Zafer Genc
Workforce Development Board
Chairperson

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MEETING MINUTES

NOTICE OF PUBLIC MEETING OF THE
MOHAVE/LA PAZ WORKFORCE EXECUTIVE COMMITTEE
OCTOBER 10, 2025 - 9AM
MOHAVE COUNTY COMMUNITY SERVICES DEPARTMENT
PRICKLY PEAR CONFERENCE ROOM
700 W. BEALE ST, KINGMAN AZ 86401
TEAMS MEETING ID: 228 701 448 515, PASSCODE: UW6N3BS7
CALL IN PHONE NUMBER: +1 (623) 473-7231 CONFERENCE ID: 973 031 507#

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: Chairman Zafer Genc, John Diemer, Tami Ursenbach, Tommy Taylor, Director Michael Smith, Chris Register, Jason Millin, John Binkinz, Lauren McGregor, Tingwei Chavez, Desiree Hamodey

ABSENT: Vice Chair Nancy Campbell

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

- Integrate the tailored employment plans (TEPs) data and outcomes into the Workforce Development Board reporting.
- Explore opportunities to combine the TEPs data and outcomes between WIOA and the County Economic Development Office.
- Provide an update on the software options for the unified business survey and data collection process.
- Review and accept a unified business survey and data collection process across partner organizations.

EXECUTIVE COMMITTEE AGENDA:
(ITEMS 1-22)

1. **Discussion and Possible Action Re: Approval of July 11, 2025, Workforce Executive Committee Meeting Minutes**
Director Michael Smith presented the July 11, 2025, meeting minutes to the Workforce Executive Committee for review and suggested changes. No changes were suggested by the committee.

Motion: Tami Ursenbach made a motion to approve the July 11, 2025, Meeting Minutes as presented.
2nd: Tommy Taylor 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- Allan Bell, Laureen Iannucci**
    c. **New Appointment- Matt Hall- Large Business/Star Nursery (Taking over 2-year Term)**
    d. **Renewals (Due Next Quarter)- Brandi Rowe (4-year term)**

    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:	John Diemer made 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:	Tommy Taylor seconded the motion.
Vote:	Approved 4/0

3. **Discussion and Possible Action Re: Review and accept the ETPL Mohave-La Paz County Closure Letter PY23**

    Director Michael Smith reports that there was an observation reported in not adding the training provider link for Mohave College but reported no findings within this closure letter.

Motion:	Tommy Taylor made a motion to approve the ETPL Mohave-La Paz County Closure Letter PY23
2nd:	Tami Ursenbach seconded the motion.
Vote:	Approved 4/0

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

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

    Director Michael Smith present the ETPL monitoring letter for Embark Trucking for review. Reporting that all documents submitted have been accepted.

Motion:	Tami Ursenbach made a motion to approve the ETPL Monitor Closure Notification- Embark Trucking
2nd:	Tommy Taylor seconded the motion.
Vote:	Approved 4/0

5. **Discussion and Possible Action Re: Review and Accept State Monitor Advocate Feedback and Required Revisions to Migrant Seasonal Farm Worker (MSFW) Corrective Action Plan**
Director Michael Smith discusses the Atlas Kiosk updates requested to include questions for Migrant Seasonal Farm Worker questions. Director Michael Smith mentions that this is a reasonable request and can be added into the Atlas Kiosk.

Motion:	Tommy Taylor made a motion to approve the State Monitor Advocate Feedback and Required Revisions to Migrant Seasonal Farm Worker (MSFW) Corrective Action Plan
2nd:	John Diemer seconded the motion.
Vote:	Approved 4/0

6. **Discussion and Possible Action Re: Review and Accept Local Corrective Actions at Kingman One-Stop & Migrant Seasonal Farm Worker (MSFW) Designation and System Clarification Requests**
Director Michael Smith mentions that all needed discussion for this item was included within the discussion on the previous agenda item and no action was needed for 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 June - August 2025.**
Director Michael Smith explains the procedural review process and the importance of transparency. Chris Register adds that documentation for expenditures can be provided upon request.

Motion:	John Diemer made a motion to approve WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for June - August 2025.
2nd:	Tami Ursenbach seconded the motion.
Vote:	Approved 4/0

8. **Discussion and Possible Action Re: Review and approve projecting and forecasting the FY26 Administrative and Program Budgets**
Chairman Zafer Genc moves to review and accept the projection and forecasting of the fiscal year 26 administrative and program budgets.
Director Michael Smith reports receiving the funding allocation and the impact of the government shutdown.
Director Michael Smith discusses combining two positions into one hybrid position within the community services department to ensure flexibility with funding.

Motion:	Tami Ursenbach made a motion to approve the projecting and forecasting the FY26 Administrative and Program Budgets
2nd:	Tommy Taylor seconded the motion.
Vote:	Approved 4/0

9. **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:	Tommy Taylor seconded the motion.
Vote:	Approved 4/0

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

Chairman Zafer Genc moves to review and approve board member OJT requests.
Director Michael Smith explains the process for board members to request OJT and the need for board approval.
Chairman Zafer Genc notes that no action is needed and moves to the next item.

No Action Taken

11. 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, including discussions on TEPs and AI.
Chairman Zafer Genc confirms that no action is needed and moves to the next item.

No Action Taken

12. Discussion and Possible Action Re: Review and discuss forming a workgroup explore grant opportunities.

Chairman Zafer Genc moves to review and discuss forming a workforce group to explore grant opportunities.
Director Michael Smith expresses concerns about the practicality of a committee approving grant applications.
Tami Ursenbach suggests having individuals look for grants and bring them to the director for review.
Chairman Zafer Genc and Director Michael Smith agree on the need for a group to identify grant opportunities and bring them to the board for approval.

