



**MOHAVE/LA PAZ
LOCAL WORKFORCE INVESTMENT BOARD**



Chonna Marshall Chairperson	700 W. Beale Street Mailing: P O Box 7000 Kingman, AZ 86402	Phone: (928) 753-0723 Fax: (928) 753-0776 Email: commdevt@co.mohave.az.us
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EXECUTIVE COMMITTEE MINUTES

Date: September 24, 2009

Location: The Mohave County Administration Building, 700 W. Beale St, Kingman, Arizona

Members Present: Chonna Marshall (via phone), Anne Riley, (via phone), John Hansen (via phone), Allan Bell (via phone), Susie Duranceau, Lillian Miller (via phone)

Members Absent: Randy Hartless

Others Present: Jen Miles, Workforce Development Manager, Mohave County Community and Economic Development; Becky Smathers, Office Assistant, Mohave County Community and Economic Development

I. Call to Order/Roll Call/Introduction of Guests

Chairman, Chonna Marshall, called the meeting to order at 10:12 a.m. Becky Smathers, Acting Secretary, took roll call. A quorum was declared.

II. Approval of June 25, 2009 Minutes of the Meeting

The Executive Committee members reviewed the June 25, 2009 minutes of the meeting. No corrections or changes were needed.

MOTION: Mr. Hansen made a motion to accept the June 25, 2009 minutes of the meeting as written. The motion was seconded by Ms. Riley.

VOTE: Unanimous.

III. Discussion and Possible Action: Review of Local Workforce Investment Board and Youth Council Attendance

There are three (3) LWIB members with attendance issues. Jack Harrington, Job Corp representative, continues to be absent from the LWIB meetings. A letter has been sent to him to remind him that the by-laws require attendance. He has not responded requiring a follow-up of some sort needs to be made. Stacy Brey has two unexcused absences and needs to be contacted regarding his attendance. Cheryl LaFollette has one excused and one unexcused absence and needs to be contacted as well. Youth Council member, John Crabtree, has had four (4) absences in the last year and has been sent an attendance letter. He needs to be contacted regarding his intentions as he has not indicated what they are as of yet.

IV. Discussion and Possible Action: Vacancies, Nominations and Resignations for the Mohave/La Paz Local Workforce Investment Board and Youth Council

The Committee discussed vacancies. Lake Havasu City and La Paz County continue to be underrepresented. Ms. Marshall has been trying to find potential La Paz candidates, but no one has been interested. She will continue to pursue potential La Paz members. A Labor representative still needs to be found and Ms. Duranceau is hoping LWIB member Catherine Finnell will be recommended by her union to be that representative. The Youth Council is in need of a La Paz County LWIB representative as well as someone to represent those that have experiences relating to youth due to the untimely passing of Larissa Castilleja. There are no current nominations or resignations to be considered.

V. Approval of a New Program and Changes to Existing Programs of Mohave Community College (Eligible Training Provider)

Ms. Duranceau stated that Mohave Community College is seeking approval for the Bachelor of Science Interdisciplinary Studies – Learning and Training Program. Ms. Miles stated that this program is part of the Northern Arizona University (NAU) extended program and is not a traditional vocational program. This program gives students a background in education, but does not give teacher certification so employment would only be available through the private sector and not the public. This training program may nor lead to a concrete job. After some discussion it was decided to disapprove this training program since the certification will not make the student more employable.

MOTION: Mr. Hansen made a motion to recommend disapproval of the Bachelor of Science Interdisciplinary Studies - Learning and Training Program (ID 6134). The motion was seconded by Ms. Riley.

VOTE: Unanimous.

Ms. Miles stated that the existing Residential Wiring - Certificate Program cost updates are due to the addition of a pre-requisite safety course that was added to the program needs to be approved in order for the safety course to be included in the Fast-Track program funded by ARRA. Note that time is of the essence and this change needs to be approved by the Executive Committee rather than just recommending it for approval, as the Fast-Track program is getting under way now. It was agreed to approve the program updates.

