

**SANTA CRUZ COUNTY
WORKFORCE INNOVATION AND OPPORTUNITY ACT
LOCAL WORKFORCE DEVELOPMENT BOARD MEETING
VIA ZOOM MEETING**

August 12, 2020 Minutes

Board Members Present Via Zoom

Louie Doyle
Dan Doyle
Dina Sanchez
Victor Hetherington
Juan Gomez
Tom McAlpin
David Howard
Stella Perez
Norma Lucero
Christopher Young
Efrain Triguerras

Board Members Absent

Arnold Quijada
Frank Dillon

Staff and Guests Present:

Irasema Olvera
Maritza Cervantes
Mauricio Chavez
Gabe Loyola
Ma. Fernanda Corella
Victor Cardenas – DES
Elizabeth Kinder – VR

- A. Call to Order** - The meeting was called to order at 12:06 p.m. by D. Doyle
- B. Roll Call** - Quorum was confirmed after roll call.
- C. Pledge of Allegiance** - The Pledge of Allegiance was recited by Gabe Loyola
- D. Call to the Public** - No comments
- E. Adoption of the March 11, 2020 Regular Meeting Minutes**
 - Confirming all Board Members had read and reviewed the January 2020 minutes, D. Sanchez made a motion to approve the minutes as presented with S. Perez voicing a second to the motion. The board unanimously approved.
- F. Discussion and Possible Action Items – Mr. Gabe Loyola**

Mr. Loyola presented - Federal Legislation has certain requirements for the State of Arizona, and Santa Cruz County is responding to Department of Labor findings in making the required corrections. G. Loyola has been working diligently with staff in Santa Cruz County, M. Cervantes, I. Olvera and S. Perez along with DES. Some of the items have been modified and re-submitted several times, the review and approval time has been lengthy and delayed responses have prolonged the process even more. He went on to explain that with Board actions today, all these items would be approved and ready to move forward in requesting BOS approval and checking findings off from the list.

- a. SCC Local Plan** - These documents are presented to board every 4 years, it is a document required to be certified by State and Federal Government making Santa Cruz County eligible to receive Federal funding. Plan consist of 130 pages introducing Santa Cruz County, its demographic information, and the proposed collaborative activities within the partners and BOS. A copy of the Local Plan was sent out to all board members and was posted for public comment; four responses were received and addressed within the Final Local Plan. With this said motion is requested by G. Loyola to approve the SCC Local plan with approval to allow staff to make minor corrections recommended by state. A motion was made by D. Sanchez and second by L. Doyle to approve the SCC Local plan with approval for minor changes if necessary and the motion was unanimously approved.
- b. SCC Service Delivery Agreement** - A mandated document stating SCC BOS has an agreement with the provider of services, SCC, and identifies what those services are. The plan was discussed with DES and was missing the method of payment, which has been inserted into the agreement and must also include 2 CFR 200 regulations regarding use of public funds. Modifications have been made to this document as well as other documents on today's agenda. G. Loyola requested a motion to approve the SCC Service Delivery Agreement with approval to make minor recommended changes if necessary. A motion was made by D. Sanchez and second by L. Doyle to approve the SCC Service Delivery Agreement with approval for minor changes if necessary and the motion was unanimously approved.
- c. SCC Shared Governance Agreement** - Another required document that stipulates WDB activities XYZ and list the BOS responsibilities with WDB. Document was submitted several times for review until guidance was provided to include the required wording. G. Loyola requested a motion to approve the SCC Shared Governance Agreement, with approval to make minor recommended changes if necessary. A motion was made by D. Sanchez and second by L. Doyle to approve the SCC Governance Agreement, with approval for minor changes if necessary. The motion was unanimously approved.
- d. SCC One Stop Operator** - SCC One Stop Operator Selection, with partners participating and sharing costs to contract a One Stop Operator. Previous RFP was lacking partner contributions resulting a lack of interest from bidders, SCC sole sourced and provided that service. Federal Government came back stating we could not do that. With the help of M. Cervantes, partners are now contributing to the costs totaling \$10,000 dollars . SCC re-procured and received one bid. The bid was evaluated by the SCC LWDB Procurement Committee, and earned a total average score of 83.6. G. Loyola requested a motion to approve the SCC One Stop Operator selection; V. Hetherington made a motion to approve and was second by S. Perez and the motion was unanimously approved. This agreement will go out to the BOS for approval and a contract will be sent out to the selected One Stop Operator. An email will be sent out to all Board Members when this is completed to advise who the chosen candidate is and when there start day will be.
- e. SCC LWDB Membership** - SCC Board Membership, this is a ratification and knowledge the SCC BOS appoints these members. Board membership must have 51% of Business representation SCC was one member short in meeting the requirement. M. Cervantes submitted the same roster, with the additional member, and state came back stating SCC needed 3 more additional business members(3 current members did not qualify as business). As of now, we are currently working on getting this fixed and by the next meeting, we should have 5 new board members.
- f. Conflict of Interest Policy**- Workforce Arizona Council passed a policy dealing with Conflict of Interest and itemizing all required items at local level. SCC used a copy of the WAC Conflict of Interest policy as a guidance, following their outline and language, making necessary modifications to meet SCC requirements the best way possible and has been submitted for approval. G. Loyola requested a motion to be approved. A motion was made by V. Hetherington and second by D. Sanchez to approve the SCC

