

Program Directors' Meeting  
Tuesday – May 13, 2014  
Clarkdale Room – Prescott Resort & Conference Center  
1500 Highway 69 – Prescott AZ 86301

**Directors Present**

Sandy Johnson-Cocopah Indian Tribe	Earl Daniel-Quechan Indian Tribe
Kim Booth-Colorado River Indian Tribes	Kathy Kline-Salt River Pima-Maricopa Indian Community
Robert Jacobo-Fort Mojave Indian Tribe	Jonathan Rios-Tohono O'odham Nation
Lana Chanda-Gila River Indian Community	Terilyn John-White Mountain Apache Tribe (Alternate)
Elvera Selestewa-Hopi Tribe (Alternate)	Ernestine Smith-Yavapai-Apache Nation
Lucille Watahomigie-Hualapai Tribe	
Greg Madril-Pascua Yaqui Tribe	

**Director Absent**

Etta Key-San Carlos Apache Tribe

**NTNWIB Staff Present**

Ron Trusley-Executive Director	Mimi Hurtado-Performance Consultant
Diana Russell-NTN DW Program Manager	Rich Utzig-NTN DW Program Coordinator

**Guests**

Delia Carlyle-NTNWIB Member	Nadine Kwail-Yavapai-Apache Nation WIA
Rudy Clark-NTNWIB Member	Willardine Sampson-NTNWIB Member
Connie Fraijo-DES/WIA	Theo DeLaRosa-Colorado River Indian Tribes TERO Officer
Victoria Hobbs-NTNWIB Member	
Nadine Kwail-Yavapai-Apache Nation WIA	

**I. Call to Order**

Ms Lana Chanda, AE Chairperson, called the meeting to order at 9:10 am.

**II. Introductions**

Each person introduced him/herself.

**III. Roll Call**

Ron Trusley, NTNWB Executive Director, called roll and stated a quorum has been reached with 12 of the 13 directors or alternates present.

**IV. Approval of Minutes**

Sandy Johnson moved to approve the February 5, 2014 Directors' Meeting Minutes. Earl Daniel seconded the motion. Motion carried.

**V. AE Chairperson Report**

Lana Chanda reported she is keeping "on top" of the NTN Business Plan. She distributed two handouts – one titled "State Sector Strategies Coming of Age: Implications for State Workforce Policymakers" and one titled "The Promise of Career Pathways Systems Change". Lana said she would send PDF copies of both documents to the directors.

**VI. GED Process & TABE Overview**

Ms Victoria Hobbs, Tohono O'odham Nation Education Department Executive Director and NTNWIB Member presented a very good overview of the new GED process and TABE.

**VII. State WIA Update**

Ms Connie Fraijo provided an update for the State WIA Office. Mr Mark Darmer has been named Interim Director of Programs for DES, and Mr Tom Colombo has been named Interim Deputy Assistant Director for DERS. An Acting EA Administrator has not been identified. Jutta Ulrich is the new WIA Policy Manager and also oversees ETPL and Apprenticeship. Carmen Gomez', Administrative Assistant, last day of employment will be May 16, and a temporary agency referral has been hired.

DES is in the process of negotiating PY14 performance goals with DOL. The proposed goals will be posted for public comment. LWIA negotiations of goals will be between June 23 & 26.

Policy development and posted questions and answers are on-going. The Adult Policy Manual, Dislocated Worker Policy Manual, and ETPL Policy Manual will be posted soon; the goal is to have all policy manuals posted by July 1, 2014. All are distributed for comment.

Ten of 13 EO Monitoring reviews have been completed. Most identified issues have been related to service provider monitoring and signage handicap accessibility.

PY13 programmatic monitoring will only be "case reads" for all tribal entities. Monitors will look at services provided and administrative information. Salt River and Yavapai Apache review are closed.

Some business plans will receive "conditional approval" through December 31, 2014. Monitors will make visits and check to be sure everything has been corrected. Monitors will also look at service integration and service delivery. The Interagency Team has been reviewing all plans and will make recommendations to the Workforce Arizona Council Workforce System Committee. Functional alignment is a big piece of the plan.

Department of Education did not meet PY12 performance, so there will be no PY12 incentive awards.

Laurie Ontiveros will plan quarterly webinars for the purpose of discussing AJC enhancements.

The State TA Conference will be at the Desert Willow Conference Center in Phoenix August 11-13, 2014. DOL requested to do a presentation on discretionary and formula grants; this presentation will be ½ day on August 11. The remaining 2 ½ days will include presentations on functional alignment and integration, fiscal training, and ½ day on local WIB training. The conference theme is "Building a Strong Foundation of a

Workforce System”. The state is also planning regional training with a focus on literacy and numeracy.

