

## NOTICE OF MEETING OF THE BOARD OF DIRECTORS FOR TUCSON YOUTH DEVELOPMENT

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tucson Youth Development Board of Directors and to the general public that the Tucson Youth Development Board of Directors will hold a meeting, open to the public on:

**Wednesday, September 28, 2022, 6:15 PM\***

**\*\*Location: 1901 North Stone Avenue, Tucson, AZ 85705 ([ZOOM LINK](#))**

### AGENDA

- I. Roll Call
- II. Call to the Audience
  - *To participate in the Call to the Audience, send an email to [publicinput@tucsonyouth.org](mailto:publicinput@tucsonyouth.org) not later than 60 minutes prior to the meeting start time. The email must contain your full name and a brief summary of what you wish to share with the Board.*
- III. Request Approval of Consent Agenda ([Exhibit 4](#))
  - a. Approval of Meeting Minutes from August 30, 2022
  - b. Information: Executive Director Report
  - c. Information: Summer Youth Employment Program (SYEP) Monitoring Letter
- IV. Business Reports
  - None
- V. Staff Reports
  - **Mr. Eddie Valdez** (Programs Director): 2022 Summer Youth Employment Program (SYEP)
    - Information: 2022 Summer Youth Program Summary ([Exhibit 5](#))
- VI. Committee Reports
  - Governance Committee
  - Finance Committee
- VII. Unfinished Business
  - Discussion and Possible Action Regarding the Proposed Executive Director Evaluation Documents
    - Information: Board of Directors Scoring Document ([Exhibit 6](#))
    - Information: TYD Leadership Team Scoring Document ([Exhibit 7](#))
- VIII. New Business
  - Request Acceptance of Resignation of Board Member Elizabeth Gaxiola ([Exhibit 8](#))
- IX. Executive Session
  - None
- X. Adjournment

**Next Meeting:** To be determined.

### Discussion and action can occur on any agenda item

The Board of Directors of Tucson Youth Development, Inc. and/or the Governing Board of ACE Charter High School & YouthWorks Charter High School may conduct one or more Executive Sessions concerning any matter on the Open Meeting agenda for any or all of the following purposes relating to any agenda item:

1. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

**Dated: Friday, September 23, 2022**

2. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.
3. Discussion or consultation for legal advice with the attorney or attorneys of the public body.
4. Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.
5. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedules or compensation paid in the form of fringe benefits of employees of the public body.
6. Discussion, consultation or consideration for international and interstate negotiations or for negotiations by a city or town, or its designated representatives, with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city or town.
7. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.
8. Discussion or consideration of matters relating to school safety operations or school safety plans or programs.
9. Discussions or consultations with designated representatives of the public body in order to discuss security plans, procedures, assessments, measures or systems relating to, or having an impact on, the security or safety of buildings, facilities, operations, critical infrastructure information and information technology maintained by the public body. Records, documentation, notes, or other materials made by, or provided to, the representatives pursuant to this paragraph are confidential and exempt from public disclosure under this chapter and title 39, chapter 1.

***\* This meeting will be held immediately following the ACE and YouthWorks Charter High Schools Governing Board meeting. The listed start time is tentative, depending on the length of the preceding ACE and YouthWorks Charter High Schools Governing Board meeting.***

***\*\* This meeting is being held via Zoom and may be accessed by the Zoom link at the top of the page.***

***If you are in need of special arrangements, please call Tucson Youth Development at (520) 623-5843 during regular business hours (8:00 AM – 5:00 PM, Monday through Friday).***

**Dated: Friday, September 23, 2022**

**EXHIBIT 4: CONSENT AGENDA**  
**TUCSON YOUTH DEVELOPMENT BOARD OF DIRECTORS MEETING**  
**Wednesday, September 28, 2022**

- A. Approval of Board of Directors Meeting Minutes from August 30, 2022**
- B. Information: Executive Director Report**
- C. Summer Youth Employment Program (SYEP) Monitoring Letter**

**MEETING MINUTES FOR  
TUCSON YOUTH DEVELOPMENT  
Tuesday, August 30, 2022**

The Tucson Youth Development, Inc. Board of Directors meeting at 1901 N. Stone Avenue was called to order via *ZOOM Meetings* at 5:35 PM by Larry Lucero, President.

