

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Regular Meeting

Martin Luther King Center

January 11, 2017

MINUTES

I. CALL TO ORDER

Sam Pepper called the meeting to order at 9:00 a.m.

II. PLEDGE OF ALLEGIANCE

Sam Pepper led the Pledge of Allegiance.

III. ROLL CALL

Roll was called and those present and absent were:

Members Present	Members Absent
1. Magnolia Alonzo	Daniel Corr (Excused)
2. Marisol Canales	Julie Engel (Excused)
3. Judith Castro	Shari Frabasilio (Excused)
4. Maria Chavoya	John “Bud” Johnson
5. Ramona Corrales	Thomas Lund (Excused)
6. Ed Ford	Geoff Nance (Excused)
7. Marshall Jones	Rick Rohrick (Excused)
8. Tom Kiley	
9. Rose Lugo	
10. Dave McDowell	
11. Steve Miller	
12. Michael Moyer	
13. Nancy Ngai	
14. Ray Ochoa	
15. Sam Pepper	
16. Eulalia Tinoco	
17. Jenny Torres	
18. Tom Tyree	

Thereby a quorum was established.

Guests (From Sign in list)

Patrick Goetz, YPIC
Bill Regenhardt, ALPS
Nidia Herrera, YPIC
Ron Delgado, WIOA
Ana Garcia, YPIC
Frank Atondo, YPIC
Grace Wehrle, DES
Lydia Blackthunder, YPIC
Mary Jo McIntyre, Yuma County
Mercedes Mendivil, YPIC
Adriana McBride, YPIC
Cesar Fandino, PPEP
Norma Avila, YPIC
Jennifer Sumner, STEDY
Marla Duran, AWC
Natalia Verdin, Voc. Rehab.
Shavon, Knox, YPIC-IT

Staff:

John Morales, Executive Director
Patricia Ray, Operations Director
Alicia Huizar, Clerk to the Board

***IV. CALL TO THE PUBLIC**

There were no comments from the public.

V. APPROVAL OF MINUTES (from November 9, 2016 meeting)

Sam Pepper asked for a motion to approve the minutes of the Workforce Development Board meeting of November 9, 2016.

Dave McDowell made a motion to approve the minutes of the Workforce Development Board meeting November 9, 2016; Seconded by Maria Chavoya. The motion carried.

VI. Director's Report and Information Items

A. Washington Update

John Morales reported:

- The federal government is presently funded by a continuing resolution that was passed in December 2016. The Federal budget continuous resolution has been extended to April 28, 2017. However, with the continuing resolution will cut 1% of all federal funds across the board. That may affect the organization's funding in the future.

B. State Update

John Morales reported:

- John Morales and Pay Ray attended the Workforce Arizona Council – Performance Excellence Committee on the Operator Procurement Workforce Group on Friday, December 16, 2016. To discuss the One-Stop selection process.
- A second meeting to took place on Monday, January 9, 2017 where John Morales, Mercedes Mendivil and Alicia Huizar attended the meeting to continue to the discussion. The group was able to have the State make some changes, but it is clear that the board will have to competitively procure the One-Stop Operator to operate the One-Stop with Adult, Dislocated Worker, and Rapid Response funds. A request for proposal will be completed in the near future.
- As a 501(c)(3), the organization will be able to maintain control over the Charter High School and the Youth program. It's very clear in the Act that the board may operate the Youth program and competitively procure its services. Last year, Arizona Western College (AWC) was the only agency that responded to the Youth RFP. With the boards authorization Arizona@Work-Yuma County will continue to supplement the Youth Services with Arizona Western College at the Martin Luther King Jr, Youth One-Stop Center.
- John informed the State that the organization has a long term lease agreement for the cost of \$1.02 per year with the City of Yuma for the Youth One-Stop Center, but the organization maintains the building operation costs. Therefore, the board will continue to be in control of the building as long as the City allows it.
- The Martin Luther King Center has been recently painted in the interior and exterior of the building. The floors have been stripped and waxed. John thanked Steve Miller and the Department of Corrections for making it happen. The prisoners will be doing some landscaping as well. John also thanked Home Depot for assisting with this project.

C. One-Stop Operator Policy Update

John Morales reported:

- The Final Regulations clearly states that the local areas must select a One-Stop Operator through an open and competitive process. Everybody in the State is affected by this. It is required by law that the One-Stop Operator coordinate the activities of the mandated Core partners (Adult Education, Employment Services, and Vocational Rehabilitation).
- The Career Services will also have to be procured competitively. Therefore, The RFP will be developed to

procure the One-Stop Operator to operate the Career Services which includes case management and training programs.

