

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Regular Meeting

Martin Luther King Center

September 13, 2017

MINUTES

I. CALL TO ORDER

Maria Chavoya called the meeting to order at 9:00 a.m.

II. PLEDGE OF ALLEGIANCE

Jenny Torres led the Pledge of Allegiance.

III. ROLL CALL

Roll was called and those present and absent were:

Members Present	Members Absent
1. Magnolia Alonzo	Rose Lugo (Excused)
2. Andrea Berezna	Dave McDowell (Excused)
3. Marisol Canales	Steve Miller (Excused)
4. Judith Castro	Michael Moyer (Excused)
5. Maria Chavoya	Nancy Ngai (Excused)
6. Daniel Corr	Rick Rohrick (Excused)
7. Ed Ford	Eulalia Tinoco (Excused)
8. Gilbert Gonzalez	
9. Kevin Imes	
10. Tom Kiley	
11. Greg LaVann	
12. Thomas Lund	
13. Geoff Nance	
14. Sam Pepper	
15. Tracy Shultz	
16. Jenny Torres	
17. Tom Tyree	

Thereby a quorum was established.

Guests (From Sign in list)

Maria Corral, DES
Javier Coronado, DES
Mercedes Mendivil, YPIC
Grace Wehrle, DES
Tony Zuniga, Hunter Employment
Marla Duran, AWC
Mary Joe McIntyre, Yuma County
Gary Gammel, YPIC
Nidia Herrera, YPIC
Martha Camacho, YPIC
Maria Aguirre, AWC
Natalia Verdi, RSA
Lorena Zaragoza, ResCare
Veronica Zuniga, ResCare

Patricia Ray, Operations Director
Alicia Huizar, Contract Manager
Denise Mires, Clerk to the Board

***IV. CALL TO THE PUBLIC**

There were no comments from the public.

V. APPROVAL OF MINUTES (from June 14, 2017 meeting)

Maria Chavoya asked for a motion to approve the minutes of the Workforce Development Board meeting of June 14, 2017.

Tom Kiley made a motion to approve the minutes of the Workforce Development Board meeting held on June 14, 2017; Seconded by Ed Ford. The motion was approved unanimously.

VI. Director's Report and Information Items

A. Introduction of New Board Member:

Patricia Ray reported:

- Patricia welcomed the board members back from the summer break and introduced and welcomed the following board member:
 1. **Gilbert Gonzalez** – Human Resource Manager from TRAX International
 2. **Greg LaVann** - Senior Vice President from Great Yuma Economic Development Corporation
 3. **Tracy Shultz** – Vice President of Operations from Medcomp & Martech Medical Products
 4. **Kevin Imes** – Superintendent - Southwest Technical Education District of Yuma (STEDY).
 5. Rick Rohrick has resigned his position in the board. Anne Powell from National Bank will be replacing him.

6. Tom Kiley will be resigning from the board and has nominated his partner Tony Zuniga to replace him.
7. Marshall Jones has resigned from the board and relocated to Phoenix. Jesus E. Garcia will be replacing him on the board.

B. State Update

Patricia Ray reported:

- On July 21, 2017, Patricia attended the Strategic Communication Committee meeting in Phoenix. The committee voted to recommend Workforce Arizona Council approval of the one-page collateral document.
- The Workforce Arizona Council (WAC) will be providing a presentation on what the State Board does in relationship to the local board to the Workforce Development Board in November or January.
- The State provides huddles conference calls every Thursday with the local Directors of Arizona. The huddles give the directors the opportunity to discuss good news, metrics, roadblocks, and housekeeping items pertinent to WIOA. Patricia had the opportunity two Chair two huddle calls in August.
- The Arizona Association Workforce Directors (AAWD) had a Building Capacity Building Summit in Sedona that was chaired by John Morales. On the first day of the summit, the directors shared best practices and their transition of the One-Stop Operator as well as the challenges they encountered. On Friday, DES and OEO staff attended the meeting and information was shared with them from the Directors.
- On August 23, 2017, DES provided an Infrastructure Funding Agreement (IFA) Technical Assistance Session 2017 in Phoenix, AZ. Patricia Ray, Mercedes Mendivil, and Alicia Huizar along with the Core Partners attended the meeting. Yuma County has completed the IFA, and is scheduled to be approved by the Board of Supervisors on September 18, 2017. The IFA must be submitted to the state no later than September 30, 2017.

C. One-Stop Certification

Patricia Ray reported:

- On August 24, 2017, Patricia Ray, Mercedes Mendivil, and Alicia Huizar attended the Workforce Arizona Council (WAC). The WAC voted to approve the following:
 - Certification of Arizona@Work One-Stop Centers
 - Revision to include State Funding Mechanism in One-Stop Center MOU and Infrastructure Costs
- The certification process is important to setting a minimum level of quality and consistency of services in a one-stop center. The certification criteria allow States to set standard expectations for customer-focused seamless services from a network of

employment, training, and related services that help individuals overcome barriers to becoming and staying employed.

- The requirement for the One-Stop Certification Assessment tool is to be conducted by a board staff (Mercedes Mendivil) and two board members. Patricia asked for two board members who would like to volunteer their time to conduct the assessment with Mercedes Mendivil. Sam Pepper and Greg LaVann volunteered to assist Ms. Mendivil with the Assessment tool.

