**SANTA CRUZ COUNTY**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**LOCAL WORKFORCE DEVELOPMENT BOARD MEETING**

**VIA ZOOM MEETING**

**January 13, 2021 Minutes**

**Board Members Present Via Zoom Board Members Absent**

Victor Cardenas Arnold Quijada

Louie Doyle Karen King

Dan Doyle Ramses Giron

Dina Rojas-Sanchez Oscar Villa

Olivia Ainza-Kramer Abraham Sneed

Tom McAlpin Alicia Paz

Maria E. Kinder

Dr. Stella Perez

Victor Hetherington

Richard Brennan

Christopher Young **Staff and Guests Present:**

Raquel Espinoza Maritza Cervantes

Norma Lucero Mauricio Chavez

Nora Herrera Irasema Olvera

Jim Mize

**A. Call to Order -** The meeting was called to order at 12:01 p.m. by D. Doyle

**B**. **Pledge of Allegiance -** The Pledge of Allegiance was led by Jim Mize

**C. Roll Call -** Quorum was confirmed after roll call.

**D. Call to the Public -** No comments

**E. Adoption of the September 09, 2020** **Regular Meeting Minutes**

* Confirming all Board Members had read and reviewed the September 2020 minutes, D. Sanchez made a motion to approve the minutes as presented with S. Perez voicing a second to the motion. The board unanimously approved.

**F. Introductions:**

* All board members present provided a brief introduction of themselves.

**G Updates– Maritza Cervantes**

* 2019 SCC Board Recertification Update – All documentation was submitted to state in regards to the findings discussed at the past two meetings with LWDB. SCC resolved findings and met all the requirements. Recently submitted the LWDB Recertification for 2021. All documentation was submitted two weeks ago and we are now waiting for a response from the state. All new LWDB members were included on the roster that was submitted to the state.

**H. Election Process** –

* SCC LWDB has to go thru a new nomination process for Chair, Vice Chair & Secretary. Documentation was sent out to all board members in the email which included agenda for this meeting. We were hoping to hold elections during this meeting, most business sector members are not present today. We will postpone for next LWDB meeting. As per board member R. Brennan’s request, Maritza will provide a list of the eligible nominees that represent Businesses on the board together with a short bio for each business member. We will proceed with the nomination process during the next LWDB meeting in March**.**

**I. Partner Reports**

**1. Title I – Workforce Development- Irasema Olvera**

**Outreach for this reporting period includes:**

* WIOA staff has been diligently working taking all the necessary precautions. We have been working on making our information packets and all our information for training available virtually. Early November, we opened up our building for public use and unfortunately, due to the spike in Covid cases, we went back to providing service by appointments only. In following guidelines, the schedule allows 3 individuals to use the resource room at a time for a 1.5 hour-time frames. On January 6th we opened up our waiting list for our ISY program, which will remain open until late April. The enrollment is for any youth ages 14-21.

During these months we had a total of 44 Orientations scheduled. 25 actually attended the Orientations. We currently have 6 participants going thru the process of eligibility. We had four actually complete the CDL training, two of which have been placed in employment. One with Santa Cruz County and the other with N&J Trucking. The other two are currently in the process of waiting on the employment interviews.

We have two pending trainings with Pima Community College for Billing and Coding and the other for Phlebotomy which will be starting in March.

**2. Title II – Adult Education & Literacy- Nora Herrera**

* Introduced herself in acceptance of her role as the Adult Education Program Manager. Expressed her excitement in being part of the team and looking forward to working with the LWDB.
* Adult Ed is currently in the process of launching the new Cohort on January 19th. With some students not showing up and still in the process no actual numbers are available to report in regards to enrollment.

**3. Title III – Wagner-Peyser Act / Employment Service – Victor Cardenas**

**Below you will find a synopsis of our accomplishments: (Oct-Dec 2020)**

* Our Division has reorganized our structure to change with the present times.  We have created three regions and a governance section to take advantage of the evolving technology which will improve the way we deliver services and changing client behaviors.
* Nogales is now fully staff with a new supervisor (Miriam Cruz)
* Nogales has been able to provide 33 job referrals in AJC and has successfully placed 171 clients in meaningful employment
* Nogales has had 371 job opening in AJC
* Traffic=1858 which have been served multiple ways, which included our statewide virtual team
* Staff in Nogales have served approximately 278 clients, which registered 136 in AJC.

