



Zafer Genc  
Workforce Development Board  
Chairperson

700 W. Beale Street  
Mailing: P O Box 7000  
Kingman, AZ 86402

Phone: (928) 753-0723  
Fax: (928) 753-0776  
Website: [www.mohave.gov](http://www.mohave.gov)

#### MEETING MINUTES

#### NOTICE OF PUBLIC MEETING OF THE MOHAVE/LA PAZ WORKFORCE EXECUTIVE COMMITTEE

JANUARY 09, 2026 – 11:15AM

#### MOHAVE COUNTY COMMUNITY SERVICES DEPARTMENT PRICKLY PEAR CONFERENCE ROOM

700 W. BEALE ST, KINGMAN AZ 86401

TEAMS MEETING ID: 269 090 969 697 1 PASSCODE: Wk9TS2BJ

CALL IN PHONE NUMBER: +1(623) 473-7231 CONFERENCE ID: 671 847 487#

---

**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, Vice Chair Nancy Campbell, John Diemer, Tami Ursenbach, Tommy Taylor**

**ATTENDANCE:** Zafer Genc, Nancy Campbell, John Diemer, Tami Ursenbach, Michael Smith, Chris Register, Amber Kant-Wood, John Binkinz, Jason Millin, Tingwei Chavez, Desiree Hamodey

**ABSENT:** Tommy Taylor

**OVERVIEW:** The Mohave/La Paz Workforce Executive Committee met on January 9, 2026, to review and take action on administrative, fiscal, compliance, and programmatic matters. The Committee approved prior meeting minutes, reviewed board attendance, resignations, and renewal actions, and accepted multiple monitoring and audit updates related to WIOA programs. Several fiscal items were approved, including budget projections, requests for payment, and a ratified transfer of funds. The Committee also reviewed workforce site changes, ETPL updates, local plan and MOU/IFA progress, and recommendations from the Performance Review Committee. Informational updates were provided on sector strategies, local workforce groups, the draft annual report, and upcoming board agenda items. No public comments were received, and the meeting adjourned at 1:21 p.m.

**ACTION ITEMS:** These actionable items were discussed within the meeting.

- Provide drafted acknowledgement letter for Dru Waggoner to the chair for signature and present the acknowledgment to the full board.
- Continue dialog with Eric Morey's organization to confirm whether they will maintain board representation and, if not, work with the Mohave County Board of Supervisors chair to find and propose a replacement
- Prepare corrected transfer-of-funds letter reflecting the updated dollar amount, obtain the chairman's signature, and present the transfer for ratification at the next full board meeting
- Update the MOU/IFA template to incorporate the new state template, confirm partner FTE and resource allocations, and collect any partner requested changes (partners asked to provide suggestions by January 6)
- Form a committee to review the MOU/IFA and evaluate local area needs (assemble core partners and board members for the committee and present the committee recommendation to the board)
- Confirm Jean Bishop's current affiliation/status for board composition, connect

- the La Paz candidate with the chair for concurrence, and bring any recommended appointment to the Board of Supervisors for approval
- Continue working on the draft annual report, obtain the state's annual report for comparison, finalize the draft, and present the annual report and proposed marketing/printing budget to the board
- Schedule and conduct Atlas training sessions to bring staff and partners onto the Atlas platform and coordinate Atlas use for improved partner collaboration
- Bring the Performance Review Committee's recommendation for improved business-services collaboration to the board and promote partner participation in the Atlas meeting scheduled for February 20 along with suggesting meeting location change
- Provide the manufacturers workgroup update including the names of the two manufacturer co-chairs and submit the manufacturers' report and next steps to the board after gathering the co-chair details

**EXECUTIVE COMMITTEE AGENDA:**  
**(ITEMS 1-22)**

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

- Director Michael Smith presented the October 10, 2025, Meeting Minutes to the Executive Committee for review and suggested changes. No suggestions for changes were made by the board.

