



Innovative Workforce Solutions

FINANCE AND PERSONNEL COMMITTEE

Virtual Meeting
September 18, 2020
2:00 p.m.

MINUTES

I. CALL METTING TO ORDER

Maria Chavoya called the meeting to order at 2:05 p.m.

II. ROLL CALL

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

Members Present	Members Absent
1. Maria Chavoya (Virtually)	
2. Daniel Corr (Virtually)	
3. Jesus Garcia (Virtually)	
4. Steven M. Miller	
5. Antonio Zuniga (Virtually)	

Thereby a quorum was established.

Staff Present

Martha Camacho, YPIC
Patrick Goetz, YPIC
Adriana McBride, YPIC

Nidia Herrera, YPIC
Beatriz Aguilar, YPIC
Elena Felix, YPIC

III. REVIEW PROPOSED 2020/2021 BUDGET

Martha Camacho, Accounting Manager presented the highlights of the Proposed 2020/2021 Budget.

During the presentation Maria Chavoya asked if there are comparison numbers for the proposed service levels. Martha Camacho replied she did not at the moment but would by the end of the meeting.

Maria Chavoya asked if the potential cost for the disinfectants and all the needs due to Covid have been increased. Martha Camacho replied yes.

Daniel Corr asked since the proposed budget increased is staff ready to serve more participants and make good use of the money. Martha Camacho replied in January discussions took place with service providers on increasing the levels of service, negotiated and agreed on the projected numbers.

Nidia Herrera stated monthly meetings are taking place with service providers to plan ahead.

Steven M. Miller asked regarding office equipment at \$0.00. Martha Camacho replied that's for capitol purchases that are over \$5,000.00 and for this upcoming year we are not projecting to purchase anything over \$5,000.00.

IV. POLICIES

- **Review the Revised Vacation Policy**

Adriana McBride presented the revisions made to the Vacation Policy.

The following are some revisions made to the policy:

- A cap of 240 hours was set for employees who have 25 years or more
- Employees hired after October 1, 2020 will accrue a maximum 160 hours
- Pay is awarded in lieu of vacation only if funding is available
- 80 hours maximum may be carried over beginning October 1, 2020
- If an employee does not successfully complete the 6 months of employment, they will not be paid the vacation they have accrued

Daniel Corr asked if not paying the accrued vacation is allowable. Maria Chavoya and Daniel Corr recommended the employee does not accrue time until 6 months of employment, then the employee can receive vacation hours after they complete the 6 months of employment.

Maria Chavoya asked Adriana McBride if she researched regarding carryover 80 hours. Adriana McBride replied yes, it is typical for non-profits to carryover certain number of hours and other company policies were reviewed for comparison.

- **Review the Telecommunication Stipend Policy**

Adriana McBride presented the Telecommunication Stipend Policy. This policy is to assist employees offset the cost of telecommunication equipment utilized for business purposes. Employee and supervisors will need to fill out a form to receive the benefit.

Daniel Corr and other members stated if this is approved the cellphone will be public and subject to inspection, and are employees aware of it. The committee recommended adding to the policy so employees are aware.

Steven M. Miller stated the agency needs to be careful with a benefit/policy like this due to liability. A conversation took place regarding a stipend or a company cellphone. The committee recommended researching the cost on company cellphone and/or other options.

V. REVIEW ADDITION TO THE ELIGIBLE TRAINING PROVIDER LIST

• **Medical Assistant Certificate**

Elena Felix presented a brief description on the Medical Assistant Certificate thru Arizona Western College. Elena Felix presented the following information:

- Total cost of the program is between \$4,835.32 and \$4,977.32 depending on the prerequisites or the program requirement items
- The length of the training program is 3 or 4 semesters
- Prepares the student to take the national health career association exam to obtain a certification as a certified clinical and administrative medical assistant

Maria Chavoya asked if they do internships thru the program. Elena Felix stated they are required to do 160 clinical hours thru Arizona Western College. Nidia Herrera stated the program may also assist after completing the training if they are not able to find employment.

VI. INFORMATION ITEMS

• **Disaster Recovery Dislocated Worker Grant**

Nidia Herrera presented the Disaster Recovery Dislocated Worker Grant to the committee. The Disaster Recovery Dislocated Worker Grant information is attached. The committee agreed the partnership is in good faith to partner with Pima.

• **Local Workforce Development Board – Support Service Policy**

Nidia Herrera presented the States Support Service Policy with the new revisions. Current LWDB has a limit on support services. Board staff will schedule another Finance and Personnel Committee to present any further information or revision to the Support Service Policy.

VII. GOOD OF THE ORDER

Nidia Herrera informed the committee that Equus Workforce Services appointed Ms. Mercedes Mendivil as the new Project Director.

VIII. ADJOURNMENT

Maria Chavoya asked for a motion to adjourn the meeting. A motion was made by Daniel Corr; Seconded by Jesus Garcia. The motion carried.

Meeting was adjourned at 3:28 p.m.

