



Innovative Workforce Solutions

WORKFORCE EXECUTIVE COMMITTEE

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364
In person and Virtual Meeting (COVID-19)
June 15, 2020
2:00PM

MINUTES

I. Call Meeting to Order

Maria Chavoya called the meeting to order at 2:00PM

II. Pledge of Allegiance

Steven M. Miller led the Pledge of Allegiance.

III. Roll Call

ATTENDEES:

Maria Chavoya, Board Chair (Virtual)
Steven M. Miller, Board Secretary/Treasurer (In Person)
Antonio Zuniga, Board Member (Virtual)

ABSENT:

Jesus Garcia, Board Vice-Chair

GUEST:

Kevin Imes, Chair of the Board's Youth Committee (Virtual)

IV. Youth Director Presentation

Juan Castillo, Youth Director made a presentation of his accomplishments in the last three months (power point is attached):

- The annual evaluation is on June 16, 2020
- Met with employees of the Youth Department twice
- Assessment of culture and climate
- Youth department has developed virtual workshops, Resume assistance, eligibility and training.
- In collaboration with STEDY, AWC PPEP completed the section of the 4 year plan that pertaining to Youth Services.
- Has met with Managers, except Ana Garcia- Compliance Manager
- Has met with Sheila Murphy- Consultant conducting assessment of the Youth Department
- Provided a Time Management survey on Google Docs
- Meets with Youth Manager (Lidia Blackthunder) frequently
- Has utilized his technology background to assist in the transition to virtual services

- His expertise in technology/Google Docs facilitated the review of 19 files simultaneously by the Youth staff to correct errors found during Compliance review. As opposed to past practice where staff had to take turns accessing the documents (one at a time capability only).
- Becoming systematic and collecting data (to be data driven) and getting the staff to utilize Google Docs will help in identifying gaps.

Mr. Imes asked about the survey completed by staff: was feedback provided to the staff? Yes- Mr. Castillo explained that he reviewed the results and reported those to staff.

Mr. Miller asked if he is seeking training for his staff. Mr. Castillo stated that staff has been receiving various trainings in various areas.

Ms. Chavoya asked regarding the web based 14 elements training: Mr. Castillo stated that he will view the free demo this week- it is however training for participants.

Mr. Miller asked if we are on target with the budget. Mr. Castillo explained that Youth has spent all funds of the SSBG Grant and the goal for next year, is not to wait until the end, but to start using those funds right away.

Ms. Chavoya asked if he is working with Sheila Murphy. Mr. Castillo replied that Sheila Murphy only had one more person to interview and she will be here next month in person to present the results of the assessment to Nidia Herrera and himself.

Ms. Chavoya asked if he has met with members of the Board? Mr. Castillo replied that he sends e-mails to Board members (Doodle account) and the members are able to select the time when they can meet with him. Mr. Castillo added that he would like to meet with Board members on a monthly basis.

Ms. Miller asked about using Google Calendar when staff uses Microsoft Outlook. Mr. Castillo explained that using the two calendars has been beneficial and more efficient than only using Outlook.

V. Three Month Evaluation-Youth Director

The Committee agreed to review the three month evaluation individually and will send to Adriana McBride by tomorrow.

VI. Adjournment

Ms. Chavoya asked for a motion to adjourn the meeting. Steven M. Miller made a motion to adjourn the meeting; Seconded by Antonio Zuniga. Meeting adjourned at approximately 3:00PM.