MOTION: Mr. Hansen made a motion to approve the increase in InState Tuition from \$1,088 to \$1,280; and an increase in Book Costs from \$512 to \$630; thereby increasing the Total Training Costs from \$1,730 to \$2,040 for the Residential Wiring - Certificate Program (ID 5351) due to the addition of a pre-requisite safety course that was added to the program. The motion was seconded by Mr. Bell.

VOTE: Unanimous.

Ms. Miles stated the Nursing Assistant Program is also a part of the Fast-Track Program and its increase in costs due to a background check requirement needs to be approved today so the Fast-Track program can move forward. It was agreed that the program should be approved.

MOTION: Mr. Hansen made a motion to approve an increase in fees from \$200 to \$260 thereby increasing the Total Training Costs from \$1,256 to \$1,316 for the Nursing Assistant Program (ID 4883) due to the addition of a background check requirement. The motion was seconded by Ms. Riley.

VOTE: Unanimous.

Ms. Duranceau wanted to emphasize the fact that the Residential Wiring and Nursing Assistant Program are being approved today in Arizona Heat and will be presented to the LWIB for ratification. It was agreed, but thought a motion to emphasize this was in order.

MOTION: Ms. Duranceau made a motion to give staff the authority to approve the updates to the Residential Wiring - Certificate Program (ID 5351) and the Nursing Assistant Program (ID 4883) in Arizona Heat and to add these two (2) programs to the LWIB agenda for ratification. The motion was seconded by Mr. Bell.

VOTE: Unanimous.

VI. Discussion and Possible Action: Approval of the Request to Transfer 70% of the PY 09/FY 10 WIA Formula Funds for Dislocated Workers and 100% Rapid Response Funds to Gila County and Retain the 30% of the funds for transfer to the WIA Adult Program for Mohave/La Paz Local Workforce Investment Area as agreed upon between REPAC and Mohave/La Paz County Staff

Ms. Duranceau stated that because the strategic plan states Mohave County is contracting with Gila County REPAC the state normally gives the Dislocated Workers funds directly to them, then Gila County transfers thirty percent (30%) of the formula funds to Mohave County for the WIA Adult Program's use. This year the state changed their process and the entire amount was given to Mohave County, therefore the seventy percent (70%) needed to be transferred to Gila County for Dislocated Workers and the one hundred percent (100%) for Rapid Response.

MOTION: Mr. Bell made a motion to approve the Request to Transfer 70% of the PY 09/FY 10 WIA Formula Funds for Dislocated Workers and 100% of the Rapid Response Funds to Gila County. The motion was seconded by Ms. Riley.

VOTE: Unanimous.

VII. Discussion and Possible Action: Approval of the Veteran's Priority of Service Policy

Although Veteran's receive priority of service in the Mohave County One Stop and the La Paz Career Center, the State is asking for a written policy. The policy will track the numbers of veterans who have

used the One Stop and Career Center and those number of veterans assisted. The draft policy included in the backup was based on the state's policy.

MOTION: Mr. Hansen made a motion to recommend for approval the Mohave/La Paz local Workforce Investment Board Veterans' Priority of Service Policy as drafted. The motion was seconded by Mr. Bell.

VOTE: Unanimous.

VIII. Discussion and Possible Action: Approval of the Limited English Policy (LEP) for WIA Programs and Services in compliance to 29 CFR 37.35

After the State monitored both Mohave and La Paz counties, it was found that neither had a written Limited English Policy. Although people with limited English are assisted at both locations, the State requested a written Limited English Policy (LEP) for WIA Programs and Services in compliance with the Code of Federal Register, Section 29. Yuma County's LEP was used as a guide to write the Mohave/La Paz LEP Policy. A copy of the draft will be submitted to the State for their review and comments which will be incorporated into the policy which will be presented to the LWIB on October 21st. After a brief discussion it was approved to bring the policy to the LWIB.

MOTION: Ms. Duranceau made a motion to present Mohave/La Paz local Workforce Investment Board Limited English Proficiency Policy as drafted along with changes suggested by the state to the LWIB for consideration and approval during the October 21, 2009 meeting. The motion was seconded by Ms. Riley.

VOTE: Unanimous.

