

**Southwestern Area
Workforce Development Board**

One-Stop Committee Meeting Agenda

Tresco, Inc.
1800 Copper Loop, Bldg. 1
Las Cruces, NM

Thursday, January 10, 2019 at 1:00 p.m.

*Marcos Martinez — Chair
Vacant — Vice-Chair*

I. Call to Order

II. Welcome and Introductions

III. Roll Call and Abstention

- (a) If necessary, motion to allow committee members to participate in the meeting telephonically

IV. Public Comment (3-Minute Limit)

V. Approval of Agenda

VI. Discussion, Consideration and Possible Action Regarding

- (a) Approval of October 25, 2018 meeting summary **p.2**
- (b) One-Stop Operator and Site Manager's Brief **p.4**
- (c) Proposed Core Program Partners Dashboard **p.5**
- (d) MOU and IFA with workforce center partners update **p.6**
- (e) Election of Committee Vice-Chair **p.7**

VII. Other

- (a) Member Input

VIII. Public Comment (3-Minute Limit)

IX. Next Meeting

X. Adjournment

DRAFT OF MEETING SUMMARY

Meeting	: One-Stop Committee
Date and time	: October 25, 2018 at 1:00 pm
Location of Meeting	: Andres Z. Silva Conference Center 119 E. Pine St. Deming, NM
Chair Person	: Vice-Chair Marcos Martinez
Members Attending	: Present: Mary Ann Chavez-Lopez (by phone), Jacqueline Fryar, Marcos Martinez, Myriam Martinez (by phone), Erik Padilla, Mary Ulrich Absent: Cassie Arias Staff: Steve Duran, Angela Longovia
Guests in Attendance	: Yvette Bayless, NMWFC; Debbie Maldonado, WNMU AES; Maria Ethier, DACC-AE
Summary submitted by/Signature	: Angela Longovia, Communications & Graphic Design Specialist
Next Meeting	: January 10, 2019

#	Agenda Item	Summary
1.	Call to order	Meeting called to order at 1:05 pm by Mr. Martinez
2.	Welcome and Introductions	Mr. Martinez welcomed all attendees
3.	Roll Call & Abstentions	Sign-in sheet will reflect all those in attendance Mr. Padilla made a motion to allow committee members to participate in the meeting telephonically, seconded by Ms. Fryar. By unanimous consent, motion carried.
4.	Public Comment	No public comment
5.	Approval of Agenda	Ms. Ulrich made a motion to approve the agenda, seconded by Mr. Padilla. By unanimous consent, motion carried.
6.	Discussion or Motion for Recommendation Items	<p>a) Approval of May 31, 2018 meeting summary</p> <ul style="list-style-type: none"> Mr. Padilla made a motion to approve the summary, seconded by Ms. Fryar. By unanimous consent, motion carried. <p>b) MOU and IFA with workforce center partners update</p> <ul style="list-style-type: none"> Mr. Duran shared a status sheet listing the workforce partners who have and have not signed the MOU and IFA for the Las Cruces workforce center PY17 costs are being gathered to prepare IFA's for the other workforce center locations <p>c) Proposed Core Program Partners Dashboard</p> <ul style="list-style-type: none"> Mr. Duran shared that we want to create dashboards displaying at-a-glance information for each of our core partners such as participation level goals, placement levels, and credential levels Mr. Martinez stated that Site Managers would be the best source of information for each center because they have closer eyes on staff activities, center activities, and community awareness

#	Agenda Item	Summary
		d) One-Stop Operator's Report <ul style="list-style-type: none"> • Ms. Bayless, One-Stop Operator, shared that workforce center staff are passionate about what they do and their ideas are valuable. She presented a binder that turns into a flip chart containing the services available at the workforce center by the various agencies. This particular design was created as an outreach tool for employers. e) Election of Committee Chair <ul style="list-style-type: none"> • Ms. Fryar nominated Mr. Martinez as Chair of the One-Stop Committee, seconded by Mr. Padilla. By unanimous consent, motion carried.
7.	Public & Member Comments	Mr. Martinez stated the Site Manager role at each workforce center is appointed by the One-Stop Operator. He would like to see an official appointment process that includes having a specific job description for the position so everyone, including staff, will know their responsibilities. Mr. Martinez also mentioned that the Eastern region is now offering additional compensation for the Site Manager position. Site Managers are already working a full-time job and when appointed as Site Manager, they are asked to go above and beyond and manage the center without additional compensation. Mr. Martinez likes that idea and suggested that the Committee give the idea some thought and perhaps we can see how it works for the Eastern region before introducing it in the Southwestern region.
8.	Next Meeting	Thursday, January 10, 2019 at 1:00 p.m. after the SAWDB Board meeting. Because the Board meeting ended after 12:00 p.m., there was not enough time for the committee members to get lunch before this meeting. It was agreed to have a working lunch for the January 10, 2019 meeting.
9.	Adjournment	Meeting was adjourned at 1:50 pm

Attested: _____

Date _____

AGENDA ITEM SUMMARY

One-Stop / Agency Coordination Committee

January 10, 2019

Agenda Item

One-Stop Operator and Site Manager's Brief

SUMMARY OF AGENDA ITEM

- This item is presented to discuss the type of information that the committee members would like to have included in their quarterly reports to the committee beginning April 2019.
- The One Stop Operator's site managers will provide the committee with a quarterly update on the recent activities from each of the workforce centers.
 - ❖ Mr. Dave Reif, One Stop Operator
 - ❖ Mr. Roberto Montoya – Site manager for Deming and Silver City
 - ❖ Ms. Michelle Velarde – Site manager for Socorro
 - ❖ Mr. Richard Wagner – Site manager for Las Cruces and Truth or Consequences
- Attached is a draft of a template that will be modified with the committee members' recommendations.

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AGENDA ITEM SUMMARY

One-Stop / Agency Coordination Committee

January 10, 2019

Agenda Item

Proposed Core Program Partners Dashboard

SUMMARY OF AGENDA ITEM

- A presentation will be made to discuss the work that is being performed to develop a dashboard of information related to measuring the progress of each partners' deliverables in the system.
- This dashboard is also designed to provide a collective view of the partners' impact. The dashboard will also illustrate overall numbers of individuals served and services delivered.

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AGENDA ITEM SUMMARY

One-Stop / Agency Coordination Committee

January 10, 2019

Agenda Item

MOU and IFA with workforce center partners update

SUMMARY OF AGENDA ITEM

- A presentation will be made to update the committee on the MOU and IFA progress within the region.
- It will focus on the next steps that will be taken to complete IFAs at the affiliate sites and the budgetary planning for PY20.

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AGENDA ITEM SUMMARY

One-Stop / Agency Coordination Committee

January 10, 2019

Agenda Item

Election of Committee Vice-Chair

SUMMARY OF AGENDA ITEM

- Presently, the committee does not have a Vice-Chair. The bylaws of the board allow for any member of the committee to serve as Vice-Chair.
- At the meeting, the committee will need to nominate and elect a member to this position.

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Holidays