



Innovative Workforce Solutions

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD –
PERFORMANCE REVIEW COMMITTEE**

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364
November 16, 2021
3:30 p.m.

MINUTES

I. CALL METTING TO ORDER

Samuel G. Loveless called the meeting to order at 3:36 p.m.

II. PLEDGE OF ALLEGIANCE

Patrick Goetz led the Pledge of Allegiance.

III. ROLL CALL

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

Members Present	Members Absent
1. Samuel G. Loveless	
2. Douglas Pancrazi	
3. Diane Poirot	
4. Nidia Herrera	
5. Ana Garcia	
6. Patrick Goetz	

Thereby a quorum was established.

Staff Present

Beatriz Aguilar, Clerk of the Board

IV. REVIEW OF THE PY 2021/2022 CHARTER FOR THE PERFORMANCE REVIEW COMMITTEE

The committee reviewed the PY 2021/2022 Charter for the Performance Review Committee. Document is attached.

V. DISCUSSION AND/OR ACTION ITEMS

1. Appointment of the Vice-Chair

The committee nominated Douglas Pancrazi as the Vice-Chair.

Samuel G. Loveless asked for a motion to appoint Douglas Pancrazi as the Vice-Chair.

Diane Poirot made a motion to appoint Douglas Pancrazi as the Vice-Chair; seconded by Samuel G. Loveless.



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A conversation took place regarding the duties and responsibilities for the committee.

- Review fiscal and programmatic performance of contractors/service providers
- Contracts for the contractors/service providers will end June 30, 2022
- Budget for FY 2022-2023
- Contract renewal
- Contractors/service providers
- Build Back Better Act
- One Stop Operator roles

Ana Garcia and the committee reviewed the monitoring guide, technical assistance/monitoring log and the performance file review rating forms that are used for each contractor/service provider. Training and technical assistance is provided to all contractors/service providers after each audit.

VOICE VOTE: The motion carries 6-0 (Yes: Samuel G. Loveless, Douglas Pancrazi, Diane Poirot, Nidia Herrera, Patrick Goetz & Ana Garcia)

VI. GOOD OF THE ORDER

The next proposed committee meeting is for Tuesday, February 22, 2022 at 3:30 p.m. in the Administration Building.

VII. ADJOURNMENT

Samuel G. Loveless asked for a motion to adjourn the meeting. A motion was made by Diane Poirot; seconded by Douglas Pancrazi.

VOICE VOTE: The motion carried 6-0 (Yes: Samuel G. Loveless, Douglas Pancrazi, Diane Poirot, Nidia Herrera, Patrick Goetz & Ana Garcia).

The meeting adjourned at 4:32 p.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.

**Performance Review Committee
Program Year 2021/2022 Charter**

ARIZONA@WORK-Yuma County Performance Review Committees’ Guiding Principle

Develop, review, and approve local performance standards for contractor/service providers.

Committee Purpose

The Performance Review Committee (PRC) is a standing committee of the Yuma County Local Workforce Development Board (LOCAL BOARD). The purpose of the Performance Review Committee (PRC) is to assess the performance of the sub recipients/contracted service providers on an annual basis or as necessary. The primary goals of a performance evaluation system is to conduct a fair, consistent and objective assessment/evaluation elaborating on the performance accountability requirements for the Workforce Innovation Opportunity Act (WIOA) Title I-B program providers. The benefit of the performance evaluation system includes a standard evaluation system for performance, outcomes and overall delivery of services.

Committee Membership

- The LOCAL BOARD Chair appoints the Chair of the standing committee subject to ratification by a vote of the Local Board;
- The Committee Vice-Chair shall be elected by a majority vote of the standing committee;
- Membership terms will be in accordance with the Bylaws. Members can serve until their successors are appointed;
- All standing committee meetings must operate according to Arizona Open Meeting Law requirements. The Bylaws requires at least one annual meeting; an additional meeting may be called, if necessary.

Committee Members

Name	Representing
Samuel G. Loveless (Committee Chair)	WDB Member, Haven of Yuma, LLC
Diane Poirot	WDB Member, Yuma Regional Medical Center
Douglas Pancrazi	WDB Member, A.T. Pancrazi Insurance Agency
Ana Garcia	LWDB staff, Compliance Manager
Patrick Goetz	LWDB staff, Operations Director
Nidia Herrera	LWDB staff, Executive Director

Duties and Responsibilities

- Develop, review and approve local performance standards for contractors/service providers;
- Review fiscal and programmatic performance of contractors/service providers;
- Report to the LOCAL BOARD on contractor/service provider performance;
- Make recommendations to the LOCAL BOARD for corrective action regarding service provider deficiencies and corrective action plans;
- Review monitoring results and make recommendations to the LOCAL BOARD;
- Make recommendations to the LOCAL BOARD regarding renewal of contracts or MOUs for contractors/service provider.