

YUMA COUNTY WORKFORCE DEVELOPMENT BOARD

Regular Meeting

Martin Luther King Center

October 12, 2016

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	Judith Castro (Excused)
2. Daniel Corr	Marisol Canales
3. Ramona Corrales	Maria Chavoya
4. Julie Engel	Shari Frabasilio (Excused)
5. Ed Ford	John “Bud” Johnson
6. Marshall Jones	Rose Lugo
7. Tom Kiley	Ray Ochoa
8. Dave McDowell	Rick Rohrick
9. Steve Miller	Tim Tucker
10. Michael Moyer	
11. Geoff Nance	
12. Nancy Ngai	
13. Sam Pepper	
14. Tom Tyree	
15. Kevin Wilkins	

Thereby a quorum was established.

Guests (From Sign in list)

Jennifer Sumner, STEDY
Norma Avila, YPIC
Adriana McBride, YPIC
Lydia Blackthunder, MLK
Natalia Verdin, Voc. Rehab
Marla Duran, AWC
Cesar Fandino, PPEP
MaryJo McIntyre, Yuma County
Lorena Zaragoza, YPIC
Ana Garcia, YPIC
Frank Atondo, YPIC
Eduardo Nunez, YPIC
Shavon, Knox, YPIC-IT
Sam Mendoza, MLK
Moses Pimentel, MLK
Amanda Morales
Paige Morales

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 September 14, 2016 meeting)

Sam Pepper asked for a motion to approve the minutes of the Workforce Development Board meeting of September 14, 2016.

Tom Kiley made a motion to approve the minutes of the Workforce Development Board meeting September 14, 2016; Seconded by Geoff Nance. The motion carried.

VI. Director's Report and Information Items

A. State Update

John Morales reported:

- The State agencies have been working very hard implementing the Workforce Innovation and Opportunity Act. Several processes have been put in place. Local areas are expected to adhere to these processes.
- The Workforce Arizona Council has several standing committees that are meeting on a monthly basis. The Standing Committee are as follow:

- Strategic Communications and Partnerships
- Measuring Effectiveness
- Quality Workforce
- Performance Excellence
- Executive Committee
- Council Bylaws Work Groups
- The committee that impacts the local areas the most is the Performance Excellence Committee. The committee provides continuous improvement recommendations based on metrics to eliminate duplicative processes as well as local area staff training quality and practice.

B. Rapid Response//Business Services Update

Merci Mendivil reported:

- In absence of Patrick Goetz, Mercedes Mendivil from YPIC presented a power point on Rapid Response and Business Services.

C. Integrated Service Delivery System Presentation for DOL/State Directors

John Morales reported:

- The Integrated Service Delivery System (ISDS) was developed internally at the Yuma County One-stop to allow center staff to track customer navigation through the system.
- The database also provides detailed reports of customer visits to the center and to partner agencies co-located in the center.
- The initial registration portion of the data base is accessible to the public and allows the customer to schedule themselves for orientations and workshops.
- The ISDS has become an important internal support tool that complements the Arizona Job Connection (AJC) System for partner staff co-located at the One-Stop center. This shared database greatly reduces the duplication of services.
- Local Board Staff was asked to provide a Department of Labor region wide demonstration to the states in Federal Region VI (California, Nevada, Hawaii, Arizona, Oregon, Washington, Idaho, and Alaska).

D. Board Recertification Confusion Update

John Morales reported:

- The Board Recertification Packet was submitted to the State on the afternoon of September 14, 2016. Staff provided the additional information required in order to come into compliance with the local governance policy.

E. Update on Local Plan

John Morales reported:

- The Yuma County Local WIOA Plan is completed and will be submitted to the State of Arizona by the end of October, 2016.

F. Update on Memorandum of Understanding

John Morales reported:

- Arizona@Work- Yuma County has completed the Memorandum of Understanding (MOU). Management is ready to obtain signatures from the One-Stop Partners. Once signatures are obtained, the MOU will be submitted to the State.

G. Pre-Discussion on Proposed By-Laws requested by the State

John Morales reported:

- The Bylaws were revised in order to comply with the Workforce Innovation and Opportunity Act.

