

**FINANCE AND PERSONNEL COMMITTEE**

Yuma Private Industry Council, Administration Building  
 3834 W. 16<sup>th</sup> Street, Yuma, AZ 85364  
 May 6, 2020  
 9:00 a.m.

**MINUTES**

**I. CALL METTING TO ORDER**

Jesus Garcia called the meeting to order at 9:03 a.m.

**II. ROLL CALL**

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

<b>Members Present</b>	<b>Members Absent</b>
1. Maria Chavoya (Phone)	
2. Daniel Corr (Phone)	
2. Jesus Garcia (Phone)	
3. Steven M. Miller	
4. Antonio Zuniga (Phone)	

**Thereby a quorum was established.**

**Guests**

Martha Camacho, YPIC  
 Patrick Goetz, YPIC

Nidia Herrera, YPIC  
 Beatriz Aguilar, YPIC

**III. QUARTERLY FINANCIALS**

Martha Camacho informed the Committee, as of March 31<sup>st</sup> expenses are at 69% and are at 75% of the year. ResCare Workforce Services is underspend by about 285 thousand dollars and other providers are underspend by 210 thousand dollars. Adult and Dislocated Workers funds will expire on 6/30/2020.

Jesus Garcia asked if the agency has asked for an extension to spend the money. Nidia Herrera replied senior management has been on calls with State asking for extensions, State has been looking at information and considering it but has not provided a response. Nidia stated, State mention the money will be returned and then the money will possibly be redistributed to the same local area to be used for covid-19. The local area would document or provide information on how the money is to be used on the covid-19 individuals, but nothing is final.

Steven M. Miller asked what the decreased percentage is. Martha Camacho replied on the financial side the April invoice is still pending. Nidia informed that on the program side at this time there is no percentage due to activities being canceled.

**IV. PROCUREMENT POLICY**

The procurement policy has been updated to be in compliance with the Office of Management and Budget (OMB). Numbers on different kind of procurement methods have been updated. Also, on the competitive bidding to find providers, two board members will be asked to be part of the selection committee along with three management staff.

Jesus Garcia asked if purchases of 10 thousand to 100 thousand only require a bid and not the board's approval. Martha Camacho replied purchase over 100 thousand will be presented to the board for approval. The new procurement policy will be presented at the May 13<sup>th</sup> meeting for approval.

**V. ADDITIONS TO THE ELIGIBLE TRAINING PROVIDER LIST**

- **Full Time Law Enforcement Training Academy**
  - Federally Recognized Credential - Educational Certificate
- **Microsoft Office Specialist Excel 2019**
  - Federally Recognized Credential - Personal Certificate
- **Microsoft Office Specialist PowerPoint 2019**
  - Federally Recognized Credential - Personal Certificate

Nidia Herrera stated the three trainings will be presented to be approved by the full Board in order to be placed on the Eligible Training Provider List to be made available for adults, dislocated workers and youth.

Daniel Corr stated the college is very proud with the Full Time Law Enforcement Training Academy and the partnership with the city and sheriff's office, and for the community being able to offer this academy locally. The three trainings will be presented for board approval on May 13<sup>th</sup>.

**VI. MEMORANDUM OF UNDERSTANDING/INFRASTRUCTURE COST SHARING AGREEMENT UPDATE**

The Memorandum of Understanding/Infrastructure Cost Sharing Agreement Update item was tabled as clarification from State and additional information is needed.

**VII. TITLE II APPLICATION UPDATE**

Nidia Herrera informed the committee that Title II Adult Education submitted an application to State and asked for LWDB input and comments regarding their application. Judith Castro, Valentin Casillas and Kevin Imes were asked to



provide feedback. The templates were submitted on Friday, May 1, 2020 and an update will be presented at the next board meeting.

**VIII. PY 20-21 SERVICE PROVIDER CONTRACT UPDATE**

The Arizona Western College contract has been accepted and will be sent out for signatures.

The ResCare Workforce Services accepted the final negotiation for their contract.

Nidia Herrera informed that several attempts have been made with Portable Practical Educational Preparation to submit a contract for PY 20-21. Nidia Herrera will send a final letter for Portable Practical Educational Preparation to submit a contract for PY 20-21.

**IX. GOOD OF THE ORDER**

Jesus Garcia asked Daniel Corr how the nursing program is doing. Daniel Corr informed that at the request of Yuma Regional Medical Center the college sent over the entire certified nursing assistant and nursing gear as well as all the personal protective equipment and was please to help. Clinical rotations at the hospital have ended, nursing graduates will graduate this year and CNA program is currently suspended. Jesus Garcia congratulated for having an awesome nursing program.

Nidia Herrera informed the committee that a letter has been submitted to Yuma Neighborhood Development Organization, the organization is stationed at the Martin Luther King Center. The termination letter was submitted to Yuma Neighborhood Development Organization due to breach of lease obligations.

A conversation took place regarding the unemployment numbers, employers, jobseekers and stimulus monies.

**X. ADJOURNMENT**

Maria Chavoya asked for a motion to adjourn the meeting. A motion was made by Daniel Corr; Seconded by Steven M. Miller. The motion carried.

Meeting was adjourned at 9:52 a.m.

VOICE VOTE: 5-0

**Respectfully submitted by Beatriz Aguilar, Clerk of the Board.**