

**Southwestern Area
Workforce Development Board**

Board Meeting Minutes

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

Thursday, January 10, 2019 at 10:00 a.m.

MEETING MINUTES

I. Call to Order

- a. Chairman Olguin called the meeting to order at 10:11 a.m.

II. Welcome and Introductions

- a. Chairman Olguin welcomed everyone, thanked Chris Boston for hosting the meeting at Tresco, and asked for introductions.
- b. Mr. Salome made a **motion to allow board members to participate in the meeting telephonically, seconded by Mr. Gristy. Motion carried unanimously.**
- c. Ms. Gervasio called Roll.

III. Roll Call and Abstentions

- a. No abstentions.

Present:

Cassie Arias
Chris Boston
Deborah Dean*
Alisa Estrada
Jacqueline Fryar
Joe Gristy
Marlene Herrera*
Marcos Martinez
Michael Olguin
Joshua Orozco
Anton Salome
Debbie Schoonover
Steve Siañez
Kim Skinner*
Mary Ulrich
Gary Whitehead
*Via telephone

Staff:

Steve Duran, WIOA Administrator
Katherine Gervasio, Fiscal Administrator
Angela Longovia, Communications Specialist

Absent:

MaryAnn Chavez-Lopez
Alonzo Gonzales
Rod Matcham
Erik Padilla
Angelo Vega
Leona Wagner

Guests:

Maria Ethier, DACC Adult Ed.
Yvette Bayless, WIOA Adult/DW
Eric Rivera, WIOA A/DW & YCA

Joe McClintock, Project Manager

Darleen Lopez, WIOA - Youth
David Armijo, SCRTD
Sharon Thomas, SCRTD
Collette Baker, WIOA A/DW
Nickolasa Casillas, NMDWS
Roberto Montoya, NMDWS Deming
Alix King, NMDWS Abq
Janet Richins, SCALE Ag Services
Miguel Martinez, HELP-NM
Dave Reiff, WFC OSO
Victoria Mares, HELP-NM
Teresa Vasquez, HELP-NM
Cindy Quillin, ResCare
Haydee Ramirez, HELP-NM
Tracey Bryan, Bridge of SNM
Maria Snyder, Deming WCC
Richard Wagner, NMWC
Waldy Salazar, DWS

IV. Public Comment

No public comment

V. Approval of Agenda

- a. Southwestern Area Workforce Development Board Agenda Approval – Chairman Olguin stated the agenda includes Consent Agenda Items. Approval of the agenda will also approve the Consent Agenda Items. If anyone wishes to remove any of those items for discussion, now is the time. Ms. Fryar made **a motion to approve the agenda and the Consent Agenda Items; seconded by Mr. Gristy. Motion carried unanimously.** The members that voted by telephone are as follows:

Ms. Dean – Yes

Ms. Herrera – Yes

Ms. Skinner – Yes

- b. **The Consent Agenda Items that were approved are as follows:**

- i. *Motion to accept the minutes from the October 25, 2018 meeting
- ii. *Resolution 18 – 27 approves the new policies and modifications to existing policies to be effective on February 1, 2019
- iii. *Resolution 18 – 28 authorizes the Administrative Entity to negotiate an extension of a lease agreement to provide office space for its service providers and workforce partners at 505 S. Main St. in Las Cruces, NM, and authorizes the WIOA Administrator to sign the lease agreement

VI. Professional Development

- a. Customer Testimonial: Ms. Bayless, Project Director for the Adult & Dislocated Worker program, introduced Janet Richins, Co-Owner of SCALE Ag Services, a small and

growing company that provides agricultural products and services. Ms. Richins stated that Workforce Connection has matched job seekers with their needs and five employees have participated in WIOA's on-the-job training program over the past few years. She has been very happy with the customer service and recommends Workforce Connection to others.

