

**Workforce Development Board Meeting
Globe Comprehensive One-Stop
5515 S. Apache Ave., Ste. 200**

**Conference Call Number 1-877-820-7831
Access code 1284375#**

**January 18, 2018
10:00am-Noon**

Agenda

Workforce Development Board Pursuant to ARS 38-431.02, notice is hereby given to members of the Northeastern Arizona Innovative Workforce Solutions Workforce Innovative Opportunity Act and to the General Public that the Board will hold a meeting open to the public.

Pursuant to the Americans with Disabilities Act (ADA) the Workforce Development Board endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need an accommodation for a meeting, please contact Carla Fails at 928-524-4327 at least 48 hours prior to the meeting so that an accommodation can be arranged.

- 1. Call to Order: Pledge of Allegiance** - Don Berry
- 2. Roll Call** – Paul Watson

Old Business

- 3. Discussion/Action:** Approval of the November 1, 2017 Workforce Development Board Meeting Minutes.
- 4. Discussion/Action:** Ratification of action taken by Executive Committee approving a one-year lease with the City of Show Low for administrative offices.

New Business

- 5. Information/Discussion:** Update on the Amended Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Workforce Development Board and each partner agency relating to One-Stop system budget and cost-sharing. Signed IFA approved by Workforce Advisory Council on November 30, 2017.
- 6. Information/Discussion/Action:** Update on One-Stop Center Certification. Part I was completed and submitted to the State on November 28, 2017. Part II was completed and is due by January 31, 2018 along with a Continuous Improvement Plan. LWDB Certification Team Members (Gary Moore and Jeri Byrne) completed Part II and are recommending a proposed Continuous Improvement Plan (CIP). Attached is the

completed Certification and recommended CIP. Vote to approve Continuous Improvement Plan and direct One-Stop Operator to facilitate implementation of action steps outlined therein.

7. **Information/Discussion:** Report from Sector Strategy Workgroup meetings. After review of most recent LMI information for 3 Counties it is recommended that no updates/additions to the In-Demand Industry Sectors be made to the area plan at this time.
8. **Information/Discussion/Action:** Findings from recent financial audit requires an amendment to the existing CEO/LWDB Partnership Agreement regarding costs incurred by/paid to Navajo County in conjunction with carrying out LWDB administrative and fiscal duties. Staff will prepare a new partnership agreement which may include yearly amendments detailing specific budget items and amounts. Vote to authorize executive committee to approve changes/amendments to existing CEO/LWDB partnership agreement.
9. **Partner Reports:** Core Partner Staff/Supervisors
10. **One-Stop Operator Report:** Malissa Buzan
11. **Director's Report:** Paul Watson and Stephanie Ray
12. **Chairperson's Report:** Don Berry
13. **Call to the Public:** Don Berry

Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the Call to the Public, Board members may not respond to any comments but may ask staff to review a matter or ask that a matter be placed on a future agenda.

14. **Next Meeting** – April 19, 2018 – Gila Community College, Payson Campus

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