

NTNWIB Meeting  
Wednesday – May 14, 2014  
Clarkdale Room – Prescott Resort & Conference Center  
1500 Highway 69 – Prescott AZ 86301

**Board Members Present**

Delia Carlyle-Ak-Chin Indian Community  
Sandy Johnson-Cocopah Indian Tribe  
Robert Jacobo-Fort Mojave Indian Tribe  
Lana Chanda-Gila River Indian Community  
Rudy Clark-Hualapai Tribe  
Earl Daniel-Quechan Indian Tribe  
Willardine Sampson-Salt River Pima-  
Maricopa Indian Community

Victoria Hobbs-Tohono O’odham Nation  
Darrell Paddlety-White Mountain Apache  
Tribe  
Esther Sanchez-Yavapai-Apache Nation  
Peggy Feenan-DES  
Diana Russell-Dislocated Worker Program  
Patrick Andrews-Business/NTNWIB  
Chairperson

**Board Members Absent**

Valerie Welsh-Tahbo-Colorado River  
Indian Tribes  
Flora Talas-San Carlos Apache Tribe  
(Excused)

Librado Ramirez-CBO (Excused)  
Sharon Dukes-Title V/SCSEP (Excused)

**NTNWIB Staff**

Ron Trusley-NTNWIB Executive Director  
Rich Utzig-NTN DW Program Coordinator

Mimi Hurtado-NTN Performance Consultant

**Guests**

Connie Fraijo-DES/WIA  
Ernestine Smith-Yavapai-Apache Nation WIA  
Nadine Kwait-Yavapai-Apache Nation WIA  
Lucille Watahomigie-Hualapai Tribe WIA  
Theo DeLaRosa-Colorado River Indian  
Tribes TERO

Jonason Fisher-Colorado River Indian  
Tribes Council Member  
Kim Booth-Colorado River Indian  
Tribes WIA  
Sheila Shedd-Arizona Commerce Authority/  
Workforce Arizona Council

**I. Call to Order**

NTNWIB Chairperson Patrick Andrews called the meeting to order at 9:05 am.

**II. Introductions**

Everyone introduced him/herself and where they are from.

**III. Roll Call**

Ron Trusley conducted roll call and declared a quorum with 12 members present. Flora Talas was appointed as San Carlos Apache Tribe on February 27, 2014, but she is unable to attend today due to prior engagements scheduled several months in advance. Librado Ramirez is unable to attend due to sickness. Sharon Dukes is unable to attend due to an out-of-state commitment.

**IV. Approval of Minutes**

Robert Jacobo moved to approve the February 6, 2014 NTNWIB Meeting Minutes. Willardine Sampson seconded the motion. Delia Carlyle offered a correction in agenda item III on page 1 that the word action should be acting. Minutes were approved as corrected.

## **V. NTNWIB Officers Reports**

### NTNWIB Chairperson Patrick Andrews

Patrick reported he attended the May 8 SOC Meeting. One topic of discussion was PY14/FY15 allocations. Patrick and Ron had a brief meeting with Joel Millman regarding the NTN Business Plan. The Interagency Review Team required changes, so we had to submit a modified plan. Patrick apologized for his absences at past meetings; he has had several issues that required his attention.

*Robert Jacobo moved to go into executive session to discuss board absences. Victoria Hobbs seconded the motion. Motion carried with 10 affirmative votes.*

*The NTNWIB went into executive session at 9:19 am and returned to regular session at 10:07 am.*

Ron Trusley announced the motion passed in executive session. The motion was that Patrick Andrews remain as NTNWIB Chairperson until his current term expires. The motion passed by a vote of 8 in favor, 3 opposed, and one abstention.

### NTNWIB Vice Chairperson Delia Carlyle

Delia reported that she attended the NTN Directors' Meeting yesterday and is pleased with everything the directors are doing.

### NTNWIB Secretary

This position is vacant due to Veronica Boone's resignation from employment with the Tucson Indian Center, and no report was received.

Rudy Clark moved to amend the agenda by moving item XVII to VI. Robert Jacobo seconded the motion. Motion carried.

## **VI. NTN Business Plan**

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 tells provides information about Wayner-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.

Lana Chanda moved to approve the NTNWIB Mission and Vision Statements listed in the plan with the addition of the words "tribes and" in the mission statement with the understanding that the mission and vision statements may change in the Strategic Planning Session. Motion unanimously carried. The mission statement will now read:

“To support the tribes and state’s economic and workforce development goals and sector strategy initiatives through enhanced and on-going communication and involvement with tribal leaders, economic development offices, and businesses to improve the quality of our workforce.”

Robert Jacobo moved to approve the Gila River Indian Community Employment & Training Department as the Comprehensive One-Stop Center and the remaining 12 tribal entities as Affiliate Sites for the NTNWIB. Earl Daniel seconded the motion. Motion carried.

Sheila Shedd commended those involved in writing the business plan for their work, and reminded us that the plan is a “living document”.

#### **VII. H-1B Grant Proposal**

Greg Madril gave a brief overview about the DOL ETA H-1B Ready to Work Partnership Grant proposal Pascua Yaqui Tribe is preparing to submit. Hugo Guerra and Leticia Hernandez provided written information in the directors’ meeting yesterday and gave a detailed presentation. Pascua Yaqui wants to involve other tribes if the grant is received, and they are requesting a letter of support from the NTNWIB.

Robert Jacobo moved that the NTNWIB draft a letter of support. Lana Chanda seconded the motion. Motion carried.

#### **VIII. AE Chairperson Report**

Lana Chanda reported that Victoria Hobbs gave a very good presentation on the new GED process and TABE in the directors’ meeting yesterday. The directors support Pascua Yaqui’s H-1B grant proposal. She gave “State Sector Strategies Coming of Age: Implications for State Workforce Policymakers” and “The Promise of Career Pathways Systems Change” documents to the directors and gave the same documents to NTNWIB Members.

