



Innovative Workforce Solutions

WORKFORCE EXECUTIVE COMMITTEE

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364
Meeting Link: <https://zoom.us/j/98567462483>
Meeting ID: 985 6746 2483
Phone: +1 346 248 7799 US
March 5, 2021
9:00 a.m.

MINUTES

I. Call Meeting to Order

Maria Chavoya called the meeting to order at 9:02 a.m.

II. Pledge of Allegiance

Steven M. Miller led the Pledge of Allegiance.

III. Roll Call

ATTENDEES:

Maria Chavoya, Board Chair (Virtual)
Steven M. Miller, Board Secretary/Treasurer (Phone)
Jesus Garcia, Board Vice-Chair (Virtual)
Antonio Zuniga, Board Member (Virtual)

STAFF:

Nidia Herrera, Executive Director (Virtual)
Patrick Goetz, Operations Director (Virtual)
Adriana McBride, Human Resource Manager (Virtual)
Juan Castillo, Youth Director (Virtual)
Beatriz Aguilar, Clerk of the Board (Virtual)
Elena Felix, Workforce Liaison (Virtual)

GUEST:

Kevin Imes, Youth Committee Chair (Virtual)

IV. Juan Castillo, Youth Director Presentation

Juan Castillo presented a PowerPoint. PowerPoint is attached.

Board member, Jesus Garcia joined the meeting at 9:05 a.m.

Maria Chavoya asked what would happen if the goals are not met. Mr. Castillo replied the funds would be returned to State. Maria Chavoya asked Local Board staff what the outcome would be if funds were to be returned. Nidia Herrera replied the waiver for an extension to spend the funds for an additional year was denied by the State on February 23rd. During a call last week with State it was indicated funds returned to State may be reallocated to the same local area. Nidia Herrera stated the accounting department is projecting that no funds will be returned to State if service providers keep spending the same amount of funds as they are now. Nidia Herrera and Mr. Goetz had a meeting with the service providers to inform them the extension

was denied. Mr. Goetz stated there are service provider meetings every month and have asked them to create an action plan to spend the funds. A conversation took place regarding ideas to promote youth services. Mr. Castillo will email his presentation to the Executive Committee.

Jesus Garcia asked Mr. Castillo if he is using specific programs to collect and analyze data and what are the specific data points that he is looking for. Mr. Castillo replied he is using Excel on Google Forms. Mr. Castillo shared some of the spreadsheets that he is using to analyze data.

Kevin Imes asked if a weekly meeting with staff was recently incorporated or staff would meet in the past. Mr. Castillo replied they would meet weekly as well. Mr. Imes also asked if all staff knows the goals. Mr. Castillo replied on the first Wednesday of the month they have a meeting and review the goals.

Jesus Garcia asked now that schools will be reopening do they have access and have they setup meetings to promote the program. Mr. Castillo replied yes they have met virtually and in person. The Committee suggested contacting the superintendents from the schools to meet with them and provide information regarding the program.

Mr. Castillo and I.T. will provide solutions to Nidia Herrera regarding Google forms or Microsoft 365 so the subscription that belongs to ARIZONA@WORK-Yuma Private Industry Council.

V. Annual Evaluation for Juan Castillo, Youth Director

Adriana McBride will email the evaluation sheet to the Committee and Mr. Imes. The Committee will send the evaluations sheets back to Adriana McBride by close of business on Monday the 8th.

VI. RFP Committee Invite

Nidia Herrera informed the committee the RFP's for the Adult and Dislocated Workers were submitted today and the deadline for the Youth RFP is March 12th. A Review Committee must be established to review all the RFP's and make a recommendation to the full Local Board. The Review Committee will consist of one CEO, two Local Board staff members and two Local Board members. RFP's will be provided to the Review Committee and meet via Zoom to score the RFP's. Jesus Garcia will volunteer if the prior suggested Board members selected do not reply to the invite.

VII. Policies

a. Informational Announcement, COVID-19 On the Job Training

Nidia Herrera presented the COVID-19 On the Job Training, Informational Announcement.

