



Innovative Workforce Solutions

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD –
PERSONNEL POLICIES & PROCEDURES COMMITTEE**

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364

Meeting Link:

<https://us06web.zoom.us/j/86377166715?pwd=V1ZMNzczT2NTQ3V1Tk1HRnZjTjI1dz09>

Meeting ID: 863 7716 6715, Passcode: 488123

Phone: +1 253 215 8782 US

January 6, 2022

9:00 a.m.

MINUTES

I. CALL METTING TO ORDER

Antonio Zuniga called the meeting to order at 9:00 a.m.

II. PLEDGE OF ALLEGIANCE

Antonio Zuniga led the Pledge of Allegiance.

III. ROLL CALL

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

Members Present	Members Absent
1. Antonio Zuniga	
2. Adriana McBride	
3. Patrick Goetz	

Thereby a quorum was established.

Staff Present

Nidia Herrera, Executive Director

Elia Gallegos, HR Assistant

Beatriz Aguilar, Clerk of the Board

IV. POLICIES:

1. Limited English Proficiency Policy

Adriana McBride presented the Limited English Proficiency Policy.

- Policy was revised to comply with WIOA regulations
- Recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the programs and activities
 - Language Assistance Services
 - Interpreter Services
 - Vital Information
 - Identifying LEP Individuals
 - Oral and Witten Material Translation



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Adriana McBride informed the committee the two policies were also reviewed by State's Equal Opportunity Officer and EO Program Manager.

2. Accessibility & Accommodations Policy

Adriana McBride presented the Accessibility & Accommodations Policy.

- Policy was revised to comply with WIOA regulations
- Physical and programmatic accessibility must be available
- Reasonable Accommodations
- Auxiliary Aids, Services and Assistive Technology
- Confidentiality

V. GOOD OF THE ORDER

There were no comments for the Good of the Order.

VI. ADJOURNMENT

Antonio Zuniga made a motion to adjourn the meeting; seconded by Adriana McBride.

VOICE VOTE: The motion carried 3-0 (Yes: Antonio Zuniga, Adriana McBride & Patrick Goetz).

The meeting adjourned at 9:09 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board.