D. Transition Plan Update

John Morales reported:

- The new transition will affect 16 to 18 of the workforce staff. This is about 35% of the workforce staff. One staff member has already obtained employment. Between now and May, special services will be offered to the affected staff. These special services include enrollment into WIOA Rapid Response and Dislocated Worker services. Workshops will be offered to assist staff with resume, cover letters, interviewing, and obtain information on Unemployment Insurance, health benefits, and retirement.
- The RFP will indicate that to the extent possible the Workforce Development Board prefers that the new Operator consider hiring the current experienced One-Stop staff.
- This afternoon, John will be meeting with the affected staff and inform them of the changes happening in the organization.
- Sam Pepper explained that Yuma County is in better shape than the rest of the local areas because the Workforce Development Board has been established as a 501(c) (3). The other local areas are being run by the county or city. Yuma County has a structure where this board will be allowed to choose the One-Stop Operator. When the new One-Stop Operator has been selected the Adult, Dislocated, and Rapid Response funding will be provided to this new entity to manage and provide services. It is the One-Stop Operator's responsibility to provide the services and make performance.
- John indicated that whoever wrote the act decided that competition for the workforce funding will make a better product. Therefore instead of governments holding all the money, they would like to make the funding available to the private sector or the private non-profit sector. Some of the local areas have not been innovative about how they offer their services. Yuma County has been blessed to have resources, the commitment from the Board of Supervisors to allow the organization to become a private non-profit, have Directors representing 51% of the private sector on the board, and have had talented staff that had the vision to go out and develop very customer focused type jobs. This board has gone above and beyond in Yuma County as is the case with so many partners.
- Sam Pepper indicated the board is not allowed to bid for the RFP, but will be responsible for selecting the new One-Stop operator. The board is responsible for making sure the new entity makes performance and has the proper staffing. This

transition will probably put the board behind by two years. No matter how good the new entity is, they will have to start over. It will be a learning curve and will go through and learn the lessons that this organization did. Arizona was taking a leadership role of the workforce development in the country prior to the signing of WIOA.

- The board will be asking the new entity to use the current location due to having a current lease. The lease ends on November 30, 2019.
- The board cannot request a federal waiver to the State to bid for the RFP. In order to do that it would have to be approved by Yuma County Chief Elected Officials and the governor.
- Strader Taylor will be coming down to Yuma to take a look at the RFP and provide recommendations. An RFP committee has been implemented. The committee members are the following:
 - Sam Pepper
 - Ed Ford
 - Julie Engle
 - Dave McDowell

If any board members are interested in serving of the committee please let Alicia Huizar know.

- Once the One-Stop Operator has been selected the committee will reconvene to choose John's successor.
- The State will have to approve Yuma County's RFP. Once approved the RFP will be posted in the States and the organization's website.
- The State is still in the process of reviewing the Four Year Plan.

E. Rapid Response//Business Services Update

Patrick Goetz reported:

- Patrick Goetz from YPIC presented a power point on Rapid Response and Business services.
- Marshall Jones asked if the online activities are being tracked and should those numbers be added to the report. Patrick indicated that clients call in and make appointment. When clients go into the One-Stop Center, they use the electronic login screens. Phone calls are not being tracked. The numbers at this time are low due to having a better economy at this time of the year.

F. Workforce Development Board Annual Forms

John Morales reported:

- John explained to the board that each year, each member of the Board must sign the Workforce Develop Board Annual Forms

in order to be in compliance with WIOA. Therefore, John requested that the board sign the following forms:

- Certification regarding Debarment, Suspension, and other responsibility matter primary covered transaction;
- Certification regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements; and
- Code of Ethics Policy/Conflict of Interest Policy

G. Proposed Next Meeting Date – February 8, 2017

The next meeting has been scheduled for February 8, 2017, at 9:00 am at the Martin Luther King Center located at 300 S. 13th Avenue, Yuma, AZ.

VII. Discussion/Action items

A. That the Workforce Development Board authorize the Executive Director to proceed with Transition Planning to respond to the required One-Stop Operator requirements of the Workforce Innovation and Opportunity Act.

Sam Pepper asked to authorize the Executive Director to proceed with Transition Planning to respond to the required One-Stop Operator requirements of the Workforce Innovation and Opportunity Act.