**Motion:** Nancy Campbell made a motion to approve the October 10, 2025, Meeting Minutes as presented.

**2<sup>nd</sup>:** John Diemer 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**

- Director Michael Smith discusses the importance of board members attending at least two regular in-person meetings per year.
- Director Michael Smith highlights the attendance log, noting that some board members have missed meetings, which affects quorum.
- Nancy Campbell reviews the attendance data, noting her own two excused absences and expressing concern about maintaining high attendance.
- Nancy Campbell reflects on her busy schedule and the challenges of balancing multiple responsibilities.
- Director Michael Smith acknowledges Campbell's high attendance and commitment, noting her involvement in additional meetings and activities.
- The board discusses the possibility of sending formal letters or emails to board members with attendance issues but decide phone calls to the members is sufficient.

**b. Resignations- Dru Waggoner effective 12/31/25, Erik Morey effective 12/16/25**

- Director Michael Smith mentions the resignations of Dru Waggoner and Erik Morey and the need to find replacements for the board and places emphasis on finding representatives for the board sectors they represented.
- Director Michael Smith provides details on the resignations of Dru Waggoner and Erik Morey, noting their contributions to the board.

**c. New Appointment- None**

- The committee discusses the process of finding replacements, emphasizing the need for board members within the specified sectors.
- Director Michael Smith recommends accepting the resignations and moving forward with the replacement process.

**d. Renewals (Due Quarter)- Chandra Johnson 4-year Term**

- Director Michael Smith notes that Chandra Johnson's term is to be renewed from a 2-year term to a 4-year term.

**Motion:** John Diemer made a motion to approve the Mohave/La Paz Workforce Development Board Attendance, Resignations, Renewal and Request to move forward with the replacement processes as stated

**2<sup>nd</sup>:** Nancy Campbell seconded the motion.

**Vote:** Approved 4/0

**3. \*Discussion and Possible Action Re: Review and accept WIOA Data Validation Closure Letter PY24, 4<sup>th</sup> Quarter**

- Director Michael Smith presented the WIOA Data Validation Closure Letter for PY24, 4<sup>th</sup> quarter and noted that there were no outstanding issues.

**Motion:** John Diemer made a motion to approve the WIOA Data Validation Closure Letter PY24, 4<sup>th</sup> Quarter

**2<sup>nd</sup>:** Nancy Campbell seconded the motion.

**Vote:** Approved 4/0

**4. \*Discussion and Possible Action Re: Review and accept Internal Programmatic Audit**

- Director Michael Smith informs the committee of the internal programmatic audit which is currently ongoing and will be presented to the full board when completed.

**No Action Taken**

**5. \*Discussion and Possible Action Re: Review and accept WIOA Desk Review File Request PY25**

- Director Michael Smith provides updates on the WIOA desk review for the current fiscal year, noting no feedback from the state yet.

**No Action Taken**

**6. \*Discussion and Possible Action Re: Review and accept 2026 Title IA Monitoring Updates**

- Director Michael Smith provides update on submitting all required Title IA monitoring documents before deadline. He was told that he is all set, and they will email him if there is any feedback received.

**No Action Taken**

**7. \*Discussion and Possible Action Re: Review and accept the ETPL Monitoring  
• Regional Center for Border Health, Inc.**

- Director Michael Smith reported that during ETPL monitoring, some required information had not been entered by Regional Center for Border Health.
- Since then, the organization entered all missing information and is now fully compliant.

**No Action Taken**

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

- Director Michael Smith reviewed the Title IB Program and Administrative budgets noting the

need for Board Approval.

**Motion:** Nancy Campbell made a motion to approve projecting and forecasting the FY25 Administrative and Program Budgets  
**2<sup>nd</sup>:** John Diemer seconded the motion.  
**Vote:** Approved 4/0

- Chris Register makes note that the agenda should read as "Review and approve projecting and forecasting the FY26 Administrative and Program Budgets"

**Motion:** Nancy Campbell amended the motion to approve projecting and forecasting the FY26 Administrative and Program Budgets  
**2<sup>nd</sup>:** John Diemer seconded the motion.  
**Vote:** Approved 4/0

**9. \*Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for September-November 2025.**

- Director Michael Smith presents the WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for September-November 2025 to the committee for review and provides an opportunity for questions or concerns. No comments or questions were made.