- The announcement lists the justification for increasing from a 50% to a 75%
- Will be presented to the full Board for recommended approval on March 10, 2021
- Once the announcement is approved, service providers will be informed that they are allowed to offer the 75% to the employer
- This will be a temporary increase
- The announcement indicates, the rate of OJT reimbursement will remain in effective until rescinded or cancelled by the Local Board

Local Board staff, Elena Felix joined the meeting at 10:32 a.m.

b. Youth Supportive Services Policy

c. Adult & DW Supportive Service Policy

Nidia Herrera informed the Board, the support service policies were received due to COVID for Youth, Adult and Dislocated Workers are similar. The State has revised their policy to include technology as part of the support service for participants which would include laptops, hotspots, internet access and also allow participants to travel outside of Yuma for short term training. Limits have been set for each category and staff will do an assessment to determine the needs of the participant.

VIII. Good of the Order

Adriana McBride informed, the committee will need to meet for Nidia Herrera's evaluation. Adriana McBride will email the committee to set a date.

Maria Chavoya informed the committee and staff that Suicide Prevention Training is now available virtually on March 22nd from 1:30 p.m. to 3:30 p.m. and March 23rd from 10 a.m. to 12 p.m. and classes will be a maximum of 25.

IX. Adjournment

Maria Chavoya asked for a motion to adjourn the meeting.

Jesus Garcia made a motion to adjourn the meeting; Seconded by Antonio Zuniga.

Meeting adjourned at 10:40 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board

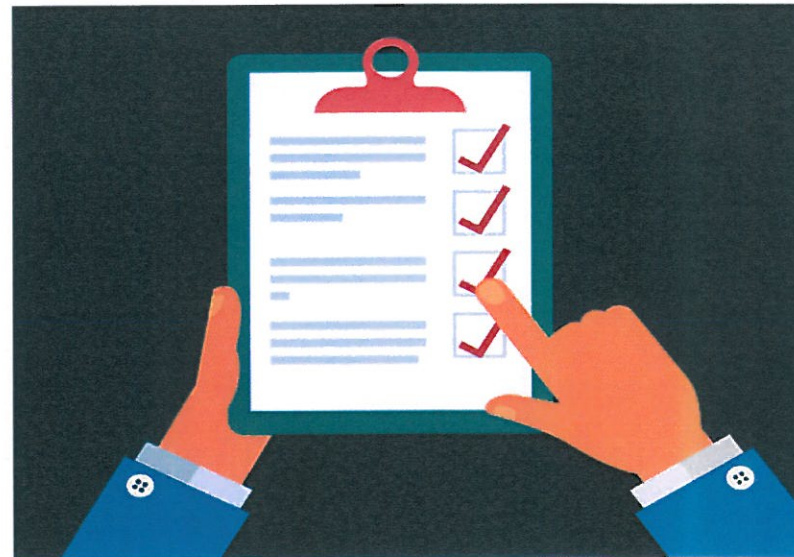
ACTIONS/ACCOMPLISHMENTS

(Annual Eval)

**By: Juan F Castillo
Youth Service Director**

OBJECTIVE

Purpose: Annual evaluation summarizing my actions and accomplishments with the Youth Program

