reviewed on a case-by-case basis by the Executive Committee

Motion: Z. Genc moved to retain the current attendance policy while allowing case-by-case virtual participation exceptions for members required to travel extended distances.
Second: J. Diemer Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Approve the revised attendance guidance.

4. **Discussion and Possible Action Re: Review and approve new proposed meeting dates and locations for committees, WDB meetings for program year 2026.**

   Staff presented proposed meeting dates and locations for Program Year 2026/2027.

   Committee Discussion:
   - November meetings were rescheduled to November 12, 2027, to avoid holiday scheduling conflicts
   - Committee members supported continuing the rotation of meeting locations throughout Mohave and La Paz Counties.
   - Staff will update and distribute the revised meeting calendar

   Motion: Z. Genc moved to approve the revised meeting calendar
   Second: J. Diemer Vote: Approved Unanimous (5/0)

   Recommendation to Workforce Development Board
   Recommend approval of the revised Program Year 2026/2027 meeting calendar.

5. **Discussion and Possible Action Re: Review and accept Program Year 2024 Statistical Adjustment Model (SAM) Levels of Performance**

   Staff presented the Program Year 2024 Statistical Adjustment Model (SAM) Levels for Performance. The Committee reviewed negotiated federal performance measures and the statistical adjustment process used by the State to evaluate local workforce performance.

   Committee Discussion:
   - Staff reported the local workforce area continues to exceed negotiated performance measures
   - The Statistical Adjustment Model reflects local economic conditions and participant characteristics when evaluating performance outcomes
   - Members discussed the continued success of local programs and the impact of exceeding negotiated measures on future performance negotiations

   Motion: J. Diemer moved to accept the Program Year 2024 Statistical Adjustment Model
   Second: T. Taylor Vote: Approved Unanimous (5/0)

   Recommendation to the Workforce Development Board
   Recommend approval of the Program Year 2024 Statistical Adjustment Model.

6. **Discussion and Possible Action Re: Negotiated Levels of Performance Program Year 2026–Program Year 2027**.

   Staff presented the proposed negotiated performance levels from Program Year 2026-2027.

   Committee Discussion:
   - Negotiated performance measures were reviewed for Adult, Dislocated Worker, and Youth Programs

- Members discussed successful negotiations with the State and anticipated increases in future performance expectations
- Staff explained the relationship between historical performance and negotiated targets

Motion: J. Diemer moved to approve the Negotiated Levels of Performance for Program Year 2026-2027
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the Negotiated Levels of Performance.

7. Discussion and Possible Action Re: Review and accept Adult, Dislocated Worker and Youth, Program Services Contract Renewal

Staff presented the annual Program Service Contract Renewal for the Adult, Dislocated Worker, and Youth Programs.

Committee Discussion:

- Annual contract renewal is required to continue WIOA Title IB services
- Staff recommended continued program administration through Mohave County Community Services Department based on demonstrated performance and operational success
- Members agreed continuation of the current service delivery model best supports workforce program goals

Motion: J. Diemer moved to renew the Adult, Dislocated Worker, and Youth Program Contract
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the Program Services Contract Renewal.

8. Discussion and Possible Action Re: Review and approve projecting and forecasting the Fiscal Year 2026 Administrative and Program Budgets

Staff presented projected Fiscal Year 2026 Administrative and Program Budgets for Committee review.

Committee Discussion:

- Budget projections included anticipated revenues, expenditures, carryover funding, and Rapid Response allocations
- Pending invoices for June expenditures were discussed
- Members reviewed current spending trends and year-end projections

Motion: J. Diemer moved to approve the Fiscal Year 2026 Administrative and Program Budgets
Second: T. Ursenbach Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the Fiscal Year 2026 Administrative and Program Budgets.

9. *Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for March-May 2026.

The Committee reviewed Requests for Payment for Adult, Dislocated Worker, and Youth Programs covering March through May 2026.