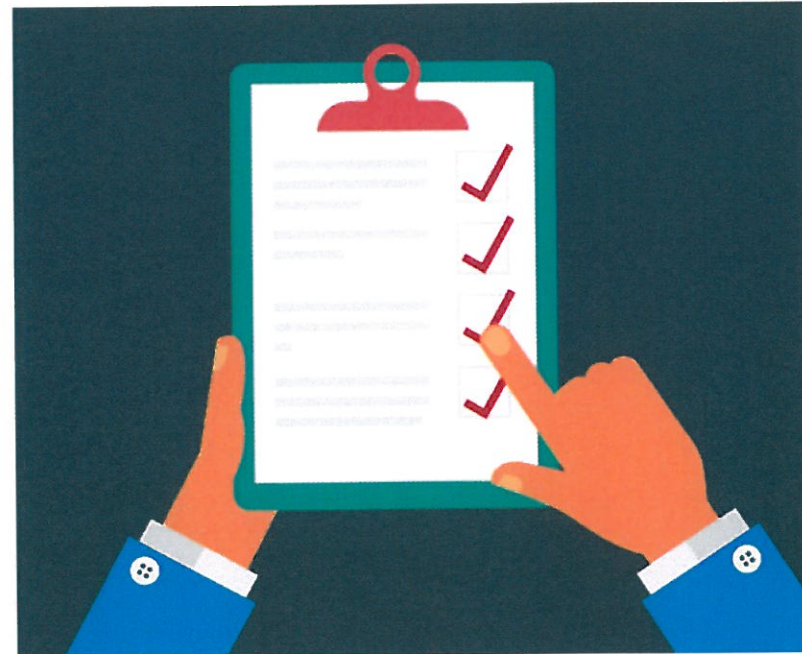
Respectfully: Adriana McBride, Human Resources Manager

ACTIONS/ACCOMPLISHMENTS

—
By: Youth Service Director

OBJECTIVE

Purpose: Three month review summarizing my actions and accomplishments with the Youth Program



ACTIONS/ACCOMPLISHMENTS



Have met twice with staff regarding Program processes;

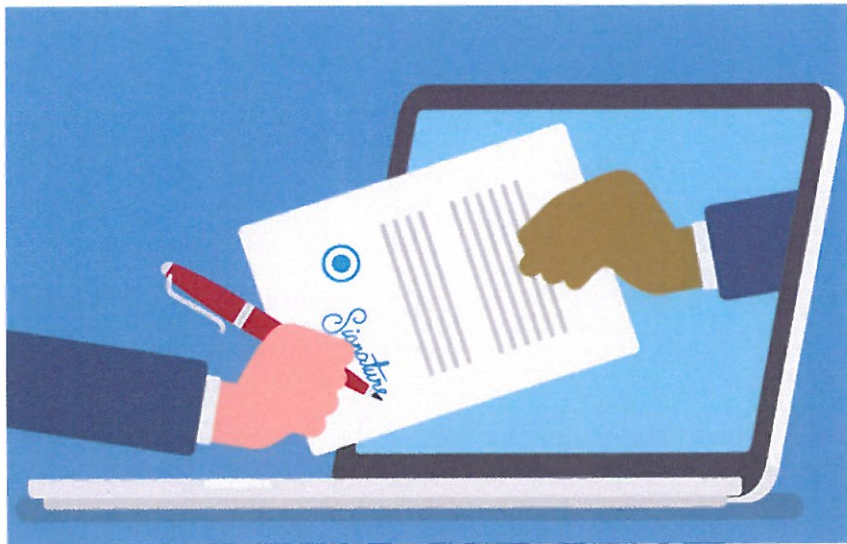
- 1. What is one thing/process that the program is doing well?
- 2. What is something that we need to change?
- 3. What is your biggest challenge?
- 4. What training would best benefit you?
- 5. What support do you need from me to be more effective?

ACTIONS/ACCOMPLISHMENTS

- Virtual Orientations
- Virtual Workshops
- Virtual Eligibilities
- Over the Phone one-on-one orientations
- Facetime Initial Assessment
- Virtual Meeting Platform



ACTIONS/ACCOMPLISHMENTS



- Online Resume assistance
- Digital Eligibility Forms
- Electronic Signatures
- Staff Telecommuting
- Virtual Trainings

ACTIONS/ACCOMPLISHMENTS

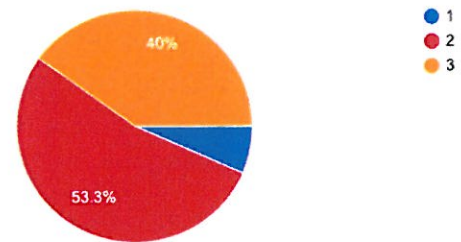
- Submitted section of the Local 4 year plan for Youth Services in collaboration with AWC, STEDY, & PPEP
- Met with Compliance (Elena), Finance, etc.
- Participating in Program analysis with Sheila Murphy.