**Motion:** John Diemer made a motion to approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for September-November 2025.  
**2<sup>nd</sup>:** Nancy Campbell seconded the motion.  
**Vote:** Approved 4/0

**10. Discussion and Possible Action Re: Review and accept ratification of transfer of funds from Dislocated Worker to Adult Program for PY24 FY25**

- Director Michael Smith reported that after the previously approved transfer request was submitted, an invoice reduced the actual transfer amount, causing a mismatch between the board-approved figure and the signed request. Due to this discrepancy, the item required re-approval.
- He explains that given low dislocated worker demand, he recommended proceeding with the transfer at the updated (lower) amount.
- A new letter with the corrected dollar figure will be prepared for the chair's signature and taken to the full board for ratification.

**Motion:** John Diemer made a motion to approve the ratification of transfer of funds from Dislocated Worker to Adult Program for PY24 FY25.  
**2<sup>nd</sup>:** Nancy Campbell seconded the motion.  
**Vote:** Approved 4/0

**11. Discussion and Possible Action Re: Review and accept ETPL Update Tuition Increase for Quartzite Fire I & II**

- Director Michael Smith informs the committee there was a tuition increase for Quartzite Fire I and II
- Previous cost: \$3,700
- New total program cost: \$4,200
- The additional \$500 is for turnout gear rentals / books and supplies that were not included previously.
- The committee reviews and accepts the tuition increase, noting the need for alignment with other fire departments.

**Motion:** John Diemer made a motion to accept ETPL Update Tuition Increase for Quartzite Fire I & II  
**2<sup>nd</sup>:** Nancy Campbell seconded the motion.  
**Vote:** Approved 4/0

## **12. Discussion and Possible Action Re: Review and accept Arizona Western College as Parker Site Location.**

- Director Michael Smith discusses the results of the review of Arizona Western College as the new site for the Parker location.
- Director Smith reported that Arizona Western College's Parker campus will provide space (including two cubicles and access to computer areas) at no cost, saving approximately \$9,406 annually in rent while strengthening partnerships with AWC, expanding flexibility for appointments and events, and improving client access to education-linked workforce services.

**Motion:** John Diemer made a motion to accept Arizona Western College as Parker Site Location.  
**2<sup>nd</sup>:** Nancy Campbell seconded the motion.  
**Vote:** Approved 4/0

## **13. Discussion and Possible Action Re: Review and accept Removal of Parker Affiliate Site Designation**

- Director Michael Smith recommended removing the Parker affiliate site designation, noting there is no strong benefit to maintaining formal affiliate status given that partners will continue to provide services at the AWC Parker campus.
- He explained that removing the designation reduces administrative and branding requirements and shifts local operational control (hours, staffing) away from the board, while preserving service delivery.
- The board could re-establish an affiliate site in Parker later if desired.

**Motion:** John Diemer made a motion to accept removal of the Parker Affiliate Site Designation.  
**2<sup>nd</sup>:** Nancy Campbell seconded the motion.  
**Vote:** Approved 4/0

## **14. Discussion and Possible Action Re: Review and accept Local Plan Update Review**

- Director Michael Smith provides an update on the local plan update, noting the need for information provided by the state to complete the process.
- The committee discusses the importance of aligning the local plan with state initiatives and local service delivery.

### **No Action Taken**

## **15. Discussion and Possible Action Re: Review and accept MOU-IFA updates.**

- Director Michael Smith reported that the state has provided new MOU/IFA templates, and staff have begun updating the local MOU/IFA, including space, equipment and rent allocations and the shared One-Stop Operator cost based on partner FTEs.
- Director Michael Smith notes that Partners were asked to submit suggested changes by January 6, but no written feedback had been received. Item was informational only; no action taken.