**I. Roll Call**

**Present:**

- Larry Lucero, President
- Marissa Amezcua
- Julie Kudrna
- Karly Meza

**Absent:**

- Jose Arias
- Elizabeth Gaxiola
- Reena Joseph

**Staff Present:**

- Dr. Michael Olguin
- Jill Moore (entered at 5:40 PM)

**II. Call to the Audience**

- None

**III. Request Approval of Consent Agenda ([Exhibit 3](#))**

a. Approval of Meeting Minutes from July 13, 2022

- **Move:** Marissa Amezcua – Approval of Consent Agenda **Second:** Julie Kudrna. **Vote:** Larry Lucero-Y; Marissa Amezcua-Y; Julie Kudrna-Y; Karly Meza-Y. The motion was approved unanimously.

**IV. Business Reports**

- None

**V. Staff Reports**

- None

**VI. Committee Reports**

- Governance Committee
  - Ms. Kudrna shared that the Governance Committee continues to meet monthly, focusing on the recruitment efforts and bylaw revisions.
- Finance Committee
  - Ms. Amezcua shared that the Finance Committee will schedule a meeting in September; Dr. Olguin will send out a Doodle poll to schedule this meeting.

**VII. Unfinished Business**

- Discussion and Possible Action Regarding COVID-19 Prevention Measures and Mitigation Efforts
  - Dr. Olguin reported that TYD's attorney advised that the current TYD mask requirement does need to be rescinded by September 24th so that TYD is in compliance with revised state law from the FY2022 legislative session.
  - Mr. Lucero shared that he would like to continue to *encourage* staff and students to continue to wear masks, but also remain in compliance with state law. He wants to ensure that staff and students know they can continue to wear a face mask if they choose to do so.
  - Ms. Kudrna asked if the current Board Resolution includes the face mask requirement and the weekly staff testing requirement. Dr. Olguin clarified that the Board Resolution, passed in October 2021, only pertains to the face mask requirement; the weekly staff testing requirement was implemented in January 2022 separately.
  - Ms. Kudrna expressed that she believes an additional three weeks of masking (until the new state law goes into effect) is reasonable. She also shared her desire that we continue to

## Consent Agenda: Exhibit 4A

encourage good hygiene practices, self-screening for potential COVID-19 symptoms, remain home if you are feeling ill, and follow the guidance from health professionals moving forward.

- **Move:** Julie Kudrna – Approval to Rescind TYD’s Face Mask/Covering Requirement Effective Sunday, September 25th, 2022, and Continue Weekly Staff Testing While Also Encouraging Safe Mitigation Efforts; **Second:** Karly Meza. **Vote:** Larry Lucero-Y; Marissa Amezcua-Y; Julie Kudrna-Y; Karly Meza-Y. The motion was approved unanimously.

### VIII. New Business

- Request Approval to Remove Ms. Gina Herchenhahn from the Tucson Youth Development Vantage West Credit Card Accounts
  - **Move:** Karly Meza – Approval to Remove Ms. Gina Herchenhahn from the Tucson Youth Development Vantage West Credit Card Account; **Second:** Julie Kudrna. **Vote:** Larry Lucero-Y; Marissa Amezcua-Y; Julie Kudrna-Y; Karly Meza-Y. The motion was approved unanimously.

### IX. Executive Session

- None

### X. Adjournment

- **Move:** Julie Kudrna – to adjourn the meeting; **Second:** Karly Meza. **Vote:** Larry Lucero-Y; Marissa Amezcua-Y; Julie Kudrna-Y; Karly Meza-Y. The motion to adjourn was approved unanimously. The meeting adjourned at 5:59 PM.

