



Innovative Workforce Solutions

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Regular Meeting

Martin Luther King Center

March 8, 2017

MINUTES

I. CALL TO ORDER

Sam Pepper called the meeting to order at 9:00 a.m.

II. PLEDGE OF ALLEGIANCE

Sam Pepper led the Pledge of Allegiance.

III. ROLL CALL

Roll was called and those present and absent were:

Members Present	Members Absent
1. Ramona Corrales	Magnolia Alonzo (Excused)
2. Julie Engel	Marisol Canales (Excused)
3. Ed Ford	Judith Castro (Excused)
4. Shari Frabasilio	Maria Chavoya (Excused)
5. Marshall Jones	Daniel Corr (Excused)
6. Tom Kiley	John "Bud" Johnson
7. Rose Lugo	Thomas Lund
8. Dave McDowell	Ray Ochoa
9. Steve Miller	Rick Rohrick (Excused)
10. Michael Moyer	Jenny Torres (Excused)
11. Geoff Nance	
12. Nancy Ngai	
13. Sam Pepper	
14. Eulalia Tinoco	
15. Tom Tyree	

Thereby a quorum was established.

Guests (From Sign in list)

Bill Regenhardt, ALPS

Patrick Goetz, YPIC

Staff:

John Morales, Executive Director

Patricia Ray, Operations Director

Maria A. Soto, DES
Maria Isabel Villegas, DES
Lorena Zaragoza, YPIC
Verónica Zúñiga, YPIC
Adriana McBride, YPIC
Mary Jo McIntyre, Yuma County
Judy Whitacre, Voc. Rehab.
Marla Duran, AWC
Norma Avila, YPIC
Martha Camacho, YPIC
Strader Taylor, Consultant
Shavon, Knox, YPIC-IT
Lydia Blackthunder, YPIC
Mercedes Mendivil, YPIC

Alicia Huizar, Clerk to the Board

***IV. CALL TO THE PUBLIC**

There were no comments from the public.

V. APPROVAL OF MINUTES (from February 8, 2017 meeting)

Sam Pepper asked for a motion to approve the minutes of the Workforce Development Board meeting of February 8, 2017.

Tom Kiley made a motion to approve the minutes of the Workforce Development Board meeting held on February 28, 2017; Seconded by Ed Ford. The motion carried.

VI. Director's Report and Information Items

A. Washington Update

John Morales reported:

- President Trump has proposed a \$54 billion dollar increase on the budget for the department of defense. Therefore, there may be budget reductions for other areas in the Domestic Discretionary part of the Federal Budget. Our hope is that workforce programs continue to be funded.

B. State Update

John Morales reported:

- John Morales, Pat Ray, and Alicia Huizar attended the Arizona Workforce Council (WAC) on February 16, 2017.
- John is the Co-Chair of the Arizona Association Workforce Developers (AAWD) and provides a report to the WAC on what the local areas are doing around the state from the local perspective.

C. Rapid Response//Business Services Update

Patrick Goetz reported:

- Patrick Goetz from YPIC presented a power point on Rapid Response and Business services.

D. Release of One-Stop Operator Request for Proposal

John Morales reported:

- The One-Stop Operator Public Notice was released on Friday, February 24, 2017. The Public Notice was sent out to potential bidders. The notice was placed on the newspaper for five consecutive days.
- The One-Stop Operator Request for Proposal was released on March 1, 2017. Bidders have until April 7, 2017 to submit their proposals. 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. Proposals deadline is April 7, 2016 at 3:00 pm. On May 10, 2017, the selected finalist 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 time frame.
- Strader Taylor, a National Consultant, has been working on the refinement of the One-Stop Request for Proposal (RFP) and has been providing protocols for how to conduct the review and contract award process.
- A pre-review and post-review work session will be conducted for the benefit of Board Members participating in the process before preparing the recommendations(s) for selection of the successful proposer (s) to be presented to the board.
- John requested that board members report to the staff if they are approached by any organization that is bidding on the RFP and are asking questions that may affect the RFP process. Any interference relating to violation of conflict of interest guidelines is grounds for disqualification. Staff members have also been notified of this issue.

E. Transition Activities Update

John Morales reported:

- Management has been working very diligently to assist the affected One-Stop and Career Services staff. Several workshops have been provided to staff. Their response has been very positive.
- It was clarified that originally 16 people were affected by new One-Stop Operator Policy. Two (2) staff members have found employment. Therefore, 14 staff members are still affected at

this time. Other staff will be assigned to fill in while the new One-Stop Operator is selected.