#### **IX. Dislocated Worker Program 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.

#### **X. 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.

#### **XI. DERS/EA Update**

Ms Peggy Feenan provided an update about changes in DES, DERS, and Employment Administration. 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.

The Division of Child and Family Services is being made a separate division in DES, and the director will be accountable to the governor.

#### **XII. State WIA Update**

Ms Connie Fraijo provided an update for the State WIA Office. 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 Sharon Perkins, 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.

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.

### **XIII. 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 recommends the WIB approve the following:

- 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.

Consensus was to approve the above recommendation.

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

The SOC also recommends the WIB approve a NTNWIB Allocation Policy that will be covered in the Executive Director's Report.

### **XIV. 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 tells provides information about Wayner-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 send your registration in a timely manner although NTNWB members will not pay the registration fee. Some comments on 2013 evaluations were that more board members should attend the conference, be more involved in the conference, and should be presenters.

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. Directors were reminded to 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.

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

Lana Chanda announced that the 2014 Indian Nations Camp will be July 14-18. Participant and staff applications have been sent to all tribal entities. She distributed a YAC Nomination Form and reminded WIB members that they can nominate people for membership. Lana is contacting current YAC members to determine if they want to continue as members. A YAC meeting will be scheduled in June 2014.

#### **XVI. 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 NTNWB 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 recommended that the WIB suspend the reallocation policy for PY12/FY13 funds due to the above reasons. WIB consensus was to suspend the reallocation policy as recommended.

A NTNWB PY13 budget and expenditure report was distributed. A separate PY Dislocated Worker Expenditure Report was distributed. Ron said he is working to reconcile with Cocopah.

#### **XVII. Proposed NTN Allocation Policy**

Ron reviewed the allocation policy that has been used for the past several years. He distributed a proposed allocation policy and recommended the WIB approve the policy effective immediately.

The WIB approved the allocation policy effective immediately.

#### **XIX. PY14/FY15 Allocations**

Ron distributed and reviewed a document showing the PY14/FY15 NTNWB adult and youth admin amounts. The report also shows the dislocated worker admin amounts if none of the allocation is returned to the state and different options of returning some money to the state.

After a lengthy discussion, WIB concurrence was to retain all admin money without returning any dislocated worker money to the state and review a “dislocated worker spending plan” in the August WIB meeting.

#### **XX. NTN Staff Contracts**

Staff (Ron Trusley, Mimi Hurtado, Diana Russell, Rich Utzig) were asked to leave the room while the WIB discusses contracts. After a lengthy discussion, staff were invited to return to the meeting. Chairman Andrews announced that contracts will be renewed for PY14 as follows:

- Diana Russell – NTN Dislocated Worker Program Manager - \$60,000.00 per year
- Rich Utzig – NTN Dislocated Worker Program Coordinator - \$25,000.00 per year
- Mimi Hurtado – NTN Performance Consultant - \$7,500.00 per year
- Ron Trusley – NTNWIB Executive Director - \$30,000.00 per year. However, the WIB asked Ron to send a detailed job description to Lana Chanda and she will contact the H.R. Department to see what the salary is for people in similar positions. If this shows a higher salary is justified, it will be increased retroactive to July 1, 2014.

#### **XXI. NTNWIB Secretary Election**

The secretary position, vacated by Veronica Boone, expires 06/30/15. Chairman Andrews announced nominations to fill the position will be accepted today. Earl Daniel nominated Robert Jacobo. Robert accepted the nomination. Rudy Clark moved to close nominations and elect Robert by acclamation. Earl Daniel seconded the motion. Motion carried.

#### **XXII. WIB Appointments/Reappointments**

Ron said he sent letters to Ak-Chin Indian Community, Colorado River Indian Tribes, Gila River Indian Community, and San Carlos Apache Tribe requesting reappointments or new appointments for a 3-year term from July 1, 2014 through June 30, 2017.

Also, a letter was sent to the Tucson Indian Center requesting a nomination to fill the vacancy created by Veronica Boone’s resignation.

Librado Ramirez-CBO representative from SEACAP, Diana Russell-dislocated worker program representative, Sharon Dukes-Senior Employment & Training Title V Program, and Patrick Andrews-Business representative have expressed interest in reappointment to the WIB. Robert Jacobo moved to approve these 4 reappointments for a 3-year term from July 1, 2014 through June 30, 2017. Rudy Clark seconded the motion. Motion carried with two opposed and one abstention.

#### **XXIII. WIB Members Appointments to SOC**

Per NTNWIB Bylaws, by May 25, the NTNWIB Chairperson is to appoint three (3) WIB members to serve on the SOC for a 2-year term from August 2014 through July 2016. Ron will notify all WIB members and ask those who are interested in appointment to the SOC to respond stating their interest. He will notify Chairman Andrews of all responses received so appointments can be made. WIB members currently on the SOC are Lana Chanda, Sandy Johnson, and Robert Jacobo.

**XXIV. 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

Ron suggested scheduling a Strategic Planning Session for Wednesday & Thursday – June 4 & 5, 2014 beginning at 9:00 am each day. The event would be in the Phoenix area. Purpose would be to thoroughly review the NTN Business Plan and make any appropriate modifications. The WIB concurred.

**XXV. Call to Public**

No comments

**XXVI. Adjourn**

Robert Jacobo moved to adjourn the May 14, 2014 NTNWIB Meeting. Earl Daniel seconded the motion. Motion carried, and the meeting was adjourned at 4:31 pm.

Respectfully submitted,



Ron Trusley  
NTNWIB Executive Director