



Innovative Workforce Solutions

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma AZ 85364
Meeting Link: <https://us06web.zoom.us/j/83249388993>
Meeting ID: 832 4938 8993
Phone: +16694449171,,83249388993# US
April 8, 2026
9:00 a.m.

MINUTES

I. CALL MEETING TO ORDER

Samuel G. Loveless called the meeting to order at 9:03 a.m.

II. PLEDGE OF ALLEGIANCE

Samuel G. Loveless led the Pledge of Allegiance.

III. ROLL CALL

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

Members Present (Virtually)	Members Absent
1. Maria Chavoya	1. Judith Castro (Excused)
2. Brandon Culpepper	2. Daniel Corr
3. Jesus G. Figueroa	3. Jesus Garcia (Excused)
4. Carla F. Gonzalez	4. Gregory LaVann
5. Frank Grijalva	5. Antonio Zuniga
6. John Diemer	
7. Karime Hayer	
8. Karen King	
9. Samuel G. Loveless	
10. Salvador Machado	
11. Sandra Navarrete	
12. Michael J. Sabath	
13. Wesley Splawn	
14. Laura Wisniewski	

Thereby a quorum was established.

Guest/Staff (Virtually)

Lynne Pancrazi, BOS Board Member
Ian McGaughey, County Administrator
Steve Barba, YPIC

Beatriz Aguilar, YPIC
Nidia Herrera, YPIC
Patrick Goetz, YPIC

Samuel G. Loveless acknowledged Lynne Pancrazi and Ian McGaughey from the Yuma County Board of Supervisors.

IV. *CALL TO THE PUBLIC

There were no comments from the public.

V. INTRODUCTIONS

Samuel G. Loveless introduced John Diemer, Program Manager at Arizona DES Workforce Solutions Administration who was appointed by the Board of Supervisors on February 19, 2026.

John Diemer commented he is the new Program Manager for Yuma and also serves as the Program Manager and a board member for Mojave County.

VI. EXECUTIVE COMMITTEE UPDATE

Samuel G. Loveless informed the Board, the Executive Committee met on March 11, 2026 to review the Executive Directors annual evaluation.

VII. APPROVAL OF THE CONSENT AGENDA

- 1. Meeting Minutes (January 14, 2026)**
- 2. EOC Charter High School Caffeinated, Stimulant and Nicotine Policy**
- 3. Continuity of Operations Plan**

Samuel G. Loveless asked for a motion to approve the consent agenda. Frank Grijalva made a motion to approve the Consent Agenda; Seconded by Carla F. Gonzalez.

The motion carried 13-0

Board member; Maria Chavoya joined the meeting.

VIII. DISCUSSION AND/OR ACTION ITEMS

1. Artificial Intelligence Policy

Nidia Herrera presented a proposed policy on the use of artificial intelligence. This policy has been reviewed by legal counsel. Additionally, staff and Board members attended a conference where they obtained a workbook guide, which was used to compare and ensure the policy aligns with current guidance.

Board staff is requesting the Board's approval of this policy, which would allow staff to utilize AI tools and, in the future, expand access to participants. These tools can increase productivity, assist with drafting and summarizing content, and improve overall operational efficiency.

The policy establishes clear standards to ensure AI is used responsibly, ethically, and securely, while maintaining compliance with all confidentiality requirements related to participant information. It applies to all staff, partners, and service providers operating on behalf of YPIC and ARIZONA@WORK. The policy also outlines prohibited uses to provide clear guidance to staff. In

addition, we are developing training for staff and exploring workshop opportunities for participants. This aligns with guidance from the Department of Labor encouraging the responsible use of AI tools. We are also working closely with our HR and IT managers to design appropriate training and implementation plans.

Board member; Brandon Culpepper left the meeting.

Samuel G. Loveless emphasized the importance of providing training for staff specifically on how to use these tools appropriately, including clear guardrails, what is and is not permissible, and a basic understanding of prompt development. It's also important to reinforce the concept of keeping a human in the loop. These tools are incredibly powerful, but users must understand their limitations knowing when to rely on them and when not to, as misuse can quickly lead to issues.

Samuel G. Loveless asked for a motion to approve the Artificial Intelligence Policy.

Carla F. Gonzalez made a motion to approve the Artificial Intelligence Policy; Seconded by Maria Chavoya. The motion was approved unanimously.

