



Innovative Workforce Solutions

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Regular Meeting

June 10, 2020

9:00 a.m.

MINUTES

I. CALL MEETING TO ORDER

Maria Chavoya called the meeting to order at 9:12 a.m.

II. PLEDGE OF ALLEGIANCE

Jesus Garcia led the Pledge of Allegiance.

III. ROLL CALL

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

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

Thereby a quorum was established.

Maria Chavoya welcomed Supervisor, Lynne Pancrazi and CEO, Susan Thorpe.

IV. *CALL TO THE PUBLIC

There were no comments from the public.

V. INTRODUCTIONS

Maria Chavoya welcomed Miguel Ramos to the Board; Mr. Ramos represents the Governmental, Economic and Community Development Section.

VI. DISCUSSION AND ACTION ITEMS:

A. Approval of the Consent Agenda

1. **Approval of Minutes (May 13, 2020)**
2. **Microsoft Office Specialist 2019 (Online)**
3. **Microsoft Office Specialist Word 2019 (Online)**
4. **Microsoft Office Specialist PowerPoint 2019 (Online)**
5. **Microsoft Office Specialist Excel 2019 (Online)**
6. **April 2020 Financials**

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

Steven M. Miller made a motion to approve the Consent Agenda; Seconded by Judith Castro.

VOICE VOTE: 11-0

Daniel Corr recused himself from voting on items 2, 3, 4 and 5 due to the items pertaining to Arizona Western College.

B. Discussion and Action Items

1. Approval of Continuity Plan

Adriana McBride stated, Governor Ducey's Executive Order 2020-36 "Stay Healthy, Return Smarter, Return stronger" requires any business, including non-profits, that serves the public shall develop, establish and implement policies to limit and mitigate the spread of COVID-19. In lieu of having a policy that will need to be approved and revised frequently, Adriana McBride requested approval of the Continuity Plan. In the event the agency has to temporarily close, the Board will be informed.

Maria Chavoya asked for a motion to approve the Continuity Plan.

Daniel Corr made a motion to approve the Continuity Plan; Seconded by Antonio Zuniga.

VOICE VOTE: 12-0

2. Policy 711: Family and Medical Leave Act (FMLA) Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Adriana McBride stated the policy is to comply with the Emergency Paid Sick Leave (EPSL) and the Emergency Family and Medical Leave Expansion Act (EFMLEA) under the Families First Coronavirus Response Act (FFCRA). Policy is temporarily from April 1, 2020 to December 31, 2020. A request for emergency paid sick leave form was developed and will require documentation.

Daniel Corr commented, the policy is federal law and it is required we comply with it; therefore policies can be written in a way they would not need to be presented to the Board.

Maria Chavoya asked for a motion to approve Policy 711: Family and Medical Leave Act (FMLA) Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus).

Steven M. Miller made a motion to approve Policy 711: Family and Medical Leave Act (FMLA) Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus); Seconded by Samuel G. Loveless.

VOICE VOTE: 11-0

3. Approval to Submit State Request for Extension on the 4 Year Local Plan

Nidia Herrera recommended the Workforce Development Board to approve to submit State request for extension of the 4 Year Local Plan. Nidia Herrera summarized the reasons for the request due to the current COVID-19.

Maria Chavoya asked for a motion to approve to submit State request for extension on the 4 Year Local Plan.

Daniel Corr made a motion to approve to submit State request for extension on the 4 Year Local Plan; Seconded by Tracy Shultz.

VOICE VOTE: 12-0

4. Approval to Submit State Request for Extension on the One Stop Memorandum of Understanding/Infrastructure Funding Agreement

Nidia Herrera recommended the Workforce Development Board to approve to submit State request for an extension on the One Stop Memorandum of Understanding/Infrastructure Funding Agreement. Nidia Herrera informed the Board the One Stop MOU/IFA is to be completed and finalized. A State request for an extension is allowed and must be approved by the Board.

Maria Chavoya asked for a motion to approve to submit State request for extension on the One Stop Memorandum of Understanding/Infrastructure Funding Agreement.

Samuel G. Loveless made a motion to approve to submit State request for extension on the One Stop Memorandum of Understanding/Infrastructure Funding Agreement; Seconded by Jesus Garcia.

VOICE VOTE: 12-0

VII. YUMA COUNTY WORKFORCE DEVELOPMENT BOARD ELECTIONS

Maria Chavoya presented the slate results:

- Chair: Maria Chavoya
- Vice-Chair: Jesus Garcia
- Secretary/Treasurer: Steven M. Miller

Maria Chavoya informed the Board, the numbers and ballots are available if any member would like to review them.