IX. Discussion and Possible Action: Approval to adopt the State of Arizona WIA Equal Opportunity and Discrimination, Complaint Policy and Procedures outlined in WIA Guidance Letter #07-06 and approval of the Mohave/La Paz Local Workforce Investment Area's Complaint Procedures

The Mohave/La Paz Workforce Investment Area established an Equal Opportunity & Discrimination Complaint Policy in 2004. Based on State's guidance letter in 2006 indicating a more specific procedure and policy, the 2004 policy needs to be updated. The draft is included here and after some discussion, some changes to the draft were agreed to be made. It was also suggested an attorney review the policy.

MOTION: Ms. Duranceau made a motion to present Mohave/La Paz Local Workforce Investment Board Equal Opportunity & Discrimination Complaint Policy and Procedure as drafted along with suggested changes to the LWIB for consideration and approval during the October 21, 2009 meeting. The motion was seconded by Mr. Bell.

VOTE: Unanimous.

X. Discussion and Possible Action: Approval of the Mohave /La Paz LWIA Grievance Procedures based on WIA Guidance Letter #06-06 which provides local areas the requirements for WIA Grievance Procedures, Complaints and State Appeals Processes

Based on State's guidance letter in 2006 requesting procedures to be streamlined, the existing Mohave/La Paz LWIA Grievance Procedures needed to be updated to incorporate the changes. The draft with the changes is included and after some discussion regarding time computation of the receipt of the complaint, all agreed to approve the draft with the updates discussed.

MOTION: Ms. Duranceau made a motion to present Mohave/La Paz Local Workforce Investment Area Grievance Procedures as drafted along with suggested changes to the LWIB for consideration and approval during the October 21, 2009 meeting. The motion was seconded by Ms. Miller.

VOTE: Unanimous.

XI. Reports

A. Chairman's Report

Ms. Marshall has no report today.

B. W.I.A. Administrator Report

1. Major revision to the ARRA Local Plan Modifications submitted related to Unrestricted Funds Policy approved by the LWIB

Ms. Duranceau stated that during the last LWIB meeting, the Unrestricted Funds Policy was approved so that WIA eligible clients could be helped regardless of income. The State has since issued a draft policy when to consider funds unrestricted. Mohave/La Paz LWIA does not meet the conditions of the Policy of Unrestricted Funds. All agreed that the LWIB needs to rescind the policy during the LWIB meeting on October 21st.

2. Acknowledge the approval of budgets reflecting WIA American Reinvestment and Recovery Act (ARRA) Fiscal Year 2010 carryover for Funds 88189467-PY08 ARRA DW Admin (\$71,900), 88489468-PY08 ARRA DW Program (\$647,099) and 88189469-PY08 Rapid Response Program (\$86,280) for the period July 1, 2009 through June 30, 2010

Ms. Duranceau stated the Mohave County Board of Supervisors has approved the ARRA budgets.

3. Acknowledge the adoption of Resolution 2009-170 approving the Intergovernmental Agreement for Contract #DE101048 between the State of Arizona Department of Economic Security and Mohave County for the receipt of the partial grant funding for PY09/FY10 Workforce Investment Act Youth, Adult and Dislocated Worker/Rapid Response funds in the amount of \$1,363,048 for contract period April 1, 2009 through June 30, 2012, approval of revised budgets

for funds 88789442-FY10 Adult Administration, increased by \$2,093 from \$31,769 to \$33,862; 88789451-PY09 Youth Administration, increased by \$11,337 from \$31,254 to \$42,591; 88789455-PY09 Youth Program, increased by \$31,712 from \$351,610 to \$383,322; and approval of new budgets for funds 88789467-PY09 Dislocated Worker Administration (\$13,368), 88789468-PY09 Dislocated Worker Program (\$120,312), 88789469-FY10 Dislocated Worker Administration (\$33,702), 88789470-PY09 Dislocated Worker Program (\$303,322), 88789471-PY09 Rapid Response Program (\$16,041), and 88789472-FY10 Rapid Response Program (\$40,443)

Ms. Duranceau stated that youth program budgets have been approved by the Mohave County Board of Supervisors.

