



Kenda Robinson
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

Workforce Development Board Meeting

Date: October 24, 2024
 Location: The Arizona Western College Community Center
 Members Present: Madam Chair Kenda Robinson, Vice Chair Tommy Taylor, John Diemer, Lisa Brownfield,
 Kelly,
 Nancy Campbell, Vicki De Los Reyes, Mitzi Esgro, Zafer Genc, Jerry Hardy, Michael Kirk Lacy, Larry Lord, Chonna Marshall, Erik Morey, Julius Pearson, Adam Rodriguez, Brandi Rowe, Davy Spurlock, Tami Ursenbach, Amy West
 Others Present: Director Michael Smith, Sara Ungaro, Joe Throneberry, Amber Kant-Wood, John Binkinz,
 Jessica White, Jason Millin, Desiree Hamodey, Duce Minor, Randy Hartless, Kennedy Riley, Lauren McGregor, Tingwei Chavez, Carlos Contreras, Laureen Iannucci, Regina Weiler, Eilise Fisher, Desert Romero, Supervisor Ron Gould, Deseret Romero, Tracy Biles

Call to Order

Madam Chair Kenda Robinson called the meeting to order at 9:00 a.m.

Presentation

Carlos Contreras- Director of Arizona Office of Economic Opportunity

Director Contreras presented on the Governor’s Talen Ready Az Initiative & Workforce Cabinet. Director Contreras’s talking points covered

- The New OSI.AZ.GOV Website and how it provides information on the workforce programs offered
- Quick Introduction to Office of Strategic Initiatives
- Talent Ready AZ
- Agency Alignment
- What are we aligning around?
- Working Groups - Target Sectors
- Arizona’s Workforce Needs by 2030
- Governor Action – Workforce Cabinet EO
- Working Groups – Populations
- Cabinet next steps

Director Contreras opened the floor for questions.

Amy West Questioned what he would like to see from each county. Director Contreras responded that he would like them to continue their workforce programs and to help identify which workforce programs succeed or which programs have a need. He would like to keep the communication open to help identify the needs in serving the population.

Director Smith offered that the Workforce Development Board’s goals align with the Governor’s Workforce Cabinet and the idea is to monitor the trainings and the outcome measures to better serve the population in the county with the biggest impact while funding is continuously getting cut. Director Smith also speaks on the gratitude in receiving the Quest Grant and his hopes to continue to receive the Quest Grant.

WORKFORCE DEVELOPMENT BOARD AGENDA:
(ITEMS 1-25)

1. Discussion and Possible Action Re: Review and accept Local Plan Updates

Director Smith explains that the item was placed on the Agenda and will continue to be Placed on the agenda to provide regular updates as they come in. There are currently no updates.

No Action taken.

2. Discussion and Possible Action Re: Approval of August 6, 2024, Mohave / La Paz Workforce Development Board Meeting Minutes

Director Smith presented the Meeting Minutes from the Workforce Development Board Meeting on August 6, 2024 and asked the board if they have any suggestions for changes. No suggestions were made.

Motion: Erik Morey made a motion to accept the August 6, 2024 Workforce Board Meeting minutes as written
2nd: John Diemer seconded the motion
Vote: Unanimous

3. 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

b. Resignation- None

c. New Appointment- Laureen Iannucci

d. Renewals (Due First Quarter 2025) • Nancy Campbell 4-year term

- Zafer Genc 4-year term
- Tommy Taylor 4-year term
- John Diemer 4-year term
- Adam Rodriguez 2-year term
- Chonna Marshal 2- year term
- Davy Spurlock 4-year term
- Allan Bell 2-year term
- Jean Bishop 2-year term
- Vicki De Los Reyes 2-year term
- Amy West 2-year term
- Dru Waggoner 2-year term

Director Smith Spoke on the renewals that will be due within the first Quarter of the 2025 year. He also introduced Laureen Iannucci to the board. Laureen Iannucci, Director of Human Resources for Star Nursery spoke of her experience in workforce development and her interest in joining the Workforce Development Board.

Motion: Zafer Genc made a motion to Accept the appointment of Laureen Iannucci for the Workforce Development Board and the Renewals of Board Members as presented
2nd: Davy Spurlock seconded the motion
Vote: Unanimous

4. Discussion and Ratification Re: Review and Discuss Renewal of Workforce Development Board Membership for Michael Kelly

Director Smith discussed the renewal for Michael Kelly, this will be as a ratification to the Workforce Board due to Mr. Kelly's renewal being due on 10/01/2024. This was brought to the board of supervisors on 10/07/2024 in which it was approved.

