



Innovative Workforce Solutions

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD
FINANCE AND PERSONNEL COMMITTEE

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364
October 31, 2019

MINUTES

Members Present	Members Absent	Staff
Maria Chavoya	Daniel Corr (Excused)	Nidia Herrera
Jesus Garcia	Steven M. Miller (Excused)	Martha Camacho
Antonio Zuniga		Adriana McBride
		Patrick Goetz
		Beatriz Aguilar

I. CALL METTING TO ORDER

Maria Chavoya called the meeting to order at 10:15 a.m.

Maria Chavoya thanked the staff present for all the leadership and willingness to take the lead on everything that needed to get approved. Maria Chavoya informed that the Bylaws and Shared Agreement have been approved by the State. A conversation took place regarding a Memorandum of Understating (MOU) that needs to be created between the Yuma County Workforce Development Board and a Youth Director.

II. POLICIES

A. Review the revised Education Assistance Program Policy

The Finance and Personnel Committee along with staff reviewed the revised Education Assistance Program Policy. Nidia Herrera stated that the Education amount has increased. Adriana McBride stated that this program is offered only if funding is available and the program must be approved by the supervisor and education must be relevant to the Company.

B. Review the revised Fraud and Abuse Policy

The Finance and Personnel Committee along with staff reviewed the revised Fraud and Abuse Policy. Nidia Herrera stated that Adriana McBride updated the contact names. Maria Chavoya recommended only adding positions on policies. Policy will be made available online (website). All employees will be required to read, understand and sign this policy. Maria Chavoya recommended adding “Waste” to the Fraud and Abuse Policy.

C. Review the revised WIOA Incentive Policy

The Finance and Personnel Committee along with staff reviewed the revised WIOA Incentive Policy for Adult and Youth. Nidia Herrera stated a section was added to the Adult Incentive Policy regarding incentive payments awarded for a federally recognized credential and Microsoft Office Specialist-Word (MOS).

The Adult and Dislocated Worker require annual approval from Sate for incentives; the request must be submitted after approval from the Board on November 13, 2019.

Nidia Herrera stated the Youth Incentive Policy reflect work experience/internship hours have all been increased and include workshops such as job shadowing.

D. Review the revised WIOA Support Service Policy

The Finance and Personnel Committee along with staff reviewed the revised WIOA Support Service Policy for Adult and Youth. Nidia Herrera stated that the Support Service funding cap for adult, dislocated worker and youth has increased. Transportation assistance is at a fixed rate and Needs Related Payment has increased.

III. FY 2019/2020 FINANCIALS – 1ST QUARTER

Martha Camacho, Accounting Manager presented the FY 2019/2020 Financials for the 1st Quarter.

IV. CARRY OVER FUNDS

Nidia Herrera stated the increase of the following will assist with carryover. Support services and incentives have increased. Occupational Training cost per participant. Adding more trainings into the Eligible Training Provider List and advertising thru Spectrum for the enrollment of in-school youth. Additional testing assessments have been purchased. Martha Camacho informed the Finance and Personnel Committee that Non WIOA Training is allowed.

V. POSITIONS

A. Review Youth Liaison Position

The Finance and Personnel Committee recommended adding the Youth Director position on the agenda for the November 13th meeting.

B. Proposed License Professional Counselor Position

Adriana McBride, Human Resource Manager proposed a Licensed Professional Counselor position. Finance and Personnel Committee recommended referring out to other agencies or contracting with an agency and to explore the position.



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C. Proposed Outreach Specialist Position (under Employer Engagement)

Adriana McBride, Human Resources Manager and Patrick Goetz, Employer Engagement Officer proposed the need of a Community Outreach Position that will focus on community outreach.

VI. GOOD OF THE ORDER

No comments were made for the good of the order.

VII. ADJOURNMENT

Meeting was adjourned at 12:47 p.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.