

### Innovative Workforce Solutions

## YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Regular Meeting
Martin Luther King Center
300 S. 13<sup>th</sup> Avenue, Yuma, AZ 85364
November 13, 2019

## **MINUTES**

## I. CALL MEETING TO ORDER

Maria Chavoya called the meeting to order at 9:07 a.m.

### II. PLEDGE OF ALLEGIANCE

Steven M. Miller led the Pledge of Allegiance.

#### III. ROLL CALL

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

Members Present	Members Absent
1. Valentin Casillas	1. Daniel Corr (Excused)
2. Judith Castro	2. Charles Grube
3. Maria Chavoya	3. Delbert Hawk (Excused)
4. Jesus Garcia	4. Gregory LaVann (Excused)
5. Kevin Imes	5. Douglas A. Pancrazi (Excused)
6. Marisol Kelland	
7. Samuel G. Loveless	
8. Steven M. Miller	
9. Diane Poirot	
10. Wayne Rooks	
11. Tracy Schultz	
12. Maria P. Vasquez	
13. Antonio Zuniga (Phone)	

### Thereby a quorum was established.

### Guests (From Sign-in list)

Martha Camacho, YPIC Gary Gammel, YPIC Nidia Herrera, YPIC Beatriz Aguilar, YPIC

Patrick Goetz, YPIC

Adriana McBride, YPIC

Amanda Zepeda, DES

Marcia Hernandez, PPEP

Elizabeth Arturi, AWC

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Lorena Zaragoza, RESCARE
Veronica Zuniga, RESCARE
Maria Aguirre, AWC
Ryan Anderson
Moises Pimentel, RESCARE
Alicia Huizar, YPIC
Lidia Blackthunder, YPIC
Shavon Knox, YPIC
Stuart Smith, YPIC

#### IV. \*CALL TO THE PUBLIC

Maria Aguirre from Arizona Western College extended an invitation to the Board to provide updates on the Strategic Planning 2025 on Friday, November 15<sup>th</sup> they will have a guest speaker and would appreciate to have ongoing feedback to meet and exceed the needs of the community.

#### V. INTRODUCTIONS

Maria Chavoya introduced Diane Poirot as a new Board member. Ms. Poirot is the Chief Human Resource Officer for Yuma Regional Medical Center and is honored to participate on behalf of Yuma Regional Medical Center.

### VI. FINANCE AND PERSONNEL COMMITTEE, REPORT

Maria Chavoya reported;

- Discussed policies that will be presented today for approval
- By-Laws and Conflict of Interest Policies have been approved by State
- Working on the Youth Services Memorandum Of Understanding (MOU)
- Will hire a Youth Director for Youth Services
- Documents will be sent out and some documents will be signed by the Board when approved
- Maria Chavoya thanked staff and Board members who were involved in this process

#### VII. DISCUSSION AND ACTION ITEMS:

- A. Approval of the Consent Agenda
  - 1. Approval of Minutes (From October 9, 2019)
  - 2. Yuma County Board of Supervisors and Yuma County Workforce Development Board Shared Agreement
  - 3. Revised Yuma County Workforce Development Board By-Laws
  - 4. Revised Yuma County Workforce Development Board Conflict of Interest Policy
  - 5. Revised Education Assistance Program Policy
  - 6. Revised Fraud, Waste & Abuse Policy
  - 7. Revised WIOA Adult, Dislocated Worker and Youth Incentive Payment Policy
  - 8. Revised WIOA Adult, Dislocated Worker and Youth Supportive Services Policy

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Maria Chavoya asked for a motion to approve the Consent Agenda.

Kevin Imes made a motion to approve the Consent Agenda; Seconded by Wayne Rooks. The motion was approved unanimously.

VOICE VOTE: 13-0

#### **B.** Discussion Action Items

## 1. Approval of the Eligible Training Provider List-Community Health Worker Certificate

Maria Chavoya asked for a motion to approve the Eligible Training Provider List-Community Health Worker Certificate.

Jesus Garcia made a motion to approve the Eligible Training Provider List-Community Health Worker Certificate; Seconded by Maria P. Vasquez.

A conversation took place regarding the Community Health Worker Program and where a Community Health Worker would be employed and job details.

**VOICE VOTE: 13-0** 

## 2. Acceptance of the 2018-2019 Audit prepared by the firm Walker & Armstrong LLP.

Jay Parke, Walker & Armstrong LLP, presented the 2018-2019 Audit Reports. He informed the Board that the opinion on the financial statements for FY 2019 are presented and congratulated the organization. Mr. Parke informed the Board there were no findings on the financial statements or compliance findings. Financial Statements and Single Audit Reports for the Fiscal Year ending June 30, 2019 were provided to the Board.

