

Santa Cruz County Workforce Development Board

Minutes

Wednesday, June 25, 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	Zaida Bustamante (Director)
Greg Lucero	Desiree Galaz	Adrian Chamberlain (SCC WIOA)
Guillermo Oton	Richard Brennan	Karina Guerrero (Program Manager)
Olivia Ainza-Kramer		Jim Mize (OSO)
Maria E. Kinder		Irasema Olvera (DES)
Taylor Spence (Title II)		Patricia Azcue (SCC Finance)
Karen King		Vaughn Croft (Job Corp)
Fernando Sandoval		Rio Rico Fire and Medical Chief Deputy Chris Renteria
Roy Bermudez (Unisource)		Jessica Gallegos
Tom McAlpine		Blanca Acosta

- A. Call to order
- B. The meeting was called to order at 12:02 by D. Sanchez.
- C. Roll call

Roll call was conducted. Quorum was confirmed.
- D. Call to the public
 - a. *No discussions*

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- E. Adoption of Meeting Minutes- January 22, 2025 Regular Board Meeting
- a. D. Sanchez asked for a motion to approve the meeting minutes from April 9, 2025
 - i. Motion: G. Lucero Moved to approve the minutes as presented.
 - ii. Second: Maria E. Kinder seconded the motion.
 - iii. Vote: Motion carried unanimously without discussion.

F. [Budget Report](#)- Finance Department

- *Reporting given by Patricia Azcue from the Finance Department presented the quarterly budget update and a fiscal year ending cycle.*

Key points included:

- a. Workforce Program operations remain within budget, with spending consistent across all funding streams*
- b. Noted increase in supportive service requests among Adult and Youth participants*
- c. Planning is underway for next budget reallocation, based on upcoming training and hiring needs.*
- d. The program is on track to expend its Adult program funds by June 30, 2025 completing the current fiscal award cycle.*
- e. Zaida Bustamante emphasized that although there is still funds available in Admin, she is committed to ensuring no misspending occurs and that all expenditures comply strictly with allowable costs*

Board members asked clarifying questions regarding line items, which Ms. Azcue addressed. No action was required.

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

G. Introduction of new Program Manager: Karina Guerrero

- a. Dina Sanchez introduced Karina Guerrero as the new Program Manger for ARIZONA@WORK Santa Cruz County Workforce Development
 - i. Karina shared a brief introduction about her background in nonprofit and social services program management.
 - ii. Board members welcomed her and expressed appreciation for her joining the team.

H. Board Recertification

- a. Chairwomen Dina Sanchez informed the board that all materials for LWDB recertification were submitted to the state ahead of the June deadline.
 - i. Confirmation of receipt was acknowledged by the Arizona Office of Economic Opportunity
 - ii. The Board is awaiting formal approval, expected by mid-July 2025.
 - iii. No board action was needed, but Sanchez thanked the staff for their prompt coordination.
- b. Business Affiliation Approval
 - i. Discussion and action were held regarding the approval of new board members under the business affiliation category per WIOA Section 107(b)(2)(A) and bylaws Article VI, Section 1(f).
 - ii. The following nominees were presented
 - 1. Ana Quick – Mariposa Community Health Center
 - 2. Juan Balderas – SOC Technical Solutions
 - 3. Luis Padilla – PABA Transportation
 - 4. Luis Bustamante – Bustamante Refrigeration
 - 5. Peter Osete – DCO Custom Builders
- c. Request for proposal for comprehensive One Stop Operator (6/18/2025)
 - i. Zaida Bustamante reported that the RFP for the **Comprehensive One-Stop Operator** was officially released on **June 18, 2025**.
 - ii. The posting complies with procurement timelines and state requirements
 - iii. Deadline for responses is July 15, 2025
 - iv. A review panel will be convened to evaluate and score proposals in Late July.
- d. Chairwomen Dina Sanchez expressed frustration that this matter was only now being presented to the board, despite the One-Stop Operator contract having expired for nearly a year and currently being extended.

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- i. She raised serious concerns about the lack of involvement from county leadership, emphasizing the importance of transparency and board engagement.
- ii. Dina also voiced disappointment that none of the County Supervisors **or** County Managers were present to support or comment on the situation.

I. Performance Measures Updates

- a. Zaida Bustamante provided an overview of the most recent performance data for WIOA Programs:
 - i. **Adult and Dislocated Worker programs** are meeting or exceeding goals in employment placement and median earnings.
 - ii. **Youth Programs** outcomes are improving, with gains in credential attainment and measurable skills gains.
 - iii. Zaida noted that data validation efforts have helped ensure accuracy and compliance ahead of next state review.
- b. Board members expressed appreciation for the detailed breakdown and asked for the summary to be shared via email following the meeting.

J. Title I-B Training for Board – Update

- a. Zaida Bustamante updated the board on the upcoming Title I-b Training:
 - i. Training is being developed in coordination with the Arizona Department of Economic Security.
 - ii. It will cover program structure, participant eligibility, and funding requirements.
 - iii. Tentative schedule is set for August 2025, with a virtual option for remote board members.
- b. Board members were asked to confirm their availability once the calendar invite is distributed

K. Job Fair and Community Expo- October 15, 2025

- a. Zaida Bustamante announced that the Job Fair and Community Expo will take place on October 15, 2025 from 9:00AM-2:00PM at the Santa Cruz County Complex
 - i. Planning efforts are already underway in partnership with local employers, education providers, local non-profits and workforce partners

- ii. Adrian Chamberlain, Business Service Coordinator will begin outreach to invite more local employers. Board members were encouraged to share the event through their networks.
- L. Rapid Response – Job Corps and Arizona State Department of Economic Security
 - a. Business Service Coordinator / Rapid Response Coordinator Adrian Chamberlain provided an update on the recent rapid response activities
 - i. A coordinated outreach event was conducted in collaboration with Job Corps and the Arizona Department of Economic Security (DES)
 - ii. Chamberlain visited both Job Corps and Arizona Department of Economic Security (DES) offices to share information and gather preliminary details on employees who may be affected by upcoming layoffs and who reside in Santa Cruz County.
 - iii. These proactive site visits were aimed at establishing contact with potentially affected workers and students while maintaining coordination with employer contacts for any upcoming support needs.

No Board action was required this was an informational item

- M. 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. Board members were invited to comment on written reports submitted by all titles and partners
 - b. Discussion highlights include:
 - i. Jim Mize commented that even though the contract had expired he had come to an agreement with Zaida Bustamante with the extension and he was still receiving payment. He believes the contract extension didn't occur as there was not a director for almost a year.
 - ii. Taylor spence commented that Title II numbers were lower then the year before but due to changes from ADE.

N. Roundtable

- a. All board members welcomed Karina Guerrero and wished her good luck.

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- b. Fernando Sandoval, Guillermo Oton, Tom Mcalpin, Maria E. Kinder, Jim Mize, expressed their excitement for the new board members as it will allow new perspectives and different industry insights.
 - c. Luis Bustamante wanted to thank everyone for the opportunity although did express his unfamiliarity with formal government meeting and procedures but looks forward to being able to give back to his community.
 - d. Adrian Chamberlain wanted to express gratitude towards the business owners for their interest in joining the board. He also mentioned that this will allow businesses the opportunity to learn more about apprenticeships and On-The-Job training opportunities.
 - e. Karina Guerrero thanked everyone for their warm welcome and looks forward to working with everyone.
- O. Next meeting- May 14, 2025
- P. Adjournment Chairperson Dina Sanchez adjourned the meeting at **1:26 PM**.