

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Regular Meeting

Martin Luther King Center

November 8, 2017

MINUTES

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Ed Ford led the Pledge of Allegiance.

III. ROLL CALL

Roll was called and those present and absent were:

Members Present	Members Absent
1. Magnolia Alonzo	1. Marisol Canales
2. Andrea Berezna	2. Jesus Garcia (Excused)
3. Judith Castro	3. Gilbert Gonzalez (Excused)
4. Maria Chavoya	4. Kevin Imes (Excused)
5. Daniel Corr	5. Rose Lugo (Excused)
6. Ed Ford	6. Thomas Lund
7. Greg LaVann	7. Michael Moyer (Excused)
8. Dave McDowell	8. Nancy Ngai (Excused)
9. Steve Miller	9. Anne Powell (Excused)
10. Geoff Nance	10. Jenny Torres
11. Sam Pepper	11. Tom Tyree (Excused)
12. Eulalia Tinoco	
13. Tracy Schultz	
14. Tony Zuniga	

Thereby a quorum was established.

Guests (From Sign in list)

Nidia Herrera, YPIC

Maria Aguirre, AWC

Judith Castro, RSA

Patrick Goetz, YPIC

MaryJo McIntyre, Yuma County

Bill Regenhardt, ALPS

Patricia Ray, YPIC

Alicia Huizar, YPIC

Alma Norman, YPIC

Adriana McBride, YPIC

Mercedes Mendivil, YPIC

Daniel Corr, AWC

Lorena Zaragoza, ResCare
Veronica Zuniga, ResCare

Maria Gomez, DES
Minerva Pichardo, DES

***IV. CALL TO THE PUBLIC**

There were no comments from the public.

V. APPROVAL OF MINUTES (from October 11, 2017 meeting)

Maria Chavoya asked for a motion to approve the minutes of the Workforce Development Board meeting of October 11, 2017.

Daniel Corr made a motion to approve the minutes of the Workforce Development Board meeting held on October 11, 2017; Seconded by Ed Ford. The motion was approved unanimously.

VI. Director's Report and Information Items

Patricia Ray welcomes and introduced the following new board member:

- **Tony Zuniga** – Vice President of Hunter Employment, L.L.C.

A. Updates:

Patricia Ray reported:

- **Continuing Resolution:**

The deadline is Dec 8th for the current continuing resolution. Both parties must agree on a new spending plan or stop gap measure by Friday, December 8th to avoid a government shutdown.

- **Infrastructure Funding Agreement (IFA):**

The IFA was submitted with all required signatures on September 29, 2017. We received an email from DES on October 25, 2017 stating Yuma County's Infrastructure Funding Agreement (IFA) looked good.

- **One-Stop Certification:**

Patricia Ray gave thanks to Board Members Nancy Ngai and Tony Zuniga for participating in the One-Stop Certification process. Mercedes Mendivil, Director of Strategic Program Initiatives, and the Board Members utilized the Part 1 Assessment to review the One-Stop Centers to endure that all three Centers were in compliance with what is required in the WIOA Law and regulations. On October 30, the document was reviewed and the Comprehensive Center on 16th Street, the Affiliate Center on Redondo Drive, and the MLK Youth Center were toured and operations observed.

- **Local Board Re-Certification:**

Last fall along with the other 11 local areas the Yuma County Workforce Development Board was conditionally approved for Board Re-Certification. Our Board did not have an Apprenticeship Representative. Yuma County has (1) one Registered Apprenticeship Program but it has not been operational for several of years. Therefore, it was our interpretation of the law that we did not have to have a

representative since Yuma County did not have an operating program. In further discussion this year with the Workforce Arizona Council Manager, the WAC determination was we did require a representative. We reached out to the program and invited that the Manager of the Program to become a WDB Board Member, which he declined due to his program shutting down. The State Apprenticeship Director was also contacted out and he asked for volunteers to serve on our Board from throughout his network in the State. We submitted a Waiver Request to the Yuma County Board of Supervisors which was approved at the November 6th Board of Supervisor's meeting. The Waiver Request will be submitted to the Workforce Arizona Council and will be on their Agenda for the November 30th meeting.

- **Training in Northeastern Arizona:**

Patricia Ray and Mercedes Mendivil conducted a presentation on the Client Referral System (CRS) to the local Directors at the Capacity Building Summit in August. Several Local areas were interested in the CRS; YPIC will make it available to them. Pat Ray and Mercedes Mendivil will be traveling to Winslow, Show Low and Globe on November 14, 15, and 16 to train their service providers and core partners on the CRS.

- **Workforce Leaders Convening:**

Patricia Ray and Maria Chavoya attended the Workforce Leaders Convening in Phoenix on November 2nd. They received information on how other Boards have identified strategic initiatives to pursue in their local areas.

- Patricia Ray announced starting January 2018, YPIC will be going paperless. Tablets will be provided to each Board Member to follow along with the Agenda and a thumb drive to copy any information or take notes. As well as Conference Call System will be purchased in order for Board Members to call into the meeting in case they cannot attend the meeting, that would give us a quorum.
- Patricia Ray and Maria Chavoya will be attending The National Association of Workforce Boards Conference, in Washington D.C. in March of 2018 and meeting with the Arizona members of Congress.