Maria Chavoya asked for a motion to approve the slate as presented.

Daniel Corr made a motion to approve the slate as presented; Seconded by Kevin Imes.

VOICE VOTE: 12-0

Maria Chavoya encouraged the Board members to step up to join the Executive Board.

VIII. DIRECTOR REPORT

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

During the presentation Daniel Corr commented, the State indicated they would keep the Rapid Response dollars at the State level, what kind of loss does that mean to Yuma County, how much money would have been received if that wouldn't of been the decision. Patrick Goetz replied for this year \$180,000. A brief conversation took place regarding Rapid Response funds.

During the presentation Kevin Imes asked a question regarding the Fourteen Elements waiver, would the waiver be presented to the Board first for approval. Nidia Herrera replied, it's not required, but if the Board requests it, it can be presented for Board approval. Nidia Herrera stated Yuma County did not request a waiver, but if the Board decides certain elements need to be waived, we can work on a waiver. Nidia Herrera and Maria Chavoya asked Mr. Imes if he would like to propose a further discussion. Mr. Imes replied no, but he would like to be informed if any of the Fourteen Elements are being requested to be waived.

Maria Chavoya requested agenda item XIII to be moved to move into Executive Session.

IX. CALL FOR EXECUTIVE SESSION

Maria Chavoya asked for a motion to move into Executive Session. Daniel Corr made a motion to move into Executive Session; Seconded by Tracy Shultz. The motion was approved unanimously.

Maria Chavoya asked the public and staff to excuse themselves from the session.

After the Executive Session, Maria Chavoya asked for a motion to open the regular session. Kevin Imes made a motion to open the regular session; Seconded by Antonio Zuniga. The motion was approved unanimously.

X. ACTION ITEM

1. Approval of Annual Evaluation and Salary Increase for Executive Director.
Maria Chavoya asked for a motion to approve the Annual Evaluation and Salary Increase for Executive Director.

Daniel Corr moved approval of the acceptance of the performance evaluation of the Executive Director and the proposed salary increase; Seconded by Kevin Imes.

VOICE VOTE: 10-0

XI. PRESENTATION AND INFORMATION ITEMS:

1. Youth Director Presentation

Juan Castillo, Youth Director presented a PowerPoint. The PowerPoint is attached.

During the presentation Maria Chavoya asked on unmet target goals. Mr. Castillo replied he would review what areas of opportunities can be put in place to ensure the goals are being met. Nidia Herrera added, we would assist the service providers with options to meet the goals.

Mr. Castillo reported for the Youth Committee. Presentation is attached.

2. Business Services/Rapid Response

The Business Service/Rapid Response presentation was not provided due to technical difficulties. A link will be sent out to Board members via email to view the presentation.

XII. WDB MEETING SCHEDULE

- A.** Proposed Next Meeting Date: Wednesday, August 12, 2020 at 9:00 a.m. Location is to be determined.

XIII. OTHER INFORMATION AND/OR COMMITTEE REPORTS

A. Economic Development Issues, Report

The Economic Development Issues Report was not provided.

B. Educational Opportunity Center Charter High School Board, Report

Steven M. Miller reported:

- Expenses are at 90%, and are at 92% of the school year.
- FY 2020-2021 Budget is at 994,373.
- The school has not determined if reopening for the upcoming school year due to COVID-19. Will have more information in July whether classes will be in class or distant learning.

Kevin Imes added, Superintendents met last week regarding the reopening of the school and they expect to open the date that has been scheduled. The only change is they will be taking out fall break so the year can end an entire week early. This decision can change upon the Board's approval, but that's the recommendation. Mr. Miller stated the Board is hoping students can attend in a classroom setting.

C. Southwest Technical Education District of Yuma (STEDY), Report

The Southwest Technical Education District of Yuma (STEDY) Report provided under the Educational Opportunity Center Charter High School Board Report.

D. Youth Committee, Report

The Youth Committee report was provided under the Youth Director's Presentation.

XIV. GOOD OF THE ORDER

There were no comments for the Good of the Order.

