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**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD –
PERFORMANCE REVIEW COMMITTEE**

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364
Meeting Link: <https://us06web.zoom.us/j/83325500507>
Meeting ID: 833 2550 0507
Phone: +12532158782,,83325500507# US
December 1, 2025
11:00 a.m.

MINUTES

I. CALL MEETING TO ORDER

Brandon Culpepper called the meeting to order at 11:02 a.m.

II. PLEDGE OF ALLEGIANCE

Brandon Culpepper led the Pledge of Allegiance.

III. ROLL CALL

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

Members Present	Members Absent
1. Brandon Culpepper	1. Wallin Gustin (Excused)
2. Gregory LaVann	
3. Arturo Morales	

Thereby a quorum was established.

Guest/Staff Present

Nidia Herrera, Executive Director
Gladys Ochoa, Compliance Manager
Elena Felix, Workforce Liaison
Beatriz Aguilar, Clerk of the Board

IV. ADDITIONS TO THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)

Nidia Herrera explained that the Performance Review Committee is responsible for reviewing training providers seeking to be added to the Eligible Training Provider List (ETPL). These providers offer certifications that may be funded through WIOA program dollars. This review process was added to the committee’s duties to allow the board to evaluate and comment on proposed trainings before they are approved.

If a training program is added to the ETPL, providers have two years to enroll participants. Programs with no enrollments within that period must be removed. Several programs were removed this past year for not meeting this requirement.

Nidia Herrera emphasized the importance of board input, as board members are connected to the community and aware of workforce needs.

- **Logistics and Supply Chain Management, Undergraduate Certificate**
Nidia Herrera presented the proposed Logistics and Supply Chain Management Undergraduate Certificate from Northern Arizona University (NAU) for consideration. The full packet, prepared by the LWDB ETPL Coordinator, includes training costs, labor market information, projected job availability, and confirmation that the occupation is in demand, as required for WIOA funded programs.

Because this is a new program, NAU does not yet have performance data; however, staff will review enrollment, completion, and employment outcomes annually. The program meets educational and industry-sector requirements, and OEO labor market projections support the demand for this occupation. NAU has identified several employers prepared to partner with them, including R.L. Jones, Spindle Cooling, Onvida Health and Gowan Industries.

The total training cost is \$9,278, which exceeds the \$6,000 training cap. NAU confirmed that the remaining \$3,278 can be covered through scholarships to ensure participants do not incur additional costs. NAU anticipates starting a cohort of 10–12 participants in Spring 2026.

Brandon Culpepper asked what is the minimum enrollment required for a provider to remain on the ETPL? Nidia Herrera replied there is no specific number; a provider must have at least one WIOA participant enrolled within a two-year period to stay active on the list.

Gregory LaVann asked how does this program relate to Arizona Western College's logistics program? Nidia Herrera replied AWC's logistics program was removed from the ETPL due to no WIOA participant enrollments and no WIOA participants. NAU's program would need active WIOA partnership to succeed.

Brandon Culpepper asked how long does the NAU undergraduate program take, and are college credits earned? Elena Felix replied the program is an 18-credit undergraduate certificate, estimated to take six months, and participants earn college credits. Mr. Culpepper also asked are there any prerequisites? Elena Felix replied no prerequisites are required for this program.

Gregory LaVann asked how will enrollments be ensured? Nidia Herrera replied NAU has proactively partnered with employers to secure placements, and most enrollments are expected to come from these partnerships. Staff identified this employer-first approach as a best practice for ensuring demand and participation. Mr. LaVann also asked are there any additional strategies to support enrollment? Nidia Herrera replied the program can also support incumbent worker training to upskill current employees.

The committee agreed to present this program to the Workforce Development Board for approval at the January meeting.

- **Certified Medication Assistant**

Nidia Herrera presented the Certified Medical Assistant program through the Regional Center for Border Health. The program cost is \$1,500, and includes tuition, supplies, uniforms, books, and registration. It is five weeks long, full-time, totaling 100 clock hours, and leads to an occupational license.

This is a new program; therefore, no historical enrollment data is available. A letter from the San Luis Walk-In Clinic supports the program's relevance. Staff noted OEO projected increases in demand for this occupation. Staff noted that no other institutions, including NAU, AWC, or ASU Yuma, currently offer a similar occupational license program

Brandon Culpeper commented, the program provides a pathway for participants to begin a career in South County and the program cost, just over \$1,000, is considered reasonable and valuable.

The committee agreed to present this program to the Workforce Development Board for approval at the January meeting.

- **Licenses Practical Nursing**

Nidia Herrera presented the Licensed Practical Nursing (LPN) program through the Regional Center for Border Health (RCBH). The program provides an occupational license and aligns with industry sector needs. A letter of support was submitted by San Luis Walk-In Clinic, indicating commitment to hiring graduates.

It was noted that the program cost is \$10,250, which exceeds the \$6,000 training cap. The remaining \$4,250 would need to be covered by the participant, as financial aid and Pell Grants are not available. The program is a 9-month, 1,000-hour training.



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Staff clarified that although the program is new for WIOA participants, a prior cohort (non-WIOA) achieved 100% credential attainment and 100% job placement.

Committee members discussed the feasibility of obtaining employer support to help offset participant costs. The committee agreed for RCBH to outreach to employers is necessary to encourage participation and ensure successful enrollment. Additional discussion covered participant eligibility, students must hold a high school diploma or GED, pass an entrance exam, and must possess an active Certified Nursing Assistant (CNA) license. This requirement may be suitable for recent high school graduates completing CTE CNA programs, though adults with CNA credentials may also qualify.

The committee also discussed whether the program could be expanded to meet Registered Apprenticeship requirements (12 months); staff will share this information with RCBH for consideration.

The committee supported moving the program forward for board approval, with the expectation that the Regional Center for Border Health will engage employers to help supplement the funding gap and provide additional information regarding employer support.

V. CONTRACTED SERVICE PROVIDER PERFORMANCE (7/1/2025-10/31/2025)

Gladys Ochoa presented the Performance Reports per program (Adult, Dislocated Worker, Youth) and the budgets and goal outcomes for each service provider.

- Youth Services
- Ross Innovative Employment Solutions (Adult & Dislocated Worker)

Gregory LaVann asked whether staff had received any feedback from training providers regarding any unforeseen factors affecting performance numbers, or if the current performance is typical for this time of year compared to year-end. Gladys Ochoa replied that current performance numbers are typical for this time of year. Updated numbers will be available by the next meeting in April. Reports are provided to service providers to keep them informed and on track for year-end performance targets. Nidia Herrera commented that enrollment numbers reduced due to the transition from three adult providers last year to one provider this year. The new provider is still managing transferred files and the provider has reported staffing adjustments.

Nidia Herrera shared the Performance Review Committee Calendar. Committee meetings will be held in the months of April, August and December.

VI. GOOD OF THE ORDER

There were no comments for the Good of the Order.



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VII. ADJOURNMENT

Brandon Culpepper asked for a motion to adjourn the meeting.

Arturo Morales made the motion which was seconded by Gregory LaVann. The motion passed, and the meeting adjourned at 11:52 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.