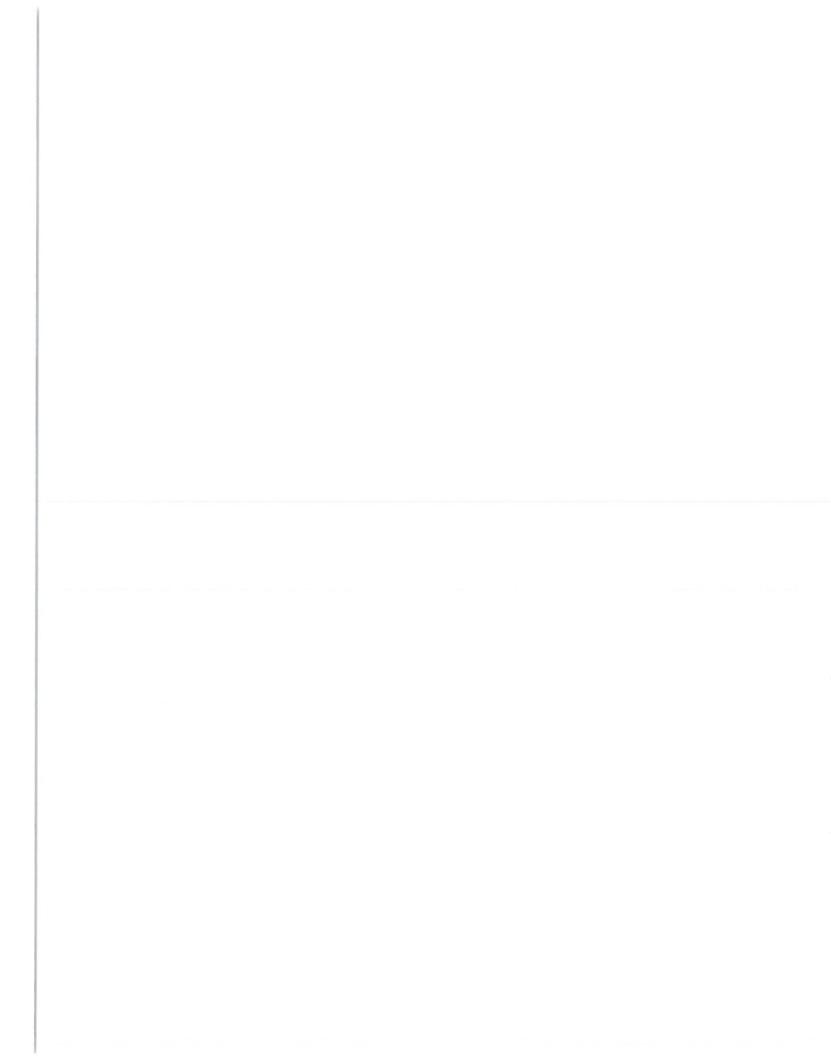
Maria Chavoya asked for a motion to approve the 2018-2019 Audit prepared by the firm Walker & Armstrong LLP.

Steven M. Miller made a motion to approve the 2018-2019 Audit prepared by the firm Walker & Armstrong LLP; Seconded by Judith Castro. The motion was approved unanimously.

Judith Castro asked why there were some balances under fund balances column and others that had no balance. Jay Parke replied the reason there are no balances is because job training programs earn revenue as the money is spent and revenues by funds for job trainings equals expenditures because the earnings are based on spending the money for programmatic purposes. The reason there are some balances is because the Charter School funding is different and it is not based on expenses it is based on student membership.

VOICE VOTE: The motion carried 13-0

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## 3. Acceptance of the 2018 990 IRS Tax Return prepared by the firm Walker & Armstrong LLP.

Jay Parke, from Walker & Armstrong LLP, informed the Board that the deadline to file the 990 form is November 15, 2019 and is ready for approval and signature.

Maria Chavoya asked for a motion to approve the 2018 990 IRS Tax Return prepared by the firm Walker & Armstrong LLP.

Jesus Garcia made a motion to approve the 2018 990 IRS Tax Return prepared by the firm Walker & Armstrong LLP; Seconded by Steven M. Miller. The motion was approved unanimously.

VOICE VOTE: The motion carried 13-0

## 4. Approval of the WIOA Title IB Adult and Dislocated Worker Incentive Request Form

Nidia Herrera recommended the approval and authorization for the Chair to sign the Title 1B Adult and Dislocated Worker Incentive Request Form. The form is required by the State in order to pay for incentives such as work experience and internships; the request form must be submitted annualy.

Maria Chavoya asked for a motion to approve the WIOA Title IB Adult and Dislocated Worker Incentive Request Form.