H. Special Announcement

John Morales reported:

- John announced his retirement with Arizona@Work-Yuma County to the board members. His retirement will become effective with the hiring and installation of the new executive director. He indicated that although this was not an easy decision for him to make, the circumstances beyond his control called for this action. John thanked the board, One-Stop Partners, and Arizona@Work-Yuma County Staff for supporting him throughout his 28 years of his career with the organization.
- Sam Pepper indicated that this is a sad day for the board members and the organization. He indicated that John has made his position as a chairman very exciting for the reason that John has elevated this institution locally, at the state level as well as the national level. John is without a doubt a great leader at the local, state, and national level.
- A Selection Committee has been formed. The Selection Committee is comprised of the following board members:
 - Sam Pepper
 - Ed Ford
 - Dave McDowell
 - Julie Engel.
- The Selection Committee will be putting in place a process to select the next Executive Director of Arizona@Work-Yuma County. John will be assisting with the new transition once it takes place. The Executive Director position will be advertised

internally and externally. It will be advertised for a month on the organization's website as well as the State system, the Arizona Job Connection system (AJC), which is also linked nationally.

- The Human Resource Manager is currently working on the job description and the specific qualifications for the Executive Director's position. Once the job description is posted, Alicia Huizar will be sending out a notice with the job description to the board members.
- The committee will be taking their time to select the next Executive Director.

I. Proposed Next Meeting Date – November 9, 2016

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

VII. Discussion/Action items

A. Review of changes to the By-Laws as presented at the September 14, 2016 regularly scheduled meeting.

Sam Pepper asked for approval of changes to the By-Laws as presented at the September 14, 2016 regularly scheduled meeting.

Dave McDowell made a motion to approve changes to the By-Laws as presented at the September 14, 2016 regularly scheduled meeting. The motion was seconded by Steve Miller. The motion passed.

B. Election of Officers

John Morales presented a Slate of Officers to direct the business of the Workforce Development Board of Yuma County from October 2016 to October 2017 as follows:

Chair: Sam Pepper

Vice-Chair: Dave McDowell

Secretary/Treasurer: Ed Ford

Kevin Wilkins made a motion to accept the slate of officers as presented. There were no nominations from the floor. The motion was seconded by Julie Engel. The motion passed.

VIII. Other information and/or Committee Reports

Economic Development:

Julie Engel reported for GYEDC:

- A Medical Device Manufacturer has acquired a building in Yuma that they have begun to retrofit. They are expecting to start operating in 2017. The agency has contacted YPIC to assist them with their hiring

process.

- GYEDC continues to work on their four projects. They are hoping to report on this soon.

Finance & Personnel Committee:

Sam Pepper reported:

- The Finance and Personnel Committee did not meet.

Charter High School Board, Report:

Ed Ford reported:

- Enrollment is between 105 and 110
- Attendance is at 92%
- 8 Students graduated last quarter
- The school audit went well.
- The school is on schedule with their budget. The school expenditures are at 22% of the budget and 25% of the fiscal year.
- The FY 2015-2016 Charter School Annual Finance Report was approved.

JTED:

Jennifer Sumner reported:

- STEDY has 104 Students enrolled in the program. The 104 students are central students that are attending night school at AWC after their full high school day. They are taking two classes in the evening.
- While presenting the STEDY program at Antelope High School and San Luis High School, they found that both schools had a great interest in participating in the program. Therefore, they were able to collaborate with Arizona Western College and open a late start program in the Community Health Care Worker Program.
- STEDY has passed their first year. They have identified all of their programs and are up and running at Arizona Western College. The programs are aligned with the high school calendar.
- January 15 to April 15 is their open enrollment period.
- There are over 800 full time ADM Students in CTE classes through the Yuma County.

IX. Good of the Order

Tom Tyree informed the Board that a Development Day Yuma will be taking place at Arizona Western College on February 2017. 125 students will be participating in this event. Student will get together and build an app or a game in a day. Groups of students will be assigned to a coach and/or a mentor who will assist student students in developing the app or the game. It is the hope that by the fall of 2017, the JTED will be able to offer its first Central Caps Course on computer coding.

John Morales presented a thank you letter from a former participant who obtained employment through the program.

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 Kevin Wilkins; Seconded by Steve Miller. The motion carried.

The meeting adjourned at 9:45 a.m.

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