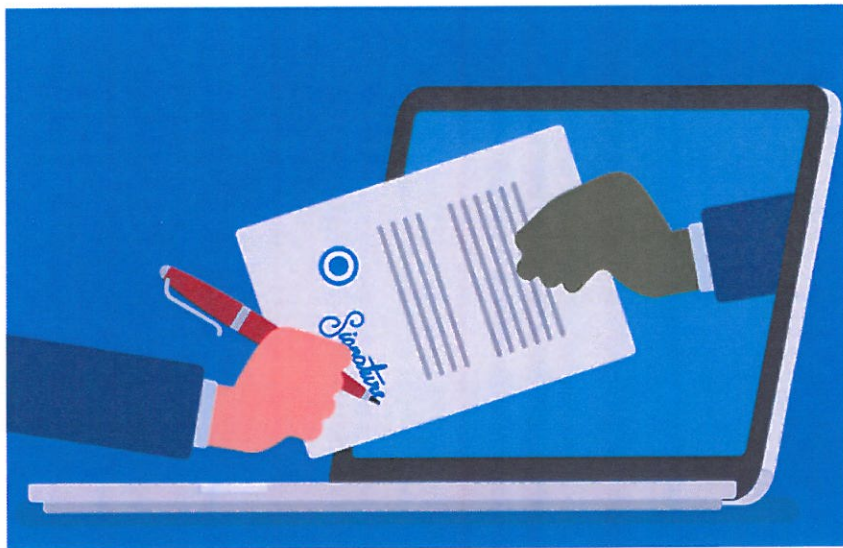


ACTIONS/ACCOMPLISHMENTS

- Virtual Orientations
- Virtual Workshops
- Virtual Eligibilities
- Over the Phone one-on-one orientations
- Facetime Initial Assessment
- Virtual Meeting Platform



ACTIONS/ACCOMPLISHMENTS



- Online Resume assistance
- Digital Eligibility Forms
- Electronic Signatures
- Staff Telecommuting
- Virtual Trainings

ACTIONS/ACCOMPLISHMENTS

- Daily Meetings with Lydia
- Weekly staff and leadership meetings
(discuss week's overview, challenges & highlights)
- Weekly meetings with staff and Youth Coordinator
- Youth Coordinators meet weekly with case managers and staff in eligibility



ACTIONS/ACCOMPLISHMENTS

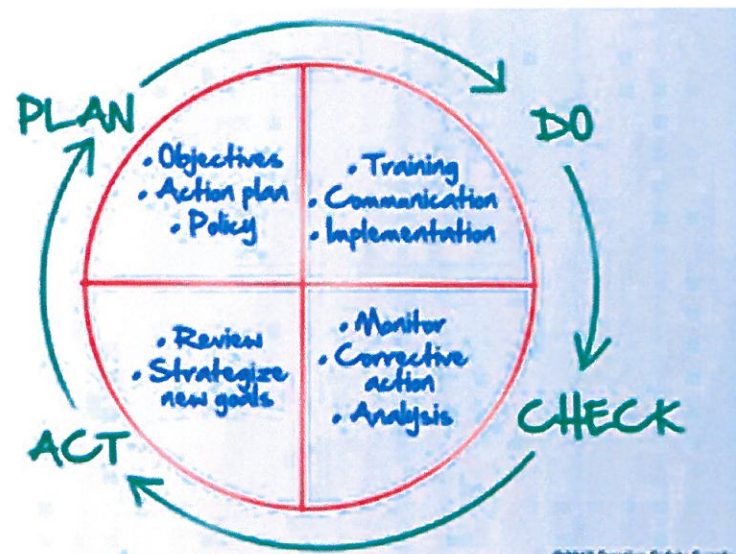


- Introduction to Google Features
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Hangouts (video conferencing)

Groups	Vision Statement
Group 1 (Marycruz)	Prepare, inspire and empower community youth to be self sufficient by providing academic and career pathways and skills through guidance and encouragement.
Group 2	“To inspire and mentor youth in Yuma County to achieve self-sufficiency through career pathways, education, and employment goals. To empower youth to meet their full potential.”
Group 3	To provide Yuma County Youth, the resources and training necessary to successfully achieve their goals by encouraging and motivating them to become productive citizens and lifelong learners as well as promote self-sufficiency.
Group 4	Provide young adults the services and training needed to gain the knowledge to transition into adulthood, careers, and/or higher education.