ACTIONS/ACCOMPLISHMENTS

12. Are you able to avoid distractions when working on your high priority items?

15 responses



- Time Management
- <https://docs.google.com/forms/d/1aSLnkWz2T0nLUQWS2Y8fiPYUNeRXLzZUqeO8W6Sqor8/edit#responses>

ACTIONS/ACCOMPLISHMENTS

- Daily Meetings with Lydia
- Weekly staff and leadership meetings
(discuss week's overview, challenges & highlights)
- Weekly meetings with staff and Youth Coordinator
- Youth Coordinators meet weekly with case managers and staff in eligibility

Face Masks for visitors is optional	-It is highly encouraged
Meeting with Adriana and Nidia	<ul style="list-style-type: none"> ● Co-Enrollments with STEDY (what is the process) ● Need Orientation Schedule of YS ●
TABE Licenses	Spoke with Alica, she will be contacting DRC to obtain receipt today, once confirmed they received order I will contact them to separate accounts
DES Update	<ul style="list-style-type: none"> ● DES Team will revisit on Friday ● Closed until further notice for now
Mission, Vision, Goals	<p>Mission: Why we exist? Vision: A mental picture of the future we want to create Goal: Action steps tied to Mission and Vision with action steps and benchmarks</p>
Daniel's Email	<p>Good morning,</p> <p>I was looking in DES guidance for something else, and I saw this sentence. I don't know where we are on In-School Youth OSTs, but I wanted to share just in case, since I haven't heard it in a staff meeting:</p> <p>From the Youth policy manual:</p> <p>Occupational skills training must be competitively procured by contract or grant....</p> <p>ISY must not use youth-funded ITAs. However, ISY between the ages of 18 and 21 may co-enroll in the WIOA Title I-B Adult Program if the youth's needs, knowledge, skills and interests align</p>

ACTIONS/ACCOMPLISHMENTS





















- Introduction to Google Features
- Google Docs
- Google Sheets
- Google Slides
- Google Forms

ACTIONS/ACCOMPLISHMENTS

- File Review Compliance Process
- <https://drive.google.com/drive/folders/1QfvNuACITwVIR82phTtIcYfdHTaTu0kI?usp=sharing>



My Drive > Youth Services (YPIC) > File Review 5:21 

Name 	Owner	Last modified	File size
 Alondra Melendrez 1725873 	me	May 26, 2020 me	—
 Breanna Tally Stearns 1943944 	me	May 22, 2020 Marycruz Hernande	—
 Brissett T Simental 1944448 	me	May 26, 2020 Lidia Blackthunder..	—
 Elizabeth Valenzuela Noriega 1954296 	me	May 26, 2020 Gema Lopez	—
 Guelaguetza Quintero Lopez 1688139 	me	May 26, 2020 Daniel Landesman..	—
 Humberto A Lopez ML 1419994 	me	May 26, 2020 Daniel Landesman..	—
 Jerrod R Leaser 1700648 	me	May 26, 2020 Samuel Mendoza	—
 Josue Velazquez Silva 1944802 	me	May 26, 2020 Lidia Blackthunder..	—

Provider use: Completion Date : 05/20/2020 Corrected by : Frank

Compliance use only:

Status: Pending: Yes No Confirmation Date: _____ Resolved: Yes No

CASE MANAGEMENT:

Comments:

1. Program note dated on 06/06/2019, with reference date on 6/05/2019 indicates that participant was provided with Supportive Services – Work Related Expenses (clothing); however, program note and ISS does not indicate that services were Open and Closed as of 06/05/2019.
2. MSG should open within the same fiscal year.
3. Career Planning Services was open before Development of ISS.
4. Missing program note indicating WEX 50% review.
5. Program note dated on 09/17/19, indicates that participant completed work experience; however, it was not noted Closed Internship and Work Experience as of 09/15/2019.