### **No Action Taken**

## **16. Discussion and Possible Action Re: Review and discuss MOU-IFA Committee Formation to Evaluate the Local Area Needs**

- Director Michael Smith recommended forming a committee of core partners and interested board members to review the updated MOU/IFA and evaluate local area resource needs (space, staffing, and cost allocations) before finalizing revisions.

**Motion:** Nancy Campbell made a motion to bring the discussion of a MOU-IFA Committee formation forward to the Workforce Development board  
**2<sup>nd</sup>:** Tami Ursenbach seconded the motion.  
**Vote:** Approved 4/0

## **17. Discussion and Possible Action Re: Review and accept Workforce Development Board Bylaws**

- Director Michael Smith presented the Workforce Development Board Bylaws and informed the committee that they need to be reviewed and approved by the board annually.

**Motion:** John Diemer made a motion to bring the Bylaws before the Workforce Development Board for review and suggestions for revisions.

**2<sup>nd</sup>:** Nancy Campbell seconded the motion.

**Vote:** Approved 4/0

## **18. Discussion and Possible Action Re: Review and accept Proposed Program Suggestions from Performance Review Committee**

- John Diemer discusses the Performance Committee Reports, highlighting the need for better collaboration between partners.
- The Executive Committee discusses the importance of using Atlas system to improve communication and service delivery.
- John Diemer discusses the Performance Review Committee's decision on rotating the meeting locations between Kingman and Lake Havasu City to ensure better participation and suggested that the Executive Committee do the same.
- Director Michael Smith stated that Lake Havasu City may not have the same technical capabilities, and Tami Ursenbach offered her Owl Technology to be utilized by the committee.

**Motion:** Nancy Campbell made a motion to approve the Proposed Program Suggestions from Performance Review Committee as stated.

**2<sup>nd</sup>:** Zafer Genc 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 reviewed current expenditures by sector against the board's adopted sector strategy targets.
- Manufacturing currently shows no WIOA spend because manufacturing training has been supported with QUEST grant funds in the first two quarters, though efforts are underway to increase WIOA activity in that sector.
- Construction expenditures are expected to rise with upcoming apprenticeships and a hiring event tied to a major apartment project in Lake Havasu City.
- Director Michael Smith reported no concerns or recommended changes to the sector allocations at this time.

**Motion:** John Diemer made a motion to approve the Funds applied based on Sector Strategies for OID

**2<sup>nd</sup>:** Tami Ursenbach seconded the motion.

**Vote:** Approved 4/0

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

### **Construction**

- Nancy Campbell provides an update on the construction workforce group, highlighting the success of the apprenticeship startup in Lake Havasu City.
- The Committee discusses the importance of early morning apprenticeship programs to accommodate contractor schedules.

### **Healthcare**

- Zafer Genc presents the healthcare workforce group report, noting the collaboration on rural healthcare strategies and grant funding,
- The Committee discusses the need for a group-wide approach to maximize the use of grant funding for rural healthcare.

### **Manufacturing**

- Tami Ursenbach reported that staff are conducting extensive one-on-one outreach to manufacturers (covering an estimated three-quarters of local firms),
- She reports nonengagement with consistent feedback of “meeting fatigue” and confusion due to multiple uncoordinated groups.
- She reports that Manufacturers have requested a manufacturer-led structure, and two manufacturers have agreed to serve as co-chairs, with Ursenbach’s team providing logistical support.
- Director Michael Smith requested who the two Manufacturers might be, Tami Ursenbach did not have the information with her at the time of the meeting.
- Director Michael Smith requests an update with moving the meetings to the AMTC building, Tami Ursenbach responds with receiving feedback that participants are not in favor, but she plans to shift the meetings to the AMTC building.
- Nancy Ursenbach asked if there is a Manufacturers List that can be accessed for interest in freelance work, Tami Ursenbach informed that there currently is not one, but she can put one together.
- Nancy Campbell shares her experience with engaging with trusted leaders to receive the buy-in with the rest of the companies.
- Tami Ursenbach noted that approximately 60–70 employees have been upskilled and 60–80 individuals trained under the Northern Arizona Good Jobs Network grant, which now supports both manufacturing and construction.
- Director Smith reiterated concerns about fragmented efforts and emphasized the need to align this workgroup with KAMMA, Mohave College, Arizona@Work, and apprenticeship initiatives to avoid duplication and employer fatigue, requesting continued coordination and sharing of co-chair details.

