



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 11, 2025 - 9AM

MOHAVE COUNTY COMMUNITY SERVICES DEPARTMENT
PRICKLY PEAR CONFERENCE ROOM

700 W. BEALE ST, KINGMAN AZ 86401

TEAMS MEETING ID: 274 924 761 733 PASSCODE: ZD7JL2V8

CALL IN PHONE NUMBER: +1(623) 473-7231 CONFERENCE ID: 906 739 664#

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, Vice Chair Nancy Campbell, John Diemer, Tami Ursenbach, Tommy Taylor, Director Michael Smith, Chris Register, Sara Ungaro, Jason Millin, Tracy Biles, Desiree Hamodey

ABSENT: N/A

EXECUTIVE COMMITTEE AGENDA: (ITEMS 1-25)

1. Discussion and Possible Action Re: Approval of April 11, 2025, Workforce Executive Committee Meeting Minutes:

Director Michael Smith initiates the meeting by presenting the April 11, 2025, Executive Committee Meeting minutes to the Committee for review. The Executive Committee approved the minutes from the April 11, 2025, meeting.

Motion: Nancy Campbell motioned to approve the April 11, 2025, Executive Committee Meeting Minutes.

Second: Tommy Taylor seconds the motion.

Vote: Approved 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-** The Board discussed attendance issues, noting that members missed two meetings. Director Michael Smith and Chairman Zafer Genc agreed to contact the board members to have a discussion with them and they will bring it to the full board if there are any issues reported.

- b. **Resignation**-Kenda Robinson. Director Michael Smith presented a resignation letter from Kenda Robinson. He notes a great deal of appreciation of what she had accomplished and had been a valued member of the Workforce Development Board.
- c. **New Appointment**-Michael Quinn (Two Year Term, Construction) HVAC Company. Director Michael Smith presents the Application, CV, background passed letter and letter of recommendation from Becky Fawson, Chamber of Commerce, to the Executive Committee. He notes that Michael Quinn has a successful company with 70+ employees. Chairman Zafer Genc provides that Michael Quinn would be a valuable member to the board as he is currently involved with apprenticeship models and would be about to provide guidance on how to navigate apprenticeships.
- d. **Renewals**-Director Michael Smith discusses with the Committee that Jason Gee took over Kirk Lacy's position on the board just before the Term ended and has agreed to renew for the next two years and that this will need to be added to the agenda. He also notes that Jerry Hardy's renewal is also due within the quarter and has agreed to renew his term for another four years.

Motion: Nancy Campbell motioned 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.

Second: Tami Ursenbach seconds the motion.

Vote: 5/0 Approved

3. Discussion and Possible Action Re: Review and accept Resignation from PRC.

Mr. Bennet Bradley advised he could not commit to PRC meetings, prompting the need to look for a replacement. He has requested to resign at this time from appointment to the Performance Review Committee.

Motion: Tommy Taylor motioned to accept Resignation from PRC.

Second: Tami Ursenbach seconds the motion.

Vote: 5/0 Approved

4. Discussion and Possible Action Re: Review and accept Appointment for PRC.

The Executive Committee members voted to have this item go before the full board for nominations and appointment to the Performance Review Committee.

Unanimous Decision by the Executive Committee to table this item until the next meeting.

5. *Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for March – May 2025.

Director Michael Smith explains the financial transparency of payments and the approval process. Chris Register details the multiple layers of approval for payments for best practices, ensuring no disallowed costs.

Motion: Tami Ursenbach approve WIOA Title IB Adult, Dislocated Worker, and Youth Requests for Payment for March – May 2025

Second: John Diemer seconds the motion.

Vote: 5/0 Approved

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

Director Michael Smith presents the projected budgets for the coming year for the FY25 Administrative and Program budgets. He notes that there will be a lot of funding changes that will happen, but he emphasizes providing transparency.

Motion: Nancy Campbell motions to approve projecting and forecasting the FY25 Administrative and Program Budgets.

Second: John Diemer seconds the motion.

Vote: 5/0 Approved

7. * Discussion and Possible Action Re: PY24 3rd Quarter WIOA Data Validation Letter:

Director Michael Smith explained the Validation Letter, noting there was a single missed element within a participant's demographic which was immediately corrected, passing the data validation audit for the quarter at 100%. He also noted the importance of sharing the practices and ongoing success of the program's efforts through these audits.

