



Gila/Pinal Workforce Investment Board Meeting
Mazatzal Casino
Highway 87, Milemarker 251
Payson, Arizona 85541
October 25, 2013

Meeting opened at 9:00 am

I. Call to Order/ Pledge of Allegiance

II. Roll Call and Introductions:

- In attendance: Jack Beveridge, Pat Burke, Jeri Byrne, Udo Cook, Carol Daniel, Bob Duke, Cindy Fletcher, Luke Jackson, Yvonne Jenkins, Bernadette Kniffen, Joan Moore, Deborah Osborn, Lynn Parsons, Cliff Potts, Kim Rodriguez, Christina Throop
- Via Teleconference: Al Larson, Brad McCormick
- Guests/Staff: Malissa Buzan (Director, Gila County Community Services), Allison Torres (Admin. Asst., Gila County Community Services), Nicholas Montague (Accountant, Gila County Community Services), Marty Clay (WIA), Dave Franquero (REPAC), Melvina Griffin (REPAC), Debora Briseno (REPAC) Penny Miller (REPAC), Julie Leonard (Central Arizona College-Youth Program), Susan Newby (Central Arizona College-Youth Program), Cara Bryant (Central Arizona College), Teasha Maestas (Central Arizona College), Sally Fulmer (DES Employment Services), Linda Martinez (DES Employment Services), Laurie Keith (DES Employment Services), Breena York (Central Arizona Governments)

III. Information/Discussion/Action: Accepted membership changes for the Gila/Pinal Workforce Investment Board. (Jeri Byrne)

- **Motion by Udo Cook: To accept Andrew Clegg's resignation from the Gila/Pinal Workforce Board**
Second by Bob Duke
All in Favor
0 Opposed
Motion Passed
- **Motion by Yvonne Jenkins: To accept Diana Russell's resignation from the Gila/Pinal Workforce Board**
Second by Bernadette Kniffen
All In Favor
0 Opposed
Motion Passed

- **Motion by Deborah Osborn: To accept Luke Jackson as a new member to the Gila/Pinal Workforce Board**
Second by Udo Cook
All in Favor
0 Opposed
Motion Passed
- **Motion by Udo Cook: To accept Christina Throop as a new member to the Gila/Pinal Workforce Board**
Second by Deborah Osborn
All in Favor
0 Opposed
Motion Passed

IV. Information/Discussion/Action: Elected a Vice-Chairman of the Gila/Pinal Workforce Investment Board of Directors. (Jeri Byrne)

- The bylaws state that the Vice-Chairman be someone from the Private Sector. Although not in the bylaws, tradition has been to have a Chairman from one county and a Vice-Chairman from the other county.
- **Nomination by Joan Moore for Jack Beveridge**
Second by Cliff Potts
- **Nomination by Kim Rodriguez for Lynn Parsons**
Second by Udo Cook
- Carol Daniel arrived at 9:10 am
- There was a brief discussion on the candidates before the vote. Lynn is very active yet Jack brings experience.
- **A vote for Jack Beveridge was taken by show of hands**
7 hands plus Brad McCormick via telephone
- **A vote for Lynn Parsons was taken by show of hands**
5 hands plus Al Larson via telephone
Jack Beveridge voted Vice-Chairman and will be filling his duties immediately due to the resignation of Andrew Clegg.

V. Information/Discussion/Action: Reviewed Program Year 2013/Fiscal Year 2014 Budgets

A. Dislocated Worker (Christina Throop)

- Gila County takes 10% off the top of the WIB money for overhead. This is not from the Dislocated Worker program. This 10% is non-programmatic.
- Dislocated Worker funding comes from DES.
- The fiscal budgets were done based on input from the Board. We will be setting up committees. The Fiscal/Executive Committee will look at the budget so that we can put it in a format that everyone understands.

- With the restructuring, the salaries will be decreasing. Malissa suggests the savings go to support services and training, although this will go before the Board first.
- 37% of funding was lost due to losing the Tribal Nations.

B. Adult Program (Bree York)

- 23.55% is indirect. CAG is currently revising the indirect cost plan, anticipated to go up, based on the completion of the audit at the end of the month.
- There will be another revised budget at the next meeting.

C. Youth Program (Julie Leonard)

- Salaries include three case managers, Julie, and a p/t secretary.
- The college indirect cost is 8%.
- The Youth Element items with \$0 next to them are items that the case managers or others take care of, so there are no dollars allocated to them.
- The incentives are monetary incentives given when Youth get their Associates Degrees, certificates, or diplomas.
- It was recommended that next time large amounts are clarified; for example, the line item for benefits could be called benefits and taxes.
- Carry over will be looked at in October. It was recommended to table the voting until the budgets are done, as far as amendments.
- Regarding the timeline to finalize a budget format, this will be done a.s.a.p. The Fiscal Executive Committee will meet during the next month and look at different ways to put the budgets together that explains it and is transparent, then meet with the Adult and Youth Contractors to let them know how we want to see it. We can do a proposed budget, based on what DES is supposed to fund us and the possible cut, for example, so the Board can look at the options.

D. WIB Admin (Nick Montague)

- Carry over is from PY12 FY13. Youth would only be PY12.
- Everyone is operating according to these budgets because we are already into the Fiscal Year.
- Part of what the Fiscal Executive Committee will do is compare projected to actuals.
- **Motion by Cliff Potts: To table the approval of the Program Year 2013/Fiscal Year 2014 Budgets**

Second by Deborah Osborn

All in Favor

0 Opposed

VI. Information/Discussion/Action: Approval of the Gila/Pinal Workforce Investment Area Business Plan – July 2014 to June 2017. (Lynn Parsons)

- The Board will direct comments on the Business Plan to Malissa Buzan.
- **Motion by Lynn Parsons: To approve the Business Plan to move to public comment with accepting minor edits.**

Second by Kim Rodriguez

- Board comments are due to Malissa by November 13, 2013.
- Minor edits are grammatical, spelling, etc., major would be changing the intent, and that change would have to come back to the Board.

