

**Cochise County Local Workforce Investment Board (LWIB)
Meeting Minutes**

DATE/TIME Thursday, January 26, 2012 – Meeting Called to Order 9:03am

LOCATION: Cochise College – Benson Center
1025 State Route 90
Benson, AZ 85602

Members Present

Ron Curtis
Doris Tolbert
Duane Brofer
Vada Phelps
Peggy Feenan
Kenneth Cecil
Evonne Martin
Emery Silvester
Bob Kirk
Sally Rieger
Jack Bauer
Sheila DeVoe Heidman
Jim Shockey
Kathleen Bullock
Amanda Baillie
Mignonne Hollis

Absent

Bill Nolan
Kara Harris
Dr. Jessica Dilworth
Librado Ramirez (J.R.)
Jason Bowling
Richard Besselman
Paulette Welch
Robert Kessler

Staff Present

Vickie Simmons
Dwanna Wacker
Mary Tieman
Michelle Huff
Robin Mitchell

Meeting Called to Order at 9:03 am by Ron Curtis, President

Roll Call for Quorum – Roll Call Taken by Mary Tieman - Quorum Present

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

Welcome Guests: **Sheila Shedd, Arizona Commerce Authority. Director,
Governor’s Council on Workforce Policy**

Steve Tait, Walker & Armstrong, LLP

Silvia Hurtado, Acting Regional Manager at DES

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A. Action – Approve / Disapprove Agenda

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

B. Action – Approve / Disapprove September 22, 2011 Minutes

Motion to Approve: Kenneth Cecil
Seconded: Peggy Feenan
Approved: Unanimously

C. Action Item – Present Report: Expenditures for Sept. 2011 – Dec. 2011.

Duane Brofer reported the Finance Committee reviewed the expenditures for September 2011 – December 2011, and found no discrepancies. Any questions regarding expenditures should be directed to Michelle Huff, Finance Director.

D. Annual Audit Presentation – Walker and Armstrong LLP

Steve Tait from Walker and Armstrong, LLP presented the Annual Audit Report for year ending June 30, 2011. Mr. Tait stated the review was conducted using the general accounting principles and federal government standards. The staff provided all documentation requested and there was no difficulty in preparing the audit report. There were no findings and CCWD is considered to be a low audit risk organization. If anyone would like an electronic copy of the Audit Report, please contact Michelle Huff. Vada Phelps presented the DES State Audit report that was conducted December 2011. There were no findings and Cochise County is considered low risk audit. Michelle Huff and her staff were commended on doing a great job.

E. Employment and Training for Adult Services and the One Stop

Vickie Simmons reviewed the items listed in the board report. CCWD is continuing to partner with Cochise College on the I-Best Grant. Ten clients have received their GED and enrolled in the medical programs under the I-Best Grant. The VWIP grant is severing 21 clients and approximately 70% of the funds have been spent on training. The CBJT Grant ended on December 1, 2011. The SESEP Grant has 124 participants from Cochise County. The Southern region was awarded the H1-B Grant last fall. Cochise County is expected to provide training for 50 participants. CCWD is providing a letter of support to SEAGO for the Ex-offenders Grant. Vickie reviewed the One Stop statistics for the Sierra

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Vista and Douglas offices. Ron Curtis asked Vickie to provide the update on the Performance report. Vickie stated the report has not been available in the past few months. The State is switching to the new reporting system on Feb 21, 2012. CCWD is expecting to meet or exceed all performance standards this year. The next Career Fair is scheduled for April 19th at the Windemere.

G. Report – Business Outreach

Robin Mitchell reviewed the information provide in the Board Packet. CCWD partnered with the Small Business Development Center to provide a Veterans Procurement Conference in November 2011. CCWD has provided employment services to Lucky Wishbone. They used the CCWD facility and services to hire 23 crew members, 1 general manager and 1 assistant manager. Training was provided to the Benson Library Access Point. Robin is attending numerous events around the county to promote Workforce Development services. There will be a resume and interview class on Feb 9th from 2-4 at the Mountain Vista Apartments on Busby Drive. CCWD is posting job listings on Facebook.

H. Report – Youth Services

Dwanna Wacker is an AJLS trainer for the new State system to be launched on Feb. 21, 2012. Dwanna has trained the staff in Cochise and Santa Cruz Counties. PYQ will be working with the University of Arizona South Cooperative Extension to provide the Launch in Life program at Bisbee High School on April 4th. PYQ is working towards exceeding all performance measures this year.

I. Report – Executive Directors Report

Vada Phelps announced the plans are almost finalized to move forward on July 1, 2012 with the merger of Cochise, Graham and Greenlee County Workforce Development Programs. The three county consortium will operate with one combined Board (WIB). The annual Retreat dates have been moved to March 28th – March 30th at the Omni National Tucson Resort. The Board members from Graham and Greenlee will be invited to join the retreat. If any has suggestions for the agenda, please let Mary Tieman or myself know. More information about the Retreat will be sent to you in the next couple of weeks. Ron Curtis, Emery Silvester and I are attending the NAWB Conference in Washington, DC in early March. Vada will forward the Performance Report the Board members when she receives it.

K. Report – Presidents Report

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Ron Curtis would like to commend the staff for doing a great job. He understands the merger will create some challenges; however this is a great opportunity for the expansion of services to the citizens of all three counties. Ron hopes that all of the Board members can attend the Board Retreat in March. Some of the goals for that meeting will be to define the Board expectations, training and the timeline details needed to meet the July 1st merger.

Peggy Feenan from the Department of Economic Security will have staff available to help with the merger if needed.

The Cochise County Local Board Investment Board is very active. There are a few members who have not been able to attend the meetings, which affect the numbers needed to have a quorum. Ron Curtis will notify those members and confirm their plans to continue serving on the LWIB.

Ron would like to thank Sheila Shedd, Steve Tait and Silvia Hurtado for attending the meeting.

Comments from Guests /Board Members /Staff: None

ADJOURNMENT – Ron Curtis Stated the meeting was adjourn at 10:30am.

Notes recorded by: Mary Tieman

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