XV. ADJOURNMENT

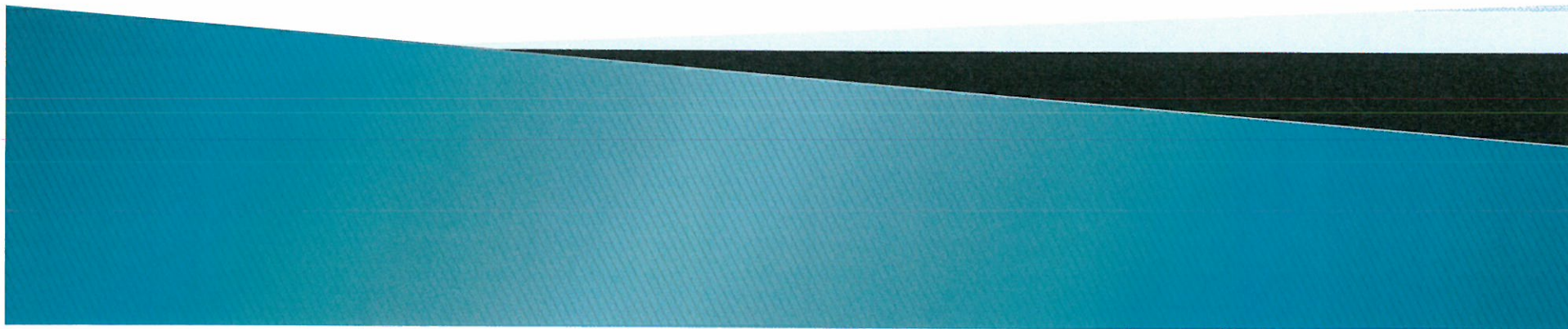
Maria Chovoya called for a motion to adjourn the meeting. A motion was made by Daniel Corr; Seconded by Kevin Imes. The motion carried.

The meeting adjourned at 11:05 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.

