



Innovative Workforce Solutions

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD –
PERSONNEL POLICIES & PROCEDURES COMMITTEE**

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364

Meeting Link:

<https://us06web.zoom.us/j/86227601008?pwd=em41SHkyMGRZVG1KTIIBYnRHZUx5dz09>

Meeting ID: 862 2760 1008, Passcode: 317405

Phone: +1 669 444 9171 US

October 7, 2022

9:00 a.m.

MINUTES

I. CALL MEETING TO ORDER

Antonio Zuniga called the meeting to order at 9:02 a.m.

II. PLEDGE OF ALLEGIANCE

Antonio Zuniga led the Pledge of Allegiance.

III. ROLL CALL

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

Members Present (Via Zoom)	Members Absent
1. Antonio Zuniga	
2. Adriana McBride	
3. Patrick Goetz	

Thereby a quorum was established.

Staff Present

Beatriz Aguilar, Clerk of the Board

IV. POLICIES:

1. Distracted Driving Policy

Adriana McBride presented the Distracted Driving Policy.

- Policy was created as a preventative measure
- Statistics show there are more accidents caused by distracted driving than by drunk driving
- Infotainment in vehicles is extremely distracting
- The organization has not had any issues in the past
- Policy will apply to all employees of the organization driving for any business purpose
- Policy will restrict the use of cellphones, sending or reading messages while driving
- The organization will provide training once the policy is approved



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- Policy will ask employees to prepare before putting their vehicle in motion
- All employees who drive for the organization will be required to sign the policy
- Will review the policy and provide training once a year
- Policy was reviewed by the organizations attorney

Policy will be presented to the Workforce Development Board for approval in November.

V. GOOD OF THE ORDER

There were no comments for the Good of the Order.

VI. ADJOURNMENT

Antonio Zuniga adjourned the meeting at 9:14 a.m.

The meeting adjourned at 9:14 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.