



Innovative Workforce Solutions

FINANCE AND PERSONNEL COMMITTEE

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364
February 10, 2020

MINUTES

I. CALL METTING TO ORDER

Maria Chavoya called the meeting to order at 8:04 a.m.

II. ROLL CALL

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

Members Present	Members Absent
1. Maria Chavoya	1. Steven M. Miller (Excused)
2. Daniel Corr (Phone)	
3. Jesus Garcia	
4. Tony Zuniga	

Thereby a quorum was established.

Guests

Martha Camacho, YPIC
Adriana McBride, YPIC
Patrick Goetz, YPIC

Nidia Herrera, YPIC
Beatriz Aguilar, YPIC

III. FINANCIALS AS OF DECEMBER 31, 2019

Martha Camacho informed the committee members as of December 31, 2019 the expenses are at 45%, and are at 50% of the fiscal year. The underspent is due to providers being underspent on their contracts.

IV. CARRY OVER FUNDS

Martha Camacho provided the following information to the committee members: Carryover from current fiscal year to the next fiscal year is about 7 million dollars. Assuming the same amount of income money is received which is about 9 million dollars there will be a total of about 16 million dollars total for next year. It is projected to spend about 8 million dollars, leave a carryover amount of 2 million dollars and 2 million dollars for adult, 2 million dollars for youth and 2 million dollars for the dislocated worker programs.

Senior management has met and came to a consensus to spend more money on serving more participants, Nidia Herrera and management have proposed to the service providers to submit a proposal to serve more participants, three proposals have been submitted.

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ResCare asked for additional staff to meet their current demand and additional staff for next year and is requesting additional 2 million dollars to serve 268 additional participants. A conversation took place regarding hiring staff temporarily.

Maria Chavoya asked how many people are being hired at Arizona Western College. Nidia Herrera replied, that Arizona Western College proposed 5 positions, 2 full time vocational education coordinators and 3 part time instructional and clerical supports.

Daniel Corr asked how the 2 million dollar carryover amount was set. Martha Camacho replied, it is the amount that is usually carried. Also due to the contracts not being fully executed and not being able to take money until ending of September or October of the fiscal year it is reasonable to have this amount available to draw-down.

Youth Services is requesting to hire temporary staff and also requesting 700 hundred thousand dollars to serve 200 participants. Dr. Corr would like to see the cost per participant; Martha Camacho will have that available for the committee.

Martha shared the statistics for participant increase versus the participant funding that each provider is requesting.

- Youth Services is increasing their services by 67% and requesting an increase of 65% for funding
- Arizona Western College is increasing their participants by 61% and requesting an increase of 59% for funding

All proposals will be discussed and review before it is incorporated to contracts.

V. DISCUSSION OF OPERATIONAL DIRECTOR POSITION

Nidia Herrera informed the committee that she has been performing the role of the Executive Director and Operational Director and feels it time to replace that position. Maria Chavoya asked if the position is included in the budget, Nidia and Martha replied yes. The committee members agreed to advertise the position.

VI. REVIEW THE REVISED VACATION POLICY

Adriana McBride informed the committee that there should be a limit established to the amount of hours that an employee with 20 plus years of being with the organization accrues. Martha Camacho provided figures on the length of staff that has been with the organization:

- 71% has been with the organization 5 or more years
- 52% has been with the organization 10 or more years
- 36% has been with the organization 15 or more years
- 21% has been with the organization 20 or more years



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- 7% has been with the organization 25 or more years

A conversation took place regarding the vacation policy. The committee agreed to put a cap immediately and asked staff to come up with different proposals and add more restrictions to the policy.

VII. REVIEW THE REVISED VACATION: EXECUTIVE DIRECTOR POLICY

Adriana McBride asked if there any questions regarding the Vacation Policy for the Executive Director. Daniel Corr indicated there would be an issue if the Executive Director receives the 160 hours of paid vacation on July 1 and then retires July 2, he or she would take all the vacation and why the executive director doesn't accrue time per pay period. Adriana McBride replied, when the executive committee reviewed this policy back in 2018, they wanted to set some restrictions, Adriana McBride informed that the 160 hours can be on an accrual basis like the rest of the staff and can make more changes to the policy if needed. Adriana McBride informed the committee that in Nidia Herrera's case it affected her because she was accruing more time and lost vacation time. A discussion took place regarding the vacation policy for the executive director. Different options will be presented to the committee for review. Committee will address the hours that Nidia Herrera lost from when she was appointed as the Executive Director.

VIII. GOOD OF THE ORDER

Nidia Herrera informed the committee that a letter of concern was sent to Portable Practical Educational Preparation (PPEP) on February 6, 2020 due to not fulfilling their contract. The letter was sent with back up documentation. On Thursday, February 6, 2020 staff provided Arizona Job Connection System training to new staff. The letter will be sent to Daniel Corr. Jesus Garcia recommended contacting Portable Practical Educational Preparation (PPEP) by February 14th if no response is received by Portable Practical Educational Preparation (PPEP).

IX. ADJOURNMENT

Maria Chavoya asked for a motion to adjourn the meeting. A motion was made by Antonio Zuniga; Seconded by Jesus Garcia. The motion carried.

Meeting was adjourned at 9:04 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.