Executive Director Report

June 10, 2020



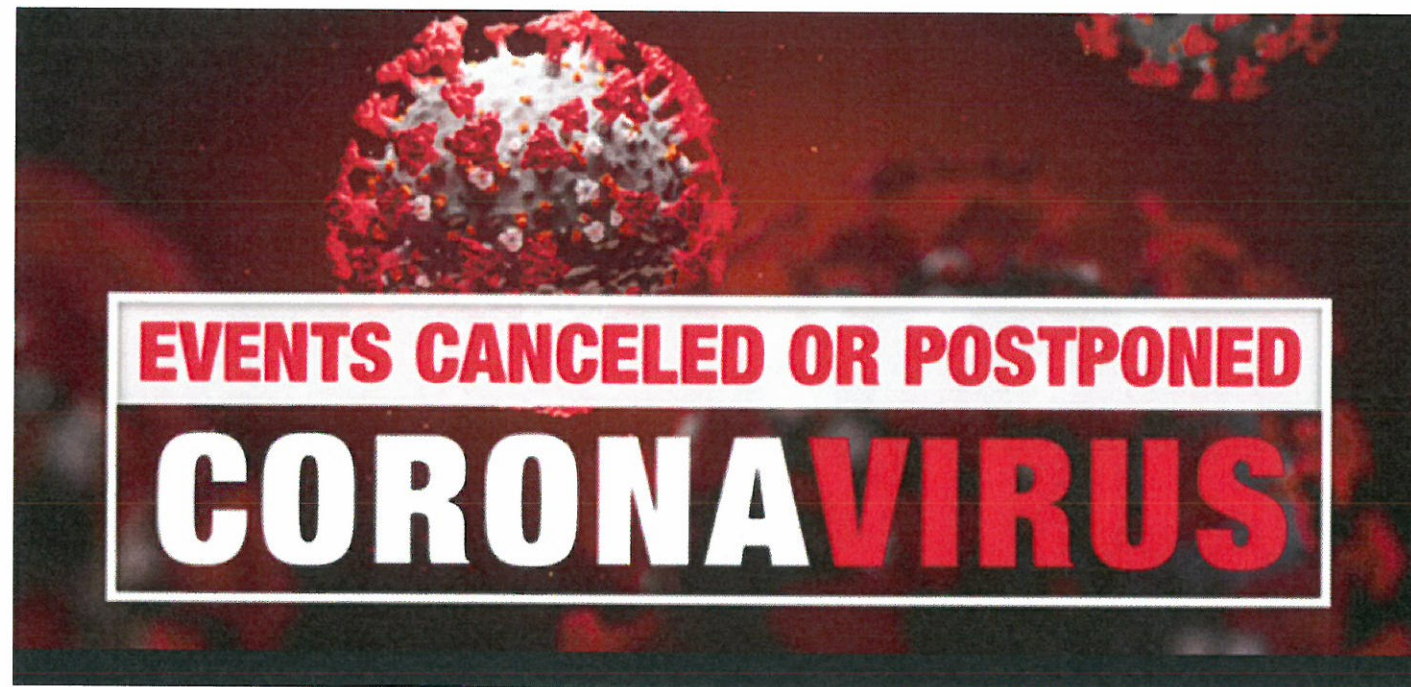
Director Virtual Meetings

Conference Calls – May 2020

- ▶ State Business Service
- ▶ Economic Development
- ▶ Arizona Workforce Association (AWA)
- ▶ Workforce Arizona Council (WAC)
- ▶ Arizona Commerce Authority (ACA)
- ▶ State/Local Board Director & Chair
- ▶ Performance Excellence Committee
- ▶ Office of Economic Opportunity (OEO)
- ▶ DES – State Workforce Services
- ▶ Chamber Breakfast: monthly
- ▶ San Luis UI: weekly
- ▶ Staff “Team” Meeting: weekly
- ▶ Service Provider Meeting: monthly



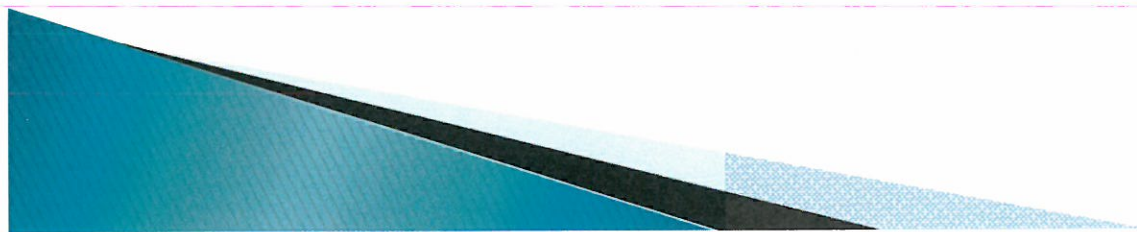
Director's Community Activities & Events: May 2020



COVID-19 Safety Measures Update



- ▶ Continue with CDC guidelines (face mask, gloves as needed)
- ▶ 50% employees are teleworking (Schedule Rotation or AM/PM Shifts)
- ▶ Continuity of Operation Plan (COOP): Updates
- ▶ Cleaning Stations: hand wipes, face masks, disinfecting products
- ▶ Purchase: Thermometers (AM & PM staff temperature check-in's and logged)
- ▶ Number of Board Staff (Quarantine): Eight (4-pending results)
- ▶ Technology Purchases: Laptops/Hotspots/Acrobat Pro/Scanners/Headsets
- ▶ Remain in Current Status – until further notice



Action Items & Upcoming Projects

- ▶ **State Allocation Negotiations: Approved**
 - Adult (+32%), Youth (+31%), DW (-12%) & RR (0%)
- ▶ **Performance Negotiations for PY 20-21 & PY 21-22**
- ▶ **Memorandum Of Understanding/Infrastructure Funding Agreement (MOU/IFA):**
 - **Partner Meetings:** Vocation Rehabilitation, SCSEP, Employment Center/Veteran Program, PPEP, STEDY & Adult Education
- ▶ **Additional Trainings: ETPL**
 - AWC: Microsoft Online Courses – Pending
 - AWC: Apprenticeship Electrical Program – In Progress
 - AWC: Google Certificate Program – In Progress
- ▶ **Expanding Services in South County : Somerton Location**
- ▶ **State Clean-up/Error Report – deadline June 30th**



State Update

- ▶ **Workforce Arizona Council (WAC): Approved Request for Plan Extension**
- ▶ **Return Strong Marketing Campaign:**
 - Possible Challenges: Free & No Cost –No reported complaints
 - One Stop Center Reaching Out & Tracking Information
- ▶ **Performance Negotiations**
- ▶ **Promoting AZ Career Readiness Credential (ACRC)–available online to individual interested**
- ▶ **Arizona Workforce Association (AWA): Submitted Waivers to the State**



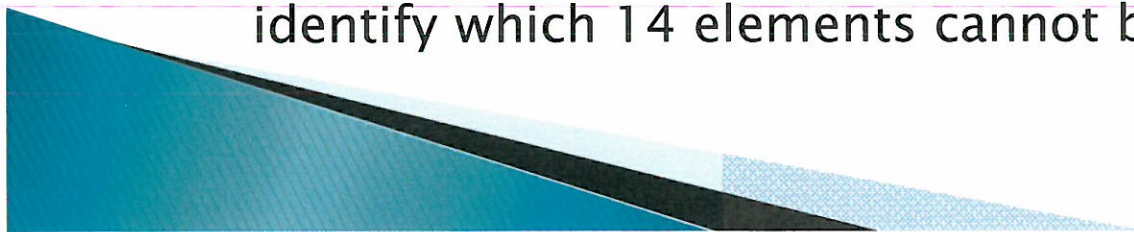
Local Area Waivers Requested

- ▶ **Reimburse Employers (90%) for OJT's:** Participant wages to offset the cost of training new employees?
 - Response: Waiver for consideration at a later date
- ▶ **Performance Measures:** Use WIOA Funds more freely and not get penalized for not meeting performance measures.
 - Response: Performance promotes accountability and may not be waived
- ▶ **Youth Eligibility (5%):** Allow youth that are not low income to be enrolled. Requesting to increase percentage to serve more youth?
 - Response: Eligibility may not be waived (20 CFR 679.630)




