



Innovative Workforce Solutions

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD**

Regular Meeting

Martin Luther King Center

May 8, 2019

**MINUTES**

**I. CALL TO ORDER**

Maria Chavoya called the meeting to order at 9:00 a.m.

**II. PLEDGE OF ALLEGIANCE**

Dave McDowell led the Pledge of Allegiance.

**III. ROLL CALL**

The roll was called, and those present and absent were:

<b>Members Present</b>	<b>Members Absent</b>
1. Judith Castro (Phone)	1. Valentin Casillas (Excused)
2. Maria Chavoya	2. John Courtis
3. Daniel Corr	3. Blanca G. Garza (Excused)
4. Randal Etzler	4. Charles Grube
5. Karla Fonseca	5. Kari Hogan (Excused)
6. Edward Ford	6. Gregory LaVann
7. Jesus Garcia	7. Arturo Morales (Excused)
8. Kevin Imes	8. Tracy Shultz (Excused)
9. Marisol Kelland	9. Jenny Torres (Excused)
10. Dave McDowell	
11. Steven M. Miller	
12. Geoff Nance	
13. Nancy Ngai	
14. Douglas A. Pancrazi	
15. Anne Powell	
16. Wayne Rooks	
17. Thomas Tyree	
18. Maria Vasquez	
19. Antonio Zuniga	

**Thereby a quorum was established.**

**Guests (From Sign-in list)**

Gary Gammel, YPIC

Adriana McBride, YPIC

Veronica Zuniga, RESCARE

Elena Felix, YPIC

Patrick Goetz, YPIC

Adriana Felix, DES

Mercedes Mendivil, RESCARE

Martha Camacho, YPIC

Moises Pimentel, RESCARE

Marla Duran, AWC

Shavon Knox, YPIC

Nidia Herrera, YPIC

Alicia Huizar, YPIC

Beatriz Aguilar, YPIC

**\*IV. CALL TO THE PUBLIC**

There were no comments from the public.

Maria Chavoya welcomed the following two (2) new members to the board:

- Douglas A. Pancrazi
- Wayne Rooks

**V. Discussion and Action Items**

**A. Approval of the Consent Agenda:**

**1. Approval of Minutes (From April 10, 2019)**

Maria Chavoya asked for a motion to approve the Consent Agenda.

Steven M. Miller made a motion to approve the Consent Agenda;  
Seconded by Nancy Ngai. The motion was approved unanimously.

VOICE VOTE: 19-0

**B. Discussion Action Item**

**1. Board Member Leave of Absence Request**

Maria Chavoya informed the board that Arturo Morales submitted a letter requesting a leave of absence because he is currently not employed. A discussion took place regarding the composition of the Board; the need to be certified, and membership requirements, which is currently under review by Department of Labor. Mr. Morales does not meet the criteria under the area that he was nominated (Private Sector/Business).The deadline to submit revisions of the Local Plan is Friday, May 17, 2019. Information must be submitted and removal

must be approved by the Board of Supervisors.

Maria Chavoya asked for a motion to not approve the leave of absence request.

Dr. Daniel Corr made a motion to remain in compliance with the State standards and for the Board and to accept Arturo Morales' resignation in lieu of the leave of absence; Seconded by Edward Ford. The motion was approved unanimously.

VOICE VOTE: 19-0

## **VI. Director's Report**

*Nidia Herrera reported;*

### **A. Local Plan Update**

On Friday, May 3, 2019 the Yuma Private Industry Council was informed by State official what items needed to be revised and corrected on the current Yuma County Workforce Four (4) Year Modified Plan and the target is to submit all documents by Friday, May 10, 2019 to meet the Friday, May 17, 2019 deadline.

The Department of Labor has not provided updates on the determination of the Yuma County Local Board's recertification; seemingly there is conflict of interest of a few seats. A draft letter has been created to explain the Chamber of Commerce situation in Yuma County; it will be submitted to State along with all other documentation on Friday, May 10, 2019.

### **B. New Board Members**

Nidia Herrera informed the Board that she attended Board of Supervisors meeting on Monday, May 6, 2019 for the appointment of Douglas A. Pancrazi and Wayne Rooks. Nidia welcomed and thanked Mr. Pancrazi and Mr. Rooks who are now officially part of the Board.

Nidia Herrera will be attending the Board of Supervisors meeting on Monday, May 20, 2019 for the re-appointment of the 5 Board members whose new terms shall expire in the year of 2022.

### **C. YPIC Assessment**

An intensive assessment and process was started with Acting Director Martha Camacho to evaluate the job duties, job descriptions, percentage of time spent on duties listed on the job descriptions, and percentage of time spent in duties not listed on the job descriptions. Met individually with Managers and key staff members, and held a group meeting to explain and discuss the revisions needed on the current organizational chart to better align positions and open lines of communication within the agency. The review included vacant positions.

A plan was to be presented today, however, due to a recent update from

State on May 3, 2019, further revisions may be needed.