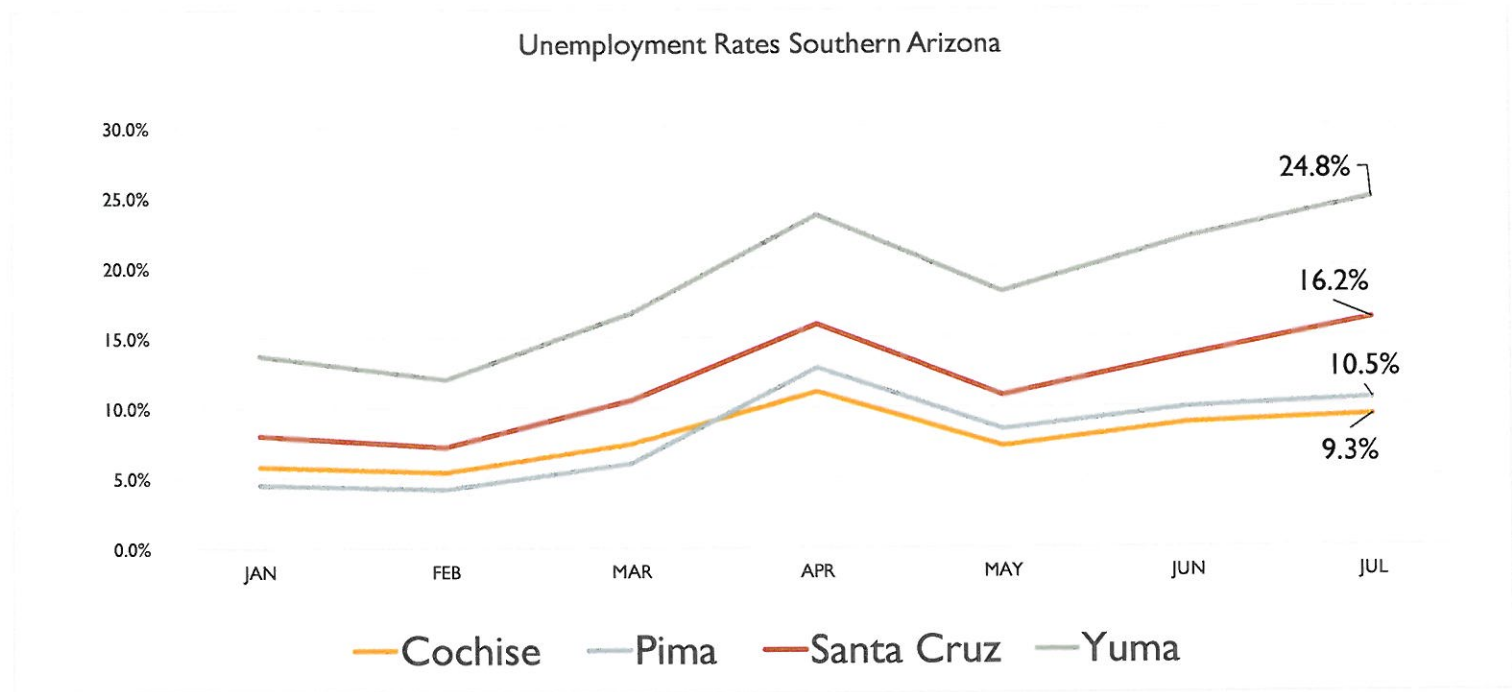
VOICE VOTE: 5-0

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.