Motion: Zafer Genc made a motion to Accept the Renewal of Workforce Development Board Membership for Michael Kelly
2nd: John Diemer seconded the motion
Vote: Unanimous

5. Discussion and Possible Action Re: Review and Discuss Upcoming Elections for the Workforce Development Board.

Director Smith for discussed the upcoming elections for the workforce development officers. These will need to be voted on within the first quarter and Director Smith would like the board to reflect on who they would like to elect for each role.

Madam Chair Kenda Robinson informed the board that although it has been an honorable experience to be the Chair of the board, she would like to step down as Chair. She would also like to help run the next meeting to assist the new chair as they get voted into the position. Director Smith offered the opportunity to set up a meeting for interested candidates to inform of each position and what it would entail. Madam Chair Offered for any interest parties to come forward. Julius Pearson came forward with interest to serve as Chair.

It was decided to create a workgroup meeting with interested parties and inform of next steps within that meeting.

No Action Taken

6. Discussion and Possible Action Re: Review and accept Sector Strategies for OID

Sara Ungaro presents job opening data estimates for Occupations in Demand. These occupations include construction, manufacturing, transportation & logistics, healthcare, information technology, and hospitality & tourism as well as the training costs for such fields in demand occupations. She also presents an "In-Demand Occupations Training Cost Tool" that can help assist in better allocating funds in a more focused and beneficial manner. This tool breaks funding into percentages per field based on demand, she also requests that if this tools and the percentages provided were to be approved, to also allow her an additional 10% of over-all budget to use in the event there is a shift in demand. The 10% will allow her the flexibility to be more proactive and apply the funds in the field that the shift has occurred immediately rather than waiting for the next quarterly meeting. Sara demonstrated the tool and how it will help the team decide where to apply the limited funding to. Sara Ungaro explains that the percentages in each tool were decided by the labor demands and job openings in each field.

It was decided at the Executive Meeting to allow for an additional 15% rather than an additional 10%.

Amy West inquired if there would be any issues with getting these funds expended. Director Smith stated that although there was an issue getting funds expended over two years ago, that will not be an issue moving forward. Director Smith informed on the importance with the percentages presented, they then can allocate the funds in the needed areas. With the percentages given they can better track the needs and the measurable outcomes. Director Smith points out the need for direction to make sure that

the funds can be allocated in the needed and appropriate areas as they change. Madam Chair Kenda discusses her experience within this field and seeing fruitless outcomes within the funds spent and applauded Sara Ungaro with seeking out guidance from the board on how to better guide the allocations of the funds as they are limited. Madam Chair speaks on the importance of making sure that the trainings that are funded are applied to the participants that plan on staying within county and not taking their certifications to other counties.

Zafer Genc suggested a work commitment for the trainings offered.

Amy West suggested that it should be taken further, a work agreement must be made but also the funds be paid back over the course of the agreement.

Erik Morey mentions the Workforce Development should focus on sending the right participants through the trainings and making sure that the trainings are to help participants enter the workforce and leave the advancement trainings to the businesses to take on.

Zafer Genc inquires that if the percentages are enacted would this then limit other business sectors.

Sara Ungaro suggests that there are other resources that are available to wrap around and support the sectors in question and this would allow the limited funds to better support the remaining sectors in need.

Motion: Zafer Genc made a motion to accept Sector Strategies for OID as Presented and to approve 15% (5% over requested) of over-all budget to offer flexibility for shifts demand.

2nd: Erik Morey seconded the motion.

Vote: Unanimous

19. Discussion and Possible Action Re: Review and accept Fort Mohave Mesa Fire Department Training to be added to ETPL

In respect for Chief Clark's time, Madam Chair Robinson moved item 19 up in the agenda.

Sara Ungaro and Chief Clark discussed the benefits of adding this program to the ETPL. Director Smith discussed how this training will allow participants to be able to receive a livable wage or lead them to a path for a livable wage.

Sara mentions that there have already been 16 referrals that have been made for this program and can be moved forward with if voted on today. She and Chief Clark speak on the cost effectiveness of this program.

Amy West requests the age requirements of this program and would like to speak more with Chief Clark to offer assistance through Wave.

Motion: Erik Morey made a motion to accept Fort Mohave Mesa Fire Department Training to be added to ETPL

2nd: Amy West seconded the motion.