Steven M. Miller made a motion to approve the WIOA Title IB Adult and Dislocated Worker Incentive Request Form; Seconded by Jesus Garcia. The motion was approved unanimously.

VOICE VOTE: The motion carried 13-0

#### VIII. DIRECTORS REPORT

Interim Executive Director, Nidia Herrera presented a PowerPoint. The Power PowerPoint is attached.

### IX. PRESENTATION AND INFORMATION ITEMS:

- 1. Business Services/Rapid Response
  - Patrick Goetz, Employer Engagement Officer/Rapid Response Coordinator presented a PowerPoint on Business Services and Rapid Response Update. The PowerPoint is attached.

#### X. WDB MEETING SCHEDULE

**A.** Proposed Next Meeting Date: Wednesday, January 8, 2020 at 9:00 a.m. at the Martin Luther King Center located at 300 S. 13<sup>th</sup> Avenue, Yuma, AZ.

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Maria Chavoya stated that a meeting will be scheduled in December to discuss the Directors position and a meeting will also be scheduled for Nidia Herrera's 6<sup>th</sup> month evaluation.

#### XI. OTHER INFORMATION AND/OR COMMITTEE REPORTS

#### A. Economic Development Issues, Report

The Economic Development Issues report was not provided.

Maria Chavoya shared with the Board that at a Young Entrepreneurs meeting in Phoenix Greg LaVann represented Yuma very well. Maria Chavoya stated she is happy to have great representation and amazing people working in Yuma County.

## B. Educational Opportunity Center Charter High School Board, Report Steven M. Miller reported;

- Expenses are at \$340,440.00
- Budget is at 32%, and are at 33% of the school year.
- Attendance was not reported to State due to a system error and is being corrected, which resulted in a finding in the Audit for FY 2018-2019
- 103 students registered out of 110, will be recruiting more students

## C. Southwest Technical Education District of Yuma (STEDY), Report The Southwest Technical Education District of Yuma (STEDY) report was not provided.

Kevin Imes stated he will have a report for January's meeting and shared with the Board, they will be having a Blood Drive on November 22, 2019.

#### XII. GOOD OF THE ORDER

There were no comments for the Good of the Order.

#### XIII. ADJOURNMENT

Maria Chavoya called for a motion to adjourn the meeting. A motion was made by Steven M. Miller; Seconded by Jesus Garcia. The motion carried.

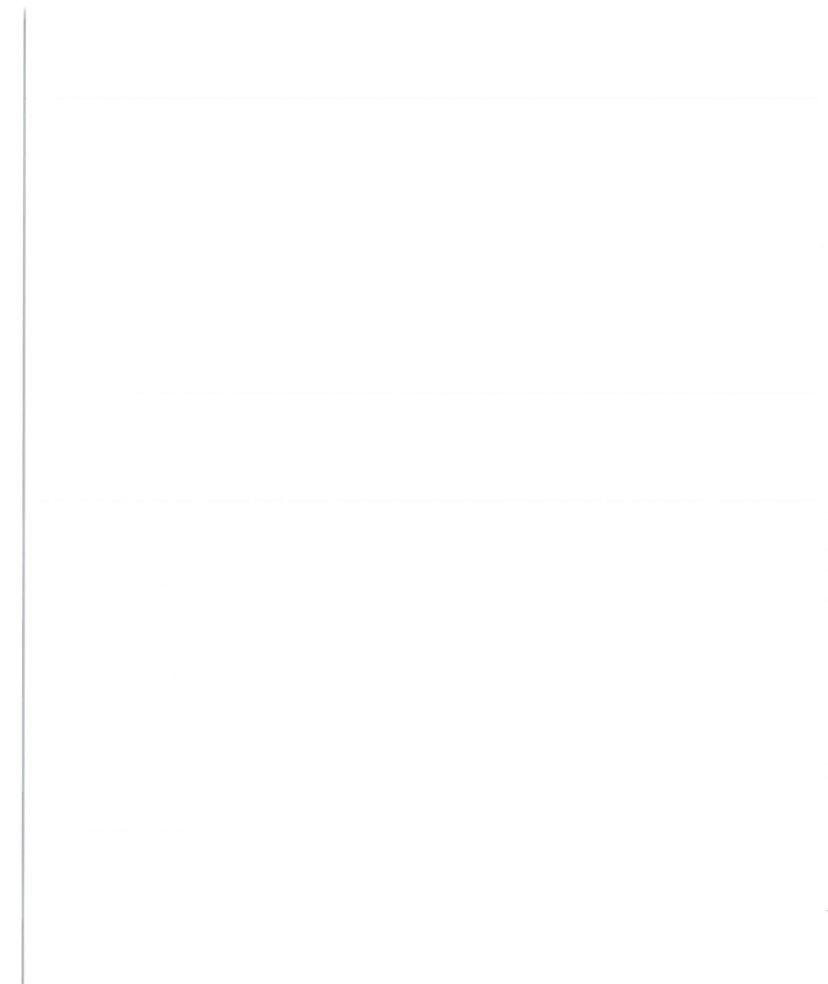
The meeting adjourned at 10:34 a.m.

