

# WORKFORCE EXECUTIVE COMMITTEE MEETING

April 22, 2019

2:00p.m./3834 W 16<sup>th</sup> Street, Yuma, AZ 85364

## Minutes

### ATTENDEES:

Maria Chavoya; Board Chair  
Dave McDowell; Board Vice-Chair  
Ed Ford; Board Secretary/Treasurer  
Steven Miller; Board member  
Art Morales; Board member-Excused himself  
Nidia Herrera; Interim Executive Director  
Adriana McBride; Human Resources Manager

### ABSENT:

Jesus Garcia; Board member  
Tony Zuniga; Board member

1. Board Chair-Maria Chavoya called the meeting to order at 2:00p.m.
2. Composition of the Board:
  - a. Nidia Herrera provided update a roster of the Board members with specific qualifying criteria information.
  - b. Gilberto Gonzalez- TRAX is resigning-will be replaced with Megan Dubois-paperwork pending.
  - c. Rose Lugo- Allstate Insurance is resigning-will be replaced with Douglas Pancrazi.
  - d. Michael Moyer- will be replaced by Wayne Rooks- Homewood Suites.
  - e. Karla Fonseca- will remain on the Board

After review of the composition and requirements for Board members under WIOA, Art Morales disclosed that he needs to be on Leave for now, until his employment status is defined. Mr. Morales excused himself and left the meeting.

According to information provided by Alicia Huizar: the following seats are being challenged by State officials: Kari Hogan- PPEP, Dr. Corr-AWC, John Curtis-Chamber of Commerce.

*ACTION ITEM:* The committee asked for a proactive approach: Provide a written explanation to State Officials regarding the rationale for having Kari Hogan, Dr. Corr, and John Curtis on the Yuma County Workforce Development Board.

*ACTION ITEM:* Art Morales will provide a written statement asking to be on Leave- the leave request will be submitted to Board of Supervisors.

3. Board Retreat

- a. Nidia asked for input regarding a potential Board Retreat; recommended to have it at MLK Center; brainstorming took place among members; the following was recommended:

*ACTION ITEM:* Schedule the retreat; half a day was recommended; schedule on June 7 or 8-send a Doodle survey to all members; topics should include: presentations from the different departments, WIOA basic rules.

An orientation packet is a Must and should be provided to all new members from now on; composition of the Board can be sent out by e-mail for review.

4. Introduction to Susan Thorpe-County Administrator

- a. Nidia stated she was introduced to Board of Supervisors last week, but wanted to have a formal introduction with Susan Thorpe- recommended having John Morales make the introduction, or maybe a Board members would want to do it.

*ACTION ITEM:* After a brief conversation, it was recommended to make the appointment and either John Morales or Maria Chavoya would make the introduction.

5. Organizational Assessment and Chart were reviewed and explained by Nidia Herrera. Some revisions were recommended on the text of the assessment and it was recommended to present a different organizational chart (without so much detail) to the full Board.

The Executive Committee recommended to start the recruitment efforts and open the positions (internal and external), contingent upon approval of the full board.

*ACTION ITEM:* Make the revisions and present them again to the Executive Committee.

6. Progress Report

Nidia Herrera reported: Efforts are already in place to secure training in the areas of Leadership, Management, and Case Management. Arizona Western College Professional Development will be utilized for several sessions, and several professionals are submitting proposals. Nidia will also be receiving one on one mentoring from John Morales.

*ACTION ITEM:* Finalize details/contracts and start implementing the training plan.

7. Review of Evaluations (3 & 6 months)/Define priorities

There are a few revisions to be made to the 3 and 6 month evaluations.

*ACTION ITEM:* Revise the 3 and 6 months evaluations and have the Executive Committee meet again to review the evaluations with Nidia and collect signatures.

8. Offer letter to Interim ED: Both Chair of the Board-Ms. Chavoya, and Interim Executive Director-Nidia Herrera signed the offer letter.

9. Give work order for Pinnacle Healthcare: Provided to Ms. Nidia Herrera-

*ACTION ITEM:* Nidia will complete drug test.

10. Nidia Herrera- Interim Executive Director- yellow sheet: Completed and signed by Ms. Chavoya.
11. Martha Camacho- yellow sheet-Completed and agreed at pay rate of 47.12 per hour for the time served as Acting Director.
12. Signatory Authority (AMEX, Fidelity, Contracts); Confirmed that all signatory authority should be given to Interim Executive Director.