Motion: Nancy Campbell motions to approve PY24 3rd Quarter WIOA Data Validation Letter:

Second: John Diemer seconds the motion.

Vote: 5/0 Approved

8. * Discussion and Possible Action Re: Review and accept 2025 WDB Recertification Approval Letter:

Director Michael Smith explains the process of recertification and the importance of board approval. He noted other local areas are still outstanding on these efforts, signifying the best practices exercised in the Mohave-La Paz Workforce Area.

Motion: Tami Ursenbach motioned to approve the 2025 WDB Recertification Approval Letter

Second: Tommy Taylor seconds the motion

Vote: 5/0 Approved

9. *Discussion and Possible Action Re: Review and accept Eligibility Policy Revisions

Sara Ungaro reviewed recent policy revisions related to low-income eligibility and the Adult Program. She explained that changes made at the state level were clarified to ensure consistent understanding and implementation at the local level, with the goal of improving service inclusion.

A significant update included revisions to criteria for identifying at-risk youth who may need additional assistance. Sara highlighted the use of descriptive factors such as low academic performance, behavioral or disciplinary issues, risk of dropping out, poor attendance, and lack of work experience or basic job skills.

She emphasized the importance of keeping these criteria flexible to avoid unintentionally disqualifying individuals. Rather than strictly defining each factor, the intent is to allow for broader interpretation to support more participants.

Chairman Genc thanked Sara for the clarification, noting the importance of ensuring program accessibility.

Motion: John Diemer motioned to approve Eligibility Policy Revisions.

Second: Tommy Taylor seconds the motion.

Vote: 5/0 Approved

10.*Discussion and Possible Action Re: Review and accept Embark Trucking Tuition Changes

- **CDL Program Training Program A & B Tuition Decreases**

Director Michael Smith and Sara Ungaro explain the decrease in the program's tuition costs and its impact on training. In their evaluation and trying to increase traffic at their facility, Embark Trucking lowered their tuition costs.

Class A New Tuition- \$4,450.00

Class B New Tuition- \$3,350.00

Motion: Tami Ursenbach motions to approve the Embark Trucking Tuition Changes.

Second: Nancy Campbell seconds the motion.

Vote: 5/0 Approved

11. Discussion and Possible Action Re: Review and accept Mohave Community College ETPL additions.

Sara Ungaro details the additions and changes provided by Mohave College, including the organizational leadership program which will consolidate a great deal of the leadership excellence series into a credit and multi-certification program.

- **Fire Officer Certification**
- **Fire Academy Tuition Increase**
- **Organizational Leadership**
- **Programs being Removed/Consolidated/Yearly Review**

Motion: John Diemer motions to approve Mohave Community College ETPL additions.

Second: Tami Ursenbach seconds the motion.

Vote: 5/0 Approved

12.Discussion and Possible Action Re: Review and accept ETPL Monitoring

- **ETPL Monitoring Closure Notification- Arizona Western College**
- **ETPL Monitoring Closure Notification- Fort Mohave Mesa Fire Department**
- **Ratification of Internal Audit to Reflect PY23 (previously noted at PY24 was incorrect)**

Sara Ungaro explains the state audit process (quarterly review for providers) and the Programs role in annual monitoring of the Education Training Providers on the local ETPL.

Motion: Nancy Campbell motions to approve the ETPL Monitoring as presented.

Second: Tommy Taylor seconds the motion.

Vote: 5/0 Approved

13. Discussion and Possible Action Re: Review and accept OEO ETPL Report

Director Michael Smith emphasizes the importance of the report for future training and board tools to determine appropriate performing programs to be added to the local ETPL.

No Action Taken.

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

John Diemer discusses the annual reports and the need for board input on the annual report. He presents the previous annual reports for Yavapai and Dallas. John Diemer informs that the recommendation to the Board would be to capture the following elements captured within these

reports:

- Visually Engaging
- Clear and understandable charting
- 10-15 pages capturing clear and concise highlights of return on investment and community impact.

Zafer Genc agrees that the plan should capture similar elements that were included within the Dallas and Yavapai County and adds that the annual report could be used as a great advocacy tool

Motion: Tommy Taylor motions to approve the Proposed Program Suggestions from Performance Review Committee.
Second: Nancy Campbell seconds the motion.
Vote: 5/0 Approved

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

Director Michael Smith and Sara Ungaro discussed the benefits and challenges of incumbent worker training. They reviewed the applicable Code of Federal Regulations, which allows for up to 20 percent of funds to be allocated to this type of training with board approval. Due to the current uncertainty regarding funding allocations for the next two years, they suggested it may be advisable for the Executive Committee and Local Workforce Development Board to wait until the October meeting, when local funding details are expected to be available, before making any decisions.