**VOICE VOTE: 13-0** 

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.

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# Interim Executive Director Report

November 13, 2019

# **Director's Community Activities & Events**

- ▶ 10/02/19: Job Fair
- ▶ 10/09/19: Meeting with Karen Carr: Achieve Services
- ▶ 10/10/19: Chamber Breakfast
- ▶ 10/14/19: Susan Thorpe Monthly Meeting & Tour
- ▶ 10/15/19: EEOC Training –Krista Watson
- ▶ 10/16/19: Medical Assistant (MDA) Advisory Board Meeting
- ▶ 10/17/19: Meeting w/Direct of Regional Center Border Health
- ▶ 10/17/19: AZ Workforce Association (AWA) Meeting
- ▶ 10/21/19: BOS Meeting-New Meeting: Diana Poirot
- ▶ 10/22/19: AWC & ResCare Service Quarterly Provider Meetings
- ▶ 10/29/19: Heart of Yuma Civic Center
- ▶ 10/23/19: Youth Services & PPEP Service Provider Meetings
- ▶ 10/23/19: Yu County Performance Evaluation Training
- ▶ 10/25/19: Engineering Advisory Board Meeting
- ▶ 10/28/19: Juvenile Court & Aztec H.S Meeting
- 10/29/19: Apprenticeship 3rd Meeting
  - 10/30/19: Orientation & Tour for Diana Poirot

# **Re-Certification Update**

Documents	Status
<ul> <li>Approved by State</li> <li>Organizational Chart</li> <li>Plan Modification</li> <li>Pending Approval by BOS</li> <li>on 11/18/19</li> <li>Bylaws</li> </ul>	<ul> <li>Completed-10/23/19</li> <li>Completed-10/1/19</li> </ul>
<ul> <li>Local Agreement</li> <li>Conflict of Interest</li> <li>Pending State Approval</li> </ul>	<ul> <li>Completed-10/15/19</li> <li>Completed-10/23/19</li> <li>Completed-10/23/19</li> <li>Submitted -11/8/19</li> </ul>

# **Action Items & Upcoming Projects**

- Youth Standing Committee: Pending on Elected Officer (Chair). Orientation for recruitment scheduled on 11/14/19.
- Youth Director: Pending Agreement Approval (MOU- unfilled position)
- In-School Youth Recruitment: High School Junior & Senior Students

# New WIOA Program Trainings

Trainings	Status & Date
Law Enforcement Training Academy (LETA	Eligible Training Provider List Approved-November 2019
Community Health Worker (CHW)	Pending Approval from LWDB
Apprenticeship - Electrical Program	In Progress
Forklift Certification	Researching

# EEOC Training (Krista Watson)

 Partners Attended: YPIC Staff, AWC, ResCare, PPEP, Vocational Rehabilitation & DES– Employment Service





(80+ attendees)

# BUSINESS SERVICES & EMPLOYER ENGAGEMENT

Patrick Goetz







YUMA COUNTY



# ARIZONA@WORK Activity Yuma County

## 2019

		2019		
Yuma CRC/EOC	<b>August</b> 684	September 582	October 487	<b>YTD</b> 5,941
MLK/Youth Services	447	278	270	3,749
ES - Yuma	2,299	1,730	2,336	22,241
ES - San <i>Luis</i>	653	752	736	8,104
Virtual Contacts	307	204	242	3,088
	4,390	3,546	4,071 To	tal 43,123
	201 201	.8 Total: 44,613 .7 Total: 34,341 .6 Total: 28,643 5 Total: 35,666		

## REFERRAL AND PLACEMENT REPORT

Information on the number of job orders taken and the related number of job openings; referrals and placements made, including those made for veterans; and the number of job developments

