

ANNUAL REPORT

JULY 2021 TO JUNE 2022



Clifton Train Station



Historical Building, Safford



Cochise County Justice Court, Bisbee

VADA J. PHELPS, EXECUTIVE DIRECTOR

Equal Opportunity Employer/Program.

Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities.

Funded by WIOA Federal dollars serving Adults, Youth and Dislocated Workers.



Annual Report – July 2021-June 2022

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ARIZONA@WORK - Southeastern Arizona
Annual Report – July 2021–June 2022

On behalf of the ARIZONA@WORK - Southeastern Arizona Workforce Board of Directors and staff, I am proud to present our Annual Report. We are pleased to share with you the report highlighting events and accomplishments from July 2021 to June 2022. We are proud of our accomplishments and ongoing efforts to support local businesses in our three county area, to provide them access to a skilled workforce and job seekers access to meaningful employment.

This report is a testament to the efficient and effective services that our system has provided to job seekers and business over the past year. Our ability to find innovative and unique approaches to service delivery for our communities continues to thrive.

Our goals include creating workforce solutions to deliver excellent job opportunities to our citizens, by partnering with area businesses, education and government. We are identifying in-demand sectors and working with our community colleges and other training facilities to designing programs to meet these demands.

The Board of Directors, appointed by the Board of Supervisors, is made up of a majority of private sector business owners and decision making staff who have their finger on the pulse of the local economy. The board capitalizes on the diverse skills of its residents by helping develop a trained workforce.

In our three county area we have 4 physical job center locations and one administration office:

Cochise:

2600 E. Wilcox Drive – Room H-106
Sierra Vista, Arizona 85635
(520) 458-9309

515 E. 7th Street
Douglas, Arizona 85607
(520) 364-8906

Graham:

626 S. 6th Avenue
Safford, Arizona 85546
(928) 432-6936

Administration Office:

900 Carmelita Drive
Sierra Vista, Arizona 85635

Greenlee:

P.O. Box 816
558 N. Coronado Blvd.
Clifton, Arizona 85533
(928) 439-4632

GENERAL INFORMATION:

ARIZONA@WORK- Southeastern Arizona is a nonprofit, federally funded employment and training agency that provides customer-focused workforce development services. We work closely with local businesses, educators and job seekers to ensure that our programs provide the needs of the communities we serve by facilitating skill development and career mobility, aligned with the business community needs and enhance people’s ability to live and work in our three-county region.

HISTORY:

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. As with the preceding Workforce Investment Act (WIA), WIOA is overseen by the U.S. Department of Labor (DOL) and is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers the need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

WIOA provides a new opportunity to ensure that America's Job locations remain effective and job-driven – responding to the needs of employers and preparing workers for jobs. WIOA was in effect for four years (2015-2020) per the WIOA law, but continues to be funded by the federal government after 2020.

Even though the program has sunset, as long as congress appropriates funds the program as is will continue. Several bills to either extend WIOA or another training program that would continue the services, have been submitted to congress. Nothing thus far has not been approved. It is expected that after the elections a bill will be submitted and approved. Don't know if it will just extend the WIOA or place a completely different program in its place.

The purpose is to better align the workforce with education and economic development. The private sector will continues to be the majority of the Local Boards. The balance of the Board is made up of: Labor Representatives, Adult Education/Literacy, Vocational Rehabilitation, Higher Education, Wagner-Peyser, and Economic Development.

The law maintains the current One-Stop partners. It consists of Title I Adult Services, Youth Services, Dislocated Workers; Title II Adult Education and Literacy; Title III Wagner-Peyser Act of 1933 and Title IV Rehabilitation Act of 1973. There are more compressive performance measures. If you would like to look at the law you may obtain it on the Department of labor web site or the State of Arizona web site. The Department of Labor has already issued TEG's (Training and Employment Guidance) and the state is putting out Guidance Letters. These are also posted on the website www.azdes.gov.

Now more than ever, effective education and workforce development opportunity are critical to a stronger economy of our three counties. We are preparing workers for the 22nd century jobs, while helping businesses find the skilled workers they need.

Our goals are to align workforce training goals with the economic and education goals of our counties and make workforce programs more customer-focused.

We provide real-time labor market information about in-demand jobs, job search workshops, programs for job seekers, staffing and recruitment assistance, pre-layoff assistance and outplacement services, employee training and retention services, as well as professional development programs.

THE BOARD:

1. **PURPOSE STATEMENT:** The purpose as outlined in the WIOA law H.R. 803 signed into law on in the City of Washington on Friday the third day of January 2014. “It is to amend the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training and education programs in the United States and to promote individual and national economic growth and other purposes.” Statewide and Local Workforce Investment Systems is to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention and earnings of participants and increase occupational skill attainment by participants. As a result, improve the quality of the workforce, reduce welfare dependence and enhance the productive and competitiveness of the Nation”.

2. **MISSION STATEMENT:** The ARIZONA@WORK Southeastern Arizona Workforce Board will lead the regional workforce development system and collaborate with all partners to help businesses and job seekers prosper.

3. **VALUES STATEMENT:** Integrity – Self-Sufficiency – Respect – Teamwork – Initiative – Commitment and Individual Responsibility for Team Success.

4. **VISION STATEMENT:** ARIZONA@WORK Southeastern Arizona Workforce Development Board will position our citizens and businesses for increased and sustained economic prosperity.

5. **BOARD MAKEUP:**

Workforce Investment Boards are appointed by the Local Elected Officials:

1. 51% Representatives of business who are owners, chief executives or operating officers of the business or other decision makers
2. Representative of local educational entities
3. Representatives of Labor organizations (not less than 20% of the Board) can include community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment.
4. Representatives of education and training
5. Representatives of governmental, economic and Community development
6. President of the Board must be from the Private Sector.
7. List of current Board Members is (Attachment A)
8. Also attached is the calendar of meetings for next year. (Attachment B)

SERVICES:

ADULT AND DISLOCATED SERVICES:

We provide customized services to the jobseekers, including the Dislocated Workers of Cochise, Greenlee and Graham Counties through its job centers in Sierra Vista, Douglas, Safford and Clifton. Our Staff is dedicated to providing job seekers the tools needed to enter the unique workforce of our three counties.

The clients meet with experienced career advisors and discuss their specific needs. They can then attend workshops that focus on various topics to understand how to negotiate the best possible employment situation. The list of our workshops can be found at the end of the narrative.

We also provide specialized services to specific populations such as veterans, youth, dislocated workers and older workers. We work closely with local businesses, educators, and individuals to ensure we provide opportunities that build the knowledge, skills and attitudes necessary to address the workforce needs of our three counties.

YOUTH SERVICES:

We provide Youth Services which is an information-rich environment where youth ages 16-24 can learn to conduct an effective job search, research careers, access job listing, find volunteer opportunities and much more. Staff provide resources, mentorship and assistance which also includes work experience where their careers are matched with employers offering work experience opportunities in the areas of their employment interests. The youth gain valuable skills, learn responsibility and receive income - the employers gain a motivated intern whose wages are subsidized by us.

Job Training is also provided to eligible youth and they are assisted with job-search assistance and employment placement following training.

BUSINESS SERVICES:

We work very closely with local businesses to ensure that our programs provide opportunities that build the skilled workforce needed by their businesses. When businesses need to grow their business or a new business moves into our community, we can help find the quality candidates for their job openings. We can work to meet staffing needs, directly or through our quality connections with relevant community organizations.

We know that running a business comes with considerable challenges. If the business is considering layoffs, closing or shutting down the business operations we can help with a smooth transition with ensuing compliance with legal requirements. We can save them time and help them to understand all the options available to them. We can help them with their outplacement services and retaining opportunities.

When they need to upgrade their employees skills we can provide the employees with professional development and help the business assess their training needs and connect them with resources that suit their business.

Finding and hiring good employees with the right skill set can be challenging. In many cases, candidates may have the right combination of enthusiasm and ability but lack specific skills required and needed by the employers. Therefore we can provide an On-the-Job-Training experience which is an intern position. We can then pay up to 50% of the salary of this position for a period of time. This allows the job seeker to learn specialized and complicated work on the job specific to that employer’s needs. After which the employer has had the opportunity see that potential employee’s abilities and be ready to offer the intern a full-time position.

The current job market is employee led. Nation wide there are more jobs open than people looking for jobs. Our three counties are no exception to this trend. The great resignation has made a large dent in the ability of employers to retain employees. Working from home has also had a great effect on the employee pool searching for jobs. Some employers have had to close or cut back their services since they are unable to attract and/or retain staff.

Funding Allocations

1. Congress determines total allocation which goes to Department of Labor (DOL).
2. DOL disburses it to the states based on a formula consisting of three parts:
 - a. 1/3 based on number of economic disadvantaged
 - b. 1/3 based on the relative excess number of unemployed individuals
 - c. 1/3 based on number of unemployed in areas of substantial unemployment compared to total number of unemployed
3. State disburses the funds to the local workforce areas based on the same formula as above. Therefore, it does not matter how well or how poorly your areas perform the allocation is the same.

Below is a chart showing our allocations for the 2022-2023 program/fiscal year compared to the 2021-2022 program/fiscal year. Overall, we actually have a decrease of \$396,438 for the fiscal year 2022-2023. None of the Local Areas received a Rapid Response allocation for the 2022-2023 program/fiscal year as the Governor’s office decided to retain the allocation at the State level.

	2020-2021		2021-2022	Increase
	Allocation		Allocation	(Decrease)
Adult	\$749,476		\$602,861	\$(146,615)
Youth	\$727,876		\$593,749	\$(134,127)
D/W	\$1,170,857		\$1,055,161	\$(115,696)

Total		\$2,648,209		\$2,251,771	\$(396,438)

BUDGET TO ACTUAL REPORT

Included in this annual report is the 2021-2022 budget to actual report. (See Attachment C) The independent audit report and the single audit for the year 2020-2021 were completed with one finding, which has been corrected. The independent audit for the 2021-2022 should be complete soon. If you would like a copy of the independent audit report (when completed) please let me know. Audit for program year 2021. (Attachment D is the 2021 Audit)

PERFORMANCE MEASURES:

Below is Southeastern Arizona’s PY2020 final performance indicators utilizing the SAM (statistical adjustment model) per Department of Labor requirements. Southeastern Arizona exceeded all performance measures in excess of 100%. The Department of Labor requirement is for a local area’s program performance indicator outcomes to be at or above 90%. We have not received PY2021 performance indicators as of the printing of this report. The PY2021 performance indicators will be included in the next year’s annual report.

PY2020					
SOUTHEASTERN					
PERFORMANCE Indicators	Negotiated Level	Predicted Adjustment Factor	PY2020 New Target	PY2020 Actual	PY2020 % Goal Achieved (Actual/New Target)
Adult					
Employed 2 nd quarter after exit	72.0%	1.8%	73.8%	80.4%	108.9%
Employed 4 th quarter after exit	73.8%	0.0%	73.8%	80.2%	108.7%
Median Wage	\$ 6,500	\$ (282)	\$ 6,218	\$ 11,990	192.8%
Credential	68.0%	0.0%	68.0%	90.3%	132.8%
Measurable Skills Gain	59.2%		59.2%	65.6%	110.8%
Program Performance Indicator Outcomes					130.8%
Dislocated Worker					
Employed 2 nd quarter after exit	78.0%	7.6%	85.6%	100.0%	116.8%
Employed 4 th quarter after exit	75.0%	0.0%	75.0%	76.9%	102.5%
Median Wage	\$ 8,646	\$ (150)	\$ 8,496	\$ 8,583	101.0%
Credential	75.0%	0.0%	75.0%	88.9%	118.5%
Measurable Skills Gain	50.0%		50.0%	72.7%	145.4%
Program Performance Indicator Outcomes					116.9%
Youth					
2 nd quarter after exit	75.0%	-6.7%	68.3%	87.5%	128.1%
4 th quarter after exit	72.0%	0.0%	72.0%	83.3%	115.7%
Median Wage	\$4,500		\$ 4,500	\$ 5,703	126.7%
Credential	45.0%	0.0%	45.0%	64.4%	143.1%
Measurable Skills Gain	52.8%		52.8%	78.1%	147.9%
Program Performance Indicator Outcomes					132.3%
Overall Indicator Score					
Employed 2 nd quarter after exit					118.0%
Employed 4 th quarter after exit					109.0%
Median Wage					146.9%
Credential					145.6%
Program Performance Indicator Outcomes at or above 90%					
Program Performance Indicator Outcomes below 90%					
Performance Indicator Outcomes below 50%					

CLIENTS IN TRAINING-EXITED OUT OF TRAINING

For the period July 1, 2021 to June 30, 2022, 298 participants were enrolled in our adult, dislocated worker, and youth training programs. During the same period, we exited 115 participants from training which are now either employed, moved on to post-secondary education or looking for employment.

Below is a listing of businesses some of our clients are employed with after successfully completing training:

Arizona State Prison	Canyon Vista Medical Ctr	Rim County Health
Tucson Medical Center	Sierra Vista Flower Shop	Home Depot
Haven Health of Sierra Vista	Ensign Energy Services, Inc.	Quiburi Mission
U.S. Army	Olive Garden Restaurant	Cinemark
Copper Queen Hospital	Chiricahua Community HC	Cemex Concrete

Cochise County Sheriffs Dept	Ross Dress for Less	MHM Health Professional
Northern Cochise Hospital	Mary Cariola Children Center	Haven Health of Douglas
Pabuse Medical PS	Santa Cruz Sheriff's Dept	Douglas Police Department
Sierra Vista Police Dept.	Bisbee Police Dept.	Tohono Police Dept.
IC Jack, LLC	Safford Police Dept.	Graham County Police Dept.
Nogales Police Dept.	Freeport McMoran Mining	ACT Call Center
Walmart	NPL	AZ Dept. of Corrections
San Carlos Apache Hospital	Banner Health	Yuma Regional Medical Ctr.
Palmer Johnson Family Dental	Central Dentistry	Graham Regional Medical Center
Haven Health of Safford	HS Field Services	Home Health Tucson, LLC
Quail run Behavioral Health	DSW Trucking	Rutherford Div. Industries
Handmaker J. Geriatric Ctr	Information Systems Solutions	St. Mary's Hospital
Life Care Center	UPMC, PA	Community Medical Services
Northwest Medical Center	GDIT	

K.E.Y.S. (KEEP ENHANCING YOUR SUCCESS) PROGRAM

We continue to offer workshops to job seekers in our Sierra Vista Job Center. Below is a schedule of the classes and class descriptions:

Monday	Tuesday	Wednesday	Thursday	Friday
	Orientation 9:00AM	Orientation 9:00AM	Orientation 9:00AM	Orientation 9:00AM
	Resume Workshop	Effective Job Search	Job Applications	Interviewing Tips & Hints
	10:00-12:00PM	10:00-12:00PM	10:00-12:00PM	10:00-12:00PM

Workshop Descriptions

Orientation Learn: about services in the Job Center and what ARIZONA@WORK can do for you. Attendance - 284

Resume Workshop Learn: The Role of the Resume in your Job Search Activities; choose a format-Which is best for you? ; resume guidelines, and target your resume to the job desired. Attendance – 27

Effective Job Search Learn: How to submit resumes and applications online; networking, and pluses of assertive job search techniques. Attendance - 6

Job Applications Learn: Etiquette-Do's and Don'ts; discover how to successfully answer sticky questions; successfully complete on-line applications, and how to email your application and submit attachments. Attendance - 20

