

**Southeastern Arizona Workforce Connection
LWDB Meeting Minutes**

DATE/TIME Thursday, December 17, 2015 – Meeting Called to Order 10:15 a.m.

LOCATION: Arizona Electric Power Cooperative
1000 Arizona 80
Benson, AZ 85602

Members Present

Ron Curtis
Emery Silvester
Doris Tolbert
Ken Cecil
Amanda Baillie
Jack Bauer
Jason Bowling
Kathleen Bullock
Mike Crockett
Gail Emrick
Peggy Feenan
Susan Morss
Ryan Rapier
Cindy Stratton
Tim Taylor
Mary Tieman

Absent

Matt Bolinger
Mark Gallego
Joe Larson
Evonne Martin
Simone McFarland
George Self
Jim Shockey
Michael Vetter

Staff Present

Vada Phelps
Vickie Simmons
Michelle Huff
Ana Polakowski
Angelica Hernandez
Kimberly Termain

Meeting Called to Order at 10:15 a.m. by Ron Curtis, President

Roll Call for Quorum – Roll Call Taken by Ana Polakowski – Quorum Present

Call to the Public and Conflict of Interest Ron Curtis, President

Guests Present: Gabe Rosas – Adult Education participant

A. Welcome New Board Members

New board member Mark Gallego was not present at the meeting.

B. Action – Approve / Disapprove Agenda

Motion to Approve:	Ken Cecil
Seconded:	Doris Tolbert
Approved:	Unanimously

C. Action – Approve / Disapprove September Minutes

Motion to Approve:	Ken Cecil
Seconded:	Mary Tieman
Approved:	Unanimously

D. Financial Report: Expenditures for September 2015 – November 2015

Kenneth Cecil reported that the finance committee reviewed the financial statements for September 2015 through November 2015 and found no discrepancies.

Vada Phelps informed the Board that SEAWC has received the WIOA contract from the State to replace the former WIA contract. SEAWC was not able to spend the money carried over from last year until the new contract was in place. Now that it is, the money should be available by March or April of 2016. The old year money must be spent by June 2016.

E. Core Partner Reports

One Stop Employment and Training Report

Vickie Simmons presented on her written report. The Traffic Report has a new format now that the One Stops have installed automated check-in systems in place of paper forms. Douglas, Graham, and Greenlee had the automated system installed on December 1. Please note that the WIA and DES columns are now combined. Clients are asked five questions in the new system: Are you under the age of 24? Are you in school/out of school? Are you a veteran? Do you have an appointment? Are you here to see Employment Services?

Vickie briefly covered the two upcoming career fairs on February 7 and April 28, with more details to come.

The H1-B Grant concluded in November. SEAWC will be writing a grant proposal for another H1-B Grant, which includes IT, Advanced Manufacturing, and Health career fields. The proposal is due March 2016. Under the Youth Career Connect Grant, the Class of 2016 successfully completed their internships with the Cochise College IT Department. Efforts have been made to involve Buena High School students in the YCC Grant. Approximately 10 students are

expected to enroll in the program. The TAACCCT Grant's Career Advisor is working part-time on the EAC campus to assist grant participants.

Vickie reviewed the activities of each of the One Stop Offices over the last three months. PYQ has enrolled 23 new out-of-school youth since July, and has successfully exited 37 in-school youth to allow for the new shift in focus toward serving out-of-school youth under WIOA.

A question was raised about the search for a new office in Clifton, and options were discussed. Ken Cecil also offered space for the spring job fair at his facility.

Business Outreach Coordinators, Angelica Hernandez and Kimberly Termain, were invited to address the Board. Angelica further elaborated on future events and activities in Cochise County. Kimberly Termain discussed the current job market challenges for Graham and Greenlee Counties. Angelica and Kimberly have developed a new business outreach strategy to be implemented next year. They also invited the Board to sign up for the new bimonthly newsletter, which will replace the weekly job list.

Vocational Rehabilitation Performance Report

Cindy Stratton reviewed the Vocational Rehabilitation quarterly performance data with the Board.

Adult Education Performance Report

Susan Morss reviewed the Adult Education quarterly performance data with the Board. This fall, the ESL students decided to author a book telling their personal experiences as immigrants. The book, entitled *Our Stories: The Dream Makers*, is available on Amazon.com. Susan introduced Gabe Rosas, a current adult education student, who shared his story of how he came to join the program.

Employment Services Performance Report

Peggy Feenan reviewed the Employment Services quarterly performance data with the Board. The State is working to expand services to the offender population to provide them with job training and other transition services prior to their release.

F. Committee Reports

Operations

Ron Curtis and Vada Phelps reported on the Operations Committee's activities. The primary focus of Operations so far has been to ensure that the Board is certified under WIOA. One more labor representative is still required to satisfy the board composition requirements. The State is still working to incorporate the

Core Partners into the red and green reports, which is why none have been issued yet this fiscal year.

The Board discussed the roll out of the American Job Centers brand.

Demand / Business Engagement

Amanda Baillie reported on the Demand Committee's activities. Ms. Baillie met with staff to find out what the committee can do to take an active role in business outreach. The Board discussed how the committee could assist staff through their influence with local businesses and by sharing information on any new businesses or opportunities they hear of.

Supply / Aspiring Workers

Emery Silvester reported on the Supply Committee's activities. Mr. Silvester suggested that the next board retreat focus on clarifying the purpose of the committees.

G. Executive Directors Report

Vada Phelps consulted the Board about a venue and a facilitator for next year's Annual Board Retreat. She also agreed that committee development should be on the agenda.

H. President's Report

Ron Curtis commended the staff and the Board for their good work.

The meeting was adjourned at 12:20 p.m.

Notes respectfully recorded by: Ana Polakowski

*Equal Opportunity Employer/Program
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities
Funded by WIA federal dollars serving Adults, Youth, and Dislocated Workers.*