**Next Meeting:** Tuesday, September 28, 2022 (time to be determined)

**TUCSON YOUTH DEVELOPMENT BOARD OF DIRECTORS  
EXECUTIVE DIRECTOR REPORT: SEPTEMBER 28, 2022**

**I. Facility Upgrades**

- **Flooring Projects through ESSER COVID relief federal funding**
  - TYD: Carpet in offices and classrooms
  - ACE: Tile in main hallways and classrooms
  - YW: Carpet in offices and classrooms
  - *Flooring Direct* performed the work at all three buildings.
- **Lighting Upgrades through Tucson Electric Power (TEP)**
  - TYD was approved for participation in TEP's *School Energy Efficiency Program*.
  - This program retrofits existing lighting fixtures with LED-capable hardware and LED bulbs.
  - The interior lighting fixtures at TYD and ACE were retrofitted under this program. Many of the exterior lighting fixtures were also retrofitted (some were unable to be updated due to their age). YouthWorks was previously serviced under another TEP program with LED bulbs.
  - *M & M Lighting* performed the work during August and September, working around our schedule to complete the project.

**II. Summer Youth Employment Program (SYEP) Monitoring**

- Staff from Pima County Community and Workforce Development (CWD) Quality Assurance Unit completed a monitoring of TYD's 2022 SYEP on Wednesday, August 31, 2022.
- The monitoring occurred in person at TYD.
- *No* observations or findings were documented (see [Exhibit 4C](#)).
- Our thanks to Mr. Eddie Valdez, Programs Director, and Ms. Anahí Ruiz, Human Resources and Payroll Coordinator, for their efforts in ensuring the Quality Assurance Unit staff were provided the information they needed.



September 1, 2022

Mr. Michael Olguin  
Tucson Youth Development  
1901 N Stone Avenue  
Tucson, AZ 85705

**Re: PY 2021-2022 Summer Youth Program Monitoring**

Dear Mr. Olguin,

The Community and Workforce Development (CWD), Quality Assurance (QA) Unit has completed programmatic monitoring for the 2022 Summer Youth Program for your agency.

Findings are specific areas of concern and that denotes non-compliance with the laws, regulations, grant agreements and applicable federal Office of Management and Budget (OMB) grant guidance. Address findings in writing to the department director within twenty (20) days of the finding. The findings response should include any corrective action established to ensure documented corrections and processes in place to prevent reoccurrence. If the subrecipient does not agree with the findings, the subrecipient can issue a dispute within twenty (20) business days to the department director.

Observations are items of note found during the monitoring review, which did not rise to a level of a finding. Observations does not require immediate corrective action, however if the observation is left unaddressed, they may result in future performance and/or compliance problems and affect an organization's ability to obtain federal funding.

There were no findings or observations made for the summer program.

On behalf of the QA unit, thank you for your cooperation and assistance provided by yourself and your staff during the review process.