4. Acknowledge the approval of Contract Amendment #11 for Contract # DE060645-1, (Senior Community Service Employment Program-Title V) between Arizona Department of Economic Security and Mohave County, revising the Grantee Goals and preliminary distributions of funding/SCSEP positions for FY2010, and increasing the total contract ceiling by \$139,136 for period October 1, 2005- June 30, 2010, and approve revised FY2010 budget for Fund 88889461, increasing by \$42,513 from \$124,220 to \$167,733 for the period July 1, 2009 through June 30, 2010, including increases from Amendment #10 (approved 6/15/09) and Amendment #11

Ms. Duranceau stated that the Title V amendment increased funding and the number of available positions available to eligible seniors and was approved by the Mohave County Board of Supervisors.

5. Acknowledge the approval of contract amendment #1 to Contract # DE09120800, the Intergovernmental Agreement between the State of Arizona Department of Economic Security and Mohave County for the American Recovery and Reinvestment Act (ARRA) funds for PY08 Workforce Investment Act Youth, Adult and Dislocated Workers, reducing the Contract Ceiling by \$589,579 from \$1,603,121 to \$1,013,542, transferring 70% of Dislocated Worker and 100% of Rapid Response funds to Gila County REPAC; approval of this fund transfer based on the Consortium Agreement and recommendation by the Mohave La/Paz Local Workforce Investment Board; and noting the budget revisions to funds 88189467 (PY08 Dislocated Worker Admin), 88189468 (PY08 Dislocated Worker Program) and 88189469 (PY08 Rapid Response) previously submitted to Mohave County Finance Department

Ms. Duranceau stated when ARRA funds were received an IGA was made with the state which reduced the contract ceiling based on the funds transferred to Gila County.

XII. Discussion and Possible Action: LWIB Agenda for October 21, 2009

The committee reviewed the LWIB Agenda draft and made the following changes: change item VI. to state Economic Development in La Paz County and add the name of the organization that D.L. Wilson is Chairman of; re-title item VIII to state Mohave Community College and Mohave County One Stop Career Center ARRA Fast-Track Training Initiative; add the Nursing Assistant program approval to the Consent Agenda B. as a third item; add the Unrestricted Funds rescission as a Discussion and Possible Action and; add to the Consent Agenda an acknowledgement of the approval of the MOU (item XIII, below) which should be approved October 5th.

MOTION: Mr. Bell made a motion to approve the draft of the LWIB Agenda for October 21, 2009 along with the changes as stated above. Ms. Riley seconded the motion.

VOTE: Unanimous.

XIII. Discussion and Possible Action: Approval of the Memorandum of Understanding for the Arizona Partnership Organization for Workforce and Employment Revitalization (AZ- POWER) Consortia (Mohave, La Paz and Yuma Counties) proposed by Regional Center for Border Health, Inc.

The formation of a consortium between Mohave, La Paz and Yuma Counties needs to be formalized with a Memorandum of Understanding and is called the AZ-POWER Consortia. The purpose of the consortia is to fully develop an integrated workforce training programs and work placement services to help workers pursue careers in the health care sectors. The MOU presented needs to be approved and will require the signatures of Ms. Marshall on behalf of the LWIB, Ms. Miller on behalf of the La Paz Career Center, Ms. Duranceau on behalf of the Mohave County One Stop Career Center, Dr. Kearns on behalf of Mohave Community College and Betsy Parker on behalf of the WAVE JTED. There will be a presentation regarding the MOU and the consortia during the October 21st LWIB meeting.

MOTION: Ms. Duranceau made a motion to approve the AZ-POWER Consortia Memorandum of Understanding and to authorize Ms. Marshall, Ms. Miller and Ms. Duranceau to sign the MOU. Ms. Riley seconded the motion.

VOTE: Unanimous.

XIV. Announcements

None.

XV. Call to the Public

No response.

Executive Committee
September 24, 2009

XVI. Adjournment

MOTION: Ms. Duranceau made a motion to adjourn the meeting. Ms. Riley seconded the motion.

VOTE: Unanimous.

The meeting was adjourned at 11:40 a.m.

Minutes approved by the Executive Committee: _____