



# SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD Minutes

Thursday, September 22, 2016, 10:00 a.m.

Eastern Arizona College  
Activities Center, Aravaipa Room  
615 N. Stadium Ave., Thatcher, AZ 85552

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## Members Present

Ron Curtis  
Emery Silvester  
Doris Tolbert  
George Self  
Amanda Baillie  
Matt Bolinger  
Kathleen Bullock  
Teresa Celestine  
Mike Crockett  
Wick Lewis  
Susan Morss (phoned in)  
Michael Vetter

## Staff Present

Vada Phelps  
Vickie Simmons  
Michelle Huff  
Ana Polakowski  
Lisa Lane

## Members Absent

Jack Bauer  
Jason Bowling  
Evonne Cummins-Martin  
Bryan Durham  
Gail Emrick  
Mark Gallego  
David Howard  
Simone McFarland  
Tim Taylor  
Mary Tieman

## Guests Present

Lisa Marra  
Cochise County Board of Supervisors

- A. Meeting Called to Order at 10:00 a.m.
- B. Roll Call taken by Ana Polakowski, Quorum Present
- C. Welcome and introduction of new board member Wick Lewis, with Mt. Graham Regional Medical Center. David Howard was not in attendance.
- D. The board accepted the resignations of Cindy Stratton and Ryan Rapier.

**E. Action Item:** To Approve June 22, 2016 Minutes

**Motion to Approve:** Emery Silvester  
**Seconded:** Doris Tolbert  
**Approved:** Unanimously

**F. Action Item:** To Approve the revised By-Laws

**Motion to Approve:** Emery Silvester  
**Seconded:** George Self  
**Approved:** Unanimously

**G. Action Item:** To Approve the Local Board Self-Assessment

Prior to taking a vote, the board held a discussion on the purpose of the self-assessment.

**Motion to Approve:** George Self  
**Seconded:** Amanda Baillie  
**Approved:** Unanimously

**H. Financial Report**

The board reviewed the Check Register for June 2016 – August 2016 and the Budget to Actual Report from August 2016, and found no discrepancies.

**I. Taskforces**

- Kathy Bullock read the Letter on Technology Needs prepared for the board.
- Amanda Baillie outlined the marketing and outreach plan developed for targeted economic needs in Sierra Vista.
- Taskforce members for reintroducing Launch into Life to Graham and Greenlee Counties shared an update on their progress.
- No taskforce members were present to discuss Healthcare Strategies.
- Vickie Simmons distributed a flow chart demonstrating the relationships between Core Partner Services.
- Emery Silvester and George Self distributed a summary of Staff Competencies prepared for the board.

**J. Core Partner Reports**

**One-Stop Employment & Training Report**

Vickie Simmons presented on her written report. Recent job fair surveys and a copy of Vitality magazine with an interview of Arizona@Work staff were passed around.

**Rehabilitation Services Performance Report**

In the absence of David Howard, the board reviewed the quarterly performance data independently.

**Adult Education Performance Report**

Susan Morss reviewed the enrollment report with the board.

## **Employment Services Performance Report**

Teresa Celestine reviewed the quarterly performance data with the board.

### **K. Executive Director's Report**

Vada Phelps discussed the remodeling of the Graham County Job Center. A letter from the property manager, with an artist's rendition of the building plan, were included with the submitted board materials.

Ms. Phelps provided a brief update on Innovation Frontier Southwest grants, which fund activities to develop the border regions of Arizona.

### **L. Board President's Report**

A Finance Committee was appointed, to include George Self as Treasurer, Doris Tolbert, and Wick Lewis.

### **M. Comments:**

Lisa Marra, from the office of the Cochise County Board of Supervisors, expressed gratitude for the board's efforts.

Mike Crockett announced that the ribbon cutting ceremony for the new Fab Lab at Eastern Arizona College will be on October 14<sup>th</sup>, from 1-4 p.m.

**N.** The meeting schedule for December 2016 – December 2017 was submitted to the board.

**O. Next Meeting:** December 15, 2016  
10:00 a.m.  
Downtown Center, Sierra Vista, AZ

### **P. Adjourned at 12:15 p.m.**

A copy of the agenda and background material provided to board members (with the exception of material relating to possible executive sessions) is available for public inspection at 900 Carmelita Drive, Sierra Vista, Arizona.

*Notes respectfully recorded by: Ana Polakowski*

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