



YUMA COUNTY

Innovative Workforce Solutions

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

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

Meeting Link:

<https://us06web.zoom.us/j/87116416701?pwd=Z2YzeS9UZHNRTEN1RXBjU1FmV0hkdz09>

Meeting ID: 871 1641 6701, Passcode: 126665

Phone: +1 669 444 9171 US

August 24, 2023

3:30 p.m.

MINUTES

I. Call Meeting to Order

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

II. Pledge of Allegiance

Nidia Herrera led the Pledge of Allegiance.

III. Roll Call

ATTENDEES (In Person):

Samuel G. Loveless, Board Chair
Laura Wisniewski, Board Vice-Chair
Nidia Herrera, Executive Director
Patrick Goetz, Operations Director
Adriana McBride, Human Resource Manager

ABSENT:

Antonio Zuniga, Board Member, Secretary/Treasurer
Maria Chavoya, Board Member

STAFF (In Person):

Ana Garcia, Program Service Director
Miriam Amaya, Human Resource Assistant
Beatriz Aguilar, Clerk of the Board

IV. Discussion Items

1. Review the Discrimination Complaint Policy and Procedures for ARIZONA@WORK-Yuma County as required by Arizona Department of Economic Security Non Discrimination Policy Section 700

Adriana McBride presented the revised Discrimination Complaint Policy and Procedures. This policy provides guidance to individuals on how to submit complaints and timelines to the Local Equal Opportunity Officer to complete an investigation. Information was provided regarding the following,

- General Prohibition on Discrimination, Who may file a discrimination complaint
- An individual has 180 days to file a complaint, Equal Opportunity poster should be posted at all centers
- Where/How to file a complaint, Local discrimination complaint process
- Alternative Dispute Resolution (ADR)/Media Process, Dissatisfaction with notice of final action
- Confidentiality, Intimidation and Retaliation Prohibition, Corrective Actions and sanctions

Laura Wisniewski recommended Adriana McBride to correct the miss matches in language thought both documents.

2. Review the Follow Up Services Policy

Nidia Herrera provided the following information regarding the revised follow up services policy and also provided information that was added to the following sections of the policy,

- It is a requirement by WIOA to provide follow up services to all participants after they exit the program for 12 months
- Additions to the Adult & Dislocated Worker Program section
- Youth Program section
- Recording and delivering follow up services for Adults, Dislocated Worker & Youth Programs
- Reporting and Collecting Supplemental Data
- Reports

V. Informational Items

No informational items were presented.

VI. Adjournment

Samuel G. Loveless made a motion to adjourn the meeting; Seconded by Laura Wisniewski.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board