Interviewing Tips & Hints Learn: Four parts of an Interview; basic interview practices; how to negotiate and ace the interview; first impressions count/dress to impress; attract vs. distract.
Attendance - 8

HIRING FAIRS/CAREER FAIRS

- 9 July 2021 – 2021 Summer Hiring Fair, Sierra Vista Job Center
- 19 July 2021 – AZ Department of Corrections Recruitment Event in Safford Job Center
- 22 July 2021 – Southwest Irrigation Job Fair, Clifton Job Center
- 20 August 2021 – Cochise Serving Veterans: Veterans Resource Fair, Sierra Vista
- 23 August 2021 – AZ Department of Corrections Recruitment Event, Safford Job Center
- 23-24 August 2021 – TKC Holdings (AZ State Prison Complex) Hiring Fair, Douglas Job Center
- 27 August 2021 – Hiring Event for Medical Responders and Public Safety
- 30 August 2021 – Hiring Fair for ENHANCE Openings
- 7 September 2021 – 2021 City of Willcox Hiring Fair
- 17 September 2021 – Multi-vendor Job Fair, AZ National Guard Armory, Safford
- 1 October 2021 – 2021 Fall Hiring Fair, Sierra Vista Job Center
- 8 October 2021 – 2021 Douglas Hiring Fair
- 11 October 2021 - Desert Cat Sanctuary Job Fair, Safford Job Center
- 13 October 2021 – Southwest Irrigation Job Fair, Clifton Job Center
- 26 October 2021 – 2021 Benson Hiring Fair
- 1 November 2021 – Southwest Irrigation Job Fair, Safford Job Center
- 3-4 November 2021 – 99 Cent Store Hiring Fair, Douglas Job Center
- 1 December 2021 – Southwest Irrigation Job Fair, Safford Job Center
- 7-9 December 2021 – 99 Cent Store Hiring Fair, Douglas Job Center
- 6 January 2022 – AZ Department of Corrections Job Fair, Safford Job Center
- 12 January 2022 – Southwest Irrigation Job Fair, Safford Job Center
- 20 January 2022 – H & H Electrical Job Fair, Safford Job Center
- 26 January 2022 – Southwest Irrigation Job Fair, Clifton Job Center
- 8 March 2022 – Southwest Irrigation Job Fair, Safford Job Center
- 16 March 2022 – Southwest Irrigation Job Fair, Safford Job Center
- 18 March 2022 – Military/First Responders Hiring Event, Safford
- 23 March 2022 – Southwest Irrigation Job Fair, Safford Job Center
- 25 March 2022 – Spring Hiring & Career Fair, Sierra Vista Job Center
- 28 March 2022 – Copper River Seafoods, Douglas Job Center
- 29 March 2022 – Copper River Seafoods, Safford Job Center
- 30 March 2022 – Southwest Irrigation Job Fair, Clifton office
- 30 March 2022 – GEOTEMPS Hiring Fair, Safford Job Center
- 1 April 2022 – Sollers Construction Job Fair, Safford Job Center
- 2 April 2022 – 2022 Spring Job Fair in Willcox
- 6 April 2022 – Southwest Irrigation Job Fair, Safford Job Center
- 13 April 2022 – Southwest Irrigation Job Fair, Clifton Job Center
- 20 April 2022 – Southwest Irrigation Job Fair, Safford Job Center

- 27 April 2022 – Southwest Irrigation Job Fair, Safford Job Center
- 4 May 2022 – Southwest Irrigation Job Fair, Safford Job Center
- 9-10 May 2022 – Harbor Freight Co. Job Fair, Douglas Job Center
- 25 May 2022 – Southwest Irrigation Job Fair, Safford Job Center
- 21 June 2022 – Federal Correction Facility Job Fair, Safford Job Center
- 28-30 June 2022 – 3 Day Hiring Fair, Sierra Vista Job Center

EDUCATION FAIRS

- 6 July 2021 - Back to School Resource Fair Committee meeting for Graham County
- 4 July 2021 – Graham County Back to School Resource Fair
- 27 October 2021 – Buena’s “Ready, Set, College” Event
- 18 November 2021 - Duncan High School Career Day (Greenlee County)
- 18 November 2021 – 2021 Ft. Huachuca Education Fair
- 31 March 2022 – Cochise College Skills Trade Fair

STAFF PRESENTATIONS

- 10 August 2021 – Greenlee County Board of Supervisors –Youth program
- 28 September 2021 - Ft. Huachuca Newcomers’ Orientation
- 22 February 2022 – Provided training to Medical Assistant class on Telephone Etiquette, Written Communication on Social Media Presence
- 22 February 2022 – Ft. Huachuca Newcomers’ Orientation
- 8 June 2022 – Presentation to the Tombstone Summer School class

EVENTS

- 2 July 2021 – Cochise Jobs Today with Cool FM Online
- 6 July 2021 – Facebook Live with the Sierra Vista Chamber of Commerce
- 7 July 2021 – Workforce Live
- 13 July 2021 – Good Morning Sierra Vista
- 14 July 2021 – Workforce Live
- 20 July 2021 – Chamber Membership Drive
- 20 July 2021 – Proctored ACRC X4
- 22 July 2021 - Data-Driven Analysis, Labor Tools Webinar
- 21 July 2021 – Workforce Live
- 21 July 2021 – Proctored ACRC x5
- 22 July 2021 – Proctored ACRC x3
- 23 July 2021 – Radio spot with Cochise County Sheriff
- 28 July 2021 – Workforce Live
- 4-6 August 2021 – Rural Policy Forum
- 10 August 2021 _ City Spotlight Breakfast
- 14 September 2021 – Good Morning Sierra Vista
- 22 September 2021 – “The Future of Your Business in Cochise County”
- 22 September 2021 – Economic Development Luncheon (SAEDG) in Benson
- 29 September 2021 – Network at Noon
- 6 October 2021 – Military Affairs Committee Luncheon

- 20 October 2021 – Labor Law Luncheon (AZ@WK was a sponsor)
- 21 October 2021 – Cochise College – Benson Campus Open House (Set up table)
- 27 October 2021 – SACA General membership Luncheon
- 16 November 2021 – Global economic Outlook Luncheon
- 16 November 2021 – Buena CTE Fall Advisory Board
- 18 November 2021 – Business at Twilight
- 20 November 2021 – Salvation Army Red Kettle Kick off Breakfast
- 3 December 2021 – Economic Outlook Lunch
- 12 January 2022 – January 2022 SEAEDG Network Lunch
- 26 January 2022 – Southwest Irrigation Job Fair, Clifton Job Center
- 31 January 2022 – Cochise Jobs Today with CoolFm Online
- 9 February 2022 – AG Day in Willcox
- 9 February 2022 – 2022 Leadership Sierra Vista Kick-Off celebration
- 15 February 2022 – Alta Southwest Open House
- 15 February 2022 – Cochise Jobs Today with Cool-FM Online
- 1 March 2022 – Sierra Vista Community Connection.
- 8 March 2022 – Good Morning Sierra Vista
- 8 March 2022 – Cochise Jobs Today Video with Cool FM Online
- 9 March 2022 – Good Morning Douglas
- 15 March 2022 – Recognized for service at Warrior Healing Center’s Quilt Ceremony
- 23 March 2022 – Celebrate Small Business Mixer at SV Chamber
- 5 April 2022 – Sierra Vista Community Connect
- 7 April 2022 – Warrior Healing Center Veteran Owned Business Meet & Greet
- 8 April 2022 – Ribbon Cutting Ceremony for the AZ@WK-Safford Office
- 21 April 2022 – “The Future of the Workforce”
- 21 April 2022 – Bagel’s & Brew at the Warrior Healing Center
- 23 April 2022 – Southeast Arizona Contractors Association General Membership Meeting
- 29 April 2022 – SV Chamber’s Annual Gala
- 3 May 2022 – SV Community Connection
- 5 May 2022 – Military Affairs Committee (MAC) Luncheon
- 6 May 2022 – Cochise Jobs Today Live with COOLFM Online
- 1 June 2022 – SEAEDG Spring Network Luncheon – Benson
- 7 June 2022 – Cochise College Downtown Center – Open House
- 7 June 2022 – Sierra Vista Community Connection
- 9 June 2022 – IET Partnership discussion with Cochise College Adult Education
- 15 June 2022 – Facebook Live with Sierra Vista Chamber of Commerce
- 16 June 2022 – Economic Outlook Luncheon
- 16 June 2022 – Hosted Business at Twilight
- 20 & 21 June 2022 – Hiring fair Workshops
- 22-24 June 2022 – Board Retreat

MEETINGS

- 6 July 2021 – Meeting with Joelle L., City of Bisbee Personnel Director

- 6 July 2021 – Meeting with Benson Center Coordinator of Cochise College
- 7 July 2021 – Meeting with Rob P. of Bisbee Hospitality Group
- 8 July 2021 – Meeting with City of Bisbee Personnel Director
- 12 July 2021 – Meeting with Country House Restaurant
- 15 July 2021 – Meeting with UniSea
- 16 July 2021 – Meeting with Holy Trinity Monastery Center
- 19 July 2021 – Meeting with Matthew F. of Sentrillion
- 19 July 2021 – Meeting with The Outside Inn
- 20 July 2021 – Meeting with Cochise County Sheriff’s Office
- 23 July 2021 – Meeting with Bibliana R. Vocational Counselor/ Employment Specialist
- 21 July 2021 – Meeting with Douglas Business Network
- 21 July 2021 – Meeting with David Cook
- 22 July 2021 – Meeting with SFL-TAP
- 23 July 2021 – Meeting with Allied Universal
- 27 July 2021 – Meeting with Benson Unified School District
- 28 July 2021 – Meeting with the City of Willcox and Chamber
- 2 August 2021 – Meeting with the Mall at Sierra Vista
- 3 August 2021 – Meeting with the Herald/Review
- 3 August 2021 – Meeting with Reliant Pump Service
- 3 August 2021 – Meeting with BK Cacti
- 5 August 2021 – Meeting with Title Max
- 9 August 2021 – Meeting with Whetstone Fire District
- 10 August 2021 – Meeting with the City of Douglas
- 11 August 2021 – Meeting with Fort Huachuca MWR
- 12 August 2021 – Meeting with the Herald/Review
- 17 August 2021 – Meeting with Cameron C.
- 18 August 2021 – Meeting with A1 Garage Door Service
- 20 August 2021 – Meeting with American Southwest Credit Union
- 23 August 2021 - Meeting with Justin H.
- 23 August 2021 – Meeting with Fry Fire District
- 30 August 2021 – Meeting with Skyline Publishers
- 31 August 2021 – Meeting with the Herald/Review media
- 1 September 2021 – Meeting with one of the owners of J N J Painting and Home Improvements
- 2 September 2021 – Meeting with Adult Education to discuss our services and partnership. (New Staff)
- 2 September 2021 – Meeting with Optima Medical
- 2 September 2021 – Meeting with Willcox Police Chief
- 2 September 2021 – Meeting with EKS Group, LLC.
- 7 September 2021 – Meeting with ManTech Corporation
- 7 September 2021 – Meeting with UPS Store in Sierra Vista
- 8 September 2021 – Meeting with Evonne Cummins
- 8 September 2021– Meeting with VBOC
- 23 September 2021 – Meeting with GC Inc.

- 24 September 2021 – Meeting with Excelsior Mining
- 30 September 2021 – Meeting with the City of Bisbee
- 5 October 2021 – Meeting with the SBDC and Veteran’s Business Outreach Center
- 19 October 2021 – Meeting with EMS/First Responder Academy
- 22 October 2021 – Meeting with Local Veteran Employment Representative
- 25 October 2021 – Meeting with Cochise College building managers to discuss March 25, 2022 Hiring Fair.
- 19 November 2021 – Meeting with new Goodwill Job Center Employee
- 2 December 2021 – Meeting with Sierra remodeling to discuss job vacancies and needs.
- 2 December 2021 – Meeting with Huachuca Library to discuss their job info station.
- 3 December 2021 – Meeting with the new recruiter for PNC Bank which includes Willcox area.
- 5 December 2021 – Met with Tom Kelly-Theater on the move
- 6 December 2021 – Meeting with the Herald/Review Media
- 9 December 2021 – Meeting with the Cochise Center for Life Long Learning
- 16 December 2021 – Meeting with Bisbee Bookstore to discuss job openings
- 17 December 2021 – Meeting with Fort Huachuca MWR
- 17 December 2021 – Meeting with Barrett’s Massage
- 3 January 2022 – Meeting with Tail Topia to discuss job opening
- 4 January 2022 – Meeting with Lawley Nissan to discuss job openings
- 5 January 2022 – Meeting with Intecon
- 5 January 2022 – Meeting with The Herald/Review Media
- 7 January 2022 – NCA Advisory Council meeting
- 14 January 2022 – Meeting with Gypsy Sips Café to discuss OJT and job openings
- 24 January 2022 – Meeting with USCP recruiter
- 25 January 2022 – Meeting with Jacobs to discuss job vacancies
- 26 January 2022 – Meeting with AFLAC representative
- 31 January 2022 – Meeting with the Fort Huachuca Directorate of Emergency Services to discuss job vacancies and upcoming hiring fair.
- 1 February 2022 – Meeting with Eden Health to discuss needs
- 1 February 2022 – Meeting with Forest Service
- 2 February 2022 – Meeting with SSVEC to discuss job vacancies and needs
- 4 February 2022 – Meeting with the Herald/Review Media to discuss providing articles for a local column in the paper.
- 7 February 2022 – Meeting with Jersey Mike’s
- 8 February 2022 – Meeting with Adobe Care & Wellness
- 8 February 2022 – Meeting with BSR’s in Kingman and Prescott
- 10 February 2022 – Meeting with the City of Bisbee to discuss WIOA Grants for Fire Fighter training
- 10 February 2022 – Meeting with Western Dental & Orthodontics
- 16 February 2022 – Meeting with Echoing Hope Ranch to discuss conference/training space
- 16 February 2022 – Meeting with Vida Feliz Care Agency
- 16 February 2022 – Meeting CDBG Funding

- 24 February 2022 – Meeting with the owners of “Doc’s Watering Hole”
- 24 February 2022 – Meeting with Jacob’s Journey
- 2 March 2022 – Meeting with Mall League Gaming.
- 3 March 2022 – Meeting with the City of Bisbee to discuss open positions.
- 3 March 2022 – Meeting with Cochise Serving Veterans
- 4 March 2022 – Meeting with Tracy Leavelle to discuss ACRC
- 4 March 2022 – Meeting with Herald/Review Media to discuss programmatic report for February 2022.
- 4 March 2022 – Meeting with Mike Roberts from the Warrior Healing Center to discuss Veteran Owned Business Project
- 7 March 2022 – Meeting with Landmark Café
- 7 March 2022 – Meeting with DirectViz Solutions
- 7 March 2022 – Meeting with Herald/Review media
- 7 March 2022 – Meeting with Edifying Pursuit Photography
- 16 March 2022 – Meeting with KE&G Construction
- 16 March 2022 – Meeting with Mike Roberts of the Warrior Healing Center
- 17 March 2022 – Meeting with CAS
- 18 March 2022 – Meeting with Ryan Irving
- 21 March 2022 – Meeting with Title Max
- 21 March 2022 – Meeting with DirectViz Solutions
- 21 March 2022 – Meeting with Cochise County Health Department
- 21 March 2022 – Meeting with Jersey Mike’s
- 21 March 2022 – Meeting with Goodwill
- 22 March 2022 – Meeting with Premier Alliance
- 23 March 2022 – Meeting with Jacobs
- 23 March 2022 – Meeting with Grand Canyon University
- 23 March 2022 – Meeting with Sierra Vista Gives
- 24 March 2022 – Meeting with Gila Regional Medical Center
- 28 March 2022 – Meeting with Doc’s Watering Hole
- 28 March 2022 – Meeting with Jacobs
- 29 March 2022 – Meeting with Title Max
- 30 March 2022 – Meeting with Eagle Plumbing
- 31 March 2022 – Meeting with Amazon AWS team
- 1 April 2022 – Meeting with Jean McNeil of Cochise College
- 4 April 2022 – Meeting with the Fort Huachuca Directorate of Emergency Services
- 4 April 2022 – Meeting with Health Tombstone
- 6 April 2022 – Meeting with the Wandering Gypsy
- 7 April 2022 – Meeting with CAS
- 7 April 2022 – Meeting with Blake Easter Seals Foundation
- 7 April 2022 – Meeting with Unisea
- 7 April 2022 – Meeting with Laura Morgan from the Division of Developmental Disabilities (DES) in Benson
- 7 April 2022 – Meeting with Jeff Smith – new potential business owner in Sierra Vista
- 7 April 2022 – Meeting with Christina Quijada from Phoenix AZ@WK