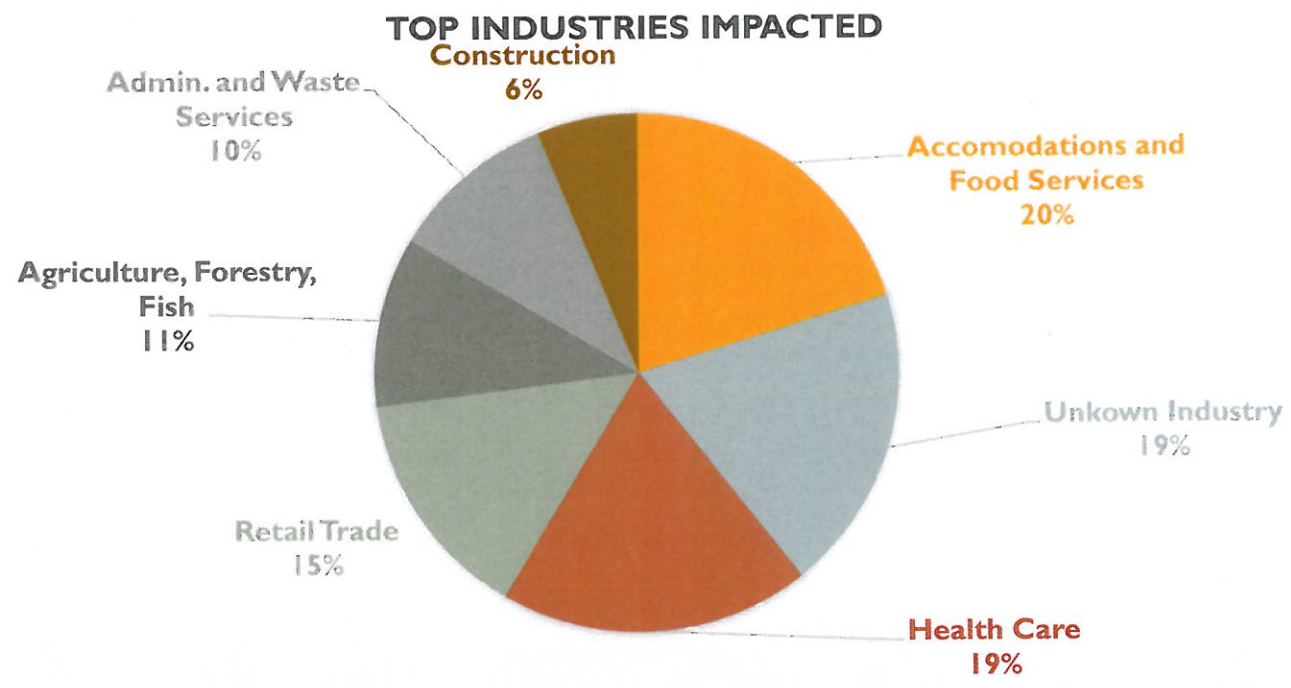
**COVID-19 SOUTHERN ARIZONA
REGIONAL DISLOCATED WORKER
GRANT**

Proposed by Pima County in collaboration with Cochise, Santa
Cruz, and Yuma Counties

UNEMPLOYMENT RATES ATTRIBUTED TO COVID-19 PANDEMIC (MARCH 1, 2020 TO JULY 31, 2020)



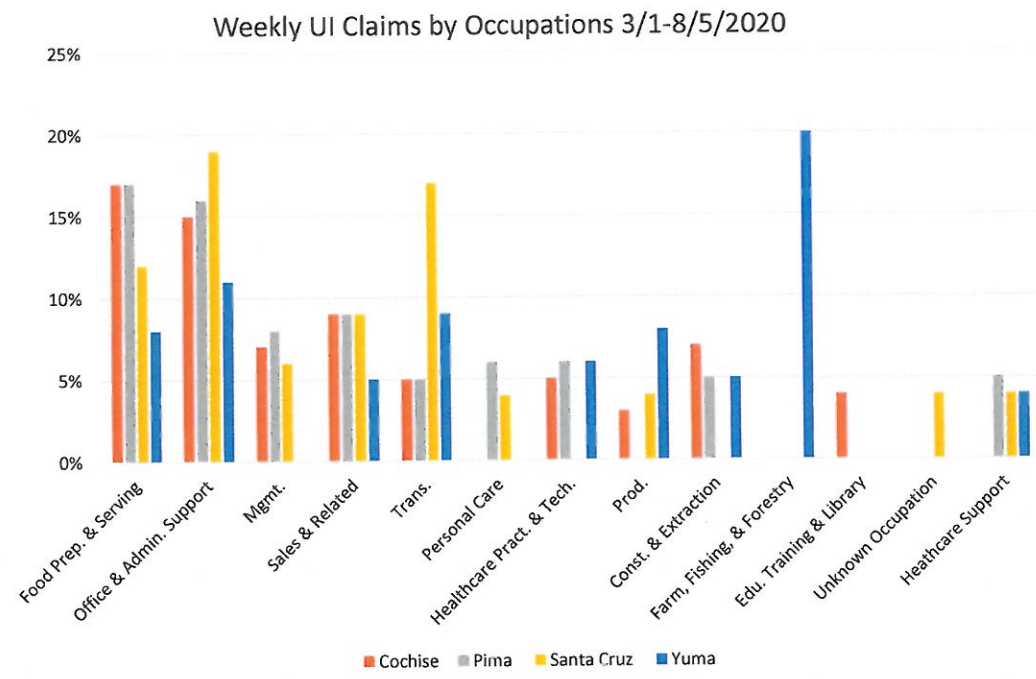
**INDUSTRIES MOST IMPACTED
(SOUTHERN ARIZONA)**



OCCUPATIONS MOST IMPACTED

- Food Prep. & Service-Cochise/Pima
- Office & Admin-All
- Transportation-Santa Cruz/Yuma
- Farm, Fishing, & Forestry-Yuma
- Production-Yuma
- Sales & Related-All Except Yuma

- Educational Services Industries-All
 - Edu. Training & Library-Cochise



NATIONAL DISLOCATED WORKER GRANT OPPORTUNITY TEGL 12-19

- Disaster Recovery DWGs-only states can apply
- Employment Recovery DWGs-LWDB or Consortium of LWDBs
 - Mass Layoff, or Industry-wide layoffs
 - Community Impact-Multiple dislocations over 12 months, especially serving rural areas
- Eligible Activities:
 - For Employment Recovery DWGs, the term “employment and training assistance” includes career services, training services, and supportive services.
 - Training services may include OJT, IWT, Customized Training as part of a Rapid Response

INITIAL GRANT DESIGN

- Application is expected to be an iterative process with DOL
- Regional Collaboration of Cochise, Pima, Santa Cruz, & Yuma Counties
- Requested amount: \$2,500,000
- Fiscal Agent: Pima County
- Administering Body: 9 members-2 from each county; 1 elected by all counties
- Period of Performance: 12 months