Committee Discussion:

- Staff reviewed expenditures submitted for reimbursement
- Members confirmed expenditures aligned with approved program activities
- No discrepancies or concerns were identified

Motion: J. Diemer moved to approve the Requests for Payment
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the Requests for Payment for March-May 2026.

10. *Discussion and Possible Action Re: Data Validation closure letter

Staff presented the Data Validation Closure Letter documenting completion of the annual validation process.

Committee Discussion:

- Data Validation activities confirmed compliance with federal reporting requirements
- Members acknowledged successful completion of the review
- No corrective actions were required

Motion: J. Diemer moved to accept the Data Validation Closure Letter
Second: T. Ursenbach Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend acceptance of the Data Validation Closure Letter.

11. Discussion and Possible Action Re: Review and accept Board Member Participation in OJT (On-the-Job Training)

The Committee reviewed Board Member participation in On-the-Job Training (OJT) and apprenticeship related activities.

Committee Discussion:

- Members discussed expanding participation to include apprenticeship and pre-apprenticeship programs
- The proposed version broadens participation opportunities while supporting workforce development initiatives

Motion: J. Diemer moved to approve Board Member participation in OJT, Apprenticeship and Pre-Apprenticeship Programs
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of expanding Board Member participation.

12. Discussion and Possible Action Re: Review and accept LWDB (Local Workforce Development Board) Program Year 2026 Funding Allocations

Staff presented proposed Program Year 2026 funding allocations for the Local Workforce Development Board.

Committee Discussion:

- Funding allocations were reviewed based on projected program needs
- Members discussed maintaining flexibility to address changing workforce priorities and funding opportunities

Motion: J. Diemer moved to approve the Program Year 2026 Funding Allocations
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the Program Year 2026 Funding Allocations.

13. Discussion and Possible Action Re: Review and accept One Stop Operator Contract Renewal.

Staff presented the annual One Stop Operator Contract Renewal.

Committee Discussion:

- The Committee reviewed current One Stop Operator performance
- Members agreed that continuation of the current contract supports ongoing workforce system coordination and oversight.

Motion: J. Diemer moved to approve the One Stop Operator Contract Renewal
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the One Stop Operator Contract Renewal.

14. *Discussion and Possible Action Re: ETPL monitoring

Staff presented the annual ETPL monitoring results and provided an overview of compliance activities for approved training providers.

Committee Discussion:

- ETPL monitoring was completed in accordance with WIOA requirements
- Staff reported providers continue to meet required performance and documentation standards
- The Committee discussed the importance of maintaining accountability and quality assurance for approved training providers

Motion: J. Diemer moved to accept the ETPL Monitoring Report
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend acceptance of the ETPL Monitoring Report.

15. *Discussion and Possible Action Re: ETPL additions

- Mohave College – EMT Program
- Regional Center for Border Health – MOS Program Hybrid

Staff presented proposed additions to the Eligible Training Provider List (ETPL), including Mohave College's EMT Program and Regional Center for Border Health's Medical Office Specialist (MOS) Hybrid Program.

Committee Discussion:

- The Committee reviewed both proposed training programs
- Members supported the addition of Mohave College's EMT Program
- The Regional Center for Border Health MOS Hybrid Program was approved pending receipt of supporting documentation.

Motion: J. Diemer moved to approve the ETPL additions.
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend acceptance of the ETPL Program additions.

16. Discussion and Possible Action Re: Review and accept Supportive Services Policy Updates

Staff presented revisions to the Supportive Services Policy to ensure continued compliance with WIOA requirements and State guidance.

Committee Discussion:

- Updated policy language to align with current State definitions
- Revised supportive service limits based on program utilization
- Removed provisions that were no longer consistent with State policy
- Clarified participant eligibility and documentation requirements

Motion: J. Diemer moved to approve the Supportive Services Policy Updates
Second: T. Ursenbach Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the revised Supportive Services Policy.