#### **VIII. SOC Report**

Ron Trusley reported for the SOC. The last SOC Meeting was held in Fountain Hills on May 8, 2014. SOC Chairperson Kathlene Sumatzkuku was unable to attend due to a family death.

The committee reviewed:

- Latest Red & Green Report
- NTN Business Plan
- PYT H-1B Grant Proposal
- Allocations Remaining Reports for PY12/FY13 and PY13/FY14
- PY14 Directors' and WIB Meeting Schedule

The SOC will recommend to the WIB:

- That we notify all tribes that \$35,000 PY13/FY14 funds taken from Tohono O'odham's contract are available and any tribe that wants to ask for the money must send their request and include how they would spend the money and provide an assurance that the money would be spent by December 31, 2014. Give two weeks to respond.
- Approval of a permanent allocation policy

In accordance with NTNWIB Bylaws, the SOC approved:

- NTNWIB Annual Conference for December 9-11, 2014
- NTN Strategic Planning Session
- NTN Sector Strategy Academy to be scheduled after the Strategic Planning Session

#### **IX. NTN Performance Consultant & MIS Task Force Report**

Ms Mimi Hurtado distributed the PY13 Performance RECAP from AJC 9090 Reports as of May 12, 2014 and review the information. She reminded directors that the “Literacy or Numeracy Gains” performance goal is for out-of-school youth aged 14-21. The results are based on TABE pre and post testing. She distributed a “new EFL (educational functioning level) chart” that shows the various identifications used in determining the TABE results.

Ms Hurtado reported that in the last MIS Task Force Meeting, everyone was asked to look at all out-of-school youth participants and make sure pre and post tests have been done. Make sure the participant should be recorded in AJC as an out-of-school youth, and make sure all test results are recorded appropriately.

She then reviewed the “statutory measures” and commented that there should be a skill attainment goal set for every younger youth who is in a WEX.

Ms Hurtado reviewed the April Red & Green Report as of 5/5/14 and reminded everyone that the 9090 reports show “real-time” figures. Joel Millman wrote that the goal is to run a new monthly Red & Green Report on the first Monday of each month.

**X. H-1B Grant Proposal**

Hugo Guerra and Leticia Hernandez, Pascua Yaqui Tribe, distributed information about the DOL ETA H-1B Ready to Work Partnership Grant they are preparing to submit. They want to involve other tribal entities if the grant is received.

**XI. Dislocated Worker Report**

Ms Diana Russell, NTN Dislocated Worker Program Manager, distributed a Program Activities Report for December 10, 2013 – April 30, 2014. Thirteen participants are enrolled in the dislocated worker program with six of them in job search, two in work experience, and five in classroom training. There were six new enrollments and there are two potential new enrollments at this time. The report also included a tribal visits report. Dislocated worker program staff have made some visits to non-tribal entities, such as non-tribal LWIA; they plan to continue this practice.

**XII. NTNWIB Executive Director Report**

Ron provided updates on the NTN Business Plan. After our last “revised” submittal, the Interagency Review Team is recommending non-approval of the plan. They are now asking for a “detailed description of the relationship amongst all the tribes as Affiliate Sites and the Comprehensive Center, detailed description of the unique role the NTNWIB plays in coordinating LWIA service delivery, policy development etc. amongst all the members, and ensure compliance with Wagner-Peyser service delivery in the Comprehensive One-Stop Center.” Until the state provides information about Wagner-Peyser staff in the Comprehensive One-Stop Center, we are unable to write this into the plan. Although non-approval of the plan is recommended, I still have to make a brief presentation to the Workforce Arizona Council Workforce System Committee on May 15, 2014.

Approximately 55 people attended the NTNWIA Training Academy March 12 & 13, 2014. Attendees included NTNWIB members, tribal council members, non-WIA staff, e.g., vocational rehabilitation staff, fiscal staff, state WIA staff, WIA Directors and staff.

The NTNWIB Annual Conference will be December 9-11, 2014 at the Prescott Resort & Conference Center. Soon I will send an email asking for volunteers to serve on the committee, and committee meetings will begin in July. Please remember to register and submit the registration form and payment timely.

If a staff person is “admin disabled” from AJC, send an email to [edatasecurityunit@azdes.gov](mailto:edatasecurityunit@azdes.gov) to request reactivation. A J-125 is not required, but you must confirm appropriate training has been completed.

