



YUMA COUNTY

Innovative Workforce Solutions

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD'S-  
EXECUTIVE COMMITTEE**

Yuma Private Industry Council, Administration Building  
3834 W. 16<sup>th</sup> Street, Yuma, AZ 85364

Meeting Link:

<https://us06web.zoom.us/j/85123325358?pwd=aWs3c0tXUkpVVkZVL0FTQkJKYJL3V0dz09>

Meeting ID: 851 2332 5358, Passcode: 099837

Phone: +1 253 205 0468 US

June 5, 2023

10:00 a.m.

**MINUTES**

**I. Call Meeting to Order**

Samuel G. Loveless called the meeting to order at 10:06 a.m.

**II. Pledge of Allegiance**

Samuel G. Loveless led the Pledge of Allegiance.

**III. Roll Call**

**ATTENDEES (Virtually):**

Maria Chavoya, Chair

Samuel G. Loveless, Board Vice-Chair

Antonio Zuniga, Board Member, Secretary/Treasurer

Steven M. Miller, Board Member

Nidia Herrera, Executive Director

Patrick Goetz, Operations Director

Adriana McBride, Human Resource Manager

**STAFF (Virtually):**

Steve Barba, Finance & Accounting Manager

Beatriz Aguilar, Clerk of the Board

Maria Chavoya joined the meeting and chaired the rest of the meeting.

**IV. Discussion and/or Action Items**

**1. Performance Review Committee Recommendation-Service Provider Contracts,  
1 Year Renewal**

Nidia Herrera informed the committee, the Performance Review Committee met last week and reviewed the performance reports, budget and goal outcomes for each service provider. Steve Barba, Finance & Accounting Manager presented budget information for the service providers. The committee recommended to renew the Service Provider Contracts for 1 year.

**2. Revised Yuma County Local Workforce Development Board By-Laws**

Nidia Herrera informed the committee, Board staff met and revised the By-Laws following the state’s guidelines. The committee members reviewed the changes and had no questions.

Nidia Herrera informed the committee regarding the composition of the Board and all members needing to have optimum policymaking authority. Board staff is pending guidance from state regarding members who do not have optimum policymaking authority.

**3. Revised Shared Governance Agreement Between Yuma County Board of Supervisors and Yuma County Local Workforce Development Board**

Nidia Herrera informed the committee, Board staff met and revised the Shared Governance Agreement following the state’s guidelines. The committee members reviewed the changes and had no questions.

**4. 2023-2026 Memorandum of Understanding/Infrastructure Funding Agreement**

Nidia Herrera informed the committee, Board staff, core partners and Yuma County Administrator met to update and renew the 2023-2026 Memorandum of Understanding/Infrastructure Funding Agreement. Patrick Goetz provided updates regarding the Infrastructure Funding Agreement.

**5. Protected Personally Identifiable Information (PII) Policy**

Patrick Goetz informed the committee, the policy references TEGL 39-11 from the Department of Labor on Protected Personally Identifiable Information. The organization is currently in process of converting over from Outlook to Google. Training will be provided to staff on a quarterly basis.

Adriana McBride shared that all employees and providers are required to take a series of trainings in order to obtain access to the Arizona Job Connection.

All items will be listed under the consent agenda for full Board approval at the June 14, 2023 Workforce Development Board meeting.

**V. Informational Items**

No informational items were presented.

**VI. Adjournment**

Maria Chavoya asked for a motion to adjourn the meeting.

Steven M. Miller made a motion to adjourn the meeting; Seconded by Nidia Herrera.

VOICE VOTE: The motion carried 7-0 (Yes: Maria Chavoya, Samuel G. Loveless, Steven M. Miller, Antonio Zuniga, Nidia Herrera, Patrick Goetz & Adriana McBride).

The meeting was adjourned at 10:47 a.m.

**Respectfully submitted by Beatriz Aguilar, Clerk of the Board**