	Job Orders						
	<b>Employer Managed</b>	Staff Assisted	All	Job Openings	Referrals	Placements	Job Developments
City of Phoenix, Phoenix Workforce Connection	14,911	192	15,103	17,754	330	175	
Coconino County Career Center	520	52	572	610	36	36	0
Maricopa County, Maricopa Workforce Connections	8,948	191	9,139	11,183	230	382	
Mohave-LaPaz Local Workforce Investment Board	561	120	681	805	275	38	0
Northeastern Arizona Innovative Workforce Solution	433	9	442	485	0	47	0
Pima County Workforce Investment Board	5,038	106	5,144	6,269	428	264	0
Pinal Workforce Development Board (PWDB)	542	18	560	842	38	80	0
Santa Cruz County One Stop Career Center	79	10	89	90	46	103	0
Southeastern Arizona Workforce Connection	525	16	541	592	107	66	0
Yavapai County Less	664	87	751	871	168	32	0
Yuma County Workforce Investment Board	487	3 89	576	3,547	436	265	V 1
Total	32,708	890	33,598	43,048	2,094	1,488	1

## REPORT CRITERIA

Aggregated by Local area
Activity from 2019-10-01 to 2019-10-31
Report ran in 3.727 seconds.

## **Community Engagement Activities**

State Prison Reentry Presentation (Continuous)



- Chamber of Commerce Board Meeting (Continuous)
- Monthly Article in the Chamber YUMABIZ



Yuma Executive Association Breakfast (YEA) (Continuous)



- Investing in Manufacturing Communities Partnership Mtg. (Continuous)
- ARIZONA@WORK Communications Team Mtg. (Continuous)



Transfer & Career Expo 10/16 & 11/12/19



AWC Medical Assistant Advisory Board Meeting 10/16/19



Self Employment & Job Resource Expo 10/24/19 YUMA



Engineering Community Advisory Board Meeting 10/25/19



2019 Veterans Stand Down 10/26/19



Trick or Treat on Main Street 10/31/19



• 10th Annual "Scary & Safe Trick or Treat" 10/31/19



## Community Engagement Activities cont.

University of Arizona Mock Interviews 11/4/19



AWC "Build Your Future 11/7/19



5K Walk/Run for Diabetes 11/9/19 SUNSET COMMUNITY HEALTH CENTER



## **Upcoming Community Engagement Activities**

California Department of Corrections Recruitment 11/13/19



Dole Recruitment 11/14/19



Investing in Manufacturing Communities Partnership 11/18/19



Farmworker Health & Information Fair 12/7/19





Yuma Veterans Home Recruitment - 12/4/19



## **Recruitment for Field Workers**

Foothill Packing Company



Valley Pride, Inc.



Rancho Nuevo Harvesting Inc. Rancho Nuevo



D&J Packing, LLC



## HIRING EVENT



California Department of Corrections and Rehabilitation is hiring for several positions

When: Wednesday, November 13th, 2019

2:00 pm - 5:00 pm

Where: ARIZONA@WORK - Yuma County

3842 W. 16th St. Yuma, AZ 85364

## **Employment Opportunities:**

- Supervising Cooks
- Groundskeepers
- Librarians
- · Library Technical Assistants
- · Materials and Stores Supervisors
- Native American Spiritual Leaders
- Office Technicians
- And many more...

Applicants must be willing to relocate if required.



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ARIZONAatWORK.com



## HIRING EVENT



Thursday, November 14th, 2019 Field Worker 9:00 am to 12:00 pm \$14.50 Hourly



San Luis Library

1075 N. 6th Ave. San Luis, AZ 85349



Submit your application at the Hiring Event.

This event is brought to you by:



YUMA COUNTY

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\$14.50 Hourly Pay

#### Job Description:

Cut & bag lettuce, broccoli, and cauliflower. Employees will package material and product manually. All positions can involve performing a combination of duties such as assemble cartons, wrapping protective material around product, boxing and labeling.

#### Job Requirements:

- Must be able to lift 25lbs. 75 lbs.
- · Must be able to walk, stand, bend, and reach for long periods of time

#### Forklift Driver

### \$14.70 - \$23.00 Hourly Pay Depending on Experience

#### Job Description:

Operate forklift continuously. Loading and unloading product to designated areas.

#### Job Requirements:

- Must be able to lift 25lbs. 75 lbs.
- · Must have previous Forklift experience



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## Career readiness initiative to equip jobseekers with skills aligned to employer demands

Arizona's employers have made it known repeatedly, through industry summits and strategy labs that they have difficulty finding job candidates

The Arizona Office of Economic

that emerged during their four years of

work soliciting the opinions of Arizona

employers from key industries on the

challenges they face in the labor market:

They heard over and over, that the real

pain points and the most widespread

concerns of our employers were about

Opportunity, summarized a theme

with the founda-

tional academic.

personal and

needed to be

successful in

The Arizona

their businesses.

Career Readiness

Credential is our

state's validation

of these compe-

technical skills



By Patrick Goetz

tencies.

basic academic skills like applied mathematics and reading comprehension and employability skills like work ethic, critical thinking and communication. This initiative was built in direct response to the input of Arizona employers."