- b. Modified Four-Year Plan: Mr. Duran stated that the Modified Local Four-Year Plan has been approved by the State Administrative Entity. We will be sharing the Plan with service providers, stakeholders, and the community. We will be offering webinars to go over the goals and objectives of this Board and how it can impact employers, job seekers, and youth. Mr. Duran also thanked the Planning Committee and staff for their hard work on the Plan.
- c. Tresco, Inc.: Chris Boston, Tresco President/CEO and SAWDB board member, introduced staff: Sylvia Washington, Chief Operating Officer; Luis Rios, Contract Services Director; Michael Armendariz, Children Services Director; Jeanine Cadwallader, Community Support Services Director. Ms. Washington shared that Tresco has three main programs: Community Support Services for Adults, Contracts, and Children Services which includes early intervention and home-visiting. Ms. Washington also shared that Tresco is the 18th largest employer in Doña Ana County. Mr. Armendariz, Ms. Cadwallader, and Mr. Rios provided descriptive information on their programs.

VII. Discussion, Consideration and Possible Action Regarding

- a. Resolution 18 – 29 ratifies the Executive Committee's resolutions to extend the Youth Career Academy contract with ResCare Workforce Services from December 31, 2018 to February 28, 2019; and to provide services to all eligible out-of-school youth, as permitted under WIOA, and authorizes the Chair or Vice-Chair to sign the agreements. Mr. McClintock explained that this resolution contains two parts: the Executive Committee met November 19, 2018 and December 21, 2018 and this resolution ratifies the decision made at both meetings. ResCare's current scope of work is limited to providing services to out-of-school youth who do not have a high school diploma or high school equivalency. ResCare indicated that their recruitment efforts have not yielded the 111 individuals that have enrolled in the Academy. ResCare has requested a change to their contractual scope of work that would expand the services offered at the Academy to all eligible out-of-school youth that are permitted under the Workforce Innovation and Opportunity Act. Mr. Boston made **a motion to approve Resolution 18 – 29; seconded by Mr. Siañez. Motion carried unanimously.** The members that voted by telephone are as follows:
Ms. Dean – Yes
Ms. Herrera – Yes
- b. Resolution 18 – 30 accepts recommendations from the board members and staff who attended the 2018 Texas Workforce Conference. Prior to the conference, board members and staff were asked to look for best practices and projects that resonated with them as potential initiatives that could be implemented in our area. After attending the conference, the members discussed their ideas and how they would benefit our program. Recommendations were presented and discussed to include better training for new and sitting board members, defining roles and responsibilities of board members, possible synergy with existing programs: joint program with SAWDB and Texas Workforce Solutions Borderplex, youth ambassadors, apprenticeship program. Mr. Siañez made **a motion to accept Resolution 18 – 30; seconded by Mr. Orozco. Motion carried unanimously.** The members that voted by telephone are as follows:

Ms. Dean – Yes
Ms. Herrera – Yes

- c. Resolution 18 – 31 approves Policy 18 – 12 Workforce Center Purchases that establishes a process for Board purchases of equipment and furnishings for workforce centers and offices. Depending on the dollar threshold, the items will require the approval by the WIOA Administrator and Fiscal Agent who will ensure that sufficient funds are available. Approval is also needed by the State Administrative Entity, the pass-through agency or Federal Awarding Agency for any individual item of \$5,000.00 or more. **A motion to approve Resolution 18 – 31 was made by Ms. Fryar; seconded by Mr. Orozco. Motion carried unanimously.** The members that voted by telephone are as follows:

