

Santa Cruz County Workforce Development Board

Minutes

Monday, August 11, 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>
Tom McAlpine	Dina Sanchez	Zaida Bustamante (Program Manager)
Richard Brennan	Luis Padilla	Karina Guerrero (Title III)
Guillermo Oton		Adrian Chamberlain (SCC WIOA)
Olivia Ainza-Kramer		Jim Mize (OSO)
Maria E. Kinder		Luis Carlos Davis (district #1 supervisor)
Taylor Spence (Title II)		Mauricio Chavez
Desiree Galaz		Vaughn Croft (Job Corp)
Fernando Sandoval		Patricia Azcue (SCC Finance)
Roy Bermudez (Unisource)		Joann Bueno
Skylie Estep		André Prince
Greg Lucero		
Karen King		
Blanca Acosta		
Pedro Osete		
Taylor Spence		
Ana Quick		
Luis Bustamante		
Juan Balderas		

A. Call to order

- a. The meeting was called to order at 12:04 by R. Brennen

B. Roll Call

- a. *Roll call was conducted. Quorum was confirmed.*

C. Introduction of new Board Members

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.

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D. Call to the public

a. *No discussions*

E. Adoption of Meeting Minutes- June 25, 2025 Regular Board Meeting

a. D. Sanchez asked for a motion to approve the meeting minutes from January 22, 2025

i. Motion: G. Lucero moved to approve the minutes

ii. Second: F. Sandoval seconded the motion.

iii. Vote: Motion carried unanimously without discussion.

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

- *Reporting given by M. Chavez Summary for June 2025 with accruals up to 8.8.25*

- *Key points included:*

- *Adult Program Funds: Fully expended by June 30, 2025, closing out the fiscal cycle.*
- *Dislocated Worker Funds: Nearly 90% obligated, with final expenditures expected by the end of September 2025.*
- *Youth Program Funds: Approximately 75% spent, with active contracts expected to use remaining funds by program year-end.*
- *Carryover Funds: Some limited carryover into FY 2026 is anticipated, mainly in Youth and Dislocated Worker categories.*
- *Supportive Services: Notable increase in demand for transportation and training-related assistance; Finance is monitoring to ensure compliance with caps.*
- *Compliance Emphasis: Zaida Bustamante stressed the importance of ensuring that any remaining funds are spent only on allowable costs and avoiding last-minute, non-strategic spending.*
- *Overall Status: Finance reported that the program remains within budget and compliant with WIOA funding requirements.*

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

G. Discussion / Possible action to approve the contract with James E. Mize to serve as the ARIZONA@WORK Comprehensive One-Stop Operator from August 21, 2025, through August 20, 2027, in the amount of \$15,000 per year with a two-year renewal option.

i. Motion: G. Lucero moved to approve the minutes

ii. Second: F. Sandoval seconded the motion.

iii. Vote: Motion carried unanimously.

1. Discussion included Z. Bustamante explaining to the newer board members the role and functionality of the one-stop operator.

2. J. Mize then went on to thank the board along with asking the board for any tips to try and get the community more engaged he would love to hear them.

H. Arizona Apprenticeship office Presentation

a. Presentation given by the Apprenticeship director, Joann Bueno and regional representative, Andre Prince.

b. [Presentation](#) Key Points:

- *Overview: Joann Bueno and Andre Prince delivered a joint presentation on the role of Registered Apprenticeship programs in workforce development.*
- *Partnerships: They highlighted collaboration between employers, education providers, and workforce agencies to expand apprenticeship opportunities across industries.*
- *Benefits: Apprenticeships provide participants with earn-while-you-learn models, industry-recognized credentials, and direct employment pathways. Employers benefit from a pipeline of skilled workers tailored to their needs.*
- *Local Opportunities: Emphasis was placed on increasing apprenticeship availability in Santa Cruz County, particularly in healthcare, construction, and advanced manufacturing sectors.*
- *Support Services: Discussion included how WIOA funding streams can support apprentices with tools, uniforms, transportation, and other needs.*
 - *L. Bustamante provided an explanation in how his business he has been training and upscaling his workforce and asked if he would benefit from the apprenticeship.*
 - *G. Lucero emphasized that one of the biggest things to remember is that your training an employee not a student.*
 - *S. Estep asked the state team what barriers they see when trying to get employers to become registered as an apprentice, as her business tat she represents has a similar model to an apprenticeship just not registered with the state.*
 - *J. Bueno responded by saying that most businesses do not want to deal with the paperwork and the believe that the state will constantly be watching them do their operations.*