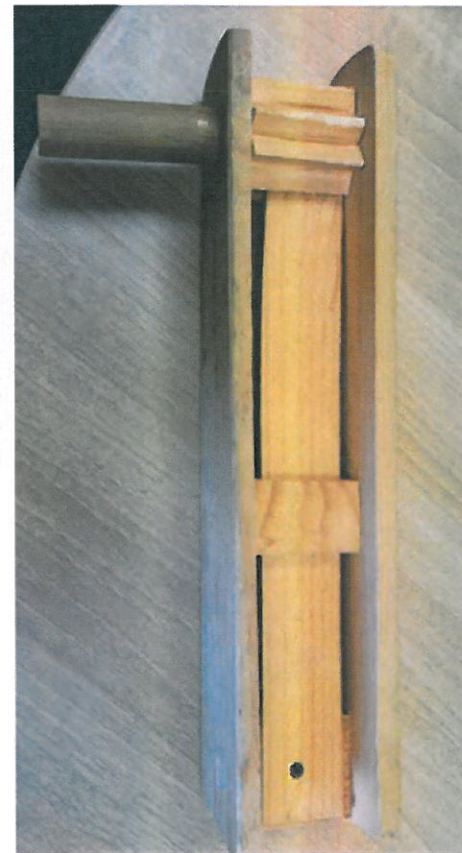
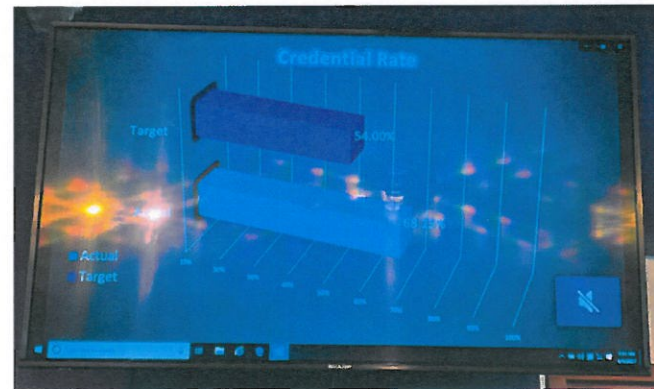
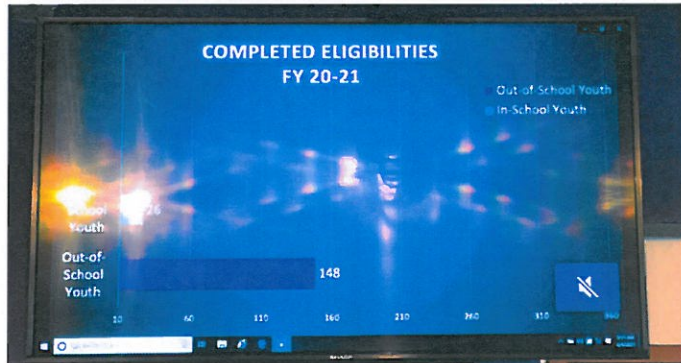
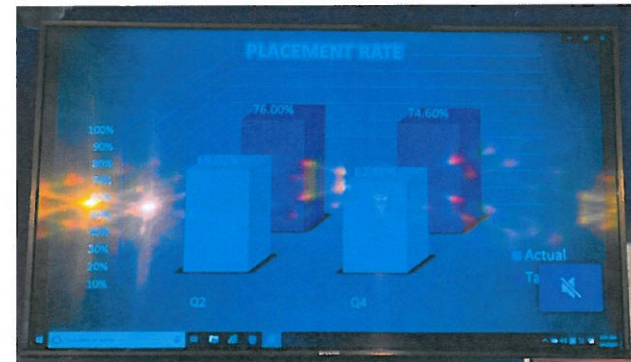
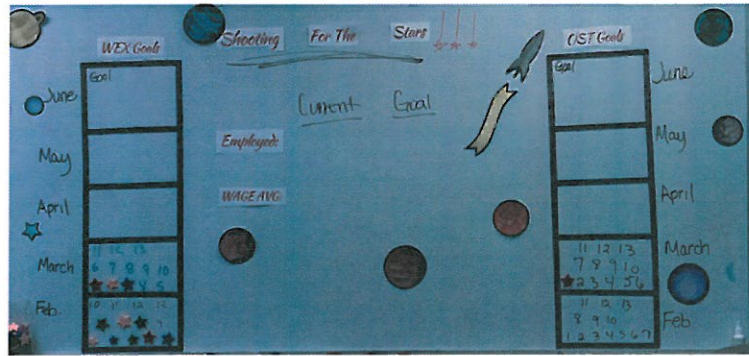
“Prepare, inspire, and empower Yuma County youth to be self-sufficient by providing academic and career pathways and skills through guidance and encouragement.”