Vote: Unanimous

7. Discussion and Possible Action Re: Review and accept 2024 Local Plan Workgroup updates.

Director Smith presented the updates within the Local Plan Workgroup. He presented which staff from the Community Services Department that will assist each workgroup. Director Smith expressed the importance of the workgroups and how they will help better identify how training funds should be allocated. Director Smith makes a plea to the board to be active within these workgroups so they are better informed on how these funds can be allocated appropriately.

No Action Taken

8. Discussion and Possible Action Re: Review and accept all virtual Board Member meeting attendees to be considered as in-person attendees for the Workforce Development Board Meeting on 08/06/2024 due to meeting changes.

Director Smith presented the attendance records for the Workforce Development board and requested that the Workforce Development Board Members that attended virtually on the 08/06/2024 meeting to be considered as attending in person. The Workforce Development Board By-Laws state they must attend in person at a minimum of two meetings per calendar year. The 07/25/2024 meeting date was changed to 08/04/2024 and this would allow all that attended to be view as in person rather than virtual.

Motion: Amy West made a motion to accept all virtual Board Member meeting attendees to be considered as in-person attendees for the Workforce Development Board Meeting on 08/06/2024 due to meeting changes.
2nd: Erik Morey seconded the motion
Vote: Unanimous

9. Discussion and Possible Action Re: Review and accept nomination of Jason Millin for the vacant Performance Review Committee Seat as well as introduce new One Stop Operator- Eckerd Youth Alternatives represented by Jason Millin.

Director Smith introduced the new One Stop Operator- Eckerd Youth Alternatives which will be represented by Jason Millin. Director Smith discussed the nomination of Jason Millin for the vacant Performance Review Committee Seat. This vacant seat must be filled by the One Stop Operator as Jason Millin accepted the position as the One Sop Operator, he must take the vacant seat on the Performance Review Committee.

Motion: Erik Morey made a motion to accept nomination of Jason Millin for the vacant Performance Review Committee Seat
2nd: Vicki De Los Reyes seconded the motion
Vote: Unanimous

10. Discussion and Possible Action Re: Review and accept Fresh Start Event and Continuum of Care outcome data.

Director Smith discussed the upcoming Fresh Start Event that will be on November 13, 2024 at Metcalfe Park and presented the previous outcomes data that was compiled by Continuum of Care and the impact these events have on the Mohave/La Paz counties.

No Action Taken

11. Discussion and Possible Action Re: Review and accept Mohave Community College- Innovative Partnership Projects & Initiatives.

Director Smith discussed the communications between Mohave Community College and Community Services Department. Sara Ungaro, Workforce Manager, discussed how these communications are assisting the college provide the better trainings based on employer’s need.

No Action Taken

12. Discussion and Possible Action Re: Review and accept 2024 Job Center Certification Corrective Action Plan

Director Smith presented the actions taken within the 2024 Job Center Certification Corrective Action Plan. Director Smith mentioned that in the past they had seen no follow through in the corrective action plan and wanted to point out the Action Steps that had been taken and completed.

No Action Taken

13. Discussion and Possible Action Re: Review and accept Rapid Response Monitoring Quarter 3 Closure letter

Director Smith reviewed the Rapid Response Monitoring Quarter 3 Closure letter and pointed out that there were zero findings.

Motion: Erik Morey made a motion to accept Rapid Response Monitoring Quarter 3 Closure letter
2nd: Zafer Genc seconded the motion
Vote: Unanimous

14. Discussion and Possible Action Re: Review and accept WIOA Data Validation Closure Letter 1st Quarter

Director Smith reviewed the WIOA Data Validation Closure Letter 1st Quarter and pointed out there were also zero findings.

Motion: Erik Morey made a motion to accept WIOA Data Validation Closure Letter 1st Quarter
2nd: John Diemer seconded the motion
Vote: Unanimous

15. Discussion and Possible Action Re: Review and accept ETPL Additions for Mohave Community College

Sara Ungaro presented the following ETPL programs to be added for Mohave Community College.