D. One-Stop Presentation

Lorena Zaragoza and Veronica Zuñiga reported:

- Lorena Zaragoza from ResCare presented a power point on the following:
 - 14 ResCare Staff
 - ResCare Technical Training
- Veronica Zuñiga presented a power point on the following:
 - ResCare Report 07/13/17 – 08/30/17
 - ResCare Tool

E. Local Workforce Board Functions Presentation

Patricia Ray reported:

- The functions of the local board consistent with section 107, the staff of the local board will be responsible to ensure that the functions of the local board are met. The staff to the board are as follow:
 - Patricia Ray – Interim Executive Director
 - Mercedes Mendivil – Director of Strategic Program Initiatives
 - Patrick Goetz – Employer Engagement Officer
 - Alicia Huizar – Contracts Manager and Superintendent of the Charter High School
 - Adriana McBride – Human Resources Manager
 - Martha Camacho – Accounting Manager
 - Stuart Smith – Information Technology Manager
 - Nidia Herrera – Compliance Manager
 - Denise Mires – Procurement and Clerk of the Board
- The Functions of the board are the following:
 - Local Plan
 - Workforce Research and Regional Labor Market Analysis
 - Convening Brokering Leveraging
 - Employer Engagement
 - Career Pathways Development
 - Proven and Promising Practices
 - Technology
 - Program Oversight
 - Negotiation of Local Performance Accountability
 - Selection of Operators and Providers

- Coordination with Education Providers
- Budget and Administration
- Accessibility for Individuals and Disabilities

F. Rapid Response/Business Services Update

Patrick Goetz reported:

- Patrick Goetz presented a power point on Rapid Response and Business services.
- A discussion took place among Patrick and the board members regarding the Business Services.

G. Proposed Next Meeting Date:

The next meeting has been scheduled for October 11, 2017, at 9:00 am at the Martin Luther King Center located at 300 S. 13th Avenue, Yuma, AZ.

VII. Discussion/Action items

a. Review and Approval of the Fiscal Year 2017-2018 Budget.

Maria Chavoya stated that the Finance and Personnel Committee met the day prior and carefully reviewed the budget. The committee recommended that the Budget be approved as it is a good budget in the committee’s opinion. Patricia Ray mentioned the highlights of the Budget. All present Board members were provided with a copy of the highlights and budget information.

Maria Chavoya asked for approval of the FY 2017 – 2018 Operational Budget of the Workforce Development Board. Sam Pepper made a motion to approve the FY 2017 – 2018 Budget. The motion was seconded by Ed Ford. The motion passed.

b. Review and Approval of the Infrastructure Funding Agreement (IFA).

Maria Chavoya stated that the Finance and Personnel Committee met the day prior and carefully reviewed IFA. The committee recommended that the IFA be approved.

Maria Chavoya asked for approval of the Infrastructure Funding Agreement. Ed Ford made a motion to approve the Infrastructure Funding Agreement. The motion was seconded by Judith Castro. The motion passed.

A. Other information and/or Committee Reports

Economic Development:

Greg LaVann reported:

- GYEDC is noticing that big companies need a lot of operating space. For example. A 40 million project needing about 200,000 square feet

of operating space and will only be hiring 80 to 100 people. Another 30 million project needs 160,000 Square feet and will only be hiring 100 people. This gives Yuma County the opportunity to retrain people that need hire skills to fill the positions.

- MPW Industrial Services will be relocating to Yuma County. MPW is the leading provider of industrial cleaning, facility management, water purification and container management services in North America. The will be investing 18 million dollars into the facility and will be hiring 40 people averaging at about \$48,000. GYEDC will be announcing this to the public in a couple of weeks.
- Insultech is finishing their manufacturing facility in the citrus business department. Once this is completed this will add an addition 60 employees into their current operations.
- A smaller project will be relocated into Yuma County. The company manufactures refrigerator coils for wine makers. Their building is in construction. It's anticipated that the building will be completed by March of 2018.
- Arizona Western College is currently working with GYEDC and the City of Yuma to conduct a GAP Assessment with the industries that are currently in Yuma County. The Assessment will also include industries that are coming to Yuma to see what certification and requirements are needed in their type of industry to fill positions.

Jenny Torres reported:

- A five million pedestrian facility that has been approved by the Federal Government and will start construction by the end of September.
- The president approved the 234 million dollar budget to tear down and rebuild the San Luis Port of entry. This will double the amount of vehicle crossing the border.

Finance & Personnel Committee:

- As mentioned previously, the Finance and Personnel Committee met and carefully reviewed the proposed 2017 - 2018 budget.

Charter High School Board, Report:

Ed Ford reported:

- Attendance is at 110
- Enrollment is at 90.7%
- Currently the Charter School enrollment Cap is at 105 and would like to increase it by five more students. Therefore, the Charter School Administrators will be attending the Arizona State Board for Charter School next month for the approval of the new enrollment cap of 110.
- The school budget is at 17% of the school Year. The total expenses are at 15.38%.
- The board approved the FY 2016-2017 Charter School Annual Financial Report (previous school year).

(STEDY), Report:

Kevin Imes:

- The Southwest Technical Education District of Yuma (STEDY) is a public high school district. Students in Yuma County are able to attend STEDY if they are attending high school and are under the age of 22 and have not yet graduated from high school or earned a GED.
- STEDY provides tuition-free career and technical education at one of their Central or Satellite locations, to all sophomore, junior and senior level high school students in Yuma County that are interested in earning college credits while attending high school.
- Their mission is as follows: “Through a collaborative effort with all community shareholders and working in conjunction with academic education to enhance career-based education and applied learning programs, all students will be inspired to make a successful transition from school-to-career and become contributing members of society”.
- Their vision is as follows: “Preparing Today’s Students for Tomorrow’s Workforce”.

B. Good of the Order

There were no comments for the Good of the Order.

C. Adjournment

Maria Chavoya called for a motion to adjourn the meeting. A motion was made by Sam Pepper Seconded by Ed Ford. The motion was approved unanimously.

The meeting adjourned at 10:41 a.m.

Respectfully submitted by Denise Mires, Clerk to the Board