

Santa Cruz County Workforce Development Board

Minutes

Wednesday, April 9, 2025 / 12:00 pm - 01:30 pm
 2150 N. Congress Drive, Court Room A
 Nogales, AZ 85621

<u>Board Members Present</u>	<u>Board Members Absent</u>	<u>Staff and Guests Present:</u>
Dina Rojas-Sanchez	Skylie Estep	Jesus Valdez (SCC)
Richard Brennan	Karen King	Zaida Bustamante (Program Manager)
Guillermo Oton	Greg Lucero	Adrian Chamberlain (SCC WIOA)
Olivia Ainza-Kramer	Tom McAlpine	Jim Mize (OSO)
Maria E. Kinder		Karina Guerrero (Title III)
Taylor Spence (Title II)		Patricia Azcue (SCC Finance)
Desiree Galaz		Vaughn Croft (Job Corp)
Fernando Sandoval		John Fanning (district #3 supervisor)
Roy Bermudez (Unisource)		Trevor Stokes (Pathway2Career)
		Dominica Domingues (AZDES RR Team)
		Jennifer Kelly (DES)
		Irasema Olvera (DES)

- A. Call to order
- B. The meeting was called to order at 12:04 by D. Sanchez.
- C. Roll call
Roll call was conducted. Quorum was confirmed.
- D. Call to the public

The WIOA Adult, Dislocated Worker, and Youth programs are 100% funded by the Department of Labor, with a total grant amount of \$1,022,512.00. Rapid Response services are 100% funded by the Department of Labor, with a total grant amount of \$325,000.00.

An Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities. Services are made available through federal funding provided by the Workforce Innovation and Opportunity Act.

- a. No discussions*
- E. Adoption of Meeting Minutes- January 22, 2025 Regular Board Meeting
 - a. D. Sanchez asked for a motion to approve the meeting minutes from January 22, 2025
 - i. Motion: R. Bermudez moved to approve the minutes
 - ii. Second: R. Brennan seconded the motion.
 - iii. Vote: Motion carried unanimously without discussion.
- F. [Budget Report](#)- Finance Department
 - *Reporting given by M. Chavez up to December 2024.*

Key points included:

- a. The workforce development program is operating within budget.*
- b. There were no major unexpected expenses reported for the quarter.*
- c. The Finance Department is preparing for upcoming fiscal year allocations.*
- d. Board members asked brief questions about administrative expenses, which Mr. Vega confirmed were consistent with projected costs.*

The Budget Report was accepted as presented. No action was needed.

- G. National Association of Workforce Board (NAWB) Forum 2025 Recap
 - a. Chairwoman D. Sanchez, Z. Bustamante, T. Spence, and F. Sandoval attended the NAWB Forum 2025 and provided a summary:
 - i. They highlighted sessions focused on innovation in workforce development, funding diversification, and improving job seeker services.
 - ii. Key takeaway: a push for greater collaboration between education, business, and workforce boards.
 - iii. The importance of how apprenticeships are changing the landscape of workforce. Many different industries are implementing apprenticeship opportunities for future employees, incumbent opportunities for existing workforce.
 - iv. They recommended that the board consider attending the Forum annually to stay updated on national best practices.

H. Quality Assurance and Integrity Administration (QAIA) Audit

- a. Received Notification of Audit March 13
- b. Audit complete and accepted on April 3

Z. Bustamante provided the audit report update:

- I. Notification of audit was received on March 13, 2025.
- II. The audit was completed and accepted on April 3, 2025.
- III. No major findings; only minor procedural suggestions were noted, which have already been addressed by staff.
- IV. Board members expressed appreciation for the clean audit.
 - o No board action was needed; this was an informational item.

I. WIOA Guidelines and Procedures

a. Z. Bustamante provided an overview of current WIOA guidelines:

- I. Staff is finalizing the Rapid Response Policy, which is due by the end of May 2025.
- II. Updates were made to align with state and federal requirements.
- III. Board members were encouraged to review any policy drafts and submit feedback within two weeks.
 - o No vote was required at this stage.

J. Rapid Response Policy due by end of May

K. Rapid Response – affected employers

- a. Presented by A. Chamberlain
- b. Local Affected Employees: 16
 - i. CWS – Cross Docking & Warehouse Services
 - ii. SOSI
 - iii. SUN MED
- c. Staff remains in communication with local businesses in case support is needed

The WIOA Adult, Dislocated Worker, and Youth programs are 100% funded by the Department of Labor, with a total grant amount of \$1,022,512.00. Rapid Response services are 100% funded by the Department of Labor, with a total grant amount of \$325,000.00.

An Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities. Services are made available through federal funding provided by the Workforce Innovation and Opportunity Act.

L. Rio Rico Medical Fire June 14- August 23 EMT Academy

a. Z. Bustamante shared John Martinez shared that:

- I. The EMT Academy in Rio Rico will run from June 14 to August 23, 2025.
- II. It is a partnership between Santa Cruz County Workforce and local emergency services.
- III. Funding will partially support participant tuition and equipment.

M. Meeting with Carlos Contreras, Director for Office of Economic Opportunity

- a. Roundtable discussion around economic and workforce challenges/ successes
- b. Fresh Produce Association, South32, Santa Cruz County Provisional Community College, Mariposa Community Healthcare, Arizona Department of Economic Security, WIOA, Adult Education
- c. Office of Economic Opportunity will be offering SCC LWDB an in-depth training into allocations and eligibility- coordinating logistics
 - i. Z. Bustamante reported discussed that on the meeting she held with the Director for the office of Economic Opportunity topics covered included:
 1. Focus was on strategic planning and regional workforce alignment.
 2. Mr. Contreras offered to provide in-depth training to the SCC LWDB regarding allocations, funding streams, and eligibility criteria.
 3. Staff is coordinating logistics to schedule this training within the next two months.
 4. Board members expressed strong interest in participating in the training to enhance funding and operational understanding.

N. Strategic Planning request update

- a. Chairperson Olivia Lopez updated the board on the strategic planning request:
 - i. The Board's strategic planning efforts are ongoing, with the goal to align the local plan with state workforce priorities.
 - ii. Office of Economic Opportunity (OEO) staff will assist in the facilitation of planning sessions.
 - iii. Board members were asked to submit availability for upcoming strategic planning workshops.
 - iv. There was discussion about including key stakeholders, such as industry leaders, education partners, and community organizations, to ensure broad input.
 - v. Timeline goal: to complete strategic planning updates by August 2025.

- O. Questions on Partner Reports (Title I-B, Title II, Title III, Title IV, WIOA Title ID (MSFW), Fred G. Acosta, Job Corps (Partner Program), One Stop Operator
- a. D. Sanchez gave gratitude towards Title IV as there has been an increase in referrals and outreach initiatives.
 - b. No questions arose.
- P. Roundtable
- a. A. Chamberlain wanted to express thanks to the board to speaking on apprenticeships and to begin the leg work to implement apprenticeships in Santa Cruz County. He also expressed congratulations to Z. Bustamante to her new appointment as WIOA Director.
 - b. T. Spence wanted to mention that title II was granted additional funding to expand services. Expansion is planning to go into Rio Rico.
 - c. E. Kinder wanted to also express congratulations to Z. Bustamante and mentioned the rise in referrals.
 - d. D. Galaz wanted to mention that a new supervisor has been hired and will be making round trips from Tucson weekly.
 - e. D. Dominguez congratulated Z. Bustamante also on her new appointment and nothing to report on Rapid Response.
 - f. J. Fanning congratulated Z. Bustamante also on her new appointment and mentioned how he wants to be more involved with WIOA and its initiatives.
 - g. R. Brennan also congratulated Z. Bustamante also on her new appointment.
 - h. V. Croft congratulated Z. Bustamante also on her new appointment, also mentioned that the Job Corp has 250 students enrolled and has the services available to Santa Cruz County.
 - i. P. Azcue was happy that the board members were able to attend the conference and congratulated Z. Bustamante also on her new appointment.
 - j. M. Chavez commented that the county made it official last month to promote Z. Bustamante to the appointment of director and wanted to echo the sentiment her congratulations.
 - k. D. Sanchez asked for a motion for adjournment
 - i. Motion: R. Bermudez moved to approve the minutes

The WIOA Adult, Dislocated Worker, and Youth programs are 100% funded by the Department of Labor, with a total grant amount of \$1,022,512.00. Rapid Response services are 100% funded by the Department of Labor, with a total grant amount of \$325,000.00.

An Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities. Services are made available through federal funding provided by the Workforce Innovation and Opportunity Act.

- ii. Second: R. Brennan seconded the motion.
- iii. Vote: Motion carried unanimously without discussion.

Q. Next meeting- May 14, 2025