Local Area Waivers Request, cont.

- ▶ **Lowering the 75% Out of School (OSY) expenditure requirement:**
 - Response:
 - 1) Locals are meeting the OSY expenditure requirements
 - 2) There's on 3 areas currently not meeting the requirement.
 - 3) Needing information to determine whether a waiver should be submitted or if other actions to be taken to assist these areas to meet the requirements.
- ▶ **Youth 14 Program Elements:** Waiver to provide the 14 elements as required by the Act.
 - Response: Additional information is being requested to identify which 14 elements cannot be provided and why.



State Four Year Plan Timeline

- ▶ **DEC/JAN:** ADE, DES, OEO worked together to establish expectations for LWDB local plan submission
 - ▶ **FEB:** OEO provides training for identifying local in-demand industries and occupations
 - ▶ **APRIL:** Final Local Plan Policy & Submission Guidance posted on DES website. LWDB begin plan development
 - ▶ **MAY:** Monthly call time utilize to offer Q&A regarding submission requirements and process
 - ▶ **MAY/JUNE:** Training and support materials provided to support performance negotiation component of local plans submission
 - ▶ **JULY 1st – JULY 15th:** LWDB submit local plans to DES for compliance review
 - ▶ **JULY/AUG:** Performance negotiation occur. LWDB modify plans to comply with requirements and reflect performance negotiation
 - ▶ **OCT/NOV:** Plans complete and ready for approval and recertification process
- 

Local Four Year Plan

New Timeline

- ▶ State Allowing Local Area Extension (case by case basis)
- ▶ Request LWDB Approval to request State Extension
- ▶ Resume Partner Meetings – Key Stakeholders & Partners
- ▶ Modified Local Plan Timeline:

Date	Timelines
June 29, 2020	Review Meeting
July 6, 2020	Review Meeting
July 13, 2020	Review Meeting
July 20, 2020	Final meeting. Review plan and make final changes before posting plan.
July 31 2020 to Aug 10, 2020	ARIZONA@WORK-Yuma County presents the Workforce Development Plan 2020-2023 to the Executive Committee & Yuma County Administrator for review/comments.
Aug 12, 2020	ARIZONA@WORK-Yuma County presents the Workforce Development Plan 2020-2023 to the Full Local Workforce Development Board for review, revision and approval.
Aug 13, 2020	Send Public Notice to local newspaper & IT Department for posting on the website and distribution list to partners and stakeholders. Post the plan on the website for review (Allow 30 days for comments).
Aug 13, 2020 to Sept 12, 2020	30 Day Public Comment Period.
Sept 1, 2020	Submit draft Plan to Board of Supervisors (BOS) for agenda quick.
Sept 14, 2020	Comment Review, if received.
Sept 21, 2020	BOS Meeting for approval.
October 1, 2020	Submission of the Arizona Workforce Development Plan 2020-2023 to State.

Annual Performance PY' 19/20

(July 2019 –May 2020)

Dislocated Worker

Employment Rate (Q2) (Cohort Period: 07/01/2018 – 06/30/2019)		Employment Rate (Q4) (Cohort Period: 01/01/2018 – 12/31/2018)		Median Earnings (Cohort Period: 07/01/2018 – 06/30/2019)	Credential Rate (Cohort Period: 01/01/2018 – 12/31/2018)		Measurable Skill Gains (Cohort Period: 07/01/2019 – 06/30/2020)	
Rate		Rate		Earnings	Rate		Rate	
77.50%		72.00%		\$6900.00	57.80%		NA	
42	82.35%	39	73.58%	\$5473.80	7	63.64%	8	80.00%
51		53			11		10	



Performance PY' 19/20

(July 2019 – May 2020)

