Zafer Genc
Workforce Development Board
Chairperson

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MEETING MINUTES
NOTICE OF PUBLIC MEETING OF THE
MOHAVE/LA PAZ WORKFORCE DEVELOPMENT BOARD
OCTOBER 16, 2025 - 9AM
ARIZONA WESTERN COLLEGE
1109 S GERONIMO AVE.
PARKER, AZ 85344
TEAMS MEETING ID: 224 542 629 458, PASSCODE: Qe7hT7Q9
CALL IN PHONE NUMBER: +1(623) 473-7231 CONFERENCE ID: 364 600 171#

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.

ATTENDANCE: Chairman Zafer Genc, Secretary John Diemer, Adam Rodriguez, Amy West, Bennett Bratley, Brandi Rowe, Chandra Johnson, Chonna Marshall, Davu Spurlock, Dru Waggoner, Jean Bishop, Jerry Hardy, John Bennett, Lisa Brownfield, Michael Kelly, Mike Quinn, Mitzi Esgro, Tami Ursenbach, Tommy Taylor, Vicki De Los Reyes, Director Michael Smith, Sara Ungaro, Lauren McGregor, Amanda Nye, Amanda Coronado, Jason Millin, Randy Hartless, Yanelli Pasillas-Miller, Joe Throneberry, Ryan Walker, Becky Cordier, Tingwei Chavez, Rachel Tashbook, Janice Garza, Linda Branch, Regina Weiler, Cory Madoneczky, Ally Lomeli, Deseret Romero, Ariana Flores, Desiree Hamodey

ABSENT: Vice-Chair Nancy Campbell, Erik Morey, Jason Gee

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

- Bring back drafted version of the Annual Report.
- Finalize the selection of software for the unified business survey and collection process and bring back a proposal to the Board or present a suggestion on improving communication and referrals to prevent business fatigue.
- Provide an update on site location review as well as the MOU and Agreement for proposed Arizona Western College Location in Parker.

PRESENTATION
WORKFORCE ARIZONA COUNCIL STRATEGIC GOAL-HIGH IMPACT TRAINING (HIT)
RACHAEL TASHBOOK and JANICE GARZA

Rachael Tashbook (Arizona Office of Economic Opportunity) and Janice Garza presented on the state's strategic focus on High Impact Training (HIT). The discussion highlighted a new dashboard tool designed to measure the effectiveness of training programs using metrics like completion rates and wage gains. The goal is to increase enrollment in high-quality jobs or training programs to 60% over five years. Data presented showed a gap between program quality and enrollment, underscoring the need for informed training choices. Updates to tools and reports will continue to support evaluation and alignment of training investments with labor market needs.

WORKFORCE DEVELOPMENT BOARD AGENDA
(ITEMS 1-21)

1. **Discussion and Possible Action Re: Approval of July 24, 2025, Workforce Development Board Meeting Minutes**
   Director Michael Smith presented the July 24, 2025, Workforce Development Board meeting minutes for review. There were no requested changes.

Motion:	Chonna Marshall made a motion to approve the July 24, 2025, Meeting Minutes as presented.
2nd:	Adam Rodriguez seconded the motion.
Vote:	Approved 19/0

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- Allan Bell, Laureen Iannucci**
   c. **New Appointment- Matt Hall (Two-year term, Large Business)**
   d. **Renewals- Brandi Rowe**

   Director Michael Smith informed the Board that there were currently no issues with attendance.
   Director Michael Smith reports two resignations: Allan Bell and Laureen Iannucci.
   Director Michael Smith mentions Matt Hall from Star Nursery as a replacement for Laureen Iannucci and reviews his qualifications with the Board.
   Director Michael Smith informs on discussions with Unisource and Allan Bell's potential replacement expressing interest.

Motion:	Mitzi Esgro a motion to approve Mohave/La Paz Workforce Development Board Attendance, Resignations, Requests for nominations to join the WDB, New/Renewal Appointments by the Board of Supervisors as presented.
2nd:	Vicki De Los Reyes seconded the motion.
Vote:	Approved 19/0

Workforce Development Board Consent Agenda Items 3-7

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 the ETPL Mohave-La Paz County Closure Letter PY23**

4. **Discussion and Possible Action Re: Review and accept the ETPL Monitoring**

   - **ETPL Monitor Closure Notification: Embark Trucking**

5. **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**

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

7. **Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for June - August 2025.**
   Chairman Zafer Genc provided an opportunity for the Board to request to pull any of the consent items #3-7 for discussion. No items were requested to be pulled for discussion.

Motion:	Jerry Hardy made a motion to approve consent items #3-7.
2nd:	Mike Quinn seconded the motion.
Vote:	Approved 19/0

Workforce Development Board Regular Agenda

8. **Discussion and Possible Action Re: Review and approve projecting and forecasting the FY26 Administrative and Program Budget.**

   Chairman Zafer Genc moved to review and accept the projection and forecasting of the fiscal year 26 administrative and program budgets.
   Director Michael Smith presents the projected budgets for review and provides an opportunity for questions from the Board members. No questions or comments were made.

