

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

**DATE/TIME** Thursday, September 22, 2011 – Meeting Called to Order 9:08am  
**LOCATION:** Douglas Visitors Center  
345 16th Street  
Douglas, Arizona

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**Members Present**

Ron Curtis  
Doris Tolbert  
Duane Brofer  
Vada Phelps  
Sheila DeVoe Heidman  
Kenneth Cecil  
Librado Ramires (J.R.)  
Emery Silvester  
Jason Bowling  
Sally Rieger  
Jessica Dilworth  
Jim Shockey  
Amanda Baillie  
Jack Bauer  
Kathleen Bullock  
Mignonne Hollis

**Absent**

Bill Nolan  
Evonne Martin  
Richard Besselman  
Eva Escalante  
Paulette Welch  
Kara Harris  
Bob Kirk  
Peggy Feenan  
Robert Kessler

**Staff Present**

Vickie Simmons  
Dwanna Wacker  
Robin Mitchell  
Marguerite Whitaker  
Michelle Hughes

**Meeting Called to Order at 9:08 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**

**A. Action – Approve / Disapprove Agenda**

**Motion to Approve:**  
**Seconded:**  
**Approved:**

Kenneth Cecil  
Mignonne Hollis  
Unanimously

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**B. Action – Approve / Disapprove - May 4, 2011 Minutes**

**Motion to Approve:** Doris Tolbert  
**Seconded:** J. R. Ramirez  
**Approved:** Unanimously

**C. Action Item – Present Report: Expenditures for January 2011 – March 2011.**

Duane Brofer reported the Finance Committee reviewed the expenditures for April 2011 to August 2011 and found no discrepancies. Duane complimented Michelle Hughes for her outstanding work.

**D. Action Item – Approve/Disapprove 2011 – 2012 Proposed Budget**

Vickie Simmons presented the 2011-2012 budget and made a remediation for approval. There was a 3% increase in funding for this year. One staff member will be returning from active duty service on Monday, September 26, 2011.

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

**E. Action Item – Approve/Disapprove – Arizona Heat Program**

Horizon Health Care – Dental Assistant Program

**Motion to Approve:** Sheila DeVoe Heidman  
**Seconded:** Doris Tolbert  
**Approved:** Unanimously

**F. WIB Sub-Committee Update – Marketing and Youth Group**

At the 2011 Board Retreat there were two sub-committees formed. The groups focused on ways the board can market the Cochise County Workforce Development services for adults and youth clients. Emery Silvester is chairperson for the Marketing Committee. He presented a power point presentation the board members can use when speaking at community organizations such as Rotary and Chamber of Commerce. Once the presentation is complete, a copy will be sent to all LWIB members. Shelia DeVoe Heidman is chairperson for the Youth Group. She is working with Darcy Tessman from University of Arizona South Cooperative Extension on the Launch Into Life Program.

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**G. Report – Employment & Training: Adult Services and Grants**

Vickie Simmons is proud to announce the final 2010-2011 performance measures report shows Cochise County exceeding in all categories and meeting in one. We will be working with Cochise College on the I-Best Grant. The CBJT Grant will end in December 2011. Eleven people completed training through the Green Grant program. The Launch into Life committee needs volunteer to support the next workshop on October 19<sup>th</sup>. If you are interested, please contact Vickie Simmons.

**H. Report - Business Outreach**

Robin Mitchell the new Outreach Coordinator introduced herself and gave an update on projects she is working on. Robin is working with the Sierra Vista Economic Development office on a business retention survey. There were 19 job seekers at the mini job fair on Sept. 19<sup>th</sup>. It is not too late to reserve a table at the Workforce Development Career Fair on October 13<sup>th</sup>. The IHop used the CCWD facility at 1843 Paseo San Luis to hire 120 candidates for the new restaurant. The result of our collaboration survey from IHop is in the board packet for review. Robin is working with Hobby Lobby and Kohl's to use the CCWD office at 1843 Paseo San Luis office for staff recruitment. Cochise County Workforce just added a Facebook page.

**I. Report - Youth Program Update – Professional Youth Quest (PYQ)**

Dwanna Wacker will be a trainer for the AJLS Data Reporting System that will be launched in January 2012. Forty five youth completed the Summer Youth Employment Program. Professional Youth Quest will participate in the Teen Maze program with the County Health Department. PYQ is exceeding all performance standards.

**J. Report - Executive Directors Report**

Vada Phelps announced the 2011 Annual WIB Retreat in Tucson went very well. The two Board Sub-Committees will help with Youth Projects and Marketing Cochise County Development Services. Vada stated "We are no longer the best kept secret". The banquet went very well with over 300 people attending. The new state reporting system which is expected to launch in January 2012 will give better detailed reports than the current system. The 2012 LWIB meeting schedule is in the board packet. There will be a new board member orientation at the next meeting in January 2012.

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**K. Report – President**

Ron Curtis would like to congratulate the staff for all of their hard work. “That was an excellent job on the final performance report for 2010-2011”. Cochise County Workforce will take over the Graham and Greenly County Workforce Development Programs. The final date for the merger has not been announced. Ron would like to welcome the new board members.

**Comments from Guests /Board Members /Staff:**

**ADJOURNMENT – Motion placed for the Board to adjourn at 10:50am.**

**Motion to Approve:**  
**Seconded:**  
**Approved:**

Vada Phelps  
Ron Curtis  
Unanimously

Meeting was adjourned at 10:50am

Notes recorded by: Mary Tieman

*Equal Opportunity Employer/Program  
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities*

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