#### **Transportation/Logistics**

- Director Michael Smith reported that the workgroup identified issues with CDL referrals, noting that 29 individuals had been referred but that internal processes between the referrer and the Job Center need review to confirm whether services were received and how referrals are handled. Staff will go back and analyze those referrals and connection points.
- He also shared that Arizona Western College may have identified a potential truck-driving training site in Parker, which would be a significant benefit for Parker and Lake Havasu area residents.
- Additional discussion touched on needs for mechanics and related occupations, and new board member Matt Hall (Star Nursery) participated and emphasized the importance of operator and transportation-related roles.

#### **No Action Taken**

#### **21. Discussion and Possible Action Re: Review and accept Draft Annual Report Updates**

- Director Michael Smith discusses the draft annual report and the need for further development and board approval.
- The importance of marketing materials to promote the county's workforce development efforts is highlighted.

#### **No Action Taken**

#### **22. Discussion and Possible Action Re: Review and accept February 12, 2026, Workforce Development Board Consent Agenda**

- Director Michael Smith walked through the draft agenda and noted that the starred items were proposed for the consent agenda.
- He stated that, in addition to what was already listed, staff would add agenda items to the full board meeting to reflect:
  - The recommendation on improved business services collaboration (from the Performance Review Committee/business services discussion), and
  - The recommendation to alternate meeting locations between Kingman and Lake Havasu City for future board/performance review meetings.
- No other changes were requested by the Executive Committee.

**Motion:** John Diemer made a motion to approve the February 12, 2026, Workforce Development Board Meeting agenda with the stated changes.  
**2<sup>nd</sup>:** Nancy Campbell seconded the motion.  
**Vote:** Approved 4/0

## **REPORTS**

### **Chair's Report**

- No report given at this time.

### **Director's Report**

- Director Michael Smith reported that the state Workforce Arizona Council (WAC) is developing a high-impact training framework, and he serves on the state quality improvement/high-impact training workgroup.
- The group is working on tools to ensure that when customers come into the Job Center, their assessments and training results can be shared and used consistently across programs.
- He noted that upcoming changes to Pell Grant implementation will likely require programs to meet performance thresholds (e.g., approximately 70% credential attainment and 70% employment with wages in the second quarter after exit) but stated that the local area already meets similar measures and does not anticipate major disruption.
- Locally, Director Michael Smith reported that the area is applying for a homeless Workforce Development grant to combine employment and supportive services for individuals experiencing homelessness.
- He also submitted a response to a state survey highlighting Mohave/La Paz high-impact trainings and local best practices.
- He reiterated that the local plan update is pending further state guidance but is on track for completion by June, in time for required submission.

## **EXECUTIVE COMMITTEE ANNOUNCEMENTS**

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

- Nancy Campbell shares updates on her federal agenda and the importance of local control in federal funding for transportation and workforce development.
- She explains the need for a new census to update federal funding formulas and ensure fair distribution of funds to high-growth states is emphasized.
- The importance of local control and certainty in funding for MPOs and COGs to manage federal dollars effectively is highlighted.
- Nancy Campbell expresses excitement for the potential for a national transportation bill to address funding issues and improve local control. She offers to share a summary on the matter with the group.

## **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 were made.

## **ADJOURNMENT**

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

- Meeting adjourned at 1:21 p.m.