- 11 April 2022 – Meeting with SOS International
- 12 April 2022 – Meeting with Heartland Marketing
- 12 April 2022 – Meeting with Wick Communications Co.
- 12 April 2022 – Meeting with Fort Huachuca Education Center
- 13 April 2022 – Meeting with Herald/Review Media
- 13 April 2022 – Meeting with SaniClean – New Vet Owned business
- 13 April 2022 – Meeting with Cochise College Adult Education
- 13 April 2022 – Meeting with Knightwatch K-9
- 14 April 2022 – Meeting with AAA Med-X Transportation
- 19 April 2022 – Meeting with OEO for ACRC
- 15 April 2022 – Meeting with Nation’s Flooring
- 15 April 2022 – Meeting with Psychiatric Medical Care
- 18 April 2022 – Meeting with Napa Auto Parts recruiting team
- 18 April 2022 – Meeting with Cochise Adult Education to Discuss IET
- 22 April 2022 – Meeting with NEW Air National Guard recruiter
- 27 April 2022 – Meeting with Samuel Oscar Varela
- 28 April 2022 – Meeting with Arion Care
- 29 April 2022 – Meeting and Introduction to another Amazon Web Services Recruiter
- 2 May 2022 – Meeting with DirectViz
- 2 May 2022 – Meeting with ORSATEchnologies LLC.
- 3 May 2022 – Meeting with the Program Coordinator for the Cochise County Health Disparities Program
- 4 May 2022 – Meeting with Prosync
- 5 May 2022 – Meet with Cochise College to discuss Hiring fair in June 2022
- 5 May 2022 - Meeting with the Culinary Director at Canyon Vista medical Center
- 6 May 2022 – Meet with Coleen Rodefer
- 6 May 2022 – Meeting with Michelle Higgs, Cyber Director at Cochise College
- 10 May 2022 – Meeting with the Town manager of Huachuca City
- 11 May 2022 – Meeting with SEAGO
- 12 May 2022 – Meeting with Mary’s Mission and Developmental Center
- 20 May 2022 – Meeting with Deb Trate on behalf of Sunna’s Korean Restaurant
- 23 May 2022 – Meeting with Doc’s Watering Hole
- 23 May 2022 - Meeting with Copper Queen Community Hospital
- 27 May 2022- Meeting with Aaron Ball from Center for the Future of Arizona
- 1 June 2022 – Meeting with American Rental Association
- 1 June 2022 – Meeting with SSVEC
- 2 June 2022 – Meeting with Mitchell’s Remodeling
- 2 June 2022 – Meeting with Sakura (Asian Variety Store)
- 3 June 2022 – Meeting with Center for the future of Arizona
- 3 June 2022 – Meeting with The Outside Inn
- 6 June 2022 – Meeting with Nemean Solutions
- 6 June 2022 – Meeting with American Rental Association
- 6 June 2022 – Meeting with PPEP Tech.
- 6 June 2022 – Meeting with Tombstone Unified School District

- 7 June 2022 – Meeting with Leidos
- 7 June 2022 – Cochise College Downtown Center – Open House Planning
- 8 June 2022 – Meeting with Fry Food’s
- 9 June 2022 – Meeting with UPS
- 9 June 2022 – Meeting with Eagle Plumbing
- 9 June 2022 – Meet and greet with Cochise College Cyber Department and Kudelski Securities
- 15 June 2022 – DVOP Huddle
- 15 June 2022 – Meeting with Cochise Serving Veterans
- 15 June 2022 – Meeting with SSVEC
- 15 June 2022 – Meeting with Doc’s Watering Hole
- 16 June 2022 – Meeting with Kind Hospitality
- 17 June 2022 – Meeting with CAS
- 20 June 2022 – Meeting with Tom Hudson
- 21 June 2022 – Meeting with the Arizona Air National Guard
- 28 June 2022 – Meeting with Good Neighbor Alliance
- 29 June 2022 – Meeting with Nemean Solutions
- 30 June 2022 – Meeting with CAS
- 30 June 2022 – Meeting with Blendz LLC
- 30 June 2022 – Meeting with CSL Plasma
- 30 June 2022 – Meeting with the Age of Connections group
- 30 June 2022 – Meeting with Unisea

ECONOMIC DEVELOPMENT

June 1, 2021 to August 31, 2021

- Connected with over 600 businesses in Cochise County assessing their needs and providing resources.
- At least 12 hires from the July 9th Hiring Fair based on information provided by a few employers

September 1, 2021 to November 30, 2021

- Connected with over 700 businesses in Cochise County assessing their needs and providing resources.
- Posted over 150 jobs in AJC and Social Media Platforms

December 1, 2021 to February 28, 2022

- Connected with over 212 businesses in Cochise County assessing their needs and providing resources.
- Met with at least 3 new businesses in the area (in February) to discuss our services and their needs

March 1, 2022 to May 31, 2022

- Connected with over 300 businesses in Cochise County assessing their needs and providing resources.
- March 2022 – 20+ jobs posted and shared through variety of sources
- April 2022 – 10 + jobs posted and shared through a variety of sources
- March 2022 – 2022 Spring Hiring fair connected with over 80 businesses and 300 attendees and at least 10 or more hired (waiting on more information from businesses)

June 1, 2022 to June 30, 2022

- Connected with over 450 businesses in Cochise County assessing their needs and providing resources.
- June 2022 – 28 jobs posted and shared through variety of sources
- 28-30 June 2022 – 3 Day Hiring Fair Had 40 employers with 232 attendees. There were at least 41 interviews and 23 hires that were reported.

INVOLVEMENTS

June 1, 2021 to August 31, 2021

- 8 August 2021 – Ran personal job search in local area and published to the AZ@WK team. Found approximately 450 jobs.
- Posted 11 new Jobs in June
- Posted 26 new Jobs in July
- Posted 25 new Jobs in August
- Page views on Facebook up 433%
- Page like on Facebook up 56%
- Posts reached 29,834
- Post Engagement 9,150
- Page Followers up 52%

September 1, 2021 to November 30, 2021

- 3 October 2021 – Ran personal job search in local area and published to the AZ@WK team. Found approximately 424 jobs.
- 3 November 2021 - Ran personal job search in local area and published to the AZ@WK team. Found approximately 552 jobs.
- 23 November 2021 - Ran personal job search in local area and published to the AZ@WK team. Found approximately 504 jobs.
- Held 4 Hiring Fairs this quarter – 108 Employers; 661 Job Seekers; at least 30 hired
- Invited to sit on the Buena CTE Advisory Board

December 1, 2021 to February 28, 2022

- 1 December 2022 – Posted 2 position for Jacob’s on Fort Huachuca.
- 1 December compiled a list of open jobs in the county through my own job search. Over 700 jobs found.
- 2 December 2021 – Posted job for Sierra Remodeling

- 16 December 2021 – Posted 2 jobs for Bisbee Bookstore
- 17 December 2021 – Posted 2 Jobs for Barrett’s Massage
- 5 January 2022 – Posted 2 jobs for Intecon
- 11 January 2022 – Posted 1 job for CAS
- 25 January 2022 – Posted job for Jacobs
- 27 January 2022 – Compiled a list of open jobs in Cochise County consisting of 784 jobs
- 27 January 2022 – Reached out to 212 business in the area to get input about labor shortages, supply shortages and challenges for 2022.
- 31 January 2022 – Posted jobs for Directorate of Emergency Services on Fort Huachuca
- 1 February 2022 – Posted jobs for Eden Health
- 1 February 2022 – Posted job for CAS
- 1 February 2022 – Posted Job for Forest Service
- 2 February 2022 – Posted job for SSVEC
- 3 February 2022 – Posted 2 Jobs for Fort Huachuca Directorate of Emergency Services
- 14 February 2022 – Posted job for Echoing Hope Ranch
- 16 February 2022 – Posted 3 jobs for Fort Huachuca Directorate of Emergency Services
- 21 February 2022 – Compiled a list of jobs posted in Cochise County consisting of 882 jobs.
- Social Media Data: Page views up 91%, Page Likes up 67%, Posts have reached over 7100 up 53% and over 4,000 views from Facebook Live stream.

March 1, 2022 to May 31, 2022

- March 2022 – 2 Articles published in Herald/Review Media
- 1 April 2022 – NCA (New Crossroads Academy) Advisory Council.
- 12 April 2022 – Spoke to HOPE Inc. group
- 4 April 2022 – Job Search with 1037 jobs found for Cochise County
- 25 April job searching resulting in 996 open jobs in Cochise County
- April 2022 – 3 Articles published in Herald/Review Media
- 14 April 2022 – Spoke to the Buena High School Future Focus Classes
- 20 April 2022 – Spoke to a Cochise College class taught by Jean McNeil
- Planning and setting up 2022 Mid-Year 3-Day Hiring Fair
- 23 May 2022 – Job search resulting in finding 977 jobs in Cochise County

COMMUNITY PARTNERSHIPS AND PANEL MEETINGS

- **Aug. 10, 2021** – Attended Freeport McMoran Greenlee County Community Partnership Panel virtual meeting.
- **Aug. 11, 2021** – Attended Freeport McMoran Graham County Community Partnership Panel virtual meeting.
- **Nov. 10, 2021** Attended quarterly Freeport McMoran Community Partners meeting both Graham and Greenlee Counties, held virtually.
- **February 8, 2022** Attended Freeport McMoran Community Partners meeting Greenlee County (virtual)

- **February 9,2022** Attended Freeport McMoran Community Partners meeting Graham County (virtual)
- **May 10, 2022** Attended Freeport McMoran Community Partners meeting Greenlee County (virtual)
- **May 11, 2022** Attended Freeport McMoran Community Partners meeting Graham County (virtual)

BUSINESS OUTREACH/DEVELOPMENT

- 7 July 2021 Meeting with Rudy Perez, Clifton Town Manager
- 13 July 2021 Attended open house for Optimal Health
- 21 July 2021 Attended Greenlee County Chamber Mixer
- 28 July 2021 Attended open house/ tour of new Safford Police Department
- August 4-6, 2021 Attended Rural Policy Forum in Sahuarita AZ
- August 10, 2021 Attended Greenlee County Board of Supervisors meeting
- August 12, 2021 Back to School Resource Fair Committee Recap and begin next year planning
- August 17, 2021 United Way Grant Review Committee meeting
- August 19, 2021 Meeting with Sgt. Orosco, AZ Department of Corrections
- August 25, 2021 Attended Greenlee County Chamber Mixer
- August 26, 2021 Meeting with Greenlee County Supervisors Lunt and Gomez
- August 27, 2021 United Way Grant Review Committee site visit
- August 31, 2021 Attend Overdose Awareness Event hosted by Graham County Substance Abuse Coalition
- September 1, 2021 Meeting with Brian Montoya, owner 5 Star Home Center
- September 1-16, 2021 Working with multiple Graham County Employers for Job Fair/ Hiring Event
- September 13, 2021 Phone meeting Frank Suarez, New employer in Graham County Post jobs
- September 15, 2021 Chamber of Commerce mixer Greenlee County
- September 16, 2021 Voice of the Valley. Local radio station morning show to discuss the upcoming job fair.
- September 23, 2021 Meeting with Erica Gonzales, Greenlee County Economic Development
- October 12, 2021 Attended EAC CDL Advisory meeting / luncheon
- October 20, 2021 Meeting with Vickie, Eric and Stephen Peterson, SEAGO, via Zoom
- October 20, 2021 Greenlee County Chamber mixer
- September 1-16, 2021 Working with multiple Graham County Employers for Job Fair/ Hiring Event
- October 26,2021 Attended Southeastern Arizona Hispanic Chamber of Commerce Meet and Greet held in Greenlee County
- October 28, 2021 Attended ribbon cutting/open house for Canyonlands Pharmacy in Graham County
- October 29, 2021 Met with Adam O'Doherty Graham/Greenlee United Way

- November 1, 2021 Attended meet and greet for new Planning and Community Development Director, City of Safford.
- December, 20, 2021 Greenlee County Chamber mixer hosted by Greenlee County Substance Abuse Coalition. Held at Blue Door Sanctuary.
- January 3, 2022 Open for business in our brand-new downtown location in Safford!
- January 11, 2022 Working in Greenlee County Met with Erika Gonzales
- January 17, 2022 Attended Ribbon Cutting for Democratic Party office in Graham County
- January 18, 2022 Held mock interview for culinary students at Safford High School
- January 20, 2022 Meeting with Adam O'Doherty, Graham/Greenlee United Way
- January 21, 2022 Attended Ribbon Cutting/Grand Opening for Cuddle Buttz. New Safford business
- January 25, 2022 Met with Cradle to Career committee
- January 25, 2022 Attended meeting with EAC about a possible job fair for Commercial Drivers
- February 3, 2022 Met new Ex. Director for Gila Watershed, Dr. Sarah Sayles.
- February 3, 2022 Met with Meg's Place (Ft. Thomas) owner Kathie Hawkins
- February 22, 2022 Attended Ribbon Cutting/Open House for Palo Verde Pharmacy in Pima AZ
- February 22, 2022 Attended Partners meeting (zoom)
- February 23, 2022 Meeting with United Way Grant Review Committee
- March 1, 2022 – Met with Trailhead Hideaway, New owner, Tera Sargent will need 2 employees
- March 21, 2022 – Meeting with Vance Bryce, Executive Director Graham County Chamber of Commerce
- April 8, 2022 – Ribbon Cutting for new office location in Safford
- April 21, 2022 – Attended Ribbon Cutting for Red Oven Pizza
- April 29, 2022 – Attended Ribbon Cutting for Copper Mountain Clinic
- May 3, 2022 – Attended Webinar Small Business Boot Camp - Session 226 - LinkedIn for Business Development
- May 5, 2022 – Met with Kurt Larson, Mt. Graham Regional Medical Center
- May 16-18, 2022 Attend NAWDP Conference in Las Vegas
- May 25, 2022 – Assisted at Federal Correctional Institute with Mock Job Fair & Interviewing
- May 26, 2022 – Attended Greenlee County Chamber Mixer held in Duncan
- May 27, 2022 – Grand Opening for new local business Savage Sunshine Boutique
- May 27, 2022 – Met with Taco Taste managers to help with Labor Market Information and assisted in creating a new application for them to replace their outdated version.
- May 31, 2022 – Meeting with Tom Shalkowitz, owner of TAS Rentals LLC.
- June 7, 2022 - Attended Gila Valley Veteran Services meeting 6pm.