17. Discussion and Possible Action Re: Review and Accept Incentives Policy Updates

Staff presented revisions to the Incentives Policy to align with current WIOA guidance and program operations.

Committee Discussion:

- Removed incentives that were no longer utilized
- Updated educational incentive language
- Improved consistency between participant incentives and current program practices

Motion: Mr. Diemer moved to approve the Incentives Policy Updates.
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the revised Incentives Policy.

18. Discussion and Possible Action Re: Review and accept WEX (Work Experience) Policy updates

Staff presented revisions to the Work Experience (WEX) Policy.

Committee Discussion:

- Updated policy language for consistency with Supportive Services
- Clarified allowable participant supports
- Improved alignment with State guidance and internal operating procedures.

Motion: T. Ursenbach moved to approve the WEX Policy Updates
Second: J. Diemer Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the revised Work Experience (WEX) Policy.

19. Discussion and Possible Action Re: Review and accept OJT (On-the-Job Training) Policy updates

Staff presented revisions to the On-the-Job Training Policy.

Committee Discussion:

- Updated apprenticeship language
- Added references to related technical instruction
- Strengthened alignment with supportive service policies
- Clarified employer and participant requirements

Motion: T. Ursenbach moved to approve the OJT Policy Updates
Second: J. Diemer Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the revised OJT Policy.

20. Discussion and Possible Action Re: Conflict of Interest Agreement between Mohave/La Paz Workforce Development Board and Mohave County and revised Chief Local Elected Officials (CLEO) Agreement between the Chief Local Elected Officials for Mohave County and La Paz County and the Mohave/ La Paz Workforce Development Board.

The Committee reviewed revisions to the Conflict of Interest Agreement and the Chief Local Elected Officials (CLEO) Agreement.

Committee Discussion:

- Reviewed updates required for continued governance compliance
- Members discussed maintaining transparency and accountability between Mohave County, La Paz County, and the Workforce Development Board
- Agreements were recommended for continued use

Motion: J. Diemer moved to approve the revised agreements
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the revised agreements.

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

The Committee reviewed recommendations submitted by the Performance Review Committee to improve workforce system coordination and resource utilization.

Committee Discussion:

- Discussed creation of a Business Services Workgroup
- Reviewed staffing and office coverage throughout the local workforce area
- Members supported forwarding both recommendations to the Workforce Development Board for further discussion
- The Committee emphasized improving collaboration among workforce partners while maximizing available resources

Motion: T. Taylor moved to approve the recommendation
Second: T. Ursenbach Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board

- Create a Business Services Workgroup
- Review staffing and office resource allocation throughout the local workforce area

22. Discussion and Possible Action Re: Review and accept Funds applied based on Sector Strategies for OID (Occupations in Demand)

Staff presented proposed funding allocations supporting Occupations in Demand.

Committee Discussion:

- Funding priorities focused on Healthcare, Transportation, Logistics, Construction, Manufacturing, Mining and Natural Resources
- Members supported maintaining flexibility to address emerging workforce needs
- Sector allocations were based upon current labor market information

Motion: J. Diemer moved to approve the Sector Strategy Funding Allocations
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the Sector Strategy Funding Allocations with 15% maneuverability of funds by Workforce Manager, as needed, between sectors.

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

- **Construction – Nancy Campbell**
- **Healthcare - Zafer Genc**
- **Manufacturing - Tami Ursenbach**
- **Transportation/Logistics - Michael Smith**

Representatives from each Local Workforce Group provided updates regarding current initiatives and workforce partnerships.

Committee Discussion:

- Construction: Updates on pre-apprenticeship expansion and community outreach
- Healthcare: Workforce funding updates and healthcare partnerships
- Manufacturing: Collaboration with industry partners and workforce training opportunities
- Transportation & Logistics: Program development, grant opportunities, and workforce placement strategies.