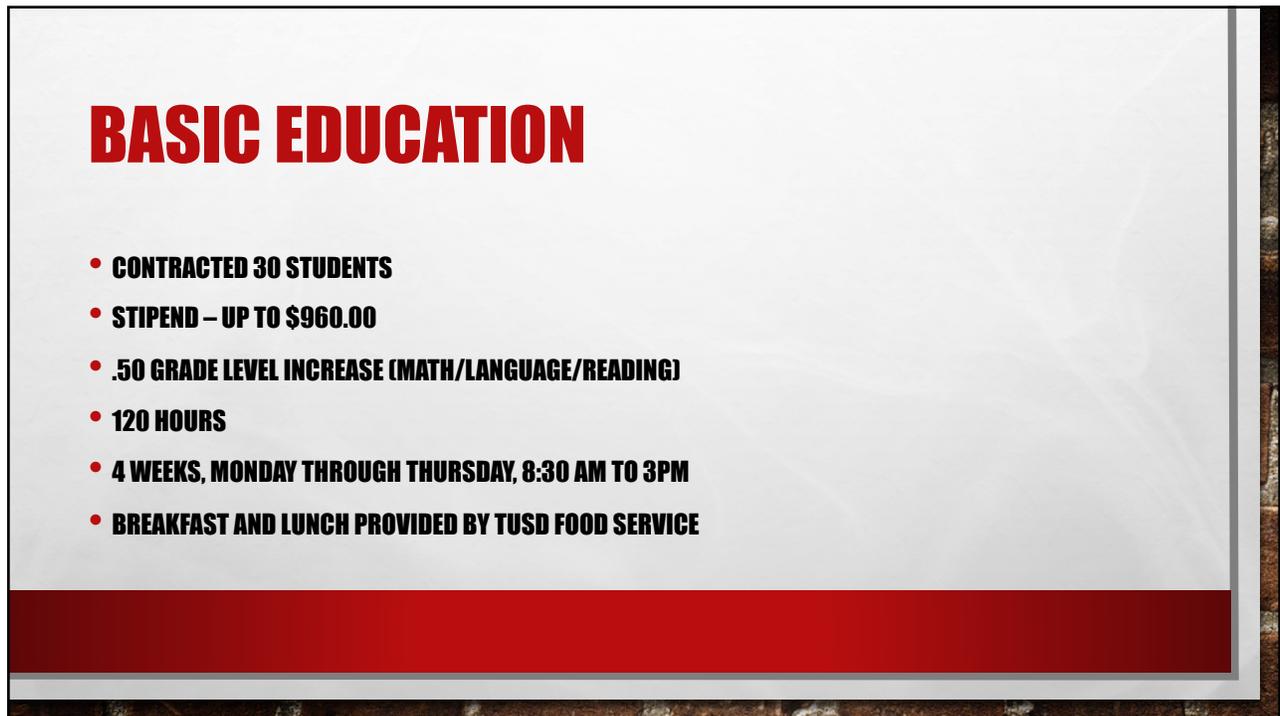
Sincerely,

A handwritten signature in blue ink that reads "Peggy Castano". The signature is fluid and cursive, with a long horizontal stroke at the end.

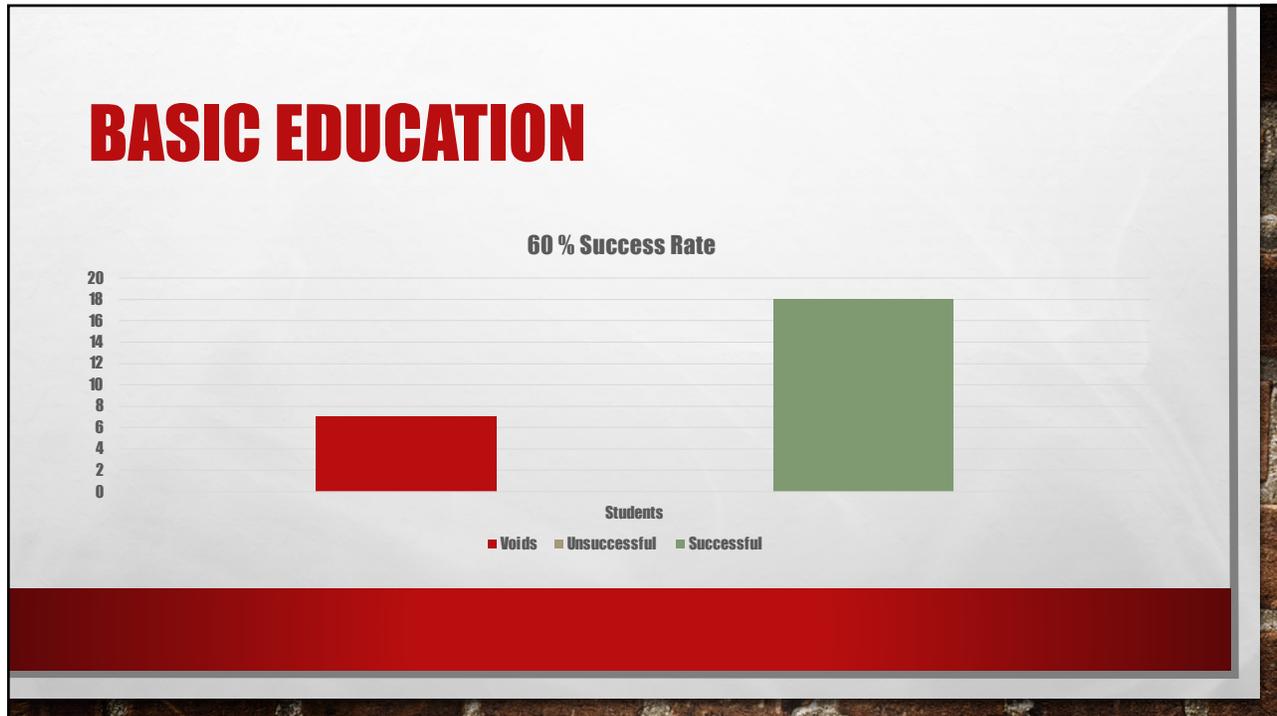
Peggy Castano, Program Manager  
Community & Workforce Development  
Quality Assurance Unit  
[Peggy.castano@pima.gov](mailto:Peggy.castano@pima.gov)  
520-724-6706