Motion:	John Diemer made a motion to approve projecting and forecasting the FY26 Administrative and Program Budget.
2nd:	Amy West seconded the motion.
Vote:	Approved 19/0

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

   Sara Ungaro provides that current workforce sector allocations are Health care at 29%, construction at 25%, and manufacturing at 20%; these figures reflect the Board's set expectations. She states that there has been no new influx of funding or significant changes in distribution, and the provided percentages are based on current labor market information. Sara Ungaro adds that no sectors are close to exceeding any allocation thresholds at this point in the program year, no action is required.

   No Action Taken

10. **Discussion and Possible Action Re: Review and accept MOU-IFA 2025-2027 updates.**

    Director Michael Smith mentions that the Parker Office has changed its hours and may be closing, with ongoing uncertainty about final decisions. Director Michael Smith also discusses recent local developments including the completion of the Bullhead City office remodel and pending updates from the state regarding the approved template to use. Director Michael Smith informs that the MOU-IFA needs to be updated and will be brought back to the Board, with plans to finalize and present changes at the next meeting.

    No Action Taken

11. Discussion and Possible Action Re: Review and accept MOU-WDB Conflict of Interest

Director Michael Smith explains the two-year contract extension, reported quarterly, and updates to the Memorandum of Understanding (MOU) between the Mohave County and the Workforce Development Board.

Motion:	John Diemer made a motion to approve the MOU-WDB Conflict of Interest
2nd:	Jerry Hardy seconded the motion.
Vote:	Approved 19/0

12. Discussion and Possible Action Re: Review and discuss the development of a unified business survey and data collection process across partner organizations.

Director Michael Smith discusses the development of a unified business survey and collection process across partner organizations. He mentions that this was a topic discussed in the 2025 WDB Retreat, and the purpose was to prevent business fatigue from multiple contacts.

Tami Ursenbach explains the need for a centralized system to streamline business outreach and support. She adds that she has researched several companies and has narrowed it down to three companies.

The Board discusses the potential costs and benefits of implementing a new software system.

Chairman Zafer Genc confirms with Tami Ursenbach that she will include the necessary stakeholders in the final selection process before bringing it to the Board for approval.

John Diemer noted that he will vote against funding a data collection process as funding is getting more widely cut and believes funding could be better allocated elsewhere.

Sara Ungaro adds that the focus of this agenda item is to collaboratively explore options for moving forward without committing funds, ensuring no disservice to businesses, with broad agreement from the business-oriented Board.

No Action Taken

13. Discussion and Possible Action Re: Review and accept Board Member OJT (on-the-job training)

Director Michael Smith informed the Board that members and business representatives wishing to participate in on-the-job training (OJT) or apprenticeship programs for reimbursement must formally declare their involvement by stating their company and intention. Several companies, including Mike Quinn (Service General HVAC), Davy Spurlock (Ant Farm Construction), Adam Rodriguez (DOT Foods), and Chandra Johnson (Kingman Regional Medical Center/KRMC) declared intent to run OJT or apprenticeship programs.

Motion:	John Diemer made a motion to approve the Board Member OJT (on-the-job training)
2nd:	Vicki De Los Reyes seconded the motion.
Vote:	Approved 19/0

Sara Ungaro adds that the policy requires transparency, so any Board Member seeking OJT reimbursement must identify their company and cannot vote on their own approval.

Mike Quinn, Davy Spurlock, Adam Rodriguez, and Chandra Johnson rescinded their votes.

Vote: Approved 15/0

Director Michael Smith encouraged Board Members to spread awareness about OJT and apprenticeship opportunities within their sectors.

14. Discussion and Possible Action Re: Review and discuss 2025 WDB Retreat.

Chairman Zafer Genc moves to review and discuss the 2025 Workforce Development Board retreat.
Director Michael Smith provides an overview of the retreat which highlighted incorporating AI in workforce practices, forming a grant committee, and improving collaborative outreach as key goals.
Chairman Zafer Genc confirms that no action is needed and moves to the next item.

No Action Taken

15. Discussion and Possible Action Re: Review and discuss the annual report's content and format.

- **Title IB**
- **Title II**
- **Title III**
- **Title IV**
- **WAVE**
- **Arizona Western College**
- **Mohave College**

Director Michael Smith discussed strategies for the Board's four-year and annual plans, emphasizing the importance of collective input and collaboration. Work on the annual report will ensure partners each have dedicated sections, creating a unified, refillable document to be used and updated annually. Funding for the report is anticipated to be shared among core organizations, with a draft to be reviewed and finalized by the Board before publication. Final approval for the annual report's content, format, and budget will return to the Board for a vote after receiving feedback from all stakeholders.