JOB CENTER STATISTICS BY LOCATION

Below is a summary of the number of visits to our job centers during 2021-2022 and 2020-2021:

	<u>2021-2022</u>	<u>2020-2021</u>	<u>Difference</u>
Sierra Vista	7,085	8,513	(1,428)
Douglas	6,832	10,674	(3,842)
Graham County	3,898	7,376	(3,478)
Greenlee County	631	464	167
Grand Totals	18,446	27,027	(8,581)

SUCCESS STORIES FROM OUR CLIENTS

Tell us about yourself before enrollment in WIOA:

I was a first-generation college student from a family of 6! My family was not able to help out with the expenses of a college education so I worked full time and went to school and relied on grants (Pell grant) and loans until I no longer qualified for the Pell grant!

Tell us about your successes after enrollment in WIOA:

WIOA helped with the financial burden of my college education. I was able to focus more on school than about how I was going to pay my tuition or travel expenses while participating in nursing clinicals out of town.

What was your goal coming to our office/program?

To receive assistance to allow myself to complete nursing school and obtain a degree in nursing.

How did the program assist in you meeting your goals?

The program allowed me to complete a degree in nursing by helping with various expenses from tuition, books, travel, etc.

What would you say are your greatest accomplishments after completing our program?

After completing this program, I was able to obtain a degree in nursing, take the NCLEX (national licensing examination) and passed. I have also been offered a full-time position as an RN at Mt. Graham Regional Medical Center.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

Yes! Not only did I receive financial assistance to help me with completing my education, my advisor, Mary Ann R, has been so supportive and influential throughout my time enrolled in WIOA.

Additional Comments:

I am so grateful to have been given this opportunity. Thank you to ARIZONA@WORK, Safford and most importantly, thank you Mary Ann!

What was your goal coming to our office/program?

As a homeless student w/o family in the area, I hoped to gain the financial means to finish nursing school at Cochise College.

How did the program assist in you meeting your goals?

Vickie S (Career Advisor) and the team at ARIZONA@WORK assisted me financially, granting me the required books and supplies I would not have otherwise. I had access to the office computers and printers which allowed me to complete assignments.

What would you say are your greatest accomplishments after completing our program?

I accomplished my goal of becoming an RN! Additionally, I completed my LPN and gained work and invaluable experience in the healthcare field while the nation fought the pandemic. I grew as a person as well, gaining confidence and self-worth.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

YES!! Without ARIZONA@WORK, I would not have had the means to become an RN. My new career has allowed me financial freedom I would not otherwise be afforded. My life has taken an incredibly positive turn. I am now in a position to pay this fantastic experience forward!

Additional Comments:

Thank you, Vickie S and the incredible team, at ARIZONA@WORK for forever impacting my life for the better. On the outside, I completed nursing school, but my internal transformation may be even be greater. I look forward to aiding my community in a positive way, just as this program has aided me in bringing out my very best self. I cannot thank ARIZONA@WORK enough!!!

Because of this program, I no longer have to live in “survival mode.” I have a steady career that allows for endless growth and I’ve secured my DREAM JOB with the help of interview and resume building services. THANK YOU!!!!

Tell us about yourself before enrollment in WIOA:

Became disabled in 1996 due to major depression and chronic pain and could not work as a certified nursing assistant any longer. After years of counseling and pain management treatments strength returned enough to pursue C.N.A. work again. Was employed as an assistant but needed to be certified again.

Tell us about your successes after enrollment in WIOA:

Since being enrolled in the program I was able to afford the training necessary to continue my chosen career path. With my previous knowledge and skills, I was able to help my classmates better and I received an A in the class.

How did the program assist in you meeting your goals?

The program assisted me by paying for my tuition paying for supplies such as a stethoscope, blood pressure cuff, gait belt and name badge. The program paid for my book, uniform and shoes.

The program helped me to meet the financial burden so I could attend school. Sylvia also helped me to feel good about returning to school at the age of 54.

What would you say are your greatest accomplishments after completing our program?

I am now multiskilled due to my previous experience and my current certification so I am able to work as a hospice, home health aide and home care aide which many of my co-workers are not certified to do so.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

During the program it helped me to realize how many assets and skills I really do have and it inspired me to go further with my education and gain further skills.

Additional Comments:

My goal was to get my C.N.A. certification renewed and to be able to be more of an asset to my employer and to increase my learning capacity. Also, I plan to continue my education in nursing.

Tell us about yourself before enrollment in WIOA:

I was a security receptionist just looking for assistance paying for the Security+ exam.

Tell us about your successes after enrollment in WIOA:

I took the Security+ exam and received a passing score. I was offered a position with a team that is more technical than I currently have. During a pandemic, I managed to receive a raise.

What was your goal coming to our office/program?

To obtain assistance with studying and paying for COMPTIA'S Security+ certification exam.

How did the program assist in you meeting your goals?

The program introduced me to Sylvia Thorp, an AMAZING, detailed oriented Career Advisor. The program purchased my exam. voucher as well as study material that was helpful in my success with taking the exam.

What would you say are your greatest accomplishments after completing our program?

Passing the Security+ certification exam.
Getting promoted to access management.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

Yes, this program was introduced to me during a time where dishing out several hundred dollars to take the exam. They provided a way to take the exam. As well as study material to aid in me passing the exam.

Tell us about yourself before enrollment in WIOA:

Before learning about Workforce, I was working a full time and part time job in order to pay for my pre-requisite nursing classes. I was fortunate enough to have a job as a Medical Assistant, but it was a lot at times.

Tell us about your successes after enrollment in WIOA:

After enrollment into WIOA, I felt such a relief. Prior to WIOA, I had no idea how I was going to pay for nursing school. Working full time and going to school full time was the plan, but it was my only pain at the time. With WIOA I was able to fully focus on my classes while working only part time.

What was your goal coming to our office/program?

My goal was to qualify. I was worried I wasn't going to qualify and be back at square one. The advisors were all very friendly and helpful. They made the process easy and quick.

How did the program assist in you meeting your goals?

The program helped me by fully covering my tuition, books, and even paid for my licensure.

What would you say are your greatest accomplishments after completing our program?

Greatest accomplishment was definitely passing state boards and receiving my RN.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

I feel like this program made it possible to reach my goal. Without this program I am not sure I could have done it. The amount of stress that comes with Nursing school is insane. WIOA was there to take that away from me and help in any way they could.

Tell us about yourself before enrollment in WIOA:

I was working as a proxy administrator and had to complete my CEH certification to keep my job. The company I worked for paid for my training and one take, but I failed my first take. The test was too expensive for me to pay on my own and WIOA helped me pay for a second take, which I passed.

Tell us about your successes after enrollment in WIOA:

Unfortunately, everything closed down due to COVID and by the time I was able to get the test online my company had already let me go. I started the process of looking for a new job and WIOA was there to help out every step of the way when I needed it.

What was your goal coming to our office/program?

To receive the funding, I needed to afford taking a second test for a certification I needed to keep my job.

How did the program assist in you meeting your goals?

Giving me the funds, I needed to take the CEH certification, they also offered to get me additional training for the test if I needed it. They also worked with me to help find new work when things didn't work out.

What would you say are your greatest accomplishments after completing our program?

Passing my exam and finally getting a job.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

It helped me get a good paying job.

Tell us about yourself before enrollment in WIOA:

Newly divorced, single mother of 2, moved back to the States from living overseas for 8 years. Needed a career I could grow with, move with and love for the sake of my children and myself. I was accepted into the College of Nursing and was willing to put myself in massive debt to accomplish this until a little bird whispered to me about ARIZONA@WORK.

Tell us about your successes after enrollment in WIOA:

Enrolling was easy and with my focus off finances and on the real prize. I was able to tick along just fine. Communication with Tammy was effortless, getting reimbursed for covered items was easy. Every time I met up with Tammy, it was just one great thing after another.

What was your goal coming to our office/program?

Obtaining any kind of financial assistance. I had used my Pell grants during my B.A. degree and we all see how well that turned out. I had heard before that this program might be able to help, so I gave it a shot, and what a great decision that was!

How did the program assist in you meeting your goals?

I was able to focus on my schooling and children rather than the expected financial burden on my back.

What would you say are your greatest accomplishments after completing our program?

Reaching my goal of completing my RN degree and being able to pay off all my student loans in the same month!

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

Absolutely yes!!! I cried in Tammy's office when she told me I was approved for the program and how much it covered. It was such a relief to get help in every way, and I also immensely enjoyed meeting up with Tammy.

Additional comments:

All the staff at this location have been nothing but welcoming and lovely. My heart hurts a lot to have had to move on to a new city, with a NEW CAREER in all thanks to you and the program. Tammy was seriously the sweetest and I have been so very blessed to have had this opportunity to work with her and this program!

Tell us about yourself before enrollment in WIOA:

After a bad marriage and worse divorce, close to the age I should look forward to upcoming retirement I found myself with very little to show for my life. I had been an LPN for 24 years. I always wanted an ADN degree, but was never able to make it a reality.

Tell us about your successes after enrollment in WIOA:

I was amazed by what WIOA had to offer. It afforded me the opportunity to attain my ADN degree, allowing me the confidence to pursue the degree and eventual financial stability.

What was your goal coming to our office/program?

Successfully complete an ADN and realize a lifetime goal.

How did the program assist in you meeting your goals?

I had tried many times to continue my education to receive my ADN, but due to financial constraints I was never able to financially support myself for the time required to attain my degree.

What would you say are your greatest accomplishments after completing our program?

The confidence in myself to be successful. I was able to secure my dream job, which I love, and prove to be an asset to the company and my patients.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

Absolutely. When I started, I felt I had hit rock bottom in my life. This program has allowed me the opportunity to prove to myself I can do whatever I set my sights on.

Tell us about yourself before enrollment in WIOA:

I was in a job that, while it was high-paying and with a reputable company, it still required that I go to school and obtain a degree in order for me to promote. I was not interested in staying with a company that did not offer me an opportunity to promote, in other words, it was a dead-end job. I knew I had to go back school and finish prerequisites for nursing program in order for me to be successful in life.

Tell us about your successes after enrollment in WIOA:

Not only was I able to successfully complete the nursing program, but it also helped me in having peace of mind when it came to the financial part of my education. It guaranteed me that I would be able to continue in the program when it came to money.

What was your goal coming to our office/program?

To obtain any type of assistance while enrolled in the nursing program, successfully complete the program, and give back and/or comply with the requirements with WIOA post-graduation and/or getting hired at my new job.

How did the program assist in you meeting your goals?

It provided me with financial assistance to pay for the portion of my education and/or supplies that financial aid did not cover. I was able to focus and attend school full-time and not having to work to cover what WIOA helped me with.

What would you say are your greatest accomplishments after completing our program?

Having obtained my Associate's Degree in Nursing, having a license to practice as an RN and now working full-time as a nurse in a big hospital.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

Yes, it definitely has, as it gave me hope when it came to meeting with Tammy, my counselor. I didn't think there was a program out there that would assist me as I had been turned down many times before.

Additional comments:

I am very appreciative of the assistance I received from WIOA, it enabled me to pursue my dream of becoming a nurse, a dream that I didn't think I would reach due to not having financial assistance prior to meeting with Tammy, my advisor at WIOA.

Tammy, my advisor was great! She was understanding, helpful and listened to me when I needed someone to talk to. She is great! I am so glad I had her as my advisor. She pushed me to keep going, and I can't count the many times she reminded me "It's almost here...your dream is around the corner." She is a great person that cares... truly cares. Thank you, Tammy, for giving me the opportunity of getting to know you, for the conversations we had, and for all your kindness!!

To WIOA, Thank you. I will forever be grateful for providing me with this lifetime opportunity that will keep on giving. Now I can provide for my family.

From: Director <ceo@svachamber.com>
Sent: Tuesday, September 7, 2021 11:05 PM
To: Lee A. Hoppman <lhoppman@cpic-cas.org>
Subject: Letter regarding Interns

Good afternoon Lee Ann,
I want to express my sincere appreciation for the interns we have had the honor to work with.

Both of the interns, Sevanah and Marco, were so helpful and their attitudes were spot on! Sevanah was kind enough to spend an exorbitant amount of time scanning our, very old, files so we could clean out our office and shred the old documents. This task has been on my radar since I stated in 2019, but with COVID, layoffs, and furloughs, there just wasn't the manpower to accomplish it. She also helped with answering phones, calling our members to check in with them and helped with billing as well. I feel she learned a great deal about working with the public and the importance of a Chamber of Commerce.

Marco was equally as great. He finished up the scanning and spent many hours on the phone helping our members, as well as members of our community and beyond. Marco informed me at the initial meeting that one of his challenges was speaking with the general public. However, he saw it as a challenge and in the short two months he was with us he overcame that barrier and was outgoing, friendly and confident. He was a true asset to the Chamber and our members. This program allows students a taste of the real world, employer expectations, customer expectations, and hands-on training. I feel it is a vital necessity for developing our future leaders and I look forward to the next intern at our Chamber.

Thank you, Melany

Melany Edwards-Barton
Chief Executive Officer
Sierra Vista Area Chamber of Commerce

W 520-458-6940
D 520-335-1186
C 520-255-283121 E Wilcox D, Sierra Vista, AZ 85635



September 9, 2021

To Whom It May Concern:

The City of Bisbee is extremely grateful and pleased to work with all the wonderful Professional Youth Quest {PYQ} Interns, who are currently working and have worked with us. They have helped enormously with our continuously increasing workload. They have made it possible to catch up with certain tasks that the city has gotten slightly behind on. Up until now, we have had numerous interns help in the office, but also out in the field. We have yet to have any negative remarks and/or complaints regarding their lack of work ethics, punctuality and professionalism.

For the city, it has been a privilege in helping these interns with work experience that we hope will somehow guide them in their career path. It is important to us (as a municipality) to help with internship programs since we feel that it is extremely beneficial to many business owners, but more so for the intern who may often struggle to obtain employment. Our goal is to be the best mentor possible in order for these interns to feel confident in their next chapter.

We would like to give thanks to the PYQ program for considering the City of Bisbee as one of their host to help mold their interns. We would also like to thank Angie Luna for the wonderful job she does for these amazing kids.

Sincerely

Lorena
Lorena Valdez
Administrative Assistant City of Bisbee
Public Works Department

Jailene A Morales <moralesjl@email.arizona.edu>

Mon 12/6/2021 10:40 AM

To: Angie Luna <angieluna@cpic-cas.org>

Hello Angie,

I wanted to write this letter for you and PYQ to express my sincere gratitude for making this journey possible. I joined this program when I was in high school and I am so thankful for this. As a first-generation college student awarding me the funds that were given along my journey has lightened my financial burden and has allowed me to focus on my education. I received a lot of help with books, and funding to be able to complete summer classes and provided me with a laptop to complete all my assignments. I am now a senior at U of A and I am now 11 days from graduating with my Bachelors in Public Health. Without PYQ none of this would have been possible. You all have helped me achieve my goals and continue to further my education. I am now a certified Phlebotomist thanks to PYQ. This was also a great opportunity for me to expand my experience and knowledge in the medical field as I will continue my education and pursue a Master's degree in Nursing. I hope that many students across Cochise County continue to learn about your program and join as opportunities are endless. You have made so much possible for me and I am forever thankful. My little sister has joined PYQ and I can't wait for her to follow the same path to continue her education and achieve her goals without any financial burden. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Best wishes,
Jailene Morales

Each person has a goal in life that brings joy, but most of the time, we do not think about the effort it takes to achieve it. As T.D. Jakes states, "The dream is free, but the journey isn't." For as long as I remember, I have always aspired to pursue a career that allowed me to make a difference in other people's lives, considering that I am very passionate about helping others. But unfortunately, as I was growing up, I felt that my chances of pursuing higher education were diminishing because of financial reasons. However, I am very eager to share with you all that people within my community, like Angie Luna and PYQ, believed in me and gave me the opportunity to continue with my education. I am now a few months away from earning a bachelor's degree in Psychology with a minor in Human Services and Family Studies.