ACTIONS/ACCOMPLISHMENTS



- Organized & Structured Data Collection
- Data Driven
- Adult Mentoring Policy
- Board and Youth Committee
Presentation
- Collaborate well with Admin/Directors

DATA/GOALS



TRAININGS

- 14 Program Elements
- Case Notes
- Initial/ Review/ Post ISS
- Measurable Skill Gains
- Timesheets
- State Supportive Service Policy
- TEGL 39-11
- AJC Dictionary (currently going over it)
- WEX/OST Flow Chart
- OST Requirements

TRAININGS

- Document upload
- TABE Process
- 1:1 Orientations
- Income Calculations
- Review AJC changes/glitches
- Google Meet, Zoom, Got To Meetings & Google Classroom
- Case Noting
- Youth Policy, TEGL, Broadcasts
- CRC/ISDS Database
- AJC upload document list
- Findings from compliance

PLAN B

- Hiring Employer Outreach
Coordinator
- Outreach/Recruitment
- Process/Procedures
- Job/WEX Development

Plan A
Plan B
Plan C

OUTREACH/RECRUITMENT

City of San Luis, Arizona

The City of San Luis, Arizona partners with Arizona at Work Yuma County to further assist our community.

For more information please contact Yuma Youth Career Center at (928)783-9347 or email MLK@YPIC.COM

ARIZONA @ WORK **NEED MONIESSS?**

If you are between 16-24 years old:

- A Junior or Senior in High School who would like to earn money learning leadership & financial literacy skills as well as participate in paid community service opportunities.
- A dropout in need of GED or High School Diploma.
- A High School Graduate in need of Occupational Skills Certificate
- A college student in need of assistance with job search, resume, paid internship opportunities and more.

Services are free to those who qualify!

Contact us today and don't miss out the opportunity to earn up to \$7000.00 dollars participating in a paid internship in a career of your choice!

HABLENOS HOY SI OCUPA ESTA INFORMACION EN ESPAÑOL!

Yuma Youth Career Center
in MLK Jr. Neighborhood Center
300 S. 10th Avenue
Yuma, AZ 93504
(928) 783-9347
TTY: (928) 330-6440
mlk@ypic.com

You and 25 others

6 Comments, 6 Shares

TODAY IN YUMA
selfie gallery
Lotus
COMMITTED TO HELPING
YOU TAKE CARE OF
YOUR "SELFIE"

79.3
TODAY'S BEST MUSIC
OUTLAW
COUNTRY
KCYK 1400AM



City of Somerton (Official)

Thank you vice mayor Juan Castillo for being part of today's Somerton Sleep. Please call Arizona @ Work so you can learn more about the services they have to offer for youth & adults. Please call them at (928) 783-9347. See Less

4 Comments, 11k Views

Comments

Most Relevant

Nina Delgado · 5:08
Thank You for the shout out! The College of Health Careers offers great programs focused in the medical field. We have a great partnership with Youth Services AZ @ Work - Thank You VM Juan

Judy Heredia · 4:59
Merry Christmas Juan Castillo & Brisa Garcia! great job both of you!

OUTREACH/RECRUITMENT

Action Steps	How	Responsible	Start/End Date	Desired Outcome	Follow Up Information
1. Meet monthly with Case Managers to find out status of participants	Meet with each Youth Specialist and review caseload to monitor progress	Evelyn	1/25/21/ongoing, has been established	Ensure all participants are actively participating and exit non active participants	Established
2. Partner Up with local	Identify contact person/agen	Lidia	1/25/2021-/2/17/21	Establish a consistent	-Charter School -Drug Court