1



2



3

- # HEALTHCARE WORK EXPERIENCE
- 10 INTERNS
  - 140 HOURS
  - \$15.75 AN HOUR
  - JTED REFERRED
  - CAREGIVER FACILITIES

4



5

- # WORK EXPERIENCE
- **40 INTERNS**
  - **120 HOURS**
  - **\$15.75 AN HOUR**
  - **STUDENTS PLACED IN TUCSON, SAHUARITA AND AJO**
  - **OFFICE CLERKS, REC. AIDES, MAINTENANCE, LIBRARY PAGES, COOKS**

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# SUMMER PROGRAM SUMMARY

- **OVERALL TYD HAD A 79 % SUCCESS RATE**
- **ISSUES- YOUTH HAD SUMMER SCHOOL, WANTED 2<sup>ND</sup> SESSION, NUMBER OF YOUTH WAS SMALL AND WITH TYD AND OTHER AGENCIES NEEDING YOUTH TO MEET CONTRACT, WE DIDN'T HAVE THE NECESSARY YOUTH.**
- **1,230 APPLIED FOR THE SUMMER PROGRAM ONLY 720 YOUTH WERE ELIGIBLE – TO BE ELIGIBLE YOUTH HAD TO SUBMIT SUMMER PROGRAM APPLICATION, REPORT CARD/TRANSCRIPT AND COVID-19 CARD. APPLICANTS NEEDED TO BE VACCINATED TO BE ELIGIBLE.**

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**Executive Director Annual Performance Review – Board of Directors**

Indicator	Ineffective 1	Developing 2	Effective 3	Highly Effective 4
<b>Domain: Board Governance</b>				
Implementing board policy and directives.  Score: _____	Is unsuccessful at implementing board policies and directives.	Is sometimes successful at implementing some board policies and directives.	Successfully implements most board policies and directives.	Consistently successful at implementing all board policies and directives.
Reporting the organization's activities to the board.  Score: _____	Seldom reports information about TYD activities to the board in a timely manner.	Reports some TYD activities to the board in a timely manner.	Successful at reporting most TYD activities to the board in a timely manner.	Consistently effective at fully communicating TYD activities to the board in a timely manner.
<b>Domain: Financial Performance and Viability</b>				
Ensuring the organization's financial resources are properly managed and reporting the organization's financial position to the board.  Score: _____	Unable to understand and communicate budgetary and financial information to the board.	Relies on staff to do most of the financial reporting to the board.	Works with staff to provide timely and updated financial information to the board.	Effectively works with staff to consistently provide updated financial information and is prepared to answer board questions.

**Executive Director Annual Performance Review – Board of Directors**

Indicator	Ineffective 1	Developing 2	Effective 3	Highly Effective 4
<b>Domain: Organization Mission and Strategy</b>				
Providing leadership and assistance to the board in developing and reviewing the organization's mission and strategy.  Score: _____	Seldom cites TYD's mission and does little to provide assistance to the board.	Often cites TYD's mission and provides leadership to board when requested.	Regularly reviews mission and provides leadership to board as needed.	Consistently utilized TYD's mission in all aspects of leadership assistance with the board.
Communicating the goals, purposes and programs of the organization to partner organizations, the news media, and other audiences.  Score: _____	Unable to clearly communicate TYD goals, purposes and programs effectively to partner organizations, the news media, and other audiences.	Partially communicates TYD goals, purposes and programs to select groups.	Often communicates basic information of TYD goals, purposes and programs to outside audiences.	Always effectively communicates clear TYD goals, purposes and programs to all needed audiences.
<b>Domain: Organizational Operations</b>				
Managing and directing the organization's operations, business lines and other activities.  Score: _____	Seldom is prepared to share information surrounding TYD's operations and business.	Regularly meets with TYD's operations and business staff.	Regularly manages and directs TYD business operations.	Consistently successful at directing and managing business and operations staff as well as TYD activities.