Unanimous Decision by Board to table this item until the October WDB Meeting.

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

Sara Ungaro presented the sector-driven initiatives and requested board guidance on funding allocation. She shared local labor market projections across six sectors, highlighting growth in Construction, Manufacturing, Healthcare & Social Services, and Transportation & Logistics. Information Technology showed only a 0.01% increase, and Retail/Hospitality needs are generally met through direct job placement. Based on this data, Sara recommended focusing sector strategies on the four high-growth sectors. She also noted that evaluating the performance of training programs within these sectors can help identify which programs yield the best outcomes for participants and the overall success of the program.

Chairman Genc and Vice Chair Campbell advised Sara Ungaro to compile the supporting data and present it to the Local Workforce Development Board (LWDB) for a formalized decision.

Unanimous Decision by Board to table this item until the October WDB Meeting.

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

Various board members provide updates on construction, healthcare, manufacturing, and transportation sectors.

- **Construction**

Nancy Campbell informs the Executive Committee that the Construction Workgroup is exploring an innovative approach to apprenticeship programs by proposing early morning classes starting at 6 AM to accommodate high school and college students. Recognizing that current apprenticeship models don't work well for the construction industry, the group plans to meet with the state apprenticeship program to develop a new model that allows younger students to engage with local businesses earlier in the day. The goal is to address high dropout rates among young construction workers by providing early field exposure and creating a more flexible schedule that could benefit both students and contractors with children. The group aims to implement these changes by the second semester,

potentially partnering with women's apprenticeship programs and creating a roundtable discussion to introduce new directions to local contractors.

- **Healthcare**

Zafer Genc informs the Executive Committee that the Healthcare Workgroup is tackling recruitment, training access, and workforce retention challenges. A major milestone was the successful meeting with hospital CEOs from Mohave and La Paz Counties — a rare and valuable opportunity to begin collaborative regional planning. Key discussions within the workgroup have included grant updates, expansion of behavioral health and caregiver training pathways, and the potential use of paramedics in hospital settings. Members emphasized the need for flexible schedules, competitive pay, and better support for students entering healthcare fields. Apprenticeship models, particularly in behavioral health, are being explored. The group is also considering merging efforts with another similar initiative to maximize impact. Progress continues building training pipelines, improving recruitment strategies, and aligning resources with healthcare system needs.

- **Manufacturing**

Tami Ursenbach informs the Executive Committee that The Manufacturing Workgroup has focused on addressing skills gaps and strengthening the local talent pipeline. While efforts to secure a physical screening site are on hold, alternatives for pre-employment screenings and forklift training have been identified. Employers highlighted soft skills and adaptability as key hiring traits, and Arizona@Work continues to offer résumé support, retraining, and outreach. The NAGJN grant is nearing finalization and will fund a program manager and Interplay Learning access for up to 80 participants. Discussions also included employee engagement strategies, leadership development, and training needs. The group remains committed to workforce sustainability and cross-sector collaboration. The group sent out a survey asking for best times in availability to ensure higher outcomes in attendance.

- **Transportation/Logistics**

Director Michael Smith notes that Laureen Iannucci has asked him to chair the meetings for the Transportation/Logistics workgroups. He informs the Executive Committee that the next meeting will not be held until July 17, 2025, in which he will be able to provide a report to the full board at the July 24, 2025, Workforce Development Board meeting.

Motion: Nancy Campbell motions to approve the Local Workforce Groups Reports.

Second: Tami Ursenbach seconds the motion.

Vote: 5/0 Approved

18. *Discussion and Possible Action Re: Review and discuss 2025 Draft Annual Report.

Director Michael Smith emphasizes the importance of outcome-based information in the report. Motion to remove the item from the agenda and combine it with the PRC discussion is made. This item is required for the PRC.

Motion: John Diemer made a motion to remove this item from the agenda and combine it with the PRC recommendations to the Board.

Second: Tommy Taylor seconds the motion.

Vote: 5/0 Approved

19. *Discussion and Possible Action Re: Review and ratify the CLEO updates.