Adult

Employment Rate (Q2) (Cohort Period: 07/01/2018 – 06/30/2019)		Employment Rate (Q4) (Cohort Period: 01/01/2018 – 12/31/2018)		Median Earnings (Cohort Period: 07/01/2018 – 06/30/2019)		Credential Rate (Cohort Period: 01/01/2018 – 12/31/2018)		Measurable Skill Gains (Cohort Period: 07/01/2019 – 06/30/2020)	
Rate		Rate		Earnings		Rate		Rate	
74.00%		67.00%		\$5500.00		66.00%		NA	
<u>281</u>	75.74%	<u>253</u>	73.12%	<u>\$5810.75</u>		<u>41</u>	85.42%	<u>72</u>	54.55%
<u>371</u>		<u>346</u>				<u>48</u>		<u>132</u>	



Performance PY' 19/20

(July 2019 –May 2020)

Youth

Placement Rate (Q2) (Cohort Period: 07/01/2018 – 06/30/2019)		Placement Rate (Q4) (Cohort Period: 01/01/2018 – 12/31/2018)		Median Earnings (Cohort Period: 07/01/2018 – 06/30/2019)	Credential Rate (Cohort Period: 01/01/2018 – 12/31/2018)		Measurable Skill Gains (Cohort Period: 07/01/2019 – 06/30/2020)	
	Rate		Rate	Earnings		Rate		Rate
	68.50%		66.00%	NA		54.00%		NA
<u>103</u>	73.57%	<u>85</u>	74.87%	<u>\$4562.71</u>	<u>67</u>	65.69%	<u>129</u>	51.71%
<u>140</u>		<u>114</u>			<u>102</u>		<u>249</u>	

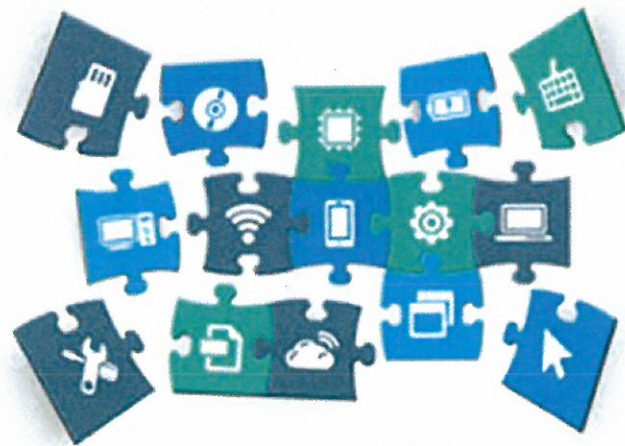




YOUTH SERVICES

Monthly Report (June)

PROGRAM OVERVIEW



- One on one meeting with staff (2nd time)
- Youth Committee Meeting
- We continue assisting DES in San Luis, AZ for the month of May
- File review
- Streamlining Program Data

HIGHLIGHTS

- 5 Participants received their CNA
- Adobe Acrobat DC PRO
- Structured communication process
- File Review Internal Process
- 13 enrolled in ACRC



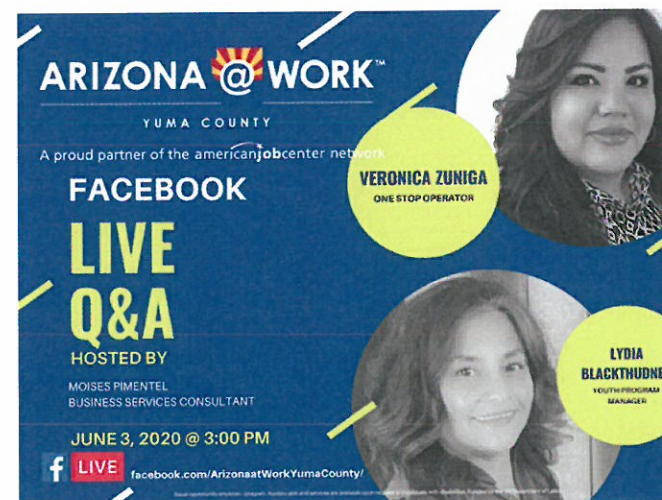
CHALLENGES



- Enrolling participants in WEX during Pandemic
- GED Students not having classroom environment

OUTREACH

- Q & A Facebook Livestream on 6/3/20
- Joe Teposte (news operations manager) interviewed one of our staff members
- Social Media using all platforms



MONTHLY CHECK-INS (at a glance)