Question was asked by Board member; what actions need to take place right away to keep moving the organization forward?

Ms. Herrera explained that positions are already being realigned such as the Equal Opportunity Officer responsibilities are being assigned to the Human Resources Manager, and other realignments are taking place; the vacancies are being filled: the Compliance Manager position is open. Other vacancies need to be filled immediately in order to move forward and focus on the carrying out the role of an Executive Director.

A brief conversation took place regarding the current vacant positions and salary; there was clarification that the salary structure topic will be covered during Executive session.

#### **D. Board Retreat**

Ms. Herrera informed the Board that a retreat is being planned. A doodle survey will be sent to ascertain the interest in topics such as: Review of Composition of the Board, bylaws, conflict of interest policies, etc. There will be options regarding the desired length of the sessions; the dates will be either in July or August. Nidia emphasized the importance of having the retreat be planned with the input of Board members.

#### **E. Carry-Over Update**

Some of the carry-over will roll into the next program year. The service providers have submitted their contracts for PY 2019-2020. In reviewing some of the contracts that were submitted, service providers will be contacted to negotiate some of the money that they are allowing them to have to increase the enrollment participation and the participant training.

#### **F. Staff Leadership Training**

A Request for Vendor has been advertised on the Yuma Private Industry Council website, which is a requirement that has to be done for anybody that will provide training for staff. Request for Vendor will close on Thursday, May 16, 2019. This will help to open the lines of communications, motivate and to help staff transition into all the new changes and to continue to provide services to the community.

Steven M. Miller requested that all staff goes thru CPR and AED training.

Nancy Ngai and Steven M. Miller informed that the Yuma County Human Resources provide a variety of training as well as the Fire Department.

#### **G. Standing Youth Committee**

We are currently working on establish a Youth Council that would provide additional guidance and oversight of the youth services. Ms. Herrera informed that a chair person, youth, parent and community members would be part of this committee. The Chair for this committee will be

chosen by seniority and the first option would be Thomas Tyree followed by Judith Castro, Kevin Imes, Maria Vasquez or Karla Fonseca if Mr. Tyree would not accept to chair this committee.

Thomas Tyree informed the Board that he will be speaking more about it with Adriana McBride in regards to him accepting to chair this committee.

Nidia Herrera contacted another local area City of Phoenix to get information on how the Standing Youth Committee has worked for them and she obtained good feedback. Ms. Herrera will provide contact information to Mr. Tyree.

**VII. Presentations and Information Items:**

**1. Rapid Response Brief**

- Moises Pimentel, Business Service Consultant from ResCare Workforce Services presented a power point on Business Services and the Rapid Response Update.

**VIII. WDB Meeting Schedule**

- A. Proposed Next Meeting Date: August 14, 2019, at 9:00 a.m. at the Martin Luther King Center located at 300 S. 13<sup>th</sup> Avenue, Yuma, AZ.

**IX. Other Information and/or Committee reports**

**A. Economic Development Issues, Report**

The Economic Development Issues report was not provided.

**B. Educational Opportunity Center Charter High School Board, Report**

- Edward Ford informed the board that the Educational Opportunity Center Charter High School rescheduled their meeting to 1:00 p.m.
- The 2019 Charter High School Graduation will be on Thursday, May 23, 2019 at 6:00 p.m. at Post Auditorium for any member that would like to attend.

**C. Southwest Technical Education District of Yuma (STEDY), Report**

*Kevin Imes reported;*

- On Wednesday, May 8, 2019 STEDY and in partnership with AWC will be having a completion ceremony for the community healthcare workers that received their pinning ceremony for the nursing program.
- On Tuesday, May 21, 2019 STEDY will be having a completion ceremony for the students that have passed their two (2) year program and received an industry certification.
- Kevin Imes is proud to announce that all STEDY students passed the state technical skills assessment on the software development coding program and also received the highest state average.

**X. Good of the Order**

On April 16, 2019 Dave McDowell attended the Achieve 60 Arizona's presentation. Thomas Tyree emphasized that it's post-secondary education and would like all students to get certificates because it will increase student's abilities to obtain jobs. Dr. Daniel Corr informed the Board that the minimum way to support Achieve 60 Arizona would be by signing on and would like that in the August Board meeting there is a motion to commit to support the goals of Achieve 60 Arizona. Arizona Western College, State University and other organizations have signed on to support Achieve 60 Arizona.

**XI. Call for Executive Session**

Maria Chavoya called for a motion to go into executive session. Dave McDowell made a motion to end the regular meeting and go into executive session; Seconded by Antonio Zuniga. The motion was approved unanimously.

Maria Chavoya asked that the public and staff excuse themselves from the session.

The sealed results of this session are filed herein.

**XII. Adjournment:**

Maria Chavoya called for a motion to adjourn the meeting. A motion was made by Thomas Tyree; Seconded by Kevin Imes. The motion carried. The meeting adjourned at 11:10 a.m.

**Respectfully submitted by Beatriz Aguilar, Clerk to the Board/Purchasing.**