A partnership between ARIZONA@ WORK and the Office of Economic Opportunity are making this program available in Yuma County. Job seekers can validate their command of concepts like applied mathematics, professional communication, critical thinking, workplace data and graphics and other skills that matter in the world of work, by completing a battery of unique proctored assessments. For many people who may have become disconnected from the labor force, this program illuminates an alternative path back into the workforce.

In Yuma County, the assessments are available at the ARIZONA@WORK – Yuma County Career Center located at 3826 West 16th Street, Yuma, AZ.

Job seekers should contact the Career Center for more information at 928-329-0990.

Through this partnership, employers will be better connected to qualified job candidates who have developed, either through work or through training, the foundational skills necessary to succeed in today's workplace.

The intentions of this program are twofold, ARIZONA@WORK wants to ensure every Arizona employer has access to the most skilled workforce anywhere in the state; and two, prepare job seekers for the realities of the workplace by helping them develop and validate these foundational skills and open new doors to high quality career opportunities."

ARIZONA@WORK - Yuma County intends to engage local employers and ask them to formally agree to recognize, recommend or prefer the Arizona Career Readiness Credential in their job applicants. The commitments to this concept will bring value to the employer

as a tool that connects them with the best-qualified talent available and benefits ARIZONA@WORK by reinforcing our message to students and job seekers that these skills are priorities and that they should invest in developing them and demonstrating that development by earning the Arizona Career Readiness Credential.

WIN Learning, of Kingston, Tennessee was selected to provide the assessments and the aligned curriculum for Arizona. Their commitment to preparing students and jobseekers through the Arizona Career Readiness Credential aligns to the partnerships and activities we have been known to support across the country. WIN Learning looks forward to providing support and development to assist the state as they help jobseekers achieve lifelong career success."

Information obtained from www.ARIZONAatWORK.com and www.winlearning.com

## Job Seekers - Prepare for Your Career with an ACRC



Are you looking for a better job? Did you know that Arizona employers are seeking qualified candidates in fields like healthcare, manufacturing, and construction? Did you know that to begin a career in these high-value fields, you need to prove you bring the right skills to the job? The *Arizona Career Readiness Credential* (ACRC) is now available to you at no charge from ARIZONA@WORK and other providers. The ACRC is a validation of seven foundational career readiness and employability skills that are most relevant to the world of work:

- Communicating Effectively
- Teamwork and Collaboration
- Professionalism
- Critical Thinking and Problem Solving
- Applied Mathematics (using math in the real world, no algebra required!)
- Reading for Information (reading work orders, assembly instructions)
- Locating Information (reading bus schedules, mixing charts for chemicals)



Total Interviews Conducted: 224
Total Employment Offers: 83

# Job Fair After Action Items

- Employment opportunities for youth
- Keep registration open until end, and allow staff to register attendees on their smart phones/tablets while in line
- Line just for veterans instead of same line as preregistration
- More food variety, food trucks
- Vendor parking
  - \*\* Next year's Job Fair is scheduled for October 7, 2020 \*\*

# Sunset Community Health Center "Think Pink" Event

10/19/19





# Yuma County Self Employment/Job Resources Fair

10/24/19





## Carver Park Halloween Carnival

10/24



# Veteran's Stand Down

10/26/19



# RAPID RESPONSE UPDATE



Patrick Goetz





YUMA COUNTY

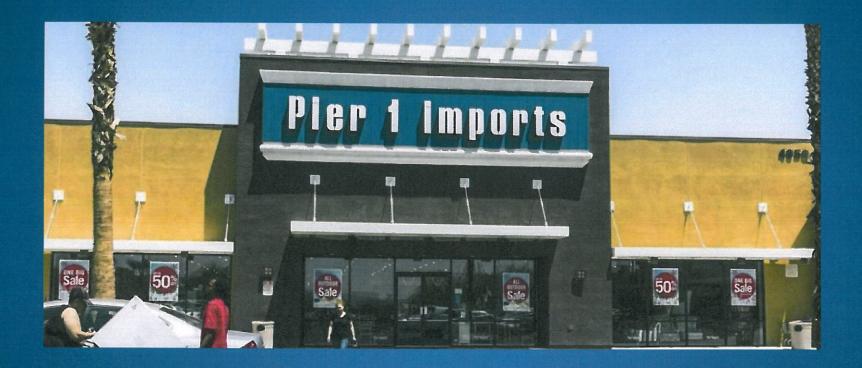


<u>Company</u>	<b>Employees Dislocated</b>
Changeral Vatoriages Clinia	
<b>Chaparral Veterinary Clinic</b>	5
Convey Health Solutions	100
Hot Rods & Beer (Estimate)	15
Joann's	23
Family Dry Cleaners	40
Payless Shoe Source	15
Filter Factory	10
Chico's	5
Factory Motor Parts (FMP)	4
Pier 1 Imports	<u>10</u>
Total	227