As I mentioned previously, PYQ, especially Angie Luna, has played a significant role throughout my college journey. She has not only provided me with financial support, opportunities to grow as a professional but also emotional support which is something I really value and treasure at the bottom of my heart. For instance, being able to participate in summer internships that allow me to enhance my professional and work experience, and not having to worry about my school expenses, for the most part, has given me the peace, motivation, and time to focus one hundred percent on my studies throughout all these academic years. All this effort and dedication are reflected in my grades, considering that I currently have a GPA of 4.0.

Although, I do not believe that a number defines me as a person or signifies my knowledge, it has given me great opportunities like studying abroad in London, United Kingdom, my last semester as an undergraduate student. I really want to take this opportunity because I genuinely believe that studying abroad will benefit me personally and professionally. For instance, it will help me enhance my English, considering that it is my second language and my multicultural competency, which is essential for psychology professionals. I also believe that such experience will help me motivate other students within my community. For these reasons, I would love PYQ and Angie Luna to be part of this amazing opportunity.

After getting my bachelor's degree, I would love to get a job as a school advisor within my community as I plan to pursue a master's degree in school counseling in the near future. I would love to use my story to encourage other students to pursue higher education. Nonetheless, I am open to any other job opportunities.

Thank you so much for taking some of your valuable time to read my story.

Sincerely,
Jocelyn Venegas.

Hello, I am a student at the University of Arizona. I am only one semester away from graduating with a bachelor's degree in Psychology. I want to give a brief statement about who I am and what it took me to be in the position I am in right now. I come from a Mexican household, where the only spoken language is Spanish. When I was 11 years old, my parents decided to send me to the United States to receive an adequate education. Yet, that decision has been the most complex challenge I have faced in my life. I was a Mexican American child who did not know anything about the country. I was unfamiliar with the culture. I did not know how to read, write, or speak English. I had to deal with constant discrimination at school. After months and years of feeling worthless, I wanted to stop feeling that way. Therefore, I made a promise to myself, and it was to make my parents proud. My first goal as a student was to be at the same level as my classmates. I had to work extra hard to learn the language and the subjects that were instructed. Furthermore, when I started my high school years, I set myself a second goal to graduate with my class. When I was in high school, I still struggled with adapting myself to the culture. Yet, I always listened to my mother's advice, which was to always ask for help. I used always to ask my peers for help even when I was teased for not knowing English. At that moment, I decided to ignore their comments because I knew what my main goal was. After years of constant hard work, I graduated high school with a GPA of 3.6. I knew that day I made my parents proud, even if they could not be with me physically at that special moment. Furthermore, I decided that I wanted to continue school and receive higher education. Yet, I was aware that college was expensive and that my parents could not afford to pay for my education.

Thus, I decided to do research and analyze how I could pay for my college expenses. Then, I was introduced to the director of Professional Youth Quest, Angie Luna. Since Angie appeared in my life, she has made an enormous impact on my educational journey. PYQ has allowed me to continue with my education. If it were not for this amazing program, I would not have been one of my family's first generations to have received higher education. PYQ has helped pay for tuition, textbooks, gas money, car expenses, and it has also allowed me to work during the summer to cover other costs.

I am very grateful for all the support I have received through all this time. Thanks to the program, as mentioned, I am about to graduate with a bachelor's degree in Psychology. But before starting my last semester at the University of Arizona, I was offered the opportunity to study abroad in London, UK. Words cannot express how grateful I am with life for giving me so many opportunities to succeed. I would be one of the first person in my family to visit another continent and study abroad. For that reason, I would like for the PYQ program to help me make this wish real. I want to be someone in life who can say that anything is possible if you set yourself to do it.

Thank you.

Sincerely,

Yesenia Adilene Venegas

Tell us about yourself before enrollment in Workforce Innovation Opportunity Act (WIOA):

Before I enrolled in WIOA I was unemployed and looking for a job, but also looking for help so that I would be able to take my CompTIA Security + certification exam. It was hard trying to find jobs within the IT industry that I wanted to work in, since all of them required CompTIA Security +. But with the help from Tammy and WIOA I was able to get the material that I needed so that I would be able to study for my certification exam.

Tell us about your successes after enrollment in WIOA:

My successes that I had after enrolling within WIOA is that I was able to have the confidence of getting the help to pay for the exam, since I was unemployed it was stressful trying to balance paying my bills and trying to have money so that I could buy the voucher and the book. When I passed the exam, I was offered a job with Nemean Solutions that I start on 06/16/2022.

What was your goal coming to our office/program?

My goal was to get the assistance to be able to get the material so that I would be prepared to take the certification exam.

How did the program assist in you meeting your goals?

The program helped with meeting my goals by assisting me with the success of passing the certification exam.

What would you say are your greatest accomplishments after completing our program?

The greatest accomplishment was getting the certification, but also the confidence after passes. I did have a hard time when I did not pass the exam the first 2 times, it was hard trying to recover from that since I don't like to fail at achieving my goals. But thanks to Tammy, she helped me to get the confidence back and lifting me up after the failure, I am truly thankful for a great advisor like her.

Would you say that this program has impacted your life in any way from when you entered to when you completed? If so, please explain:

Yes, the program has impacted my life a lot in a good way by opening many doors for employment.

Additional comments:

I also would like to say that the program is amazing and a blessing for people like me trying to have a successful career. Tammy is an amazing advisor and I am so thankful that I was able to get her, she has also helped my dad Dave D. with his success also, how she helped coach me through the hurdle that I was able to get over with her kind and uplifting words. Thank you so much Arizona@Work!

Tell us about yourself before enrollment in Workforce Innovation Opportunity Act (WIOA):

Prior to enrollment in WIOA I was undecided which path to take career wise after just graduating High School. My husband and I were in the process of adopting his two siblings while raising a brand-new baby, we just stepping into the parenthood pool and ended up doing a cannon ball in lake parenthood at a very young age and knew we had to do something to provide a stable life for them our now three children.

Tell us about your successes after enrollment in WIOA:

After high school, with the help of my career advisor and my husband, I decided to pursue a degree in nursing. The enrollment in WIOA assisted me the steps to enrolling in the RN program at Cochise College and paying for the state boards for my license as a practical nurse and registered nurse (two different test dates) after completing the program. The covered cost for licensing board exams was a true blessing, as my husband and I were barely getting on our feet with he being the only one working to support the rapidly growing family we had. The assistance allowed for me to become a registered nurse and serve my family as well as the community of Douglas, where I was born and raised, as a floor nurse and eventually Director of Nurses for the skilled nursing/long term care facility Haven of Douglas (*aka Douglas Manor/Infinia Nursing Home*) where my mom had once been a certified nursing assistant.

What was your goal coming to our office/program?

Seeking assistance in identifying the right career path that was not only rewarding by providing long-term financial stability for my family but also personally and professionally by giving back to the community of Douglas.

How did the program assist in you meeting your goals?

The program assisted me by first helping me establish a goal, which was to identify a career path that would sustain me and my family for the years to come. After a career was identified, the program, with the help of the advisor, then assisted me with the first steps to take toward meeting my goal and every step thereafter.

What would you say are your greatest accomplishments after completing our program?

Expanding my family and career, I worked as a nurse/director with Haven of Douglas for 5 years before transferring with them to Haven of Flagstaff, AZ. where I was Director of Nursing for 1.5 years before moving to the valley. It has been about 17 years since enrolling and receiving the assistance to set me on the path of my nursing career and now I live in Gilbert, AZ. with my handsome husband of 24 years and our beautiful kids (*total of 5 with 3 living successfully on their own and 2 at home not quite ready to leave the nest*). I now have a bachelor's degree in nursing (BSN), have continued my service as a regional clinical resource nurse for skilled nursing/long term care in AZ., and I am enrolled in a master's program to pursue a degree as a

Psychiatric Mental Health Nurse Practitioner (MSN-PMHNP). God put the exact people in our lives/paths to ensure we got where He intended us to be.

Would you say that this program has impacted your life in any way from when you entered to when you completed? If so, please explain:

The career advisor believed I could do great things, so much so that she assisted with enrollment into college, for someone who had no idea where to begin and just starting to raise a new family, this is a big deal and an important first step. Sharing a similar faith also contributed to the success achieved as there was a comfort in speaking to and receiving advice from her. I am grateful for the encouragement, advice, and assistance I received to set me, and my family, on the path that paved the way for where we are today.

Tell us about yourself before enrollment in Workforce Innovation Opportunity Act (WIOA):

Prior to enrollment in WIOA I was undecided which path to take career wise and worked part time at Safeway in the deli. After the September 11th attack on the World Trade Centers, Safeway struggled to bounce back from the loss of revenue related to the border shut down and eventually began the process of closing their doors. I was laid off and with minimum job opportunity except part time in department stores, I realized I needed to look for a career to sustain mine and my family's future. My wife and I were in the process of adopting my two siblings while raising a brand-new baby, we just stepped into the parenthood pool and ended up doing a cannon ball in lake parenthood at a very young age and knew we had to do something to provide a stable life for them our now three children.

Tell us about your successes after enrollment in WIOA:

After being laid off from Safeway, with the help of my career advisor, my wife, and a dear friend of the family who trained me, I decided to pursue education and obtain my commercial driver's license (CDL) to drive a school bus. The enrollment in WIOA assisted me with the steps to pursuing licensure and paid for the exam to be licensed. The covered cost for licensing was a true blessing, as my wife and I were barely getting on our feet to support the rapidly growing family we had. The assistance allowed for me to become a bus driver/custodian for La Escuelita Head Start on 5th/F Avenue

What was your goal coming to our office/program?

Seeking assistance in identifying the right career path that was not only rewarding by providing long-term financial stability for my family but also personally and professionally rewarding by giving back to the community of Douglas.

How did the program assist in you meeting your goals?

The program assisted me by first helping me establish a goal, which was to identify a career path that would sustain me and my family for the years to come. After a career was identified, the program, with the help of the advisor, then assisted me with the first steps to take toward meeting my goal and every step thereafter.

What would you say are your greatest accomplishments after completing our program?

Expanding my family and career, I worked with La Escuelita Head Start for 14 years before moving to Flagstaff, AZ when my wife's work, Haven of Douglas, offered a transfer to Haven of Flagstaff, AZ. There I worked a bus driver for Flagstaff Unified School District for about 1.5 years before moving to the valley. Now I live in Gilbert, AZ. for the last 7 years with my beautiful wife of 24 years and our beautiful kids (total of 5 with 3 living successfully on their own and 2 at home not quite ready to leave the nest). While living in the valley I was able to work for Gilbert and Higley Unified School districts expanding my certification and becoming a certified behind the wheel instructor with Arizona Department of Transportation (ADOT) as well as achieving class A (hazmat) endorsement to expand the opportunities as a CDL driver. While working as a CDL driver, I had the ability to pursue other education and have also been working on courses for become an ordained minister. In addition to the licensing and certification obtained over the years, I have recently become a security guard and plan to build on this experience and combine what I have successfully accomplished with what I am learning now. God put the exact people in our lives/paths to ensure we got where He intended us to be.

Would you say that this program has impacted your life in any way from when you entered to when you completed? If so, please explain:

The career advisor believed I could do great things, so much so that she assisted with the process of obtaining a CDL license, this was a big deal and a very huge step for someone who had no idea where to begin after just being laid off from a job that was supposed to support my new family for what I thought would be a very long time. Sharing a similar faith also contributed to the success achieved as there was a comfort in speaking to and receiving advice from her. I am grateful for the encouragement, advice, and assistance I received to set me, and my family, on the path that paved the way for where we are today.

Additional comments:

Anna is a significant part of mine and my family's success, truly a God send, I and my wife want to personally thank her for her support, encouragement, and guidance during the toughest time in our lives. When we were just starting out as new (very young) parents, foster/adoptive parents and finding our place in the community she was there, with many others, being our biggest cheerleader and believing against all odds that we would succeed!!! May God continue to bless her as she has been a blessing to us!!

Tell us about yourself before enrollment in the Workforce Opportunity Act (WIOA):

I always wanted to do nursing ever since I was in high school but I ended up getting married right out of high school and have kids shortly after so wasn't sure how possible it was ESPECIALLY with how busy & costly 3 kids are. I heard of this program when I applied to nursing school so I enrolled?

Tell us about your successes after enrollment in WIOA:

This program has been such a blessing! I was able to put all my efforts into school and grades because I didn't have to worry about extra financial costs towards my family! Not only was I able to pass nursing school, because I didn't have to work, take care of 3 kids and attend school I was able to graduate at the top of my class with the academic award!

What was your goal coming to our office/program?

My goal was to hopefully cover some of the financial burden that adds up through the nursing program to help me not be spread too thin with my children, a job & school, & ultimately give me the time I needed to study & pass!

How did the program assist in you meeting your goals?

It went above & beyond my goals! Not only did it cover some of my financial burden but made sure I had what I needed to succeed when normally I might've risked not buying a book & hoping I could get through the class without it because it was expensive. They made sure I had all of the resources I needed and didn't skip over anything.

What would you say are your greatest accomplishments after completing our program?

Getting through this program with happy memories because I wasn't so incredibly stressed but also graduating and getting the academic award.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

Definitely, it would've been so much harder to get through the nursing program without this, and may have had to repeat some semesters if I had the added financial strain & less time to focus on studies.

Additional comments:

May Ann is truly an amazing person and was one of my biggest cheerleaders! I count myself lucky to have had the privilege of working with her. Thanks for EVERYTHING!

Tell us about yourself before enrollment in the Workforce Opportunity Act (WIOA):

I was a struggling nursing student who was drowning in tuition & fees. I was spreading myself way too thin in order to pay for everything. I knew I needed a change when trying to earn money took time from my schooling. I came very close to failing.

Tell us about your successes after enrollment in WIOA:

Taking the financial stress away enabled me to buckle down & really focus on my schooling. I have seen a major change in my performance at school.

What was your goal coming to our office/program?

To be able to pass nursing school with no debt.

How did the program assist in you meeting your goals?

I have been supported financially. I was able to stress more about school and less about everything that I would have to pay for.

What would you say are your greatest accomplishments after completing our program?

I was able to not only pass, but exceed my previous grades from the semesters of paying for everything myself.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

I have been impacted for the better. Mary Ann is amazing & was always willing to help me with whatever I needed. I also, felt as though I had another cheerleader ready to celebrate my victories with me whenever I saw her.

Additional comments:

I may not be in debt from student loans but, I am forever indebted to this program for supporting me financially through an already stressful time in my life.

Tell us about yourself before enrollment in the Workforce Opportunity Act (WIOA):

Before joining WIOA I had just started the EAC nursing program.

Tell us about your successes after enrollment in WIOA:

After enrolling at WIOA, I was able to cover all the expenses for nursing school. I had more support and knew I could call Mary Ann with any questions.