I. Title I-B Training for Board- update- November 12, 2025 (Office of Economic Opportunity and Policy and Oversight, and Support Administration)

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- Z. Bustamante reported that the next Title I-B Board training has been scheduled for November 12, 2025
- The training will be facilitated by the Office of Economic Opportunity, along with the Policy and Oversight and Support Administration from DES.
- Content will cover program structure, participant eligibility, performance measures, fiscal accountability, and the role of the board in ensuring compliance.
- A virtual option will be available for members unable to attend in person.
 - No action was required; this was an informational update.

J. Job Fair and Community Expo, October 15, 2025 – Updates

- Z. Bustamante gave an update to the board that the annual job fair will take place on Wednesday, October 15, 2025. Our staff is currently engaging in outreach efforts to get employers and local community agency to register for the event.
- Currently there are 36 employers and organizations who have signed up and 65 days left until day of event.
- Donations letters will also be sent out to previous employers who have donated before in the past such as water, ice, and other items for the event.

K. Partner Reports

- Z. Bustamante asked the board if anyone had questions in regards to the reports sent out.
- G. Lucero asked if there was an update in regards to adult ed:
 - *M. Chavez notified the board that the current program manager of Title II, Taylor Spence had submitted her letter of resignation and that this would be her last week as acting manager and has been working diligently with county management to provide a smooth transition.*
 - *T. Spence notified the board that the current administration withheld educational funds prior to the start of the school year, while all staff members were let go.*
 - *Three (3) weeks ago the administration approved educational funds, and T. Spence was rehired. Although the funds were released the full amount were not received.*
 - *G. Lucero did ask if the funds were only asked if adult ed funds were only approved for one (1) more year? M. Chavez confirmed that is correct.*
- M. Chavez did want to inform the board that following the Santa Cruz County's school superintendent, Alfredo Velasquez's resignation the Adult Ed Program, would go back to the county for administrating its responsibility.

L. Round Table

- S. Estep wanted to let the board know that South32 will begin its ramp-up with employment. Approximately new positions for the next two years. Next year about 70 positions will open up the following year about 280 new positions.
- G. Lucero wanted to mention that a meeting should have been called after the adult ed funds have been held instead of reading about it in the paper.
- M. Chavez wanted to acknowledge supervisor 1, Dr. Davis for attending the meeting and welcoming all new board members.
- K. Guerrero wanted to thank the board for everything and those who have helped with the transition of Taylors departure.
- A. Chamberlain thanked T. Spence for the time they worked together and wished her well in her future. Also welcoming all new board members and looks forward to working with everyone.
- T. Spence wanted to thank everyone for all they've done for her in the past year and looks forward to seeing everyone after completing her academy in her new role.
- F. Sandoval wanted to mention a thanks to A. Chamberlain for his assistance in Arizona Job Connection to reach job seekers.
- R. Bermudez wanted to say thank you to everyone and looks forward to partnering more opportunities with the local office and community college to try and give more opportunities for our local youth.
- A. Quick wanted to mention that Mariposa Community Health Center's Pharmacy has begun its residency program, bringing one (1) residence to begin.
- Dr. Vaugh Croft wanted to emphasize the importance of apprenticeships as the Fred Acosta Job Corp center is a pre-apprenticeship that provides many opportunities for those in the programs.

M. Adjourn

- Motion: R. Bermudez moved to adjourn
- Seconded: G. Lucero seconded the motion to adjourn
- Vote: Motion carried unanimously without discussion

N. Next Meeting: November 12, 2025

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