

# MINUTES

Executive Committee

3834 W 16<sup>th</sup> St., Yuma, AZ 85364

**May 6, 2019**

2:00p.m.

## ATTENDEES:

Maria Chavoya; Board Chair  
Dave McDowell; Board Vice-Chair  
Ed Ford; Board Secretary/Treasurer  
Jesus Garcia; Board member  
Nidia Herrera; Interim Executive Director

## ABSENT:

Steven Miller; Board member  
Tony Zuniga; Board member

1. **Call Meeting to order**
2. **Review and Signatures 3 Month Evaluation**

The Chair of the Board reviewed the 3 month evaluation with Nidia Herrera; Acknowledgement signatures were collected.

3. **Review and Signatures 6 Month Evaluation**

The Chair of the Board reviewed the 6 month evaluation with Nidia Herrera; Acknowledgement signatures were collected.

4. **Director's Report Review**

- A draft chart will be finalized soon- impending State of Arizona review of chart;
- Compliance Manager position is now open- internal/external for two weeks;
- Continuous review of positions and job descriptions: Realignment of job duties/positions will be completed right after the next Board meeting; will continue to assess need for realignment of other positions. The Clerk to the Board needs to go back to work directly under the Executive Director to improve efficiency and open lines of communication.
- Interim Executive Director does not have an assistant-extremely needed right now.

- Retreat will be postponed per Board Chair/more input will be asked of Board members.
- Continue to work on Plan modification/Board recertification.
- Youth Council: a brief discussion took place regarding potential participants.
- Received preliminary allocations; pending approval from the Workforce Arizona Council and consensus from the state Workforce Directors.
- Conflict of Interest Policy- may need to be revised.
- No Board meetings to be scheduled in June and July- next Board meeting in August.

Meeting adjourned at 5:00p.m.

Respectfully  
Nidia Herrera.