

NTN Special Operations Committee (SOC)
Monday-December 6, 2010
Yavapai Suite
Prescott Resort & Conference Center
1500 Highway 69
Prescott AZ 86301

SOC Members Present: Lana Chanda, Cody Juan, Etta Key, Collette Lewis, Michel Medrano, Philip Popovich, Ron Trusley (non voting)

SOC Members Absent: Patrick Andrews & Fred Ferreira

Guest Present: Rich Utzig (DES/Fiscal)

I. Call to Order

Cody Juan, SOC Chairman, called the meeting to order at 1:33 pm.

II. Membership Update

Ron reported all SOC vacancies have been filled. The newest member is Etta Key who was selected by the Directors in their November 16, 2010 meeting.

III. Approval of Minutes

Philip Popovich moved to approve the October 29, 2010 meeting minutes. Michel Medrano seconded the motion. Motion carried by voice vote.

IV. Review of Red/Green Report

The October 2010 Red/Green Report was distributed for review. Cody commented that we should remember we are still in the beginning stages for performance for the current program year. The NTNWIB performance looks good compared to cities and counties. Cody suggested all program staff review their VOS entries for accuracy.

V. NTNWIB Policies

A draft "Work Experience Policy & Procedures" document, prepared by Mimi Hurtado, was reviewed. After a brief discussion, Michel moved to approve the policy. Etta seconded the motion. Motion carried by voice vote.

Ron commented that current policies consist of:

- Travel Policy
- Veterans Priority of Service Policy
- Fiscal Sanction Policy
- Follow-Up and Tracking Policy

Consensus was an Enrollment Policy should also be prepared and approved.

It was suggested that in the February 2011 Directors' Meeting a discussion take place regarding possible approval of a NTNWIB policy establishing a cap for participant expenditures.

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VI. Financial Review

Ron reported Gila River's contract will be amended to bring in \$17,910.00 PY08 incentive money and \$38,977.00 PY10 money. We have also been awarded \$21,005.00 PY09 incentive money.

Although Lana had told Juan Castaneda that Ron would contact him and that he should work directly with Ron regarding expenditure reports, etc., this has not occurred. Ron said he had called to ask for updated expenditure reports, and Juan returned the call and left a message to just let Elisia know what is needed.

Since Ron has been unable to obtain updated expenditure reports, resolve reported expenditure issues, obtain information requested from Gila River re income/expenses for the Indian Nations Camp, ASU Work Readiness Camp, etc., it is not possible to submit a correct expenditure report. Nor is it feasible to submit a proposed PY10 NTNWB budget until requested information has been received, and all issues have been resolved.

Ron will meet with Rich Utzig to review everything, and ask Rich if he can intervene with Juan.

VII. 2010 NTNWB Annual Conference

Ron stated that everything seems to be in order for the conference, although the committee did encounter a few minor issues. Everything was resolved satisfactorily. Based on registrations received, attendance should be around 100 people.

Sponsorships received and/or committed include:

- \$ 400.00 from Cocopah Indian Tribe
- \$ 200.00 from Cliff Castle Casino
- \$1,000.00 from Yavapai Prescott Indian Tribe

Twelve (12) exhibitors have registered and paid the \$350.00 exhibitor fee.

VIII. Upcoming Meetings/Conferences

Information on the National Association of Workforce Boards (NAWB) Forum 2011 was distributed; dates are February 5-8, 2011 in Washington, D.C. A notice about the National Association of Workforce Development Professionals (NAWDP) May 16-19, 2011 annual conference in Virginia Beach, VA was also distributed.

IX. Request to Change NTNWB Meeting Days

Tanya Moore, Yavapai Apache Tribe representative on the NTNWB, submitted an email requesting NTNWB meetings be changed to be held on Wednesday, rather than Thursday. SOC Members discussed the request, and concurred it is not feasible to change the meeting day. Ron will send a response letter to Tanya.

X. Next Meeting

The next SOC Meeting was scheduled for Friday, January 14, 2011, at the Radisson Phoenix City Center Hotel in Phoenix. Ron reminded everyone he will be absent from the meeting as he has an out-of-state commitment.

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XVII. Adjourn

Philip moved to adjourn the December 6, 2011 SOC Meeting. Michel Medrano seconded the motion. Motion carried by voice vote, and the meeting was adjourned at 2:18 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Ron Trusley". The signature is written in a cursive, flowing style.

Ron Trusley, NTNWB Executive Staff Assistant