Motion: Chonna Marshall made a motion to approve the moving forward with an $8,000 budget for the annual report, with one-quarter funded by Community Services and the remaining three-quarters intended to come from local colleges and partners.
2nd: Mike Quinn seconded the motion.

Amy West raised questions about page/layout allocation for different partners, the report's content, and ensuring each organization has appropriate input.
Director Michael Smith provided clarification that the $8,000 only covers report creation; decisions on printing, distribution, and related costs would be addressed separately in the future.
Director Michael Smith held a discussion with the Board members about making the report primarily an electronic document, with optional limited printing for specific purposes like legislative distribution.
Ultimately, the Board decided to withdraw the motion and table the item for further discussion and coordination with all participating colleges and stakeholders before moving forward.

Chonna Marshall and Mike Quinn withdrew their votes, and the decision was made to table this item for the next meeting.

16. **Discussion and Possible Action Re: Review and discuss forming a workgroup to explore grant opportunities.**

Director Michael Smith discusses the formation of a work group to explore grant opportunities and improve grant applications. He suggests that the right people from the executive directors of the colleges or partner organizations should be involved in grant applications.

The formation of the grant work group was tabled for further discussion and Chairman Zafer Genc advises the Board that if they would like to revisit this item in the future, they can ask to have it added back on the agenda.

17. **Discussion and Possible Action Re: Review and accept updates on TEPs (Tailor Employment Plans)**

Sara Ungaro reports on the progress of tailored employment plans, noting a decrease in the number of programs and businesses involved. She discusses the creation of a unified spreadsheet to track the progress of business service teams. Jason Millin notes that it should be called Tailored Employer Plans from now on, not Tailored Employment Plans.

Motion:	John Diemer made a motion to approve updates on TEPs (Tailor Employment Plans)
2nd:	Davy Spurlock seconded the motion.
Vote:	Approved 19/0

18. **Discussion and Possible Action Re: Review and accept Proposed Program Suggestions from Performance Review Committee**
    - **Parker affiliate site location, staff, funding allocations, and participants served.**

Director Michael Smith presents on the exploration of a new office location in Parker, considering various options like the Chamber of Commerce and Arizona College.

The Board discusses the benefits and requirements of each potential location, including space and security.

Motion:	Mitzi Esgro made a motion to approve moving forward with the exploration of Arizona College as a potential site for a new office.
2nd:	Chonna Marshall seconded the motion.
Vote:	Approved 19/0

19. **Discussion and Possible Action Re: Review and Discuss IT relevance and AI advancement in all sectors.**

Director Michael Smith continues the discussion on AI, with members sharing their experiences and the potential impact of AI on their sectors. He emphasizes the importance of staying informed and leveraging AI technologies to improve workforce development efforts.

Director Michael Smith mentions the need to consider training and resources to implement AI effectively and the potential benefits for job seekers and employers.

No Action Taken

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

Director Michael Smith provides the following updates on each of the workgroups.

- The construction group is expanding apprenticeship and pre-apprenticeship opportunities for high school students, involving 13 contractors, and aiming to provide credits, wages, and real-world exposure.
- Healthcare group updates focus on work groups, community improvement planning,

mental health support, and aligning hospital initiatives with tailored equipment plans.

- The manufacturing group is advancing training initiatives, including Interplay, and considering relocating their training center to better serve local businesses and schools.
- Transportation discussions center on CDL (commercial driver's license) training programs and seeking new locations in La Paz for hands-on training opportunities.

No Action Taken

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

Director Michael Smith suggests pausing the incumbent worker training services due to funding uncertainties and discussed the need to preserve funding opportunities for local businesses.

Director Michael Smith notes the 24% reduction in federal funding and the need to seek out future funding opportunities. The decision to leave the fund allocated for other areas is made, and the possibility of revisiting the topic in the future is considered.

No Action Taken

REPORTS

- **Chair's Report- Zafer Genc**

  No Report given at this time.

- **Director's Report- Director Michael Smith**

  Director Michael Smith provides updates on various topics, including the federal government shutdown and its impact on funding. He emphasizes the importance of providing services despite funding challenges.

  Director Michael Smith mentions attending a legislative session and noted the support from local senators for workforce development.

- **Performance Committee Reports/ Recommendations- John Diemer**

  John Diemer discusses the performance reports, including the Annual Report and the Parker location. He mentions audits with issues related to new clients and seasonal farm workers being addressed. The need to improve the response time to referrals and the direct linkage process is discussed. John Diemer introduces Amanda Nye as the new BSR (Business Services Representative) and notes the importance of having the role back.

- **Youth Services Standing Committee Report- Amy West**
- No Report given at this time.

- **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.

Director Michael Smith mentions the grand opening of the new facility for NuCorp.

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.

Joe Thornberry, representing Ant Farm Construction provides observations on the software discussion and the importance of collaboration.

He mentions his experience on chairing the Board in the past and expressed the need for a consistent agenda and for reports to be available before decisions are discussed or made.

ADJOURNMENT

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

Meeting was adjourned at 11:04 a.m.