agencies. Drug Court, Planned Parenthood, juvenile, STEDY,	cy and set up meeting to discuss partnership. -Drug Court -Probation -Crossroads -Health Dept. -WIC -Police Dept. -High Schools			outreach method with local agencies weekly, monthly, quarterly, etc.	participants -STEDY
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3. Look at opening a Youth Service TikTok,	Participant run platform...check for liability	Castillo	1/25/2021-2/10/21	Target youth to engage in our program	
4. Track recruitment Measures	Google Form was created for efforts	Frank	01/27/2021-2/3/21	Look at process of what is working for recruitment (perhaps using ISOS data)	Recruitment/Outreach log-form was created and is in use
5. Audio promotion (radio, Pandora, Spotify, Podcast, paid advertisement on Social Media)	Contact Outlaw, facebook, pandora, spotify	Juan/ Thelma	01/27/2021-2/3/21	Attract Youth to program Outlaw Radio has offered a weekly open spot. (Per Oscar)	Approximately \$150 per month for FB Ad Billboards
6. Video promotion (TV, YouTube, Super Bowl ad)	Create a YouTube Channel????	Norma/Juan	1/27/21-Pending	Target youth to engage in our program	
7. Incentives for participation workshops	Request an	Lidia	01/27/21-2/17	Engage youth	

8. Pamphlet for participants	Create pamphlet	Norma, Melissa, Maria	01/27/21-2/17/21	Participant engagement	completed
9. Develop peer group	Need More Info????	Evelyn/ Youth Specialists	01/27/21	Participant engagement	N/A
10. Mail Postcards/ Pamphlet for community	Contact post office and get cost and if allowed? Contact Angel Luna possible flyers in newspaper	Juan/ Outreach staff	01/27/21-2/17/2021	Engage target youth	Emailed post cards to 1900+ individuals
11. Drive through outreach		Outreach	01/27/21	Engage community/ target youth	Norma Contacted City of Yuma pending response.
12. Door to door flyers pop up door handle flyers					

Start with church next to Admin Building

Juan C. 2:47 PM Feb 5
Facebook \$\$\$

Juan C. 1:17 PM Feb 18
1. Digital Billboard on 4115 32nd street and 4E facing west \$500.00 a month for Platinum Package approx-1660
[Show more](#)

Juan C. 1:19 PM Feb 18
1. It would cost \$4,300.00 to order postcards through Cava for 10,000.00 copies (postage not included and it would be 7.1x5.5 in size postcard)
2. If we buy card stock to print our own, it costs \$71.89 for 100 pack (\$718.90 for 10,000 cards) taxes and postage not included
3. See Staples quote (email on 2/18)

PROCESS/PROCEDURES

My Goal is: Establish process/procedures to get participants ready for WEX and Occupational Skills Training

Specific:
How will you do it? (what, when, where, and how?)

How: Provide workshops to meet requirements including but not limited to Resume, Employability, Customer Service, Mock Interviews, etc. Each workshop is scheduled once per week and on demand as needed per participant.
-Video Workshops (Youtube Videos/ Linked In) & Assessments to ensure comprehension.
-Use 14elements program for workshops
- Adobe Resumes so formats do not change- Prefillable

WEX: Ensure participants have completed the "WEX readiness checklist" before commencing work experience.
-WEX Flowchart
-start workshops as soon as participants are enrolled
-Use job shadowing to ensure WEX interest.
-CM & Outreach meeting to ensure WEX interest

How: Provide support services to pay for requirements. Provide resources and study materials to meet required test levels- OST.
-Ensure that participants are using studying materials such as The Academy. Check progress.
-Offer different studying resources if the participant is not being productive in the current studying method.
-More in person studying (AWC) or hire tutors

OST: Ensure participants meet Occupational Skills Training program requirements of their choice.
-OST Readiness Checklist
-OST Flow chart

Measurable:
How will I measure it?
-Progress will be measured by the amount of WEX Readiness Checklist
- Amount of students who have completed OST requirements
-Google forms WEX & OST Readiness.