The motion carried 13-0

IX. CALL FOR EXECUTIVE SESSION

1. A.R.S § 38-431.03(1): Personnel Matter-Executive Director Annual Evaluation and Salary Increase

Samuel G. Loveless asked for a motion to move into Executive Session.

Maria Chavoya made a motion to move into Executive Session; Seconded by Carla F. Gonzalez. The motion was approved unanimously.

The motion carried 13-0

Board members were moved to a breakout room.

After the Executive Session the regular session resumed.

X. ACTION ITEM

1. Approval of the Executive Director Annual Evaluation and Salary Increase

Samuel G. Loveless asked for a motion to approve the Executive Directors annual evaluation and salary increase.

Frank Grijalva made a motion to approve the Executive Directors increase and evaluation; Seconded by Carla F. Gonzalez.

The motion carried 13-0

XI. EDUCATIONAL OPPORTUNITY CENTER CHARTER HIGH SCHOOL BOARD REPORT

Michael J. Sabath reported the following information:

- Enrollment is at 77
- Expenses are at 72%, at 76% of the school year
- The school recently underwent its five-year review by the State Board of Charter Schools
 - Only one minor finding was identified, related to the language used in the high school student handbook regarding excused absences
 - This issue has since been corrected, and the handbook has been updated accordingly
- Welcomed two new members to the Charter High School Board, Salvador Machado and Sandra Navarrete

XII. ECONOMIC DEVELOPMENT UPDATE

The Economic Development Update was not provided.

XIII. PRESENTATIONS AND INFORMATIONAL ITEMS:

1. Board Member Resignation

Samuel G. Loveless informed the Board, Wallin Gustin submitted his resignation effective January 20, 2026.

2. Financials as of February 28, 2026

Steve Barba, Finance & Accounting Manager presented the financial highlights as of February 28, 2026.

- Budget for fiscal year 2025-2026 expenses are at 48% for Adult, 55% for Dislocated Worker, 62% for Youth, 70% for Admin., 58% for Rapid Response and 57% overall
- PY24/FY25 WIOA contract is 97% spent overall
- The new contract for PY25/FY26 is spent at 23%

3. Service Provider Reports

There were no questions regarding the Service Provider reports.

XIV. WDB MEETING SCHEDULE

A. Proposed Next Meeting Date: Wednesday, May 13, 2026 at 9:00 a.m.

XV. GOOD OF THE ORDER

Nidia Herrera shared the following information,

- Reminded the Board, the Yuma Pre-Summer Job & Resource Rally is scheduled for today from 3:30 to 6:00 p.m. at the main career center. This event will focus on job search support and community resources and is open to the public
- The Department of Economic Security will be hosting a Registered Apprenticeship Roadshow on April 28, 2026. This will be an all-day event held at the Hilton. Nidia Herrera will be participating on the panel. The event is free to attend; however, registration is required. If any board members are

interested in attending, please let Beatriz Aguilar or Nidia Herrera know so they can complete the registration.

- Announced that Adriana McBride, current HR Manager, has been selected to fill Patrick Goetz's position effective May 1, 2026. A transition period will be implemented to support training and ensure a smooth handoff of responsibilities.

Samuel G. Loveless expressed his appreciation for Patrick Goetz. He noted that he has had the opportunity to get to know him over the years and serve alongside him, and described him as an exceptional individual. His knowledge and expertise are remarkable, and he possesses an incredible depth of experience in this work. Mr. Goetz has made significant and lasting contributions. On behalf of Mr. Loveless and the Board, sincere gratitude was extended to Mr. Goetz for all he has given. He is truly outstanding and deeply appreciated. Samuel G. Loveless congratulated Adriana McBride and commented that he is looking forward to working with her in that role.

Maria Chavoya stated that she has worked with Patrick for many years since joining the board and expressed her sincere gratitude for all he has done. She noted that he has consistently been willing to embrace new processes and adapt to new ways of doing things, helping the organization move forward in many important ways. Ms. Chavoya expressed her deep appreciation for the years of dedication and service he has given to YPIC and the community and wished Patrick Goetz the best in his retirement.

XVI. ADJOURNMENT

Samuel G. Loveless called for a motion to adjourn the meeting. A motion was made by Maria Chavoya; Seconded by Carla F. Gonzalez. The motion was approved unanimously.

The motion carried: 13-0

The meeting adjourned at 10:38 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.