What was your goal coming to our office/program?

To receive financial assistance while going to nursing school.

How did the program assist in you meeting your goals?

They were wonderful! Everyone is so kind and helpful! May Ann has been so easy to work with. The program has helped me be able to focus on my degree and schooling rather than be constantly worried about how to pay for different things for school.

What would you say are your greatest accomplishments after completing our program?

Completing EAC nursing program in 4 semesters.

Would you say that this program has impacted your life in any way from when you entered to when you completed, if so, please explain:

Yes, Mary Ann has been so supportive! I think this program helped me to finish in 4 semesters and stay sane in school! I feel like many of my classmates have not been as successful because they didn't have the support I did.

Additional comments:

THANK YOU SO MUCH!!!

Social Media Sites

Please follow us on our social media sites for more information and upcoming events:

Facebook: www.facebook.com/SEAZWorks

Twitter: www.twitter.com/SEAZWorks

LinkedIn: www.linkedin.com/company/seazworks

Name	Company /Address	Phone/Email	Board Category	Committee
Ron Curtis (President)	American Southwest Credit Union 3090 East Fry Boulevard Sierra Vista, AZ 85635	520-452-3088/ rcurtis@ascu.org	Business	Executive
Kathleen Bullock (Vice President)	Above Board Consulting 2496 South Ridge Street Sierra Vista, AZ 85650	520-227-5416/ kathleen.bullock@cox.net	Business	Executive
Wick Lewis (Treasurer)	Cochise College 901 North Colombo Avenue Sierra Vista, AZ 85635	520-452-2619/ lewisw@cochise.edu	Education	Executive/ Finance
Doris Tolbert (Secretary)	AVON Representative 2101 Crestwood Drive Sierra Vista, AZ 85635	520-249-0146/ doriswt@cox.net	Business	Executive/ Finance
Jack Bauer	AAG Reverse Mortgages 500 East Fry Boulevard, Ste L4 Sierra Vista, AZ 85635	520-458-2800/ jbauer@aag.com	Business	
Matt Bolinger	Botanical Pharm P.O. Box 908, 235 5th Street Clifton, AZ 85533	928-701-7000/ mbolinger@co.greenlee.az.us	Business	
Tony Boone	City of Sierra Vista 1011 North Coronado Drive Sierra Vista, AZ 85635	520-439-2184/ tony.boone@sierravistaaz.gov	Economic Development	
Evonne Cummins	Iron Bow Technologies 17060 South Mesa Shadows Drive Vail, AZ 85641	520-221-3625/ evonne.cummins@ironbow.com	Business	
Sam Curtis	Valley Furniture & Appliance 350 East Armory Road Safford, AZ 85546	928-348-9340/ valleyfurniture@gmail.com	Business	
Josh DeSpain	International Brotherhood of Electrical Workers 750 S. Tucson, Blvd. Local 570 Tucson, AZ 85716	520-631-7430 joshd@ibew570.org	Labor	
Edward Dummitt	Fred G. Acosta Job Corps 901 South Campbell Avenue Tucson, Arizona 85719	520-792-3015/ dummitt.ed@jobcorps.org	Community Based Org.	
Merritt Essig	International Chemical Workers Union Council, Local 184C Benson, AZ 85602	520-720-2152/ MWEssig@apachenitro.com	Labor	
Steven Garate	SSVEC 311 E. Wilcox Drive Sierra Vista, AZ 85635	520-508-2025/ sgarate@ssvec.com	Business/Labor	

Peg Harmon	Catholic Community Services 140 W. Speedway Blvd., Ste. 230 Tucson, AZ 85705	520-623-0344/ peghccs@ccs-soaz.org	Labor
Kim Henderson	The Blue Door 112 Park Avenue Clifton, AZ 85533	310-720-4587 sqhenderson16@gmail.com	Business
Peter Hooper	Cochise College 901 North Colombo Avenue Sierra Vista, AZ 85635	520-515-0500/ hooperp@cochise.edu	Adult Education
Jelensky Irons	Arizona Department of Economic Security Employer Engagement Administration 400 West Congress St., Ste. 42, Mail Drop 5521, Tuscon, AZ 85701-1311	480-271-3302/ JIrons@azdes.gov	Wagner Peyser
Rebekah Kimmel	Canyon Vista Medical Center 5700 East Highway 90 Sierra Vista, AZ 85635	520-263-3875/ rebekah.kimmel@canyonvistamedicalcenter.com	Business
Elizabeth Kinder	Vocational Rehabilitation Services 2600 E. Willcox Drive Sierra Vista, AZ 85636	520-346-1687/ mkinder@azdes.gov	Rehabilitation Services
Martha Lujan	Freepart-McMoRan 4521 US-191 Morenci, AZ 85540	928-865-6669(work)/ mlujan@fmi.com	Business
Jacob Williams	DRG Technologies, Inc 300 East Fourth Street Safford, AZ 85546	928-348-2527/ jacob.williams@drgtech.com	Business
Susan Wood	Eastern Arizona College 615 North Stadium Avenue Thatcher, AZ 85552	928-428-8215/ susan.wood@eac.edu	Education
Arizona@Work Support Staff			
Vada Phelps - Executive Director	900 Carmelita Drive, Sierra Vista, AZ 85635	520-439-3542/ vphelps@cpic-cas.org	
Vickie Simmons - Deputy Director	900 Carmelita Dr., Sierra Vista, AZ 85635	520-439-3542/ vickie.simmons@cpic-cas.org	
Michelle Huff - Finance Director	900 Carmelita Dr., Sierra Vista, AZ 85635	520-439-3542/ mhuff@cpic-cas.org	
Lori Baron - Executive Assistant/Board Clerk	900 Carmelita Drive, Sierra Vista, AZ 85635	520-439-3541/ lbaron@cpic-cas.org	



Southeastern Arizona Workforce Development Board (LWDB)

2022-2023 Meeting Schedule

December 15, 2022 10:00 a.m.

Cochise College Downtown Center, Arizona@Work Job Center
2600 E. Wilcox Drive
Sierra Vista, AZ 85635*

March 16, 2023 10:00 a.m.

Cochise College Benson Center
1025 State Route 90
Benson, AZ 85602*

June 2023 Board Retreat

Date and Location to be determined

September 21, 2023 10:00 a.m.

Eastern Arizona College
615 North Stadium Avenue
Thatcher, AZ 85552*

December 21, 2023 10:00 a.m.

Cochise College Downtown Center, Arizona@Work Job Center
2600 E. Wilcox Drive
Sierra Vista, AZ 85635*

*Location subject to change

PYQ BUDGET REPORT THROUGH JUNE 30, 2022

PYQ Budget Worksheet							
2021-2022							
	BUDGET	Budget	Received	Budget	Received	Received	%
	2021-2022	PYQ I/S	PYQ I/S	PYQ O/S	PYQ O/S	PYQ Total	Received
INCOME							
Program Income					2,245	2,245	
Carryover from prev year	189,275	47,319	47,319	141,956	141,956	189,275	100%
Contract 2021/2022	505,558	126,390	36,199	379,169	164,977	201,176	40%
TOTAL INCOME	694,833	173,708	83,518	521,125	309,178	392,696	57%
EXPENDITURES							
	BUDGET	Budget	Actual	Budget	Actual	Actual	%
	2021-2022	PYQ I/S	PYQ I/S	PYQ O/S	PYQ O/S	PYQ Total	Spent
Salaries	74,618	18,655	19,047	55,964	51,759	70,806	95%
EREs	27,073	6,768	4,582	20,305	15,695	20,276	75%
Professional Services	250	63	4	188	13	17	7%
Staff Training	5,000	1,250	146	3,750	437	582	12%
Utilities - Non Energy	100	25	7	75	21	28	28%
Building Maintenance Service	450	113	66	338	201	267	59%
Repair & Maintenance	100	25	-	75	-	-	0%
Rent	4,917	1,229	1,345	3,688	4,035	5,380	109%
Equipment Rental	100	25	-	75	-	-	0%
Other Space Costs	1,200	300	258	900	773	1,030	86%
Telephone Communications	5,000	1,250	1,002	3,750	3,010	4,012	80%
Advertising/Publications	300	75	0	225	0	1	0%
Information & Marketing	500	125	19	375	56	75	15%
Printing	500	125	114	375	342	456	91%
Board Expense		-	-	-	-	-	
In State Travel	15,000	3,750	1,623	11,250	13,167	14,790	99%
Out of State Travel	6,000	1,500	-	4,500	-	-	0%
Building Maintenance Supplies	150	38	7	113	22	30	20%
Office Supplies	875	219	156	656	467	623	71%
Utilities - Energy	250	63	21	188	65	87	35%
Equipment/Fixed Assets	6,000	1,500	31	4,500	93	124	2%
Supplies - Technology	450	113	21	338	64	85	19%
Membership Dues	500	125	41	375	124	165	33%
Client Training	363,797	90,949	39,278	272,848	138,401	177,679	49%
Client Support	181,703	45,426	15,750	136,277	80,432	96,182	53%
Contingency	-	-	-	-	-	-	
TOTAL EXPENDITURES	694,833	173,708	83,518	521,125	309,178	392,696	57%

AZ@Work Southeastern Arizona 2021-2022 Budget Report		Budget AZ Community Foundation Grant	Actual AZ Community Foundation Grant	% Received	Cumulative Received	% Received
INCOME						
Program Income					464	
Carryover from prev year	5,665			0%	1,790,257	83%
Contract 21/22					649,185	27%
TOTAL INCOME	5,665			0%	2,439,906	53%
EXPENDITURES						
	Budget AZ Community Foundation Grant	Actual AZ Community Foundation Grant		% Spent	Cumulative Spent	% Spent
Salaries					773,645	96%
ERES					216,673	86%
Professional Services					46,378	77%
Staff Training					12,254	98%
Utilities - Non Energy					2,920	112%
Building Maintenance Service					17,755	96%
Repair & Maintenance Service					6,797	100%
Rent					97,116	91%
Leashold Improvements					2,700	
Rental-Equipment					97	84%
Insurance					17,488	97%
Telephone Communications					45,511	101%
Advertising/Publications					117	8%
Information & Marketing					15,339	77%
Printing					1,236	44%
Moving Expnse					5,256	53%
Board Expense					34,182	114%
In State Travel					26,817	90%
Out of State Travel					16,154	65%
Building Maintenance Supplies					2,780	82%
Office Supplies					8,766	86%
Utilities - Energy					8,116	83%
Equipment/Fixed Assets	5,665				5,807	14%
Supplies - Technology					2,303	72%
Membership Dues					4,152	83%
Client Training					367,108	26%
Client Support					311,988	35%
Youth Contracts					390,452	56%
Contingency					-	0%
TOTAL EXPENDITURES	5,665			0%	2,439,906	53%

**Cochise Private Industry Council, Inc. dba
ARIZONA@WORK Southeastern Arizona**

**Basic Financial Statements
and Single Audit Reports**

Year ended June 30, 2021

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Independent Auditor's Report

Board of Directors and Management
Cochise Private Industry Council, Inc. dba
ARIZONA@WORK Southeastern Arizona
Sierra Vista, Arizona

We have audited the accompanying financial statements of the governmental activities and each major fund of Cochise Private Industry Council, Inc. dba ARIZONA@WORK Southeastern Arizona (hereinafter referred to as ARIZONA@WORK SEAZ) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise ARIZONA@WORK SEAZ's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of ARIZONA@WORK SEAZ as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise ARIZONA@WORK SEAZ's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 3, 2022, on our consideration of ARIZONA@WORK SEAZ's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of ARIZONA@WORK SEAZ's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering ARIZONA@WORK SEAZ's internal control over financial reporting and compliance.

Wahne & Armstrong, LLP

Tucson, Arizona
January 3, 2022

**ARIZONA@WORK Southeastern Arizona
Management's Discussion and Analysis
Year Ended June 30, 2021**

As management of ARIZONA@WORK Southeastern Arizona (ARIZONA@WORK SEAZ), a component unit of Cochise County, Arizona, we offer readers of ARIZONA@WORK SEAZ's financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2021. We encourage readers to consider the information presented here in conjunction with the following financial statements, which begin on page 10.

Financial Highlights

- The assets of ARIZONA@WORK SEAZ exceeded its liabilities at the close of the most recent fiscal year by \$152,956.
- ARIZONA@WORK SEAZ's cash balance at June 30, 2021 was \$148,685, representing an increase of \$70,104 from the prior year.
- ARIZONA@WORK SEAZ had intergovernmental program revenues of \$2,014,031, which is a decrease of \$121,042 from the prior year. Program expenses totaled \$2,094,425, which is a decrease of \$117,353 from the prior year.

Overview of the Financial Statements

The discussion and analysis is intended to serve as an introduction to ARIZONA@WORK SEAZ's basic financial statements. ARIZONA@WORK SEAZ's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also contains the schedule of expenditures of federal awards as supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of ARIZONA@WORK SEAZ's finances in a manner similar to a private sector business.

The *statement of net position – governmental activities* presents information on all of ARIZONA@WORK SEAZ's assets and liabilities with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of ARIZONA@WORK SEAZ is improving or deteriorating.

The *statement of activities – governmental activities* presents information showing how ARIZONA@WORK SEAZ's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (such as future payments for capital outlays and earned vacation leave).

Management's Discussion and Analysis – Continued

Overview of the Financial Statements - Continued

The government-wide financial statements report ARIZONA@WORK SEAZ's activities that are principally supported by intergovernmental revenues and reported as governmental activities. ARIZONA@WORK SEAZ's function is to administer programs to prepare youth, unskilled adults and dislocated workers for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment. ARIZONA@WORK SEAZ's programs are funded primarily with grant revenue from the U.S. Department of Labor through the State of Arizona Department of Economic Security, and Cochise County, Arizona.

The statement of net position and the statement of activities are government-wide financial statements that provide both long-term and short-term information about ARIZONA@WORK SEAZ's overall financial status. The government-wide financial statements can be found on pages 10 and 11 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. ARIZONA@WORK SEAZ, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. ARIZONA@WORK SEAZ has only one fund type consisting of governmental funds. The fund financial statements focus on individual parts of the government and reporting ARIZONA@WORK SEAZ's operation in more detail than the government-wide financial statements. The fund financial statements for the governmental fund are reported on pages 12 and 13 of this report.

Governmental funds – Most of ARIZONA@WORK SEAZ's basic services are included in the special revenue fund. As a governmental fund, the special revenue fund's focus is on how cash, and other financial assets that can readily be converted to cash, flow in and out and the balances remaining at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps readers determine whether there are more or fewer financial resources that can be spent in the near future to finance ARIZONA@WORK SEAZ's programs.

Because this information does not encompass the additional long-term focus of the government-wide financial statements, we provide additional information at the bottom of the governmental funds statements that explains the relationship (or differences) between the governmental activities and balances reported in the statement of net position and the statement of activities and the governmental funds statements.

Proprietary funds – ARIZONA@WORK SEAZ has no proprietary funds.

Management's Discussion and Analysis – Continued

Overview of the Financial Statements - Continued

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 14 through 21 of this report.

Supplementary Information

The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The schedule of expenditures of federal awards can be found on page 22 of this report with the related notes to the schedule on page 23.