Michael Smith explains that the CLEO was previously approved and signed then sent to La Paz County for signatures but was met with a requested change in the CLOE. He discusses the change made and that it was taken to the Board of Supervisors and highlights the importance of the CLEO updates and the need for the Workforce Development Board approval.

Motion: Tommy Taylor motions to approve the ratification of the CLEO updates.

Second: Nancy Campbell seconds the motion.

Vote: 5/0 Approved

20.*Discussion and Possible Action Re: Review and accept MOU-IFA 2023-2025 updates.

Director Michael Smith announces the completion of the MOU updates and the need for board approval. Director Michael Smith suggests moving this item to the Consent Item for the full Board.

Motion: Nancy Campbell motions to approve the MOU-IFA 2023-2025 updates.

Second: Tommy Taylor seconds the motion.

Vote: 5/0 Approved

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

Michael Smith shared there will be a new template for public comment, which is better than the current one. He also encourages the board to approve this current template in the interim, until the new template is approved to be utilized. The board discusses and approves the updated MOU IFA 25-27. Director Michael Smith suggests this item should be on the regular agenda.

Motion: Nancy Campbell motions to approve utilizing the current template for the MOU-IFA 2025-2027 template as presented.

Second: Tami Ursenbach seconds the motion.

Vote: 5/0 Approved

22.Discussion and Possible Action Re: Review and discuss Affiliate Parker Site's shared spaces.

Michael Smith expressed concern over the state's reduced access to the Parker affiliate site, which is now only open two days a week from 9:00 a.m. to 3:00 p.m. He suggested exploring alternative locations to better serve the community. Zafer Genc and another Tami Ursenbach agreed on the need to identify more effective service sites. Director Smith stated he will work with community partners to explore options and report back to the board in October.

Motion: Tami Ursenbach motions to approve looking into other options for the Affiliate Parker Site's shared spaces.

Second: Tommy Taylor seconds the motion.

Vote: 5/0 Approved

23. * Discussion and Possible Action Re: Review and accept the Good Jobs Grant updates.

The Director of Mohave County Economic Development, Tami Ursenbach, updates the board on the status of the Good Jobs Grant which is waiting for the Board of Supervisors' approval. The Grant focuses on manufacturing but they can apply it to programs for food service managers, construction, transportation, and small engine repairs in support of Manufacturing. The Executive Committee discusses the impact of funding approvals on various programs and the need for transparency.

Motion: Tommy Taylor motions to approve the Good Jobs Grant updates.

Second: Nancy Campbell Seconds the motion.

Vote: 5/0 Approved

24.Discussion and Possible Action Re: Review and approve WDB Meeting Date move to October 16, 2025

Michael Smith requests to move the Workforce Development Board meeting date to October 16 due to scheduling conflicts.

Motion: John Diemer motions to approve WDB Meeting Date move to October 16, 2025.

Second: Tommy Taylor seconds the motion.

Vote: 5/0 Approved

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

Director Smith will be working to review all current consent agenda items as is. The proposed corrections were to add Jason Gee to the renewals, remove item number 20 and combine it with the suggestions from the PRC, move items 5, 6, 7, 8, 12, 19, and 20 into the consent item and to add updates on the 2025 WDB Retreat Updates. Director Michael Smith informs the Committee that he has reached out and received quotes for a speaker and David Schinder provided the most cost-effective quote. He also informed that a board member will need to sponsor the catering as it will not be in the budget. Tami Ursenbach offered to cover the costs of food with her grant. No other changes were requested for the agenda.

Motion: Tami Ursenbach motions to approve the proposed changes to the July 24, 2025, WDB Agenda.

Second: Tommy Taylor seconds the motion.

Vote: 5/0 Approved

REPORTS

Chair's Report

No report provided at this time.

Director's Report:

Director Michael Smith discusses the importance of tracking outcomes and referrals for housing and vocational rehabilitation programs due to federal budgetary changes.

Michael Smith outlines the agenda for the board retreat, focusing on funding updates, strategic plans, and industry demands. The Executive Committee discusses the logistics of the retreat, including food arrangements and potential sponsorships. Director Michael Smith provides updates on funding applications, including a grant for women apprenticeships and he shares his nomination for a national award, emphasizing the collective efforts of the local workforce area team.

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 Public Comments 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 10:58 a.m.