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Adult	9	35	25	28	29	26	21	11	11	4	9	208
Youth	338	412	253	242	259	284	434	299	199	79	38	2837
Youth in School	38	52	27	31	121	72	92	25	24	6	7	495
Veteran	3	1	0	1	0	1	3	1	1	3	0	14
Dis. Worker	39	53	32	34	24	32	50	46	24	13	6	353
Seasonal	11	22	8	11	10	16	25	13	4	1	1	122
1:1 Orien.	63	88	46	51	25	55	48	53	31	19	23	502
Eligibility	20	18	27	20	58	32	25	23	15	23	8	269
TABE	55	41	41	35	67	38	38	59	15	13	17	419
TOTAL	933	1169	737	723	881	866	1191	840	534	244	156	8274

ENROLLMENT DATE

Program	Carry Overs	Previous Enrollments	May Enrollments	YTD Total	19/20 Targeted Goal
OSY (14 Elements)	128	253	23	409	300
OSY (ABE/GED)	44	42	6	6	70
In-School Youth	0	40	1	41	40

14 PROGRAM ELEMENTS

Service	Enrolled	Completed
1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention	40	33
2. Alternative Secondary School and Dropout Recovery Services	45	8
3. Paid and Unpaid Work Experience	123	82
4. Occupational Skills Training	116	84
5. Education Offered Concurrently with Workforce Preparation	0	0
6. Leadership Development Opportunities	23	23
7. Supportive Services	621	680

14 PROGRAM ELEMENTS

Service	Enrolled	Completed
8. Adult Mentoring	0	0
9. Follow-Up Services	129	4
10. Comprehensive Guidance and Counseling	0	0
11. Financial Literacy Education	47	47
12. Entrepreneurial Training	0	0
13. Services that Provide Labor Market Information	136	88
14. Postsecondary Preparation and Transition Activities	205	108

YOUTH SERVICE DATA (at a glance)

Ser. Level	19/20 Target Goals	Youth Goals	Jul '19	Aug 2019	Sep 19	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	TOTAL
Basic Career Services	Enrollments	300 % 120	20	18	27	19	59	27	35	23	25	23	5		409
Individual Career Services	WEX/Internships/OJT	190	14	18	12	14	5	12	16	10	9	2	4		116
	Employed Participants	139	5	4	5	4	3	2	5	3	9	2	8		50
Training Services	# Participant beginning training	100	13	3	14	11	3	3	32	10	4	14	5		112
	# participants become employed	73	5	6	5	6	3	2	3	2	10	3	9		54
Employment	Average wage	\$12.50	\$13.10	\$12.43	\$10.6	\$12.09	\$11.33	\$11.47	\$12.68	\$12.82	\$13.57	\$12.50	\$12.45		\$12.28
Customer Satisfaction	Evaluation of Customer Service	180	115	128	111	82	31	27	35	9	7	0	12		557

CREDENTIALS

Credentials	YTD	Currently Attending
Microsoft Word Specialist 2010	47	8
Commercial Driver License	22	6
Certified Nursing Assistant	27	6
Phlebotomy	1	0
Medical Office Specialist	10	1
Child Care Development	4	0
Medical Billing and Coding	0	4

CREDENTIALS

High School Equivalency ABE/GED	YTD	Currently Attending
Arizona Western College	9	20
Adult Literacy Plus of AZ	2	0
Somerton Adult ED	1	0
PEPP- Youth Build	20	16
In School Youth High School Diploma	41	9

FY 2020/2021 GOALS

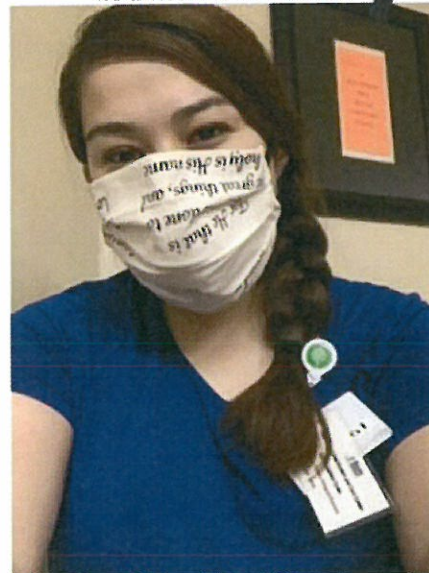
Service Level	Basic Career Services	Individual Career Services		Tutoring Services		Employment	Customer Satisfaction
2020/2021 Target Goals	Enrollments	WEX/Internships/OJT	Employed Participants	# of Participants beginning training	# of participants become employed	Average Wage	Evaluation of Customer Service
Youth Goals	500	TBD	TBD	TBD	TBD	TBD	TBD

SUCCESS STORY

Cielo has successfully completed her CNA Training at Regional Center for Border Health and has attained her nursing assistant Certification. She has attained employment at Haven of Sandpointe where she had participated in a work experience.