## Closures

Layoffs

# Closing



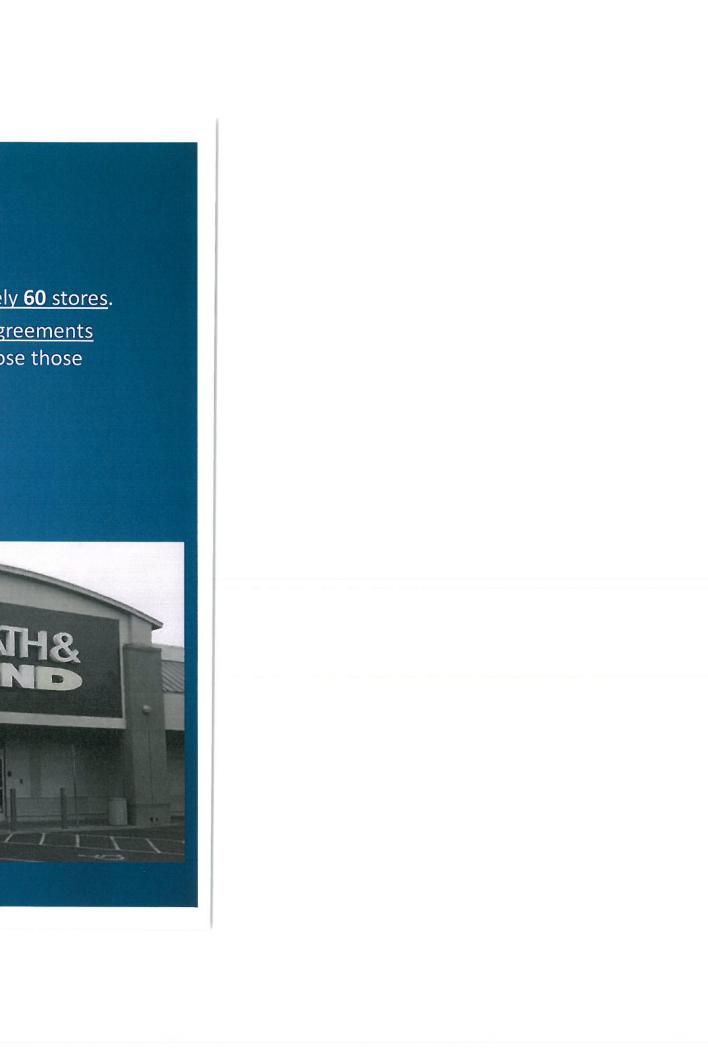
Industry observers say the company could be headed for bankruptcy. To keep its ship afloat, Pier 1 is ready to close more than 140 stores. The final number will be lower if landlords cut the company some slack.

Bed Bath & Beyond in an effort to turnaround their company will close <u>approximately **60** stores</u>. The home decor retailer says the stores <u>in question are ones with expensive lease agreements</u> and if things can't be renegotiated with building owners, the company will simply close those



locations.







After the company announced widening losses and a 14.3% drop in sales during the May-through-July quarter, executives told analysts on a conference call that **180** to **200** stores would close by the end of the year.

GameStop Chief Financial Officer James Bell warned of a "much larger number of closures over the coming 12 to 24 months."



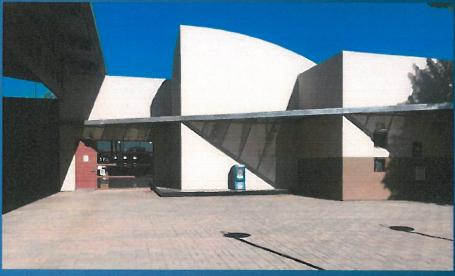
CVS isn't the only pharmacy giant that's taking a dose of downsizing. Walgreens announced it's shutting down about 200 of its U.S. stores.



Up to 390 Family Dollar locations will shut down, and another 200 will be turned into Dollar Tree stores. Dollar Tree bought Family Dollar in 2015.