Conflict of Interest Policy with approval to make minor recommended changes if necessary. The motion was unanimously approved.

g. Memorandum of Understanding (MOU) - An agreement between all SCC partners, agreeing on collaborating and coordinating activities and Local One Stop Center responsibilities. G. Loyola requested a motion to be approve. A motion was made by V. Hetherington and second by D. Sanchez to approve the SCC MOU with approval for minor changes if necessary. Motion was unanimously approved.

h. Infrastructure Agreement - An agreement between all SCC partners, agreeing on contribution and equal share of funding to help operate the One Stop. G. Loyola is requesting to have a motion to approve the old IFA to include OSO and to approve the New IFA, with possible modifications due to COVID-19, and any other possible modifications due to expenses incurred with all other partners. G. Loyola is requesting motion to approve. A motion was made by D. Sanchez and second by D. Loyola to renew the old IFA agreement and come back to Board with changes made to it. Motion was unanimously approved.

i. Other Action Items : No other items

H. Partner Reports

1. Title I – Workforce Development- Irasema Olvera

Outreach for this reporting period includes:

- Service delivery changes have been made due to COVID- 19 and the number of people visiting the ARIZONA@WORK Job Center. Services are now being provided on appointment basis, taking all necessary precautions. A full time custodian has been assigned to disinfect resource room as clients come and go.
- As of March 2020 WIOA has assisted 3 Dislocated Workers, 3 Adults who are currently in training. We began our new In School Youth Program in July and currently have 8 new youths participating and 14 returning from last year for a total of 22 youths in the program. COVID-19 has brought about challenges with work experience and job placement, we started the program by replacing the WEX Experience with Arizona Career Readiness Credential (ACRC) an online certification program that enhances employability , soft skills and provides the opportunity to earn certification validating their Academic and Employability Skills.

2. Title II – Adult Education & Literacy- Irasema Olvera

- Adult Education GED/ ELLA classes are currently still in process, we have made the change of going completely Virtual due to the COVID-19.
- Our Title II Coordinator, Sylvia Godinez has resigned. We are sad and wishing her the best in her new endeavor.

3. Title III – Wagner-Peyser Act / Employment Service – Juan Gomez

Since April, 8,764 individuals have been assisted by local staff, with 98% being unemployment issues. Recorded 61 placements. Employment services are trying to do their best to provide employer services but have been quite overwhelmed with UI.

Alma, Zaida and Ana have received a Team Award for the Army of Advocates for the complaint system. Congratulations to them.

A BIG Thank You to all the custodial staff at the Job Center for their great help in keeping the center disinfected and clean for all staff and clients.

4. Title IV – Vocational Rehabilitation Services – David Howard

Title 4 Report: –Santa Cruz County

VRS- David Howard

VRC- Anel Altamirano

VRC- Open Position

RT- Karen Villagran

Successful closures: 12

Successful placements: 12

Outreach

- Currently providing all services virtually. All staff is currently working from home and still providing services and referrals. In the process of hiring another VR Counselor for the Nogales office.

I. Board Reports

- **D. Sanchez** – Had nothing to report; enquired about Food Bank
- **S. Perez-** EMT and CNA are still going on for the fall. Classes will be delivered virtually and in the process of how they will do the in person training. SCC training had a water leak on June 26 and delayed the opening of the Center. Currently now opened and ready for fall. Tutors available and ready to begin fall semester registration. All courses are up in the Santa Cruz County Centers website.
- **K. King** – Currently have 150 Apprentices working. Getting ready to start with a new session and for the first time will be conducted via Zoom. Trying to keep everyone safe and healthy.
- **N. Lucero** – Thank you to everyone for your continued education. Stay safe and healthy.
- **E. Triguerras** – New office hours Monday – Friday 8:00 a.m. – 12:00 p.m. & First Saturday of every month. Produce operations have changed due to the COVID-19. Produce has been distributed since the start of Covid. It is currently distributed every Friday at Nogales High School, with the help of the National Guard.

- **L. Doyle:** 80 % of Sales in Rio Rico and 20% in Nogales. Has not really changed since the last time.
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- **C. Young** – Currently back to school with virtual classes. Two different areas of problems have presented themselves with virtual instruction. One has been internet access and the second one is lack of equipment for students. SCC Superintendent's office has applied for two different grants mapping out trying to get more reliable affordable internet and working together with SCC to develop a task force together to make this happen. In addition, SCC Superintendent is receiving funds through the Rotary Club to purchase laptops and looking into taking donations to repair old laptops.

K. Next Meeting – September 09, 2020 via Zoom at 12:00 noon

L. Adjournment

- D. Sanchez motioned to adjourn the meeting, seconded by L. Doyle and unanimously approved. The meeting adjourned at 1:02 p.m.