I feel this program really helped me evolve as a person and become something good out of life, it really helped me put my skills into work and learn alot new things.

LET'S CONGRATULATE AND CELEBRATE
CIELO E. GARCIA
ARIZONA@WORK-Youth Services
NURSING ASSISTANT TRAINING

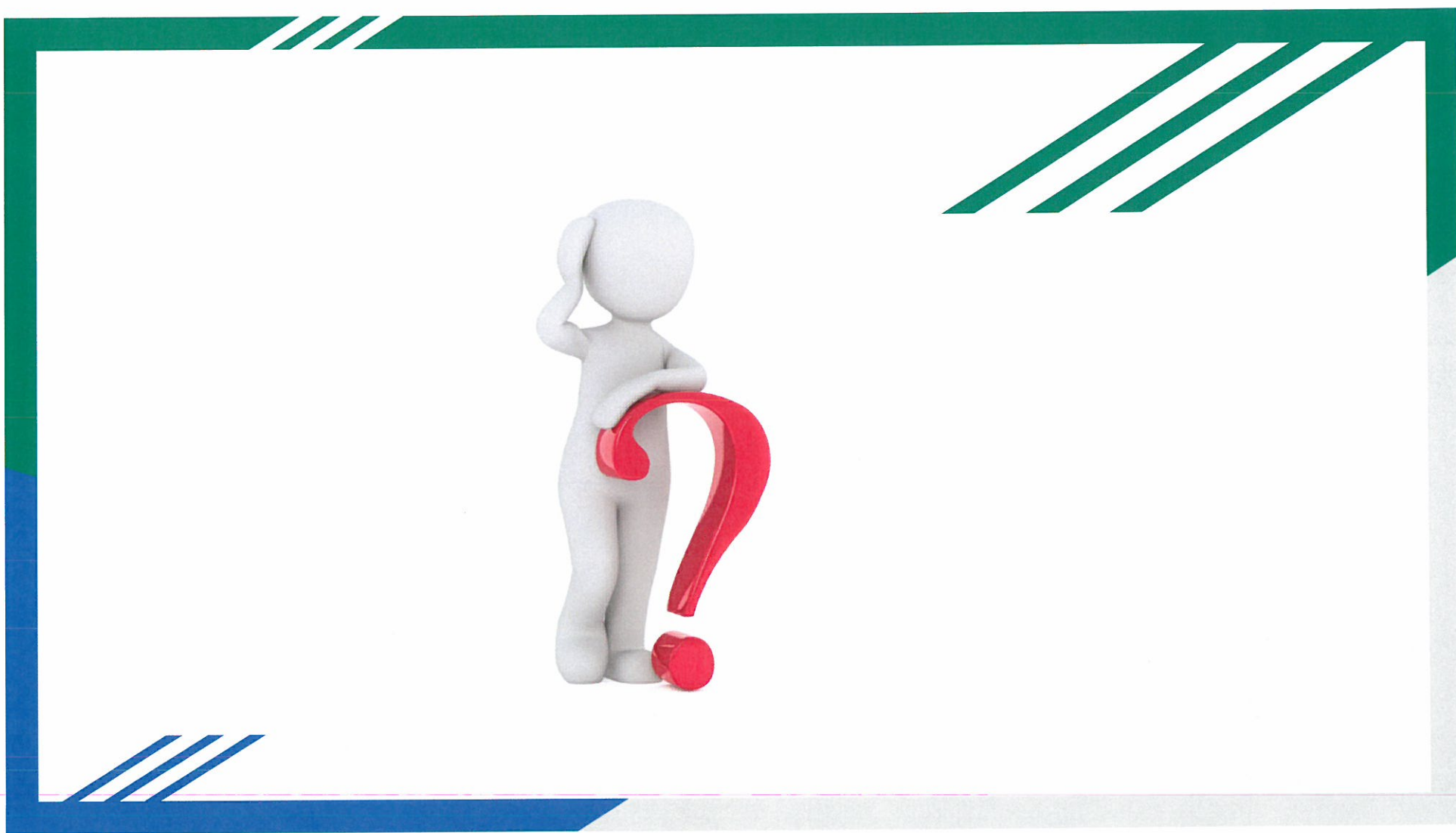


ARIZONA@WORK™

YUMA COUNTY

A proud partner of the americanjobcenter network

Funded by Department of Labor



YOUTH COMMITTEE MEETING

- Presented Program Overview
- COVID-19 Adjustments & Initiative
- Program & Budget Information
- Adult Mentoring & Entrepreneurship