F. Local Plan Approval Process Update

John Morales reported:

- Yuma County's Four Year Plan was unconditionally approved by the Workforce Arizona Council on February 16, 2017.

G. Proposed Next Meeting Date – April 12, 2017

The next meeting has been scheduled for April 12, 2017, at 9:00 am at the Martin Luther King Center located at 300 S. 13th Avenue, Yuma, AZ.

VII. Discussion/Action items

A. Authorize the Workforce Development Board to appoint Patricia Ray as the Interim Executive Director for the period of one year effective July 1, 2017.

Sam Pepper asked for authorization to appoint Patricia Ray as the Interim Executive Director for the Period of one year effective July 1, 2017.

The Finance and Personnel Committee reached the consensus that the agency will be designing a selection process for the position of the Executive Director in the future. Patricia will not be precluded from applying for the position at that time. The action of appointing Patricia as the Interim Executive Director would provide a year of 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.

Tom Tyree made a motion to authorize the appointment of Patricia Ray as the Interim Executive Director for the Period of one year effective July 1, 2017; Seconded by Tom Kiley.

Under discussion of the motion, members requested clarification of the wording regarding the length of time of the Interim status of the Executive Director.

Tom Kiley made a motion to vote to keep the one year period as stated in the original motion; a second was made to the motion by Tom Tyree.

Board members voted. The Board voted eleven to four in favor of the motion. Therefore the motion carried as submitted.

VIII. Other information and/or Committee Reports
Economic Development:

Julie Engel for GYEDC:

- The Yuma Sun has a newspaper article on GYEDC that was very well written by Blake Herzog.

- Julie gave a shout out to Geoff Nance and Troy Eckerd for being fantastic private sector partners in recruiting companies from California to Yuma.
- GYEDC indicated that they were unable to land for “Unicorn” project. There is another relatively large project that needs a large section of land that GYEDC is currently working with. More information will be provided in the near future.

Finance & Personnel Committee:

Sam Pepper reported:

- The Finance & Personnel Committee met on Tuesday, March 7, 2017. The committee reviewed the finances reports as of December 31, 2016 in detail. Expenditures are at 47%. Therefore, YPIC is on budget.
- Julie Engel requested the profit and loss document be provided to her. Alicia Huizar will be sending the information to her. Sam Pepper indicated that any board member who is interested in obtaining the Finances report to let Alicia know.
- The committee reviewed the Internal Revenue Service Forms 990 in detail. Taxes were approved by committee. Julie indicated that the 990 form needs to be approved by the full board. Sam Pepper requested that the 990 Form be emailed to the board member for approval.
- The committee discussed the One-Stop RFP. The new One-Stop Operator will have to sustain the One-Stop Center expenses for the first month because they will have a cost reimbursement contract with the Board. It is critical that the new One-Stop Operator hire the current One-Stop staff because they are trained and certified in the use of the Arizona Job Connection (AJC) system.
- It is crucial that a board member recuse themselves if they have a family member working for one of the agencies that will be bidding for the One-Stop Operator due to the possibility of a conflict of interest. Strader Taylor will be developing an appeals process that will be an addendum to the RFP and will be explained in the Bidders Conference.
- A conversation took place among the Board members and Strader Taylor regarding the guidelines for securing a qualified One-Stop Operator and consequent negotiations with the successful proposer.

Charter High School Board, Report:

Ed Ford reported:

- Enrollment is at 105.
- Attendance is at 94.01
- The school continues to research for the possible acquisition of a new Student Information System.
- The board reviewed and discussed a change to the Long-Term Suspension/Expulsion Policy.
- The school provided February’s Suspension Report.

JTED:

- JTED report was not provided.

IX. Good of the Order

Tom Tyree informed the board that Dev Day Yuma took place on Saturday, February 23, 2017 at Arizona Western College. The event exceeded his expectations. Students had the opportunity to develop an app or a game. The program taught students methods to create a mobile app. About 100 students attended the event. The students filled out a survey and their comments were positive. The JTED Board has approved the offering of a coding course in the fall. The next Dev Day will be targeting students in elementary school along with high school students.

X. Call for Executive Session

There was no call for an Executive Session.

XI. Adjournment

Sam Pepper called for a motion to adjourn the meeting. A motion was made by Tom Tyree; Seconded by Steve Miller. The motion carried. The meeting adjourned at 10:20 a.m.

**Respectfully submitted by Alicia Huizar, Clerk to the Board
and YPIC Executive Assistant/Contract Manager**