All in Favor

0 Opposed

Motion Passed

VII. Reports

A. Staff Reports (Malissa Buzan)

1. Conflict of Interest

- Each Board member received a spreadsheet showing the attendance of Board members from September 2011 through the present.

2. Membership

- Attendance is discussed in the bylaws.
- We need to set accountability for attendance.
- There was a suggestion that the Executive Committee establish the action we are going to take moving forward and what our practice will be regarding attendance and then bring it to the Board for a vote.

3. Sub-Committees

- We need to get going on the Fiscal Executive Committee. The Youth Council (Julie, Yvonne, and Marian) is already in progress and the One-Stop Committee has already met.
- Allison to send each Board member a copy of the latest bylaws.

4. Work Session Report

- Malissa passed out Responses to Work Session Questions, The Consultant's Report, and the Written Agreement between Gila and Pinal Counties Boards of Supervisors.
- Udo's presentation is being used without the voiceover. Malissa would like to put it on DVD's for each Board member to use as a marketing tool. Malissa to send updates to Udo so he can bring his presentation up-to-date.
- DES orientation will be shown in the Resource Rooms instead of doing one-on-one or group orientations. We will need to enhance Udo's presentation to include the orientation piece, as well.
- Malissa passed out a Restructuring Plan which includes draft job descriptions and an organizational chart.
- Malissa to continue to send out a calendar to WIB members.
- A misunderstanding with an individual regarding our programs and what we do and do not do was cleared up with a letter from Malissa. Case Workers can not necessarily put people into training for jobs that are not high-priority in our area. Groundwork needs to be done to establish these types of jobs (i.e. that require BPI Certification) in our area, in order for us to offer

Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals with a disability

TDD: 7-1-1

training. Additionally, DES Employment Services needs and FEIN number/verification to be able to post a job order. Employment Services does not recruit for training classes, they recruit for available jobs within the Gila/Pinal boundaries.

B. Access Points (Christina Throop)

- Access Points are currently in the Coolidge Public Library, and Empowerment Systems.
- Mammoth Public Library has received information and they have taken it to their City Council and they have approved it.
- AZ Rim Realty got their computers installed.
- Adalante Juntos in San Manuel want an Access Point and have offered a room for interim services for our three programs.
- Arizona Counseling and Treatment Center in Arizona City want an Access Point, along with Life Help Solution Center in Casa Grande. Christina will be visiting them.
- There are eight libraries in the Gila Library District that are being looked at right now.
- Access Points would allow us to see the needs for different services in order to do the outreach.

C. One-Stop Committee (Udo Cook)

- At the last One-Stop meeting the importance of the website was discussed.
- We could get away from signatures, people could register on the site.
- People could see all our partners and if they wanted more information, the requests would automatically go to the partner.
- If we had a website we would have a job posting section.
- The design and hosting fee would be minimal, under \$5000.
- We could put one kiosk in Globe and one in Casa Grande.
- The idea was brought up for all Board members to go through an Immersion Program where they could walk through the steps at a One-Stop.
- Panic Buttons are in and there is a coded key-pad now on the door at the Casa Grande One-Stop.
- DES will be hiring a Local Veteran's Employment Representative that will be serving both Gila and Pinal Counties.

D. Sector Strategy (Bob Duke)

- Pinal is concentrating on Healthcare and Manufacturing and Gila County Healthcare and Mining.
- In Pinal County a committee was formed to identify manufacturing companies with 10 or more employees, identify decision making points of contact at each company and identify sector strategy conveners. Data was gathered, compiled and phone calls were made to verify data prior to sending invitations.

- 80 companies were sent an invitation letter. Ideally, there should be an entrepreneur lead. Due to scheduling, the candidate was unable to sign, therefore Jeri Byrne signed the letter.
- The meeting consisted of one walk-in and one RSVP, and John Melville from the State of Arizona was there to facilitate the meeting
- It is important that the follow up phone calls come from within the county that the business entrepreneurs live.
- It was suggested that Rotary Clubs or Chambers would be a good resource.

E. Chairman's Report (Jeri Byrne)

- Chairman Jeri Byrne acknowledged the hard work from everyone on creating the new Business Plan. She reported that she is encouraged by the attitude and new perspective on the role as Board members and the Board as a whole.

VIII. Consent Agenda

A. Minutes

Motion by Udo Cook: To accept the following minutes

Second by Cliff Potts

All in Favor

0 Opposed

Motion Passed

- 1. Approved – One-Stop Committee Meeting Minutes – 6/06/13**
- 2. Approved – WIB Meeting Minutes – 6/20/2013**
- 3. Approved – Sector Strategy Workgroup Minutes – 7/30/13**
- 4. Approved – WIB Work Session Minutes – 8-08-13**
- 5. Approved – Sector Strategy Workgroup Minutes – 8-29-13**
- 6. Approved – WIB Meeting Minutes – 9-27-2013**

IX. Call to the Public

- Due to the efforts of the WIA Dislocated Worker Program there is a job fair being held on October 29th at the Freeport Training Center in Globe from 3:30 pm to 7:00 pm. Over 21 employers are already signed up to participate.

X. Scheduling of Next Meeting

There is no date set for the next meeting.

XI. Adjournment

Motion by Al Larson: To adjourn

Second by Udo Cook

All in Favor

0 Opposed

Meeting was adjourned at 11:31 am