Government-Wide Financial Analysis

	Condensed Statement of Net Position – Governmental Activities		
	<u>2021</u>	<u>2020</u>	<u>Change</u>
<i>Assets:</i>			
Current and other assets	\$ 293,852	\$ 254,105	\$ 39,747
Capital assets, net	14,636	18,199	(3,563)
<i>Total assets</i>	308,488	272,304	36,184
<i>Liabilities:</i>			
Current liabilities	113,420	75,253	38,167
Long-term liabilities	42,112	43,489	(1,377)
<i>Total liabilities</i>	155,532	118,742	36,790
<i>Net position:</i>			
Net investment in capital assets	14,636	18,199	(3,563)
Restricted for workforce development	80,379	84,992	(4,613)
Unrestricted	57,941	50,371	7,570
<i>Total net position</i>	<u>\$ 152,956</u>	<u>\$ 153,562</u>	<u>\$ (606)</u>

Management's Discussion and Analysis – Continued

Government-Wide Financial Analysis - Continued

A significant portion of ARIZONA@WORK SEAZ's assets (42 and 60 percent at June 30, 2021 and 2020, respectively) reflect the amount due from ARIZONA@WORK SEAZ's funding sources. At the end of the fiscal year, ARIZONA@WORK SEAZ's assets exceeded its liabilities by \$152,956.

The following reports the key elements of the changes in net position for governmental activities:

	Condensed Statement of Changes in Net Position – Governmental Activities		
	2021	2020	Change
<i>Revenues:</i>			
<i>Program revenues:</i>			
Operating grants	\$ 2,014,031	\$ 2,135,073	\$ (121,042)
<i>General revenues:</i>			
Other	79,788	63,488	16,300
<i>Total revenues</i>	2,093,819	2,198,561	(104,742)
<i>Expenses:</i>			
Administration	254,660	230,209	24,451
Job training	1,839,765	1,981,569	(141,804)
<i>Total expenses</i>	2,094,425	2,211,778	(117,353)
Change in net position	(606)	(13,217)	\$ 12,611
Net position, beginning	153,562	166,779	
Net position, ending	\$ 152,956	\$ 153,562	

As of the end of the current fiscal year, ARIZONA@WORK SEAZ's governmental activities' net position reported a decrease from the prior year. ARIZONA@WORK SEAZ's chief sources of revenues for these activities are cost reimbursement contracts with the State of Arizona Department of Economic Security and Cochise County using monies from the U.S. Department of Labor.

Financial Analysis of ARIZONA@WORK SEAZ's Governmental Funds

General Fund

ARIZONA@WORK SEAZ has a general fund used to account for unrestricted activity.

Management's Discussion and Analysis – Continued

Financial Analysis of ARIZONA@WORK SEAZ's Governmental Funds - Continued

Special Revenue Fund

ARIZONA@WORK SEAZ has a special revenue fund which is reported in the governmental activities of the government-wide financial statements. As previously discussed, this fund reports "cost-reimbursement" grants, which means that ARIZONA@WORK SEAZ is reimbursed by its funding agency based on the expenditures incurred. Accordingly, revenues are recognized to the extent that expenditures are incurred. Revenues decreased in the special revenue fund by \$277,205 primarily due to decreased grant funding received for activities under the Workforce Innovation and Opportunity Act.

Capital Asset and Debt Administration

Capital Assets

As of June 30, 2021, ARIZONA@WORK SEAZ's investment in capital assets for its government-type activities was \$14,636 (net of accumulated depreciation). This investment in capital assets includes leasehold improvements, furniture and equipment.

Additional information on ARIZONA@WORK SEAZ's capital assets can be found in Note 4 on page 18 of this report.

Long-Term Liability

As of June 30, 2021, ARIZONA@WORK SEAZ's long-term liability consists of \$42,112 in accrued compensated absences that have been earned by employees to be paid when used or upon termination of each employee.

Economic Factors and Next Year's Budgets

The following factors were considered in preparing ARIZONA@WORK SEAZ's budget for the 2022 fiscal year:

- Formal budgeting has been implemented in accordance with new funding requirements for the special revenue fund. Budgeting is based on contract funds although ARIZONA@WORK SEAZ's expenditures and revenue under the cost reimbursement grants are dependent on the demand for its services.
- ARIZONA@WORK SEAZ does not budget for its general fund.
- Potential service and operational impacts related to the COVID-19 pandemic.

Management's Discussion and Analysis – Continued

Contacting ARIZONA@WORK SEAZ's Financial Management

The financial report is designed to provide a general overview of ARIZONA@WORK SEAZ's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Finance Director, ARIZONA@WORK Southeastern Arizona, 900 Carmelita Drive, Sierra Vista, Arizona, 85635 or by calling (520) 458-4200.

Basic Financial Statements

ARIZONA@WORK Southeastern Arizona
Statement of Net Position - Governmental Activities
June 30, 2021

Assets

Cash	\$ 148,685
Intergovernmental receivables	130,713
Other assets	14,454
Capital assets being depreciated, net	<u>14,636</u>
Total assets	308,488

Liabilities

Accounts payable and accrued expenses	51,438
Due to related party	61,982
Noncurrent liability:	
Compensated absences-due in more than one year	<u>42,112</u>
Total liabilities	<u>155,532</u>

Net Position

Net investment in capital assets	14,636
Restricted for workforce development	80,379
Unrestricted	<u>57,941</u>
Total net position	<u>\$ 152,956</u>

The accompanying notes are an integral part of these basic financial statements.

ARIZONA@WORK Southeastern Arizona
Statement of Activities - Governmental Activities
Year Ended June 30, 2021

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u> <u>Operating Grants</u> <u>and Contributions</u>	<u>Net (Expense)</u> <u>Revenue and</u> <u>Change</u> <u>in Net Position</u>
Administration	\$ 254,660	\$ 254,660	\$ -
Job training	<u>1,839,765</u>	<u>1,759,371</u>	<u>(80,394)</u>
	<u>\$ 2,094,425</u>	<u>\$ 2,014,031</u>	<u>(80,394)</u>
General revenues:			
	Other revenues		<u>79,788</u>
	Change in net position		(606)
	Net position, July 1, 2020		<u>153,562</u>
	Net position, June 30, 2021		<u>\$ 152,956</u>

The accompanying notes are an integral part of these basic financial statements.

ARIZONA@WORK Southeastern Arizona
 Balance Sheet - Governmental Funds
 June 30, 2021

	General Fund	Special Revenue Fund	Total
Assets			
Cash	\$ 15,575	\$ 133,110	\$ 148,685
Grants receivable	-	130,713	130,713
Interfund receivable	42,366	-	42,366
Other assets	-	14,454	14,454
Total assets	<u>\$ 57,941</u>	<u>\$ 278,277</u>	<u>\$ 336,218</u>
Liabilities and Fund Balances			
Liabilities			
Accounts payable and accrued expenses	\$ -	\$ 51,438	\$ 51,438
Interfund payable	-	42,366	42,366
Due to related party	-	61,982	61,982
Total liabilities	-	155,786	155,786
Fund Balances			
Nonspendable	-	14,454	14,454
Restricted for workforce development	-	108,037	108,037
Unassigned	57,941	-	57,941
Total fund balances	<u>57,941</u>	<u>122,491</u>	<u>180,432</u>
Total liabilities and fund balances	<u>\$ 57,941</u>	<u>\$ 278,277</u>	<u>\$ 336,218</u>

Reconciliation of fund balances of governmental funds to total net position:

Total fund balances	\$ 180,432
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund financial statements.	14,636
Long-term liabilities, including compensated absences, are not due and payable in the current period and therefore are not reported in the fund financial statements.	(42,112)
Net position of governmental activities (page 10)	<u>\$ 152,956</u>

The accompanying notes are an integral part of these basic financial statements.

ARIZONA@WORK Southeastern Arizona
Statement of Revenues, Expenditures and
Changes in Fund Balances - Governmental Funds
Year Ended June 30, 2021

	General Fund	Special Revenue Fund	Total
Revenues			
Intergovernmental	\$ -	\$ 2,014,031	\$ 2,014,031
Other revenues	79,788	-	79,788
Total revenues	79,788	2,014,031	2,093,819
Expenditures			
<i>Administration</i>	582	254,078	254,660
<i>Training</i>			
Salaries and fringe benefits	-	721,763	721,763
Capital purchases	-	17,565	17,565
Other direct training	71,636	665,834	737,470
Paid to subrecipient	-	360,781	360,781
Total expenditures	72,218	2,020,021	2,092,239
Net change in fund balances	7,570	(5,990)	1,580
Fund balances, July 1, 2020	50,371	128,481	178,852
Fund balances, June 30, 2021	\$ 57,941	\$ 122,491	\$ 180,432

Reconciliation of the statement of revenues, expenditures and changes in fund balances of governmental funds to the statement of activities - governmental activities:

Net change in fund balances	\$ 1,580
Amounts reported for governmental activities in the statement of activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.	
In the current period, those amounts are:	
Capital outlay	5,085
Depreciation	(8,648)
Compensated absences reported in the statement of activities do not require the use of current financial resources and therefore, are not reported as expenditures in governmental funds.	
Increase in compensated absences	1,377
Change in net position (page 11)	\$ (606)

The accompanying notes are an integral part of these basic financial statements.

ARIZONA@WORK Southeastern Arizona
Notes to Financial Statements
Year ended June 30, 2021

Note 1 – Organization and Summary of Significant Accounting Policies

Cochise Private Industry Council, Inc. dba ARIZONA@WORK Southeastern Arizona (ARIZONA@WORK SEAZ) is an Arizona nonprofit corporation which is considered a component unit of Cochise County, Arizona. ARIZONA@WORK SEAZ is organized to administer programs to prepare youth, adults, and dislocated workers for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in specific need of such training to obtain productive employment.

ARIZONA@WORK SEAZ contracts with the Cochise County Board of Supervisors, whereby ARIZONA@WORK SEAZ is appointed as the administrative entity for the Workforce Innovation and Opportunity Act (WIOA) programs operated within Cochise, Graham and Greenlee counties in Arizona.

Reporting Entity - The financial statements are intended to present the financial position and results of operations of only the funds administered by ARIZONA@WORK SEAZ. These financial statements are not intended to present the financial position or the results of operations of Cochise County, Arizona.

Government-Wide and Fund Financial Statements - The basic financial statements of ARIZONA@WORK SEAZ include the government-wide and the fund financial statements. The government-wide statement of net position and statement of activities reports information on all financial activities of ARIZONA@WORK SEAZ.

Governmental activities are financed primarily through intergovernmental revenues. ARIZONA@WORK SEAZ has no business-type activities.

The government-wide statement of activities reflects the cost of the programs of ARIZONA@WORK SEAZ reduced by directly associated revenues (operating grants and contributions) to arrive at the net revenue or expense for the programs. Net program revenue or expense for governmental activities is then adjusted for general revenues to determine the change in net position for the year. Indirect expenses, such as depreciation, are not allocated to the program/function that they may benefit. When both restricted and unrestricted resources are available for use, it is ARIZONA@WORK SEAZ's policy to use restricted resources first and unrestricted resources as they are needed.

The fund financial statements provide information about ARIZONA@WORK SEAZ's funds. Separate statements for the governmental funds are presented. The emphasis on fund financial statements is on major governmental funds displayed in a separate column. ARIZONA@WORK SEAZ has no proprietary funds.

Notes to Financial Statements - Continued

Note 1 – Organization and Summary of Significant Accounting Policies - Continued

Measurement Focus, Basis of Accounting, and Financial Statement Presentation - The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recorded when earned and expenses are recorded when liabilities are incurred, regardless of when the related cash flow takes place. Other receipts become measurable and available when cash is received by ARIZONA@WORK SEAZ and are recognized as revenue at that time.

Governmental funds are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Under this method, revenues are recognized when measurable and available. ARIZONA@WORK SEAZ considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for compensated absences which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Acquisitions under capital leases are reported as other financing sources.

ARIZONA@WORK SEAZ reports the following major governmental funds:

General Fund - The general fund is ARIZONA@WORK SEAZ's fund used for unrestricted activities. The fund accounts for all unrestricted financial resources of ARIZONA@WORK SEAZ.

Special Revenue Fund - The special revenue fund accounts for specific revenue sources that are legally restricted to expenditures for specified purposes.

Budgetary Accounting - Formal budgetary integration is not employed by ARIZONA@WORK SEAZ in the special revenue fund for its individual federal and state governmental grants because effective budgetary control is alternatively achieved through the terms of the funding contracts.

ARIZONA@WORK SEAZ does not budget for its general fund.

Prepaid Items - Certain payments to vendors reflect costs applicable to future accounting periods and are reported as other assets in both the government-wide and fund financial statements.

Notes to Financial Statements - Continued

Note 1 – Organization and Summary of Significant Accounting Policies - Continued

Capital Assets - Capital assets, which include leasehold improvements, furniture and equipment, are reported in the government-wide financial statements. Capital assets are defined by ARIZONA@WORK SEAZ as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. ARIZONA@WORK SEAZ has no public domain (infrastructure) assets. The cost of normal maintenance and repairs that do not add value to the asset or materially extend an asset's life are expensed as incurred.

Depreciation is calculated using the straight-line method over useful lives ranging from five to fifteen years as determined by management based on experience for each class of asset.

Compensated Absences - Compensated absences consist of earned but unused vacation leave. Employees earn vacation hours based on their years of service with ARIZONA@WORK SEAZ. Generally, sick leave benefits provide for ordinary sick pay and are cumulative but do not vest with employees and therefore, are not accrued.

The liability for vested compensated absences of the governmental funds is recorded in the government-wide statements as a non-current liability, since the amount expected to be paid from current financial resources is not significant. All compensated absences are paid for out of the special revenue fund.

Fund Balance Classification - Fund balances of the governmental funds are reported separately within classifications based on a hierarchy of the constraints placed on those resources. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, and unrestricted, which includes committed, assigned and unassigned fund balance classifications.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form, such as prepaid expenses and notes receivable, or are legally or contractually required to be maintained intact.

Restricted fund balances are those that have externally imposed restrictions on their usage by creditors, such as through debt covenants, grantors, contributors, or laws and regulations.

Notes to Financial Statements - Continued

Note 1 – Organization and Summary of Significant Accounting Policies - Continued

The unrestricted fund balance category is comprised of committed, assigned, and unassigned resources. Committed fund balances are self-imposed limitations approved by ARIZONA@WORK SEAZ's Board of Directors, which is the highest level of decision-making authority within ARIZONA@WORK SEAZ. The constraints placed on committed fund balances can only be removed or changed by the Board. Assigned fund balances are resources constrained by ARIZONA@WORK SEAZ's intent to be used for specific purposes, but are neither restricted nor committed. When an expenditure is incurred that can be paid from either restricted or unrestricted fund balances, it's ARIZONA@WORK SEAZ's policy to use restricted fund balance first.

Program Revenues - Grants and assistance awards made on the basis of entitlement periods are recorded as intergovernmental receivables and revenues when entitlement occurs. All other reimbursement grants are recorded as intergovernmental receivables and revenues when the related expenditures are incurred. Revenue is recognized in the governmental funds when it is both measurable and available. ARIZONA@WORK SEAZ considers revenue to be measurable when it is collected within 60 days.

Interfund Transactions and Balances - Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as a reduction of expenditures in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Non-recurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

Income Taxes - ARIZONA@WORK SEAZ is a nonprofit corporation organized under the laws of the State of Arizona and is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Income determined to be unrelated to ARIZONA@WORK SEAZ's exempt purpose is taxable.

Use of Estimates - The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Notes to Financial Statements - Continued

Note 2 – Cash

At June 30, 2021, cash on hand was \$300, the carrying amount of cash in the bank was \$148,385 the bank balance was \$182,456. Bank deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

ARIZONA@WORK SEAZ does not have any formal policies as it relates to custodial credit risks applicable to its deposits.