I have participated in PY13 EO Monitoring at Cocopah, Quechan, Pascua Yaqui, Gila River and Hualapai. I plan to prepare more universal NTN EO Policies. Make sure all staff understand current policies and that they know where to find the policies. Policies should be kept in a location accessible to all staff, or all staff should be given a copy of the policies. Also, I will work on universal information to present in orientation sessions.

I attended the 2014 Arizona Sector Strategy Academy in Phoenix on April 24, 2014. Also, Patrick Andrews and Greg Madril attended.

### **XIII. Youth Advisory Council (YAC) Report**

Lana Chanda reported she recently sent out information about the 2014 Indian Nations Camp scheduled for July 14-18. Applications for camp should be submitted as soon as possible. Lana reviewed YAC composition and reminded everyone that they can submit the nomination form for YAC membership. A YAC meeting will be scheduled in June – probably during the week of June 23.

### **XIV. WIA Fiscal Report**

Ron reviewed the PY12/FY13 Allocations Remaining Reports and noted that the reports show several tribes have not spent all of their allocation. Per the NTNWIB Reallocation Policy, all money was to be spent by March 31, 2014, and any remaining money would be reallocated to other tribes. Some dates for the last expenditure report are not correct. Also, some of the tribes shown as still having unexpended money have spent all of their money. Ron said, because of these issues, he will recommend to the WIB that the reallocation policy be suspended for PY12/FY13 funds; however, if the WIB approves the recommendation, all money must definitely be spent by June 30, 2014. It is also imperative that expenditure reports are submitted by the 30<sup>th</sup> day following each month.

PY13/FY14 Allocations Remaining Reports were also reviewed. Directors were reminded that one-half of the dislocated worker allocation shown on the reports is for the adult program. All PY13/FY14 allocations must be spent by December 31, 2014; any money not spent will be reallocated in accordance with the NTNWIA Reallocation Policy.

Ron reviewed PY14/FY15 allocations and he stated enrollment numbers for all tribes have been received. The report shows the total NTN adult and youth allocations and the NTN dislocated worker allocations. This information will be sent to the state fiscal office to use in figuring the individual tribal allocations after the NTNWIB approves the allocations.

### **XV. Directors Selection for SOC**

Lana asked Ron to conduct this action. Ron explained the NTNWIB Bylaws state that SOC Membership is three (3) directors selected by the directors, three (3) WIB members appointed by the WIB Chairperson, the NTNWIB Chairperson and Vice-Chairperson. Selections/appointments are to be made by May 25 in the year new terms begin. Directors currently serving on the SOC are Kathlene Sumatzkuku, Kathy Kline and Kim Booth; WIB members currently serving on the SOC are Lana Chanda, Sandy Johnson, and Robert Jacobo. Term for current members expires 7/30/14; term for new members will be from August 1, 2014 through July 31, 2016.

Jonathan Rios, Tohono O'odham Nation, stated he would be interested in serving on the SOC.

Program Directors' Meeting  
Tuesday – May 13, 2014  
Page – 6 –

Nominations were opened with the following results:

Lucille Watahomigie nominated Kim Booth. Kim accepted the nomination.

Robert Jacobo nominated Kathy Kline. Kathy accepted the nomination.

Sandy Johnson nominated Kathlene Sumatzkuku. Kathlene accepted the nomination via phone call.

Ballots were distributed for directors voting. Ron counted the ballots, and announced that Kim Booth, Kathy Kline and Jonathan Rios were voted to serve on the SOC from August 1, 2014 through July 31, 2016.

**XVI. PY14 Meeting Schedule**

Ron announced the PY14 meeting schedule as:

Directors' Meeting – Wednesday-August 19, 2014 at Desert Diamond Casino Hotel

NTNWIB Meeting – Thursday-August 20, 2014 at Desert Diamond Casino Hotel

Directors' Meeting – Monday-December 8, 2014 (morning only) at Prescott Resort and Conference Center

NTNWIB Meeting – Monday-December 8, 2014 (afternoon only) at Prescott Resort and Conference Center

Directors' Meeting – Wednesday-February 18, 2015 – location to be determined

NTNWIB Meeting – Thursday-February 20, 2015 – location to be determined

Directors' Meeting – Wednesday-May 13, 2015 – location to be determined

NTNWIB Meeting – Thursday-May 14, 2015 – location to be determined

Lana asked directors if they had topics to include on the next meeting agenda. None were given.

**XVII. Directors Sharing Time**

No comments

**XVIII. Call to Public**

No comments

**XIX. Adjourn**

The meeting was adjourned at 4:39 pm.

Respectfully submitted,



Ron Trusley, NTNWIIB Executive Director