- FSC 150- Firefighter Academy
- FCS 150- Firefighter Academy II
- Respiratory Care Practitioner Program
- Radiologic Technology

Sara also discussed that the Surgical Technician Program that was added to the ETPL on the January 25, 2024 Workforce Development Board Meeting had reduced its costs for its program to be more affordable. As there have been updates to the program, approval is needed for continuation of the Surgical Technician Program to be on the ETPL

Motion: Zafer Genc made a motion to accept the continuation of the Surgical Technician Program and the ETPL Additions for Mohave Community College as presented
2nd: John Diemer seconded the motion
Vote: Unanimous

16. Discussion and Possible Action Re: Review and accept ETPL Addition, SHRM-CP, for Arizona Western College

Sara Ungaro presented the ETPL addition of SHRM-CP for Arizona Western College. The Executive Committee had advised against moving forward with this program. Tommy Taylor discussed that the concerns of the Executive Committee was this certification is not necessary to get into the Human Resources field but to provide further advancement within the field. Tommy Taylor explained that as there are limited funds, the program should focus on required certifications participants need to get into the chosen field and leave the advancement within the chosen field to either the participant or their employer to fund.

Madam Chair Kenda Robinson agreed with the Executive Committees decision and inquired about the total cost of the certification.

Sara Ungaro provided the costs that follows

- Total Cost of Program (include all costs to student including testing, licensure): \$3,000
- SHRM Certification Exam Cost: \$510
- Tuition: \$2,490

Erik Morey also commented that in the Executive Committee Meeting they had reflected on what is the role within the community which is more to assist with getting started rather than advancement.

Zafer Genc asked Julius Pearson his thoughts on this subject as he is more experienced in this field.

Julius Pearson stated that he agrees with the Executive Committee that it should be left up to the employer to provide and that it would not help the community to use funds for this certification.

- Motion:** Zafer Genc made a motion to deny ETPL Addition SHRM-CP for Arizona Western College
- 2nd:** Erik Morey seconded the motion
- Vote:** Unanimous

17. Discussion and Possible Action Re: Review and accept ETPL Addition, CAP, for Arizona Western College

Sara Ungaro presented ETPL Addition Certified Administration Professional (CAP) for Arizona Western College.

Amy West inquired on what the cost was for this Certification would be.

Sara Provided with the following costs.

- Total Cost of Program (include all costs to student including testing, licensure): \$4,999.00
- CAP Exam: \$575
- Tuition: \$4424

Amy West stated that she was shocked at the cost of this course as the traditional college course does not cost nearly as much and wanted to clarify the difference.

Zafer Genc offered that there are 460 course hours within this program which is more than the bachelor's degree.

Director Smith noted that there is a need for this type of training throughout all the business sectors previously agreed upon. Director Smith mentioned that if left to all businesses to cover the costs, the smaller businesses may struggle to cover the costs and if the Board were to approve of this training, the Quest Grant Fund can assist in funding this training but this is at the Board's digression to decide.

Madam Chair Kenda Robinson mentions that the decision for this item can be made at another time to give the board more time to learn what the training entails as there are more limited funds at this time.

Motion: Erik Morey made a motion to carry this ETPL addition to the next meeting
2nd: Amy West seconded the motion
Vote: Unanimous

18. Discussion and Possible Action Re: Review and accept ETPL Addition, Commercial Driver's License Certificate for Arizona Western College

Director Smith presented the ETPL Addition for Commercial Driver's License Certificate for Arizona Western College and mentioned that some of these certifications can be funded by the Quest Grant.

Michael Kelly mentions the value in adding this program and it will save employers from having to send employees to Phoenix as they can stay local with this training.

Motion: Michael Kelly made a motion to accept ETPL Addition, Commercial Driver's License Certificate for Arizona Western College
2nd: Amy West seconded the motion
Vote: Unanimous

20. Discussion and Possible Action Re: Review and accept Proposed Program Suggestions from Performance Review Committee

Sara Ungaro speaks on the proposed program suggestion of making mindful enrollments from the Performance Review Committee. The suggestion was to focus on quality enrollments with measurable outcomes rather than quantity enrollments so that they can be more strategic in how the limited funds are being used therefore setting a goal for transformative interactions with the clientele rather than transactional interactions.

Director Smith mentions the OID Sector Tool that was previously mentioned, and the percentages previously voted on will allow Sara and her team to be more strategic with the enrollments as well.