Action Steps	How	Responsible	Start/End Date	Desired Outcome	Follow Up Information
1. OST/WEX requirement	Create WEX readiness checklist and OST	Evelyn (Lead)	1/25/21-2/17/21	Have a checklist for WEX ready participants and checklist for OST	Done

	checklist				
2. Upload, update, and maintain workshop presentations (M Drive)	Update presentations and upload to Google Classroom	Frank	1/25/21-2/17/21	Have all workshops/presentations centralized in the cloud	Have a Google Classroom for workshops; ongoing update to presentation materials
3. Video Workshops/ 14 element research		Frank	1/27/21	make workshops more available	Youth Specialist staff assisting with workshops for participant that are already

INTERNSHIP/OJT

Action Steps	How??	Responsible	Start/End Date	Desired Outcome	Follow Up Information
1. Welding Class with Instructor (YUHSD, STEDY) or any group with. Group WEX. Welding, Technology, Medical Assistance, etc.	Identify contact person/agency and set up meeting to discuss partnership. -Drug Court -Probation -Crossroads -Health Dept. -WIC -Police Dept.	Lidia	1/25/2021-2/17/21	Create a group of WEX participants.	STEDY-Presentation of Services was conducted on Feb. 8th Spring Orientation STEDY- Upcoming orientations March 1st-Coding March 8th -MA March 15th -AWC certificates Scheduled meeting for 2/19/21, - for follow up on

9. Linking WEX/OJT /Education to training - develop process	1. Participants will attend all workshops and be ready for WEX and/or OST (Enrollment Process Flow Chart)	Oscar/case management	1/27/21-2/1/21	a quick transition from WEX to training or Training To WEX	Enrollment process developed for participants to do WEX workshops first as they enroll
10. offer other methods of transportation like TAXI, Uber etc. to eliminate transportation barriers		Case Management	1/27/21-TBD	Have more than one option to address transportation barrier	Contacted South West Taxi- Had best prices and reviews Yuma- \$8 all city limits flat rate County- \$15 flat rates Somerton- \$20 all city limits flat rate San Luis AZ - \$25 flat rate FootHills- \$ 25 flat rate

INTERNSHIPS (WEX/OJT)

Service Level	PY 2019/2020 Target Goals	Youth Goal	C/O	July 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	Total
Basic Career Services	Enrollments	300	128	20	18	27	19	59	27	35	23	25	23	5	11	420
Individual Career Services	Number of participants enrolled into Work Experience/Internships	190		14	18	12	14	5	12	16	10	9	2	4	9	125
	Number of participants who become employed	139		5	4	5	4	3	2	5	3	9	2	8	9	59
Training Services	Number of participants beginning training	100		13	3	14	11	3	3	32	10	4	14	5	5	117
	Number of participants who become employed	73		5	6	5	6	3	2	3	2	10	3	9	9	63
Employment	Average wage at employment	\$12.50/hr.		\$13.10	\$12.43	\$10.60	\$12.09	\$11.33	\$11.47	\$12.68	\$12.82	\$13.57	\$12.50	\$12.45	\$12.30	\$12.28
Customer Satisfaction	Evaluation of Customer Satisfaction	180		115	128	111	82	31	27	35	9	7	0	12	14	571

Service Level	PY 2019/2020 Target Goals	Youth Goal	C/O	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	Total
Basic Career Services	Enrollments	500	220	8	20	14	29	17	19	12	12					351
Individual Career Services	Number of participants enrolled into Work Experience/Internships/OJT	200		5	15	4	9	3	3	6	8					53
	Number of participants who become employed	146		3	3	5	9	5	7	3	2					37
Training Services	Number of participants beginning training	180		3	21	17	10	2	3	8	1					65
	Number of participants who become employed	132		5	5	7	4	4	10	3	0					38
Employment	Average wage at employment	\$12.50		\$13.54	\$12.64	\$13.95	\$13.18	\$12.40	\$13.75	\$13.75	\$12.12					\$13.17
Customer Satisfaction	Evaluation of Customer Satisfaction	375		27	56	49	51	29	30	24	49					315

CHALLENGES

- Microsoft Office 2010 (control)
- Not being fully staffed
- COVID-19 (uncontrollable)
- No Virtual WEX (in progress)