B. Title II (Adult Education) Report:

Magnolia Alonzo reported:

- **South Yuma Country Consortium Somerton Adult Education:**
Enrollment School for last year 2016/2017 had 285 students, 239 in ELAA, and 46 enrolled in GED.
- Projected enrollment School Year 2017/2018 approximate 300 students. They have 40-50 applicants each session (3 sessions per year) increment of 20-30 students enrolling.
- **Career Pathways Preparation Workshops/Class:**
Offers job skills and soft skills for enrolled participants.
 - Job Skills & Soft Skills
 - CPR Training Certification given by Somerton Fire Department

- AWC Workshops - Offers help with admission, enrollment, and Career Guidance.
- AWC Class- Occupational Safety Preparation and Health Standards. A 10 hour class, students pay \$18 for OSHA Construction Card and the rest is paid by Tuition Assistance Program through AWC Scholarship.
- Fall 2017 Session: There was 120 students enrolled and register
 - 80% of students are in ESL Programs
 - 20% of students are ABE Programs
 - 40% of students are employed
 - 35% of students are Farm/Migrant workers
 - 25% of students are in need of Job Placement
- **Adult Literacy plus of Southwest Arizona:**
Bill Regenhardt reported:
 Fiscal 2017/2018 year projected enrolled were 330 students, year to date are 247 and currently enrolled 171. An average of 40 new students per quarter enrolled. Job placements year to date are not available at this time. Credentials received other than HSE (YTD/QTR). The total Numbers Projected is as fallow:
 - 330 End of FY17-18
 - 247 Year to date (YDT)
 - 171 Currently Enrolled
- **Yuma County Workforce Area - WIOA Title II Quarterly Update** July 1, 2016 - June 30, 2017. Educational Barriers for Participants Entering Adult Education in Yuma County.

Number of Participants	362
Total Number of Instructional Hours	28,227
Percentage of Progress Tested Participants with Measurable Skill Gain <i>Participants must attend 30-50 instructional hours prior to testing</i>	62%

- High School Equivalency Diplomas:
 - 3 Year to date (YTD)
- Workforce Collaborative Efforts with other Partners:
 - AZ @ work/YPIC (MLK Center) referrals
 - AZ @ Work –Business Services Committee –Job Fair, Career Workshops
 - Goodwill Referrals
 - HACY –Program Coordinator’s Committee – Business Partner Referrals
 - City of Yuma Neighborhood Services- Food Distribution events
 - La Paz Country and CRIT student’s services
 - New Entrepreneurship, CPR Certificate and other classes forming
 - Shaw Industries –ABE and ELAA classes forming

C. Title IV (Vocational Rehabilitation) Report:

Judith Castro reported:

	First Quarter (01/01/2017- 03/31/2017)	Quarter (04/01/2017- 06/30/2017)	Third Quarter (07/01/2017- 09/30/2017)
New Enrollments	48	67	52
Clients Served	520	581	594
Placements	9	5	12
Successfully Placed and Closed	6	4	7

Forecast 2018	
New Enrollments	375
Served	970
Placements	50

D. Rapid Response/Business Services Update:

Patrick Goetz reported:

- Patrick Goetz presented a power point on Rapid Response and Business services.

E. Workforce Development Board By-Laws:

- The By-Laws will be revisited and revised.
- Maria Chavoya asked for two (2) volunteers to help out with revising the By-Laws and Conference Meeting. Dr. Daniel Corr and Sam Pepper volunteered to assist with the By-Laws.

F. Proposed Next Meeting Date:

January 10, 2018 at 9:00 am at the Martin Luther King Center, located at 200 S. 13th Avenue, Yuma, AZ. Proposed by Maria Chavoya

VII. Discussion/Action items

A. Review and Approval of the Procurement Policy and Procedures

Maria Chavoya asked for approval of the Procurement Policy and Procedures.

Sam Pepper made a motion to approve the Procurement Policy and Procedures; Seconded by Dave McDowell. The motion carried.

VIII. Other Information and/or Committee Reports

Economic Development Issues, Report

Greg LaVann reported:

- Almark will begin hiring in January 2018. There will be 150 to 200 job

openings in March for their floor positions.

- MPW- Held meeting with contractors to choose a contractor for the Yuma Conference Center and start building sometime in January/February 2018.

Finance & Personnel Committee, Report

- The Finance & Personnel Committee did not meet.

Charter High School Board, Report

- A quorum was not reached: therefore, the meeting did not formally take place.

STEDY, Report

- A STEDY report was not provided.

IX. Good of the Order

Dave McDowell requested a “Special item” to be added to the agenda to discuss students transitioning high school to the workforce and come up with methods of teaching them life skills, financials, and the importance of establishing and maintaining good credit.

X. Call for Executive Session

There was no need to call for an Executive Session.

XI. Adjournment:

Maria Chavoya called for a motion to adjourn the meeting. A motion was made by Dave McDowell; Seconded by Ed Ford. The motion carried. The meeting adjourned at 10:16 a.m.

**Respectfully submitted by Alma Norman, Clerk to the Board
and Procurement Specialist**