Steve Miller made a motion to authorize the Executive Director to proceed with Transition Planning to respond to the required One-Stop Operator requirements of the Workforce Innovation and Opportunity Act; Seconded by Tom Kiley. The motion carried.

B. Authorize the Executive Director of the Yuma Private Industry Council, Inc. to sign contracts and documents on behalf of the Yuma County's Local Workforce Development Board; and authorize the Executive Director to delegate the signature of contracts and documents to the Operations Director and the Program Director in his absence or as deemed necessary.

Sam Pepper asked for a motion to authorize the Executive Director of the Yuma Private Industry Council, Inc. to sign contracts and documents on behalf of the Yuma County's Local Workforce Investment Board; and authorize the Executive Director to delegate the signature of contracts and documents to the Operations Director and the Program Administrator in his absence or as deemed necessary.

Marshal Jones moved to authorize the Executive Director of the Yuma Private Industry Council, Inc. to sign contracts and documents on behalf of the Yuma County's Local Workforce Investment Board; and

authorize the Executive Director to delegate the signature of contracts and documents to the Operations Director and the Program Administrator in his absence or as deemed necessary; Seconded by Steve Miller. Motion passed.

VIII. Other information and/or Committee Reports

Economic Development:

Jenny Torres reported for City of San Luis:

- San Luis continues to grow and has several projects going on at this time.
- The city has two new subdivision with 220 plus new lots that will be available.
- San Luis is currently working on a multi-project that consists of a hotel; sit down restaurant, gas station, and convenience store and a medical facility.
- San Luis is part of the Bi-National Program. The program is moving towards Education, Medical Tourism, Tourism, Infrastructure, and Economic Development.
- San Luis is currently working on opening a commercial port for vehicle traffic
- San Luis continues to be number one (1) in pedestrian crossing. A five million dollar construction project will start for a new pedestrian facility sometime in March.
- San Luis is also part of the Boarder Trade Alliance. Their goal is to change policy in order to bring more funding or to change things for the better.

Finance & Personnel Committee:

Sam Pepper reported:

- The Finance & Personnel Committee did not meet.

Charter High School Board, Report:

Ed Ford reported:

- Enrollment is at 94.2%
- Attendance is at 105
- The school has been experiencing difficulty with the student's information system. Therefore they will be looking at a new software system.
- The Student Council President and Vice-President provided a fundraising report to the board.
- The school has spent 46% of the budget and is at 50% of the school year.

JTED:

Jennifer Sumner reported for JTED:

- The Satellite High School students have returned from winter break

and are starting the second half of the year on their Career Tech. Ed. courses.

- The students who are in the Skills USA, which is the Career Technical Student Organization, are getting ready for their Region One Skills USA Competition, that will be held at AWC on February 24, 2017.
- The STEDY Central JTED Students have completed their last semester at AWC and are currently getting ready to start work classes in the evening.
- STEDY will start their open enrollment next week for the fall of 2017. Enrolment starts on January 15 and will end on April 15, 2017.
- Last month the JTED Governing Board approved four (4) new programs. The programs are the following:
 - Food Processing and Food Safety
 - Massage Technician
 - Emergency Management Response
 - Coding
- The Yuma County Science and Engineering Expo will be taking place on Friday, February 3, 2017 at Arizona Western College. 40 Judges are needed for this event. If interested contact Jennifer Sumner or Kevin Imes.
- Tom Tyree reported that the Dev Day Yuma will be taking place on February 25, 2017. Dev Day Yuma is a one-day coding event for Yuma-area high school students. The students will have the opportunity to complete a software application. They will work in teams of 2 or 3 during the event. They will get assistance with their app from online resources. At the end of the day, their team will be encouraged to share their app with other teams. An internship will be offered where a student will have the opportunity to work with an engineering graduate student from the University of Arizona and work on developing an app for the Chamber of Commerce.

IX. Good of the Order

Sam Pepper reminded the board members that if they are interested in serving in the RFP Committee to let Alicia Huizar know.

X. Call for Executive Session

There was no call for an Executive Session

XI. Adjournment

Sam Pepper called for a motion to adjourn the meeting. A motion was made by Steve Miller; Seconded by Ed Ford. The motion carried. The meeting adjourned at 10:00 a.m.

**Respectfully submitted by Alicia Huizar, Clerk to the Board
and YPIC Executive Assistant/Contract Manager**