**4. Title IV – Vocational Rehabilitation Services – Ma. Elizabeth Kinder**

**Title 4 Report: –Santa Cruz County**

**VRS**- Ma. Elizabeth Kinder

**VRC**- Anel Altamirano

**VRC**- Monica Romero

**RT**- Karen Villagran

**Successful closures: 15**

**Successful placements: 18 for Qtr. 1**

***Served a total of # 120 clients for the quarter***

**Updates:**

* Hired a new VR Counselor for the Nogales office in November 2020, to manage the Transition School to Work caseload in the greater Nogales region – Monica Romero
* Training new staff is my priority and outreach for more referrals in the New Year (2021).

**Outreach**

* Currently providing all services virtually. All staff is currently working from home and still providing services and referrals. Elizabeth is very thankful for all the collaboration and great team work we currently have with all the partners.

**J**. **One Stop Operator** – Jim Mize

* Requested for partner reports to be send in writing reporting any updates or data that will be reported for the time being. C. Young added to have the report to add a comparison from previous year for the data from each Title.
* Will be starting to reach out to all partners to see what we can do to work better and start becoming more involved with all partners.
* Talked to Maritza and Irasema about working on sending a job description on creating a position for a Business Representative who could work with the local businesses and be proactive on promoting services provided by WIOA.
* J. Mize wants to get information to be able to determine common goals with all partners and will try to start connecting with community agencies locally to see what their needs are as far as services that could be provided by ARIZONA@WORK.

**K. Board Reports: New Members Introductions:**

* **R. Brennen –** Nothing to report but would like to get more information on what the duties for board members. Copies of updated Bylaws will be sent with next LWDB meeting agenda/minutes.
* **L. Doyle:** Would like more information on help for local Veterans in Santa Cruz County in regards to transportation to the VA Hospital in Tucson. V. Cardenas will get someone to call Mr. Doyle in regards to that.
* **R. Espinoza**- Very interested in getting more information on WIOA program and is always in the lookout for employees for her local business in Santa Cruz County.
* **V. Hetherington** – Nothing to report.
* **O. Kramer** – Sharing what the local Chamber of Commerce is doing. The Chamber has been helping small business apply for available SBA loans or Grants to help small business with the needs due to pandemic. One of the biggest importance is working together with local Workforce office to help each other out and be able to service our business community. Chamber has been granted a fund to help local businesses with needs of technical assistance through digital world. Super excited to say a lot of the business have been taking advantage of the opportunities out there to help local businesses.
* **N. Lucero –** Nothing to report.
* **Dr. S. Perez –** Wanting to clarify how Santa Cruz County Provisional College has been its own Community College District. Santa Cruz County members pay taxes to have their own College District here locally. Pima Community College is the service provider of SCC Provisional College District. Will be looking forward to get together with j. Mize to talk more about these points of clarification. Dr. Perez is also happy to announce that the local SCC Provisional College District will be offering EMT and Fire Science Certification separately from the PCC Certification. Nogales Fire Department will be providing the trainings locally. The GED testing will also be available again here locally at the Center on January 25th. We will also be providing IT Certifications for basic word processing and spreadsheet development which was requested by the Fresh Produce Association. Working closely with Maritza and Irasema with some new scholarships for students interested in Logistics.
* **D. Sanchez**- Extremely busy due to pandemic providing services to our local community.
* **C. Young** – SCC Superintendents office is working together with Mariposa Community College and County with vaccines for educators. Hoping that after phase 1 is done with Elderly and Public Service Officers the next Phase will include educators.

**L. Next Meeting – March 10, 2021 via Zoom at 12:00 noon**

**M. Adjournment**

* L. Doyle motioned to adjourn the meeting, seconded by D. Sanchez and unanimously approved. The meeting adjourned at 1:27 p.m.