No Action Taken

21. Discussion and Possible Action Re: Review and accept Dislocated Worker transfer Funds

Director Smith reviewed the Dislocated Worker Transfer Funds with the Workforce Development Board. The Funds would be transferred as follows

Adult Current Allocation of 133,150.00 to new allocation of 191,150.00 for PY23

Dislocated Worker Current Allocation of 101,994.00 to new allocation of 43,994.00 PY23

Adult Current Allocation of 543,856.00 to new allocation of 691,856.00 FY24

Dislocation Worker Current Allocation of 370,957.00 to new allocation of 222,957.00 FY24

- Motion:** Eric Morey made a motion to accept Dislocated Worker transfer Funds
2nd: John Diemer seconded the motion
Vote: Unanimous

22. Discussion and Possible Action Re: Review and approve WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for June 2024 – August 2024

Director Smith reviewed the WIOA Title IB Adult, Dislocated Worker and Youth Requests for Payment for June 2024- August 2024.

- Motion:** Eric Morey made a motion to accept Dislocated Worker transfer Funds
2nd: John Diemer seconded the motion
Vote: Unanimous

23. Discussion and Possible Action Re: Review and accept Mohave/ La Paz Workforce Programmatic and Economic Impact for PY23

Director Smith reviewed the Mohave/ La Paz Workforce Programmatic and economic impact for PY23. The reported details as follows

- 787- Individual Customers Served
- 381- Upskilling of credentials and measurable skills gains
- 5,528- Business Engagements
- 30- Employer Events Hosted
- \$13.85-14.35- Hourly Minimum Wage
- \$271,288- Wages or Stipends for OJT & WEX's
- Total Wage Impact- 5,827,004

Through the QUEST Dislocated Worker Grant
Arizona@Work Mohave/La Paz Counties Provided Services for:

- 156- Individual Customers Served
- 87- Certificates and Credentials Completed
- Pathways Supported
 - 5% - Automotive
 - 6% - Other
 - 11% - EMT
 - 1% - Culinary
 - 7% - Electrical
 - 5% - HVAC
 - 34% - Welding
 - 18% - Nursing
 - 13% - Broadband

No Action Taken

24. Discussion and Possible Action Re: Review and accept Incumbent Worker Trainings.

Director Smith Discusses Incumbent Worker Trainings and if the board should decide to limit or pause the trainings from the Adult/Dislocated funds as they can be covered under additional funds as received.

Sara Ungaro explained that if a business were to walk in today and request incumbent worker trainings, she would be obligated to offer the trainings with the adult/dislocated worker funds, and this would quickly deplete the limited funds. She is requesting that they place a pause on using the adult/dislocated funds for incumbent worker trainings so that she can pivot and be able to utilize other grant funds like Quest and Rapid Response to cover the trainings. This would reserve the Adult/Dislocated funds for a bigger impact for the community as a whole. Jerry Hardy and Adam Rodriguez expressed concerns of small businesses in need of incumbent trainings being neglected.

Sara mentions that the program also must meet the negotiated measurable outcomes set by the state. Incumbent Workers do not factor into the negotiated measurable outcomes. If the funds were depleted by the incumbent workers, the program would not be able to meet the negotiated measurable outcomes with the State impacting the ability to gain future grants and funds for the program.

Jason Millin Suggests changing the motion to only use the Quest and Rapid Response Funds for the Incumbent Workers rather than the Title IB Adult/Dislocated Worker funds.

Amy West Inquires what funds does she have available in the Quest and Rapid Response funds and what percentages would Sara like to use for the Incumbent Worker.

Sara provides that there is \$490,000 awarded with the Rapid Response Fund which would cover a two-year period which can be used to upscale employees and assist a business from avoiding closure. She mentions that there is around \$800,000 available until September 2025. Director Smith Mentions that Mohave/ La Paz is the leader in offering in Incumbent Worker Trainings as many other areas do not touch or offer the Incumbent Training. Director Smith notes that the intention is not to stop the trainings all together but rather pivot focus on the Identified Sectors previously agreed upon allowing Title IB Adult/Dislocated funds to be expended on the Sectors and allow for the Quest and Rapid Response Funds to be utilized for Incumbent Worker along with outside resources.

Motion: Zafer Genc made a motion to only utilize the Quest and Rapid Response Funds for Incumbent Worker until the workgroups can provide a plan for ongoing.
2nd: Erik Morey seconded the motion
Vote: Unanimous

25. Discussion and Possible Action Re: Review and accept the Recertification of the Workforce Development Board for 2025

Director Smith presents the timelines for the Recertification of the Workforce Development Board. Director Smith informed the board of the process for Recertification.

No Action Taken

REPORTS

- **Madam Chair's Report- Kenda Robinson**

Madam Chair spoke of the great opportunity of being able to serve as Chair of the board, she asked that whoever should take the Chair should give it serious thought.