Resolutions:

1. No action required for program note, however, add a note in the next ISS review.
2. Close MSG – Educational Function Level as Set but not attain – 06/30/2019
3. No action required.
4. No action required.
5. No action required.

Provider use: Completion Date : 5/22/20 Corrected by : Marycruz

Compliance use only:

Status: Pending: Yes No Confirmation Date: _____ Resolved: Yes No

Notes: Eligibility Determination: Do not upload in AJC CAP 1 (Address Verification). Case Management: Do not indicate that program notes are out of sequence (07/18/2019).



Juan C.
5:39 PM Today

Resolve

Completed by : Frank A



Marycruz Her...
5:17 PM May 22

Resolve

Completed!

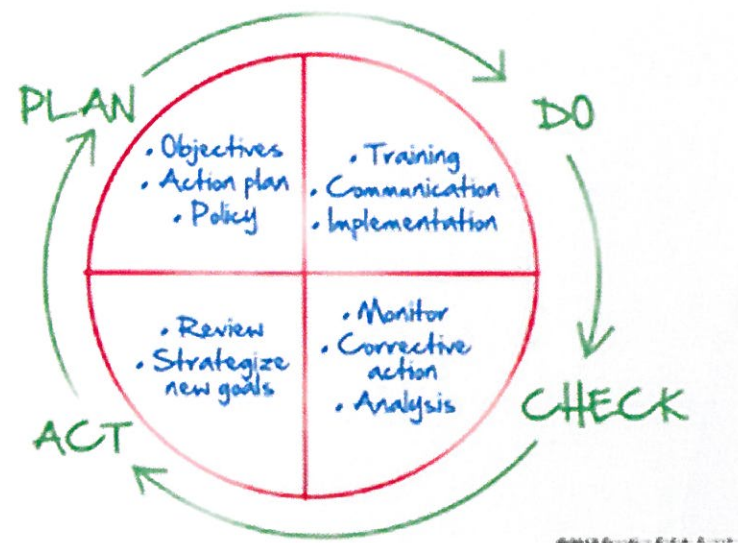


Juan C.
5:39 PM Today

Resolve

Completed by: Marycruz H

ACTIONS/ACCOMPLISHMENTS



- Organized & Structured Data Collection for program reports

ACTIONS/ACCOMPLISHMENTS

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Adult	9	35	25	28	29	26	21	11	11	4	9		208
Youth	338	412	253	242	259	284	434	299	199	79	38		2837
Youth In School	38	52	27	31	121	72	92	25	24	6	7		495
Veteran	3	1	0	1	0	1	3	1	1	3	0		14
Dislocated Worker	39	53	32	34	24	32	50	46	24	13	6		353
Seasonal	11	22	8	11	10	16	25	13	4	1	1		122
Total	357	447	278	270	288	310	455	310	210	83	47		3055
1:1 Orientation	63	88	46	51	25	55	48	53	31	19	23		502
Eligibility	20	18	27	20	58	32	25	23	15	23	8		269
TABE	55	41	41	35	67	38	38	59	15	13	17		419
TOTAL	933	1169	737	723	881	866	1191	840	534	244	156	0	8274

ACTION/ACCOMPLISHMENTS

Service	Enrolled	Completed
1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention	40	33
2. Alternative Secondary School and Dropout Recovery Services	45	8
3. Paid and Unpaid Work Experience	123	82
4. Occupational Skills Training	116	84
5. Education Offered Concurrently with Workforce Preparation	0	0
6. Leadership Development Opportunities	23	23
7. Supportive Services	621	680

ACTION/ACCOMPLISHMENTS

Service	Enrolled	Completed
8. Adult Mentoring	0	0
9. Follow-Up Services	129	4
10. Comprehensive Guidance and Counseling	0	0
11. Financial Literacy Education	47	47
12. Entrepreneurial Training	0	0
13. Services that Provide Labor Market Information	136	88
14. Postsecondary Preparation and Transition Activities	205	108