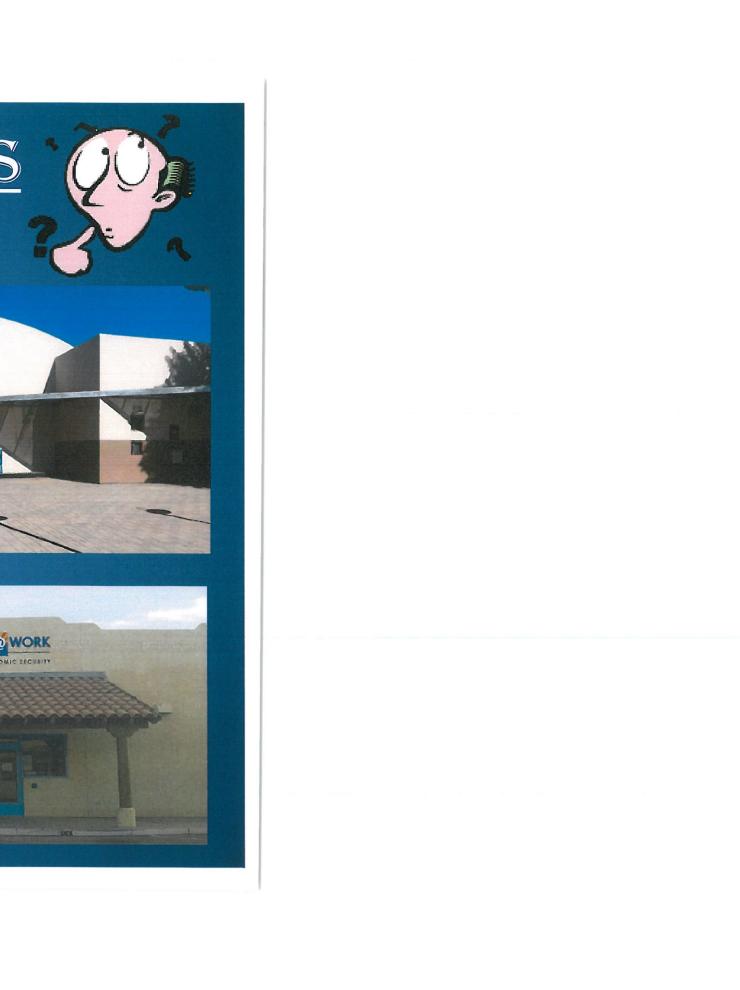
# BUSINESS SERVICES CUESTIONS?











## Yuma County

2008	Layoffs	<b>Business Closures</b>	<b>Positions Lost</b>
	14	6	572
2009	Layoffs	<b>Business Closures</b>	<b>Positions Lost</b>
	14	7	710
2010	Layoffs	<b>Business Closures</b>	Positions Lost
	16	7	1,444
2011	Layoffs	<b>Business Closures</b>	<b>Positions Lost</b>
	22	16	454
2012	Layoffs	<b>Business Closures</b>	Positions Lost
	10	3	461
2013	Layoffs	<b>Business Closures</b>	Positions Lost
	5	9	631
2014	Layoffs	Business Closures	Positions Lost
	3	15	437
2015	<b>Layoffs</b>	<b>Business Closures</b>	<b>Positions Lost</b>
	2	2	110
2016	<u>Layoffs</u>	<b>Business Closures</b>	Positions Lost
	2	8	192
2017	<u>Layoffs</u>	<b>Business Closures</b>	Positions Lost
	4	10	186
2018	<u>Layoffs</u>	Business Closures	Positions Lost
	2	6	211
2019	<u>Layoffs</u>	<b>Business Closures</b>	Positions Lost
	1	9	227

98

5,980

Total 95

<u>Company</u>	Employees Dislocated
Toy's R Us	23
Advanced Cooling Systems	60
Hunter Steakhouse	20
CenturyLink	11
Kelland's Kiddie College	13
Statewide Express	6
Coco's Bakery & Restaurant	<b>15</b>
Sears	<b>63</b>
Total	148

# **Closures Layoffs**

<u>Company</u>	<b>Employees Dislocated</b>
ARIZONA@WORK – Yuma County (YPIC)	16
Sergio's House of Carpet	8
Community Health Associates	12
University of Phoenix (Yuma Learning Center)	4
Radio Shack (Foothills)	8
RU21 (San Luis)	12
Emerald Correctional Management	8
RU21 (Yuma)	12
Republic Parking System	8
Native Grill & Wings	40
Assurance Health and Wellness (Formally ACTS)	10
John's Family Restaurant	<b>25</b>
Copper Miner Restaurant	20
Motherhood Maternity	<u>3</u>
Total	186
Closures	
Layoffs Layoffs	

<u>Company</u>	<b>Employees Dislocated</b>
Frankie Frank's (Closure)	30 (Estimate)
Advanced Cooling Systems, LLC (Reduction in Force)	25
Farley's Market	7
Sports Authority	14
Hastings	35
Radio Shack (16th Street)	10 (Estimate)
Z Fun Factory	40
Americas Best Value Inn	<b>14</b>
Main Squeeze	5
<u>Farley's Market</u>	<u>12</u>
Total	192
Closures Layoffs	