- **Director's Report- Director Michael Smith**

Director Smith mentions W.A.R.N. notices that have been announced and that there has been quite a lot on the list. True Value being among them with 62 people affected. Total, there has been 655 people affected. Director Smith believes that the workgroups can come together and find solutions.

Director Smith reports attending a couple Workforce Development Conferences which had positive outcomes.

Director Smith was able to attend the School Districts and provide information on the Virtual Reality Headsets, in which the schools were excited to hear about.

Director Smith Mentions that all the performance measures have been met and that the Bullhead City Office remodel has begun.

- **Performance Committee Reports/ Recommendations- Tommy Taylor**

Tommy Taylor reports that Jason Millin will now be on the Performance Review Committee and they now have the percentages provided through the OID Sector Tool to be able to provide improved reporting.

- **Youth Services Standing Committee Report- Amy West**

Amy West reports that quarterly Meetings continue, and they have not had any drops in enrollments for the Fire Academies in Bullhead City or in Kingman. KRMC Nursing is underway, that they have piloted recently in which eight students are included with that. They are continuing conversations with La Paz Hospital in hopes to do some great things there as well. College Credits are also going up.

- **Economic Development Update**

- **Bennett Bratley-City of Kingman**
- **Tami Ursenbach- Mohave County**

No Reports provided.

- **WIOA One Stop Partners Reports**

- **Title IB Current Priority List-Sara Ungaro**

Sara turned the attention to her Team at this time.

- **Title IB Programs: ▪ Adult/Dislocated Worker- Amber Kant-Wood**

Amber reports their goal is to enhance the follow-up process and that they have created a new follow-up spreadsheet which is being piloting with the Adult Program to help identify barriers and then utilize ATLAS to make referrals to assist in solving barriers. The team has already received positive feedback that will allow them to continue to improve the program and the client's experience.

- **Youth- John Binkinz**

John Binkinz reports on the hard transition that the youth experience when transitioning into the workforce. He speaks of their job readiness program which is a 5-part series that focuses on resiliency along with resume building and interview skills. They are targeting pathways as early as possible to assist in gaining the job skills necessary earlier in life. They are now using the Virtual Reality Headsets to help provide insight into career exploration.

▪ **Business Services- Joe Throneberry**

Joe Throneberry provided reports on economic over for both Mohave and La Paz Counties. Joe spoke on the following topics for each county

- Demographic Profile
- Employment Trends
- Unemployment Rate
- Wage Trends
- Cost of Living Index
- Industry Snapshot
- Occupation Snapshot
- Industry Clusters
- Education Levels
- Gross Domestic Product

○ **Title II Adult Education and Literacy- Mitzi Esgro**

Mitzi reports that there has been an increase in enrollments for Mohave Community College by 20% compared to last fall. They have found student retention has been a struggle, so they are building relationships to help problem-solve and assist students in overcoming barriers. She reports that they are 6% lower in student skill gain rate given by the State. They are working towards improving student services in hopes that this will improve student retention.

○ **Title III Wagner- Peyser Programs (Employment Services) and Veterans Services-John Diemer**

John Diemer Reports that the Bullhead City Office remodel has started. They have started on the eastern side of the building and will work their way through to the other side. They are fully staffed except one supervisor position. Every office now has two employment service counselors. They also have virtual employment counselors to serve the public. If the public cannot visit the office in person, they then can schedule an online appointment through the Arizona@Work website.

○ **Title IV: Vocational Rehabilitation- Brandi Rowe**

Brandi Rowe reports that they have had 20 individuals with disabilities that have had their cases close successfully. They are working hard to gain a wider range of placements by reaching out to different employers and vendors. They have since received 96 client referrals. They have also received many referrals from ATLAS which has been great. They have onboarded two new rehabilitation counselors in the Kingman area and have posted a new position in the Bullhead area for a rehabilitation services technician. Once that position is filled, they will be fully staffed. For this quarter they have been focusing on outreaching to the transition community and gaining individuals with IEPs and are working closely with the schools to gain more referrals.

WORKFORCE DEVELOPMENT BOARD ANNOUNCEMENTS

Amy West thanks Sara Ungaro and her team for being at all the events and assisting with the new Fire Academy Program.

CALL TO THE PUBLIC

No public comments or questions were reported.

ADJOURNMENT

Madam Chair Kenda Robinson adjourned the meeting at 12:20 p.m.