Note 3 – Intergovernmental Receivables

Intergovernmental receivables include the following at June 30, 2021:

Program	Amount
Passed through Cochise County, Arizona:	
Workforce Innovation and Opportunity Act – Adult Program	\$ 37,105
Workforce Innovation and Opportunity Act – Dislocated Workers Program	37,061
Workforce Innovation and Opportunity Act – Youth Program	32,967
Workforce Innovation and Opportunity Act – Rapid Response	3,818
Passed through Pima County, Arizona:	
H-1B Job Training Grants	5,432
	116,383
Other non-federal grants	14,330
Total intergovernmental receivables	\$ 130,713

Note 4 – Capital Assets

Capital asset activity for the year ended June 30, 2021, was as follows:

	Balance at July 1, 2020	Increases	Decreases	Balance at June 30, 2021
Capital assets being depreciated:				
Furniture and equipment	\$ 124,549	\$ 5,085	\$ (6,255)	\$ 123,379
Leasehold improvements	13,354	-	-	13,354
Total capital assets	137,903	5,085	(6,255)	136,733
Less accumulated depreciation	(119,704)	(8,648)	6,255	(122,097)
Total capital assets being depreciated, net	\$ 18,199	\$ (3,563)	\$ -	\$ 14,636

Depreciation expense for the year ended June 30, 2021 of \$8,648 is reported as job training functional expense.

Notes to Financial Statements - Continued

Note 5 – Noncurrent Liability

ARIZONA@WORK SEAZ's long-term liability is 100% expended in its special revenue fund. A summary of changes in the long-term liability follows:

	<u>Balance at July 1, 2020</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at June 30, 2021</u>
Compensated absences	\$ 43,489	\$ 42,112	\$ (43,489)	\$ 42,112

Note 6 – Pension Plans

Eligible ARIZONA@WORK SEAZ employees can participate in a 403(b) defined contribution plan and a simplified employee pension plan. These plans were established pursuant to authorization by the board of directors and can be amended upon the board's approval. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. To be eligible, employees must be 21 years of age or older and earn the minimum required by the Internal Revenue Service. All participants are fully vested upon entering the plan. ARIZONA@WORK SEAZ contributes five percent of employee salaries for participants regardless of employee contributions to the plan. ARIZONA@WORK SEAZ's contributions to the plans for fiscal year 2021 were \$32,602.

Note 7 – Interfund Balances and Activity

The special revenue fund has a payable due to the general fund of \$42,366 at June 30, 2021. This balance resulted primarily from cash earned by the general fund that was deposited into a special revenue fund bank account.

Note 8 – Contingencies

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable program. The amounts, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time; although ARIZONA@WORK SEAZ expects such amounts, if any, to be immaterial.

ARIZONA@WORK SEAZ's subrecipients are subject to fiscal and programmatic monitoring by ARIZONA@WORK SEAZ. If such monitoring or audits by grantor agencies disclose expenditures not in accordance with terms of the grants, such expenditures may be disallowed and reimbursement of the disallowed costs may be required. ARIZONA@WORK SEAZ generally has the right of recovery from subrecipients.

Notes to Financial Statements - Continued

Note 9 – Lease Commitments

ARIZONA@WORK SEAZ leases office space at four locations under separate operating lease agreements with unrelated third parties. Two of the leases expired and are being rented on a month-to-month basis which only require thirty days' notice to cancel. The remaining two leases expire in 2022 and 2026 with no option to extend. Future minimum lease payments under the non-cancelable lease agreements consist of the following:

<u>Year Ending June 30,</u>	<u>Lease Payments</u>
2022	\$ 94,200
2023	90,000
2024	90,000
2025	90,000
2026	90,000
Total	<u>\$ 454,200</u>

ARIZONA@WORK SEAZ's rent expenditures under these leases for the year ended June 30, 2021, were \$166,397.

Subsequent Event: In October 2021, ARIZONA@WORK SEAZ entered into a three (3) year lease agreement for office space to replace one of its month-to-month leases noted above. The terms of the agreement include a subsequent two-year extension and an early termination option in the event that ARIZONA@WORK SEAZ loses its federal funding. Rent expense under the agreement includes monthly base rent of \$3,200 in addition to rental and real estate taxes.

ARIZONA@WORK SEAZ leases space to an unrelated third party partner, the Arizona Department of Economic Security (ADES), under two non-cancelable leases expiring in 2022 and 2023. ARIZONA@WORK SEAZ recognized \$71,636 of rental income in the general fund for the year ended June 30, 2021. The future lease revenues under the agreements consist of the following:

<u>Year Ending June 30,</u>	<u>Lease Revenue</u>
2022	\$ 61,498
2023	57,330
Total	<u>\$ 118,828</u>

Notes to Financial Statements - Continued

Note 10 – Economic Dependency

For the year ended June 30, 2021, ARIZONA@WORK SEAZ's revenues were primarily received from federal and state financial assistance which is subject to availability of funds and ARIZONA@WORK SEAZ's compliance with federal and state rules and regulations.

Note 11 – Related Party Transactions

Center for Academic Success, Inc. (CAS) is considered to be a related party of ARIZONA@WORK SEAZ due to common management as well as shared facilities and financial management systems.

During 2021, ARIZONA@WORK SEAZ had \$360,781 in reimbursements of expenses for CAS to administer the Professional Youth Quest program funded by the Workforce Innovation and Opportunity Act - Youth Activities grant. The amount due to CAS related to these programs was \$61,982 as of June 30, 2021.

Note 12 – Risk Management

ARIZONA@WORK SEAZ is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. ARIZONA@WORK SEAZ carries commercial insurance for all such risks of loss, including workers' compensation and employees' health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Supplemental Information

ARIZONA@WORK Southeastern Arizona
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal Assistance Listing Number</u>	<u>Pass-Through Grantor Number</u>	<u>Expenditures</u>	<u>Amount Provided to Subrecipients</u>
<u>U.S. Department of Labor</u>				
<i>Passed through the Arizona Department of Economic Security and Cochise County, Arizona:</i>				
<i>WIOA Cluster:</i>				
WIOA Adult Program	17.258	DI19-002208, DI21-002289	\$ 695,629	\$ -
WIOA Youth Activities	17.259	DI19-002208, DI21-002289	545,199	360,781
WIOA Dislocated Worker Formula Grants	17.278	DI19-002208, DI21-002289	<u>762,637</u>	<u>-</u>
Total Workforce Innovation and Opportunity Act / Total WIOA Cluster			<u>2,003,465</u>	<u>360,781</u>
<i>Passed through Pima County, Arizona:</i>				
H-IB Job Training Grants	17.268	CT-CR-21-356	<u>10,566</u>	<u>-</u>
Total expenditures of federal awards			<u>\$ 2,014,031</u>	<u>\$ 360,781</u>

See accompanying notes to this schedule.

ARIZONA@WORK Southeastern Arizona
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

Note 1 – Basis of Accounting

The accompanying schedule of expenditures of federal awards (schedule) includes Cochise Private Industry Council, Inc. dba ARIZONA@WORK Southeastern Arizona's (ARIZONA@WORK SEAZ) federal grant activity for the year ended June 30, 2021. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Note 2 – Indirect Cost Rate

ARIZONA@WORK SEAZ is reimbursed based on actual administrative costs incurred pursuant to the grant agreement. Accordingly, ARIZONA@WORK SEAZ did not elect to use the 10 percent de minimis indirect cost rate as allowed for in 2 CFR §200.414.

Note 3 – Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 4 – Federal Assistance Listings (FAL) Number

The program titles and FAL numbers were obtained from the federal or pass-through grantor or the 2021 *Federal Assistance Listings*.

Note 5 – Subrecipients

ARIZONA@WORK SEAZ passed \$360,781 of federal U.S. Department of Labor, WIOA Youth Activities, monies to Center of Academic Success, Inc. (CAS), a related party, for services rendered in administering WIOA Youth Activities during the year ended June 30, 2021.

Single Audit Reports

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Board of Directors and Management
Cochise Private Industry Council, Inc. dba
ARIZONA@WORK Southeastern Arizona
Sierra Vista, Arizona

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of ARIZONA@WORK Southeastern Arizona, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise ARIZONA@WORK Southeastern Arizona's basic financial statements, and have issued our report thereon dated January 3, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered ARIZONA@WORK Southeastern Arizona's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of ARIZONA@WORK Southeastern Arizona's internal control. Accordingly, we do not express an opinion on the effectiveness of ARIZONA@WORK Southeastern Arizona's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether ARIZONA@WORK Southeastern Arizona's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Walker & Armstrong, LLP

Tucson, Arizona
January 3, 2022

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance

Board of Directors and Management
Cochise Private Industry Council, Inc. dba
ARIZONA@WORK Southeastern Arizona
Sierra Vista, Arizona

Report on Compliance for Each Major Federal Program

We have audited ARIZONA@WORK Southeastern Arizona's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of ARIZONA@WORK Southeastern Arizona's major federal programs for the year ended June 30, 2021. ARIZONA@WORK Southeastern Arizona's major federal programs are identified in the summary of audit results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of ARIZONA@WORK Southeastern Arizona's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about ARIZONA@WORK Southeastern Arizona's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of ARIZONA@WORK Southeastern Arizona's compliance.

Opinion on Each Major Federal Program

In our opinion, ARIZONA@WORK Southeastern Arizona complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2021-101. Our opinion on each major federal program is not modified with respect to this matter.

ARIZONA@WORK Southeastern Arizona's Response to the Finding

ARIZONA@WORK Southeastern Arizona's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. ARIZONA@WORK Southeastern Arizona's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of ARIZONA@WORK Southeastern Arizona is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered ARIZONA@WORK Southeastern Arizona's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of ARIZONA@WORK Southeastern Arizona's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Walker & Armstrong, LLP

Tucson, Arizona
January 3, 2022

**ARIZONA@WORK Southeastern Arizona
Schedule of Findings and Questioned Costs
Year ended June 30, 2021**

A. Summary of Audit Results

Type of auditor's report issued: Unmodified

Financial Statements

Internal Control over Financial Reporting: Yes No

Material weakness(es) identified? X

Significant deficiencies identified? None Reported

Noncompliance material to the financial statements noted? X

Federal Awards

Internal Control over Major Programs: Yes No

Material weakness(es) identified? X

Significant deficiencies identified? None Reported

Type of auditor's report issued: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? X

Identification of major programs:

<u>FAL No.</u>	<u>Name of Federal Program</u>
	<i>WIOA Cluster:</i>
17.258	WIOA Adult Program
17.259	WIOA Youth Activities
17.278	WIOA Dislocated Worker Formula Grants

Dollar threshold used to distinguish between Type A and B programs: \$ 750,000

Auditee qualified as a low risk auditee? X

Other Matters

Auditee's Summary Schedule of Prior Audit Findings required to be reported in accordance with 2 CFR 200.511(b)? X

Schedule of Findings and Questioned Costs - Continued

B. Financial Statement Finding: None

C. Federal Award Finding:

Finding 2021-101 – Work Experience (WEX) Expenditures (Repeat Finding)

FAL Number:	17.259
Program Title:	WIOA Youth Activities
Federal Agency:	U.S. Department of Labor
Award Years:	2019; 2020
Award Numbers:	DI19-002208; DI21-002289
Compliance Requirement:	Subrecipient Monitoring
Questioned Costs:	None

Condition and Context: ARIZONA@WORK SEAZ must track program funds spent on paid and unpaid work experiences and report such expenditures as part of the WIOA Youth financial reporting, as described in 20 CFR 681.590.

Criteria, Cause and Effect: 2 CFR 681.590, requires ARIZONA@WORK SEAZ to expend not less than 20 percent of the funds allocated to them to provide the in-school-youth and out-of-school youth with paid and unpaid work experiences. In FY21, ARIZONA@WORK SEAZ expended only 16 percent of the funds granted in award years 2019 and 2020, which is the cause of the insufficient subrecipient monitoring finding. The effect is a federal award finding over compliance with reporting.

Recommendation: We recommend that ARIZONA@WORK SEAZ enhance protocols to track and identify all allowable expenditures under the youth program to demonstrate that the mandated 20 percent threshold is met.

Management's Response: See corrective action plan.

Corrective Action Plan

We have prepared the accompanying corrective action plan as required by the standards applicable to financial audits contained in *Government Auditing Standards* and by the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Specifically, for each finding we are providing you with the name of the contact individual responsible for the corrective action, the corrective action planned, and the anticipated completion date. The finding below is consistently numbered with the finding number assigned in the schedule of findings and questioned costs.

Federal Award Finding:

Finding 2021-001 – Work Experience (WEX) Expenditures

Condition: ARIZONA@WORK SEAZ reported work experience expenditures less than 20 percent of the federal funds allocated to them for in-school-youth and out-of-school youth services for the year ended June 30, 2021.

Recommendation: Enhance protocols to track and identify all allowable expenditures under the youth program to ensure that the mandated 20 percent threshold is met.

Corrective Action Plan: ARIZONA@WORK SEAZ will enhance its allowable expenditure identification protocol and develop an initiative to actively pursue youth work experience opportunities.

Contact Name: Vada Phelps, Executive Director and/or Michelle Huff, Finance Director

Anticipated Completion Date: Fully corrected by November 2021.

Summary Schedule of Prior Audit Findings

We have prepared the accompanying summary schedule of prior audit findings as required by the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Specifically, we are reporting the status of audit findings included in the prior audit's schedule of findings and questioned costs. This schedule also includes the status of audit findings reported in the prior audit's summary schedule of prior audit findings that were not corrected.

Status of Federal Award Findings:

Finding 2020-101 – Monitoring of Subrecipient and One-Stop Operator

FAL Number: 17.259
Program Title: WIOA Youth Activities
Federal Agency: U.S. Department of Labor
Award Year: 2019
Award Number: DI19-002208
Compliance Requirement: Subrecipient Monitoring
Questioned Costs: None

Condition and Context: ARIZONA@WORK SEAZ passed through federal funds to the Center for Academic Success, Inc. (CAS), a related party, as a subrecipient of the WIOA Youth Activities program. In addition, ARIZONA@WORK SEAZ is provided workforce development services by an independent contractor under a One-Stop Operator (OSO) agreement. ARIZONA@WORK SEAZ is required to monitor the subrecipient as well as the OSO.

Recommendation: We recommend that ARIZONA@WORK SEAZ formalize the documentation and monitoring performance and evidence maintenance procedures over the subrecipient as well as the OSO. We also recommend that documentation and supporting evidence be maintained to meet audit reperformance standards.

Status: Fully corrected.

Summary Schedule of Prior Audit Findings - Continued

Finding 2020-102 – Work Experience (WEX) Expenditures

FAL Number: 17.259
Program Title: WIOA Youth Activities
Federal Agency: U.S. Department of Labor
Award Year: 2019
Award Number: DI19-002208
Compliance Requirement: Subrecipient Monitoring
Questioned Costs: None

Condition and Context: ARIZONA@WORK SEAZ must track program funds spent on paid and unpaid work experiences and report such expenditures as part of the WIOA Youth financial reporting, as described in 20 CFR 681.590.

Recommendation: We recommend that ARIZONA@WORK SEAZ enhance protocols to track and identify all allowable expenditures under the youth program to demonstrate that the mandated 20 percent threshold is met.

Status: Fully corrected in fiscal year 2021-2022.