No Action Taken

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

Chairman Zafer Genc moves to review and discuss the development of a unified business survey and data collection process.
Director Michael Smith explains the need for a unified approach to avoid business fatigue.
Tami Ursenbach suggests a software solution to track business interactions and facilitate referrals. She mentions that she has reviewed ten different software options available and has narrowed it down to three, but it has been a great deal of information to sift through.
Director Michael Smith agrees and suggests forming a committee to evaluate the remaining potential software solutions.

No Action Taken

14. Discussion and Possible Action Re: Review and accept updates on TEPs (Tailored Employment Plans)

Director Michael Smith reports progress on tailored employment plans and the importance of data-driven approaches.
John Binkinz provides an update on the number of tailored employment plans created this year.

Motion: Tommy Taylor made a motion to approve the updates on TEPs (Tailored Employment Plans)

2nd: John Diemer seconded the motion.
Vote: Approved 4/0

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 mentioned that the Performance Review Committee meeting identified local needs for core partners and emphasized including Arizona Western College in ongoing discussions. Plans were made for the Director, the chair, and others listed above to collaborate on board comments and incorporate beneficial feedback into the annual report.
Director Michael Smith suggested the annual report to highlight work with Tailored Employment Plans (TEPs) and the Atlas platform, with input invited from additional committee members.

No Action Taken

16. **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.**

Chairman Zafer Genc moves to review and accept the proposed program suggestions from the performance review committee.
Director Michael Smith reports on the selection of potential choice of Arizona Western College as the site for the Parker area.
Chairman Zafer Genc moves to move the item forward to the board as a whole.

Motion:	Tommy Taylor made a motion to approve Proposed Program Suggestions from Performance Review Committee
2nd:	Tami Ursenbach seconded the motion.
Vote:	Approved 4/0

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

Director Michael Smith discussed the importance of integrating artificial intelligence (AI) skills and literacy into workforce development, referencing new federal guidance and ongoing local efforts, including collaboration with educational institutions and businesses. He focuses on using AI tools for efficiency, such as automating meeting notes and exploring future software integrations, while also emphasizing the need for staff and businesses to understand and effectively use AI.
Director Michael Smith also mentions that in the construction sector, progress was reported on pre-apprenticeship programs, partnerships with schools and businesses, and ongoing efforts to expand apprenticeship opportunities and address local workforce needs.
Chairman Zafer Genc mentions the desire to be ahead of AI advancement as much as possible and agrees that this item should be a standing item in all future meetings.

No Action Taken

18. Discussion and Possible Action Re: Review and accept Local Workforce Groups Reports.
Director Michael Smith provides updates on various workforce groups, including construction, transportation/logistics, healthcare, and manufacturing.

Motion: John Diemer made a motion to approve Local Workforce Groups Reports.

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

19. Discussion and Possible Action Re: Review and accept Funds applied based on Sector Strategies for OID
Director Michael Smith mentions that this item is not currently fully prepared and will be presented at the October 16, 2025, Workforce Development Meeting.

No Action Taken

20. Discussion and Possible Action Re: Review and reconsideration Incumbent Worker Training Services
Chairman Zafer Genc moves to review and reconsider incumbent worker training services.
Director Michael Smith reports no applications have been submitted yet.
Zafer Genc moves to move the item forward to the board for further discussion.

No Action Taken

21. Discussion and Possible Action Re: Review and accept MOU-IFA 2025-2027 updates.
Chairman Zafer Genc moves to review and accept the MOU-IFA 2025-2027 updates.
Director Michael Smith provides an update to the MOU-IFA is on hold pending further state guidance, particularly regarding the Parker site, while the current agreement remains in place and a new template is expected.
Director Michael Smith explains the Local areas, including Mohave/ La Paz, are emphasizing the importance of tailoring the MOU-IFA to fit local needs and maintaining the ability to escalate issues to the state if necessary.
Director Michael Smith emphasizes that the process aims to improve clarity and responsiveness among partners, recognizing that organizational changes and turnover require ongoing review and adaptation of the agreement.

No Action Taken

22. Discussion and Possible Action Re: Review and accept October 16, 2025, WDB Agenda
Director Michael Smith presents the proposed October 16, 2025, Workforce Development Board Meeting Agenda.
Tami Ursenbach requests that item 14 be moved up earlier in the agenda as she will need to leave the meeting early and would like to be able to speak on this item.
No further suggestions were made.

Motion: John Diemer made a motion to approve the proposed October 16, 2025, WDB Agenda with the suggested change.

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

REPORTS

- **Chair's Report**

No Report given at this time.

- **Director's Report**

Director Michael Smith attended several events, including the Workforce Symposium, AI conferences, and the AMTC grand opening, and plans to share insights with the board and work groups.
Updates were provided on meetings with the executive committee and DES staff, as well as ongoing discussions about noise and soundproofing issues at the Bullhead City office.
Director Michael Smith noted that while current funding is stable, future funding remains uncertain; additionally, several businesses have recently applied for apprenticeship grants, resulting in four new apprenticeships in the past month.

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 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.

Tami Ursenbach mentioned Lamonco recently held a groundbreaking ceremony for a new building at their site in the industrial park in Kingman. The company, noted as the oldest in the industrial park, is planning a significant expansion after many years in the community. The expansion is expected to create several new jobs once the building is completed, representing positive local economic growth.

ADJOURNMENT

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

Meeting was adjourned at 10:47 a.m.