**Executive Director Annual Performance Review – Board of Directors**

Indicator	Ineffective 1	Developing 2	Effective 3	Highly Effective 4
<b>Domain: Organizational Operations cont.</b>				
Developing and implementing plans for staff development, retention and compensation.  Score: _____	Is unable to organize and/or implement staff development, retention and compensation plans.	Is able to organize and implement portions of plans for staff development, retention and compensation.	Is able to create and implement basic plans for staff development, retention and compensation.	Consistently develops and implements comprehensive plans for staff development, retention and compensation.
Ensuring compliance to governmental rules and regulations.  Score: _____	Ineffective at ensuring compliance to governmental rules and regulations.	Sometimes is effective at ensuring compliance to governmental rules and regulations.	Most of the time ensures compliance to governmental rules and regulations.	Consistently maintains compliance to government rules and regulations.
Working closely with legal counsel and informing the board of any concerns or needs for legal action.  Score: _____	Unable to effectively work with legal counsel and is unable to consistently keep board apprised of any concerns or need for legal action.	Works with legal counsel and keeps board apprised of some concerns or need for legal action.	Works with legal counsel and keeps board apprised of any concerns or need for legal action as needed.	Effectively works closely with legal counsel and aggressive in keeping board apprised of any concerns or need for legal action.

Executive Director Annual Performance Review – Leadership Team

Indicator	Ineffective 1	Developing 2	Effective 3	Highly Effective 4
<b>Domain: Organization Mission and Strategy</b>				
Providing support for department leaders to achieve their goals.  Score: _____	Works ineffectively with department leaders in achieving goals.	Supports department leaders to achieve goals.	Works with and supports department leaders in creating basic goals.	Effectively assists department leaders in creating and achieving significant goals.
<b>Domain: Organizational Operations</b>				
Managing and directing the organization's operations, business lines and other activities.  Score: _____	Seldom is prepared to share information surrounding TYD's operations and business.	Regularly meets with TYD's operations and business staff.	Regularly manages and directs TYD business operations.	Consistently successful at directing and managing business and operations staff as well as TYD activities.
Hiring, supervising and evaluating staff.  Score: _____	Is ineffective in hiring, supervising, or evaluating staff in a timely manner.	Is becoming proficient at hiring, supervising and evaluating staff in a timely manner.	Regularly is able to meet guidelines for hiring, supervising and evaluating staff in a timely manner.	Is effective at always hiring, directing and evaluating staff in a timely manner.
Developing and implementing plans for staff development, retention and compensation.  Score: _____	Is unable to organize and/or implement staff development, retention and compensation plans.	Is able to organize and implement portions of plans for staff development, retention and compensation.	Is able to create and implement basic plans for staff development, retention and compensation.	Consistently develops and implements comprehensive plans for staff development, retention and compensation.

## Exhibit 8

Lawrence T. Lucero, Board President  
Tucson Youth Development, Inc.  
1901 N. Stone Avenue  
Tucson, Arizona 85704

August 31, 2022

Dear Mr. Lucero,

Please accept this letter as my formal resignation from the Tucson Youth Development Board of Directors, effective on today's date.

As you know, this past year has been a very difficult one for me and my family due to COVID-19. As communicated earlier, I did not have internet access during the summer since I was conducting research in Mexico. I am currently working on analyzing the data collected during the summer and will be writing my dissertation this and next semester. In this regard, I will not have adequate time to serve on the board.

I'm grateful for the opportunity of serving as a member of the board of directors. I wish Tucson Youth Development and the board members the best in future endeavors.

Best regards,

Elizabeth Gaxiola