Ms. Dean – Yes
Ms. Herrera – Yes

- d. Resolution 18 – 32 establishes elementary, middle school, and secondary teachers as an occupation-in-demand for those pursuing Level 1 Licensure in the State of New Mexico through June 30, 2021. In New Mexico, school districts are experiencing a difficult time in hiring qualified teachers with Level 1 Licensure. Las Cruces Public Schools, as an employer, reached out to our program for assistance in recruiting, training, and hiring teachers. The workforce center is working with them on recruiting individuals who are teaching assistants, veterans, and others who are interested in becoming teachers. There are approximately 20 other school districts in our region who are subject to the same teacher shortages as LCPS. This resolution would also benefit their districts. In our region, we have a board policy that requires individuals be studying for an occupation that is in demand. Occupations-in-demand change periodically, and this resolution will ensure, regardless the potential fluctuations, that we will continue to provide tuition assistance to those pursuing teaching degrees. After some discussion, Ms. Ulrich made **a motion to amend Resolution 18 – 32 changing the date of June 30, 2021 to June 30, 2024; seconded by Ms. Fryar. A motion to approve amended Resolution 18 – 32 was made by Ms. Schoonover; seconded by Mr. Salome. Motion carried unanimously.** The members that voted by telephone are as follows:

Ms. Dean – Yes
Ms. Herrera – Yes

VIII. Reports and Information Items

- a. Administrative and Fiscal Reports –
 - i. Ms. Longovia, Communications & Graphic Design Specialist, reported her social media posts for the EmployNM website, Facebook page and Instagram account. Ms. Longovia asked everyone if they are on Facebook to please Like the EmployNM page and share any posts to help increase awareness of New Mexico Workforce Connection. Ms. Longovia also shared information about the collaboration with Las Cruces Public Schools and shared a poster design she created for the Become A Teacher campaign.
 - ii. Ms. Gervasio presented her financial reports through November 30, 2018. The Balance Sheet showed total liabilities and fund balance at \$383,102. The Statement showed a beginning budget of \$8,117,259, and expenditures by program at \$1,870,891. Colorful pie charts showed a breakdown of the expenditures by program, and then by county. Mr. Orozco asked if we are on track with spending our

funds instead of carrying over funds as we did in past years. Ms. Gervasio replied that all service providers are slightly under expended as of November 30, 2018. She has no concerns about carrying over funds.

- iii. Mr. Duran reported on the topic of transportation needs in our region. Presently, our participants are receiving a reimbursement of \$0.25 per mile for fuel. The Board recently voted on a policy that changed that reimbursement and positive results have been seen. In addition, we are developing a Transportation Taskforce where we will partner with local transportation to provide better transportation services for those who need it. Sharon Thomas, a volunteer with South Central Regional Transit District, spoke about the SCRTD transportation area and shared the bus schedules. She also stated that for agencies that provide home visits, SCRTD can do workshops for those agencies so they can share with their clients how to ride public transportation and read the bus schedule.

b. One-Stop Operator Report –

- i. One-Stop Operator, Dave Reiff, shared his role with the board members, passed out a Participant Process Map and a Quarterly Activity Report which defines the different areas that will be reported such as current program year goals and prior year actuals, summary of individuals and employers served, number of job placements, number of individuals in training programs, and rapid response activities. Mr. Reiff also provided updates on the digital intake form, marketing campaigns, and introduced a new staff person, Cindy Quillin, who will assist Mr. Reiff with the One-Stop operations.

c. Committee Reports –

- i. Mr. Salome provided a report on the Monitoring Committee's most recent meeting.
- ii. Ms. Schoonover provided a summary of the most recent Youth & Young Adult Committee meeting.
- iii. Mr. Martinez spoke about the discussions from the most recent One-Stop Committee meeting.

IX. Other

- a. Member Input – Mr. Orozco shared that he really enjoyed the Texas Workforce Conference and recommended that any member, who has the opportunity, attend upcoming conferences, including the New Mexico Workforce conference planned for May 2019.

X. Public Comment (3-Minute Limit)

- a. Yvette Bayless shared information about the teacher initiative with Las Cruces Public Schools. Ms. Bayless stated that people visit her office everyday asking about how to get the alternative licensure.

XI. Next Meeting

- a. Thursday, April 4, 2019 in Socorro

XII. Adjournment

Meeting was adjourned at 1:14 p.m.

ATTESTED

Date