Motion: No formal action required on individual reports beyond acceptance of the agenda item.
Vote: Discussion accepted.

Recommendation to the Workforce Development Board – None (Informational Item)

24. Discussion and Possible Action Re: Review and discuss IT (Information Technology) relevance and AI (Artificial Intelligence) advancement within all Occupations in Demand (OID).

The Committee discussed the growing role of Information Technology and Artificial Intelligence in workforce development.

Committee Discussion:

- Emerging AI technologies supporting career services
- Opportunities to modernize workforce information systems
- Formation of statewide committees addressing AI implementation
- Importance of preparing participants for technology-driven occupations

Motion: None

Recommendation to the Workforce Development Board – None (Informational Item)

25. Discussion and Possible Action Re: Review and accept Ratification of July 2026 through June 2029 MOU-IFA (Memorandum of Understanding – Infrastructure Financial Agreement) updates.

Staff presented the updated Memorandum of Understanding and Infrastructure Funding Agreement for Acceptance.

Committee Discussion:

- Reviewed partner participation
- Discussed final signatures and implementation timeline
- Members supported submission to the State

Motion: J. Diemer moved to accept the MOU-IFA updates.
Second: T. Taylor Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the updated MOU-IFA.

26. Discussion and Possible Action Re: Review and accept the 2027 Local Plan modification draft and timeline.

Staff presented the draft 2027 Local Plan Modification and implementation timeline.

Committee Discussion:

- Reviewed labor market updates
- Updated sector priorities
- Discussed public comment process and State submission timeline
- Members supported completing the modification ahead of required deadlines

Motion: J. Diemer moved to approve the draft and timeline.
Second: T. Ursenbach Vote: Approved Unanimous (5/0)

Recommendation to the Workforce Development Board
Recommend approval of the 2027 Local Plan Modification.

27. Discussion and Possible Action Re: Listening Session in Mohave/La Paz County

Staff discussed plans for the regional Listening Session hosted by the Office of Economic Opportunity.

Committee Discussion:

- Proposed September 2, 2026
- Lake Havasu City selected as the host location
- Coordination with Mohave College and community partners
- Executive Committee members encouraged participation

Motion: None

Recommendation to the Workforce Development Board – None (Informational Item)

28. Discussion and Possible Action Re: Northern Arizona Good Jobs Network (NAGJN) Updates – Director Tami Ursenbach

Director Tami Ursenbach presented updates regarding the Northern Arizona Good Jobs Network grant.

Committee Discussion:

- Reported workforce training outcomes
- Reviewed employer participation
- Discussed incumbent worker training and grant performance
- Identified opportunities to strengthen employer engagement

Motion: None

Recommendation to the Workforce Development Board – None (Informational Item)

29. Discussion and Possible Action Re: Review and accept July 23, 2026, WDB Agenda

The Committee reviewed the proposed July 23, 2026 Workforce Development Board agenda.

Committee Discussion:

- Corrected agenda item numbering
- Updated Requests for Payment date range
- Added discussion of upcoming grant applications
- Members agreed the agenda was ready for Board consideration following the identified revisions

Motion: T. Taylor moved to approve the July 23, 2026 Workforce Development Board agenda, as amended.
Second: J. Diemer Vote: Approved Unanimous (5/0)

REPORTS

- Chair's Report

The Chair had no report and deferred to the Director's Report.

- Director's Report

Director Smith provided an update on the recent WAC Conference, highlighting workforce development initiatives and regional collaboration. The Director also discussed the importance of recognizing local business and workforce achievements and increasing public awareness through press releases and other outreach efforts. The Committee discussed opportunities to highlight these accomplishments and promote Workforce Development Board initiatives within the community.

No Committee action was taken.

EXECUTIVE COMMITTEE ANNOUNCEMENTS

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

No announcements were made.

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 members of the public addressed the committee.)

ADJOURNMENT

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

There being no further business, the meeting was adjourned at 1:07 p.m.