

# Yuma County Workforce Investment Board Finance & Personnel Committee Meeting

March 7, 2017

2:00p.m.

YPIC's Administration Office  
3842 W 16<sup>th</sup> Street, Yuma, AZ 85364

## MINUTES

Attendees	Members Absent	Staff
Sam Pepper	Maria Chavoya	John Morales
Ed Ford	John "Bud" Johnson	Pat Ray
Dave McDowell	Tom Tyree	Alicia Huizar
		Patrick Goetz
		Lorena Zaragoza

### 1. Financial Reports as of December 31, 2016

The Committee reviewed the financial reports as of December 31, 2016 in detail. The committee will update the Workforce Development Board on the financial status of YPIC on Wednesday, March 8, 2017.

### 2. 2014/2015 Tax Return Review

The Finance and Personnel Committee reviewed the Internal Revenue Service Form 990.

Sam Pepper asked for a motion to approve the IRS Form 990 for FY 2015/2016. Dave McDowell moved to approve the motion; Seconded by Ed Ford. The motion carried.

### 3. Discussion – Succession Planning:

- John Morales provided an update on the One-Stop Operators Request for Proposal (RFP). The RFP was sent to Strader Taylor, the consultant for the initial review. He provided comments and changes were made to the RFP.
  - The One-Stop Operator Request for Proposal was released on March 1, 2017.
  - Bidders have until April 7, 2017 to submit their sealed proposal.
  - A Bidders Conference will be taking place on March 15, 2017. All questions pertaining to the RFP must be received in writing via email no later than 4:00 pm Friday, March 10, 2017.
  - The RFP can be found at YPIC's website [www.ypic.com](http://www.ypic.com).
  - Proposals deadline is April 7, 2016 at 3:00 pm.
  - On May 10, 2017, the selected finalists will be required to provide a presentation (not to exceed 15 minutes) to the board. Final contract Negotiation's will be taking place on the May 15-17, 2017.
  - YPIC staff and the Board review committee will have a pre-review and post-review work session before preparing the recommendation(s) to be presented to the Workforce Development Board.

- Following any oral presentations the committee conducts, the final ranking of proposals will be made by the committee members and a composite score will be developed.
  - An addendum will be made to the RFP to be more specific with an Appeals Process. Strader Taylor will be developing the new Appeal Process.
  - Strader Taylor will be conducting the contract negotiations. He explained the steps and type of questions he'll be asking at the time of negotiating the contract.
- The committee agreed to propose to the full board to appoint Patricia Ray as the Interim Executive Director for the period of One (1) Year effective July 1, 2017. This would add stability to the operation of the agency and develop a process that will best identify who is going to be the long term leader of the organization.

#### **4. Good of the order:**

There were no comments for the Good of the order.

#### **5. Adjournment:**

Sam Pepper asked for a motion to adjourn the meeting.

Dave McDowell moved to adjourn the meeting; Seconded by Ed Ford The motion carried. Meeting was adjourned at 3:56 p.m.