

Innovative Workforce Solutions

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Emergency Teleconference Meeting

Conference Line: 1 (872) 240-3412

Access Code: 304-122-045

March 17, 2020

2:00 p.m.

MINUTES

I. CALL MEETING TO ORDER

Maria Chavoya called the meeting to order at 2:02 p.m.

II. ROLL CALL

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

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

Thereby a quorum was established.

Guests Present Via Phone

Veronica Zuniga, RESCARE

Jessica Zamora, RESCARE

Lorena Zaragoza, RESCARE

Eva Ricci, RESCARE

Christine Eaves, RESCARE

Graciela Guzman, AZDES

Patrick Brown, AZDES

Maria Aguirre, AWC

Nidia Herrera, YPIC

Juan Castillo, YPIC

Beatriz Aguilar, YPIC

Stuart Smith, YPIC

Adriana McBride, YPIC

Martha Camacho, YPIC

Patrick Goetz, YPIC

Sam Mendoza, YPIC

Elizabeth Arturi, AWC
Maria Sopher, DES
Moises Pimentel, RESCARE
Lorena Garcia, AZDES
Ely Peralta, Yuma Truck Driving School
Mercy Mentivil, Yuma Truck Driving School
Alan Bedoy, RESCARE
Melina Martinez, RESCARE
Lalinda Vasquez, RESCARE
AnitaYang, RESCARE

Lidia Blackthunder, YPIC
Frank Atondo, YPIC

III. DISCUSSION AND ACTION ITEMS:

A. Discussion Action Items

1. Vote on course of action for the Yuma Private Industry Council Operational status starting on Wednesday, March 18, 2020 to Friday, March 27, 2020

Nidia Herrera informed the Board that as of yesterday she canceled workshops, group session activities and orientations.

Board members Judith Castro, Valentin Casillas, Daniel Corr, Marisol Kelland and Maria Chavoya shared what their agency is doing during this time.

Marisol Kelland asked a question regarding staff working from home, how many employees does 18% represent. Adriana McBride replied there are 47 employees total; a poll was created to see who would have access to internet, computer or laptop and access to Arizona Job Connection (AJC) System. 82% of the employees responded they would be able to work from home. The accounting department has a software that cannot be accessed from home therefore they would have to come in to the office to perform their job duties. Less than 10 staff members would have to come in to the office to perform their job duties.

Nidia Herrera informed the Board that she had a conversation with ResCare Workforce Services the One-Stop Operator provided information; they can also have staff work from home.

Steven M. Miller asked how many people walk in the career resource center for services. Nidia Herrera replied it varies from a few and up to 10 to 15 depending if an orientation or a workshop is being provided. Nidia Herrera suggested doing case management over the phone due to our AJC data based system being web based.

Valentin Casillas asked if a plan has been created, what would be the expectations and how it would be monitored if staff works from home. Adriana McBride replied a continuity of operations plan is being worked on and setting guidelines, staff would also log their time and need to be

accountable for the time that staff adds to their timesheet.

Judith Castro asked if there is a plan in the event that staff members get infected with COVID-19. Adriana McBride replied they would use their sick time, staff has been asked to stay home if sick and they would also be covered under FMLA.

Adriana McBride as the Human Resource Manager recommended, Yuma Private Industry Council should be closed to the public for safety reasons.

Daniel Corr asked if staff works from home, would clients and public know how to reach staff. Nidia Herrera replied the necessary information regarding clients can be found in the Arizona Job Connection (AJC) System. Mr. Corr added what would happen if a member of the public who would normally walk in and receive information arrives to the office. Adriana McBride replied, in the continuity plan it is being proposed to activate actions, add information to social media, websites and contact clients. A conversation took place regarding how would clients and the public would keep in contact with employees if the site would be shut down and having no more than 10 people per building.

Steven M. Miller asked Ms. Herrera if she has heard anything from the County. Ms. Herrera replied that other than update emails regarding any cases being reported in Yuma County she has not received anything else. Maria Chavoya recommended Ms. Herrera to listen to a webinar that NAWB will have to address the issue and then reach out to Susan Thorpe, County Administrator. Ms. Herrera added the State and Arizona Workforce Association (AWA) are also having a meeting and possibly having a discussion of what each area are doing.

Maria Chavoya stated it is important to remember who we serve and why we are here and how can it be done the best way to protect the employees and clients. Ms. Chavoya stated that as far as the discussion has gone it seems like some staff can come in to the office to work and also have the option to work from home, members agreed. Ms. Chavoya asked if packets have been created at the Educational Opportunity Center Charter High School. Nidia Herrera replied yes, 30 day packets have been created and staff is also in another call making sure they are receiving all the information that is needed.

Steven M. Miller asked what information has been received; no information has been received to shelter in place and should be working as usual. Adriana McBride replied the Arizona Fair Wages and Healthy Families Act which is adopted into the policy states if a school has to close and a staff member does not have child care they can stay home with their children. Staff would have the option of taking sick leave or working from home.

Nidia Herrera stated she would like to have staff come in to the office to perform their job duties if they are willing to, and give the options to other staff members to work from home or take sick leave.

A conversation took place regarding continuing face to face trainings and what needs to be done. Daniel Corr recommended adhering to Centers for Disease Control and Prevention guidance. Any training or class under 10 participants can continue and 11 participants or more will be rescheduled. Work experiences will be rescheduled or transferred to a different employer.

Maria Chavoya asked for a motion.

Daniel Corr made a motion to have the Executive Director put together a plan of action to appropriately staff the department; Seconded by Steven M. Miller.

Judith Castro asked for clarification before being in favor of the motion being made. Daniel Corr stated the Yuma Private Industry Council will remain open with minimal staffing (10 or less) and allow employees to take sick time or work from home.

VOICE VOTE: 13-0

Maria Chavoya asked Nidia Herrera to send the plan to the Board members.

IV. ADJOURNMENT

Maria Chavoya called for a motion to adjourn the emergency teleconference meeting. A motion was made by Antonio Zuniga; Seconded by Judith Castro. The motion carried.

The meeting adjourned at 2:58 p.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.