

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

Planning Committee Meeting Agenda

Mesilla Town Hall
2231 Avenida de Mesilla
Mesilla, NM

Thursday, January 17, 2019 at 3:30 pm

*Kathie Davis – Chair
Josh Orozco – Vice Chair*

- I. Call to Order**
- II. Welcome**
- III. Roll Call and Abstentions**
 - a) If necessary, motion to allow committee members to participate in the meeting telephonically
- IV. Approval of Agenda**
- V. Discussion or Motion for Recommendation Items**
 - a) Approval of Summary for May 31, 2018
 - b) Approval of Summary for October 11, 2018
 - c) Approved Modification to the Four-Year Plan Awareness Campaign
 - d) Community Workforce Action Plans by County
 - e) Recommendation of TWC Team
- VI. Public & Member Comments**
- VII. Next Meeting**
- VIII. Adjournment**

DRAFT OF MEETING SUMMARY

Meeting	: Planning Committee
Date and time	: May 31, 2017 at 10:00 am
Location of Meeting	: Mesilla Town Hall 2231 Avenida de Mesilla Mesilla, NM 88046
Chair Person	: Tony Kessel
Members Attending	: Present: Tony Kessel, Joshua Orozco (by phone), Gary Whitehead Absent: Cassie Arias, Blanca Barrera Staff: Steve Duran, Angela Longovia
Guests in Attendance	: Tracey Bryan, The Bridge of SNM
Summary submitted by/Signature	: Angela Longovia, Communications & Graphic Design Specialist
Next Meeting	: Maybe in March

#	Agenda Item	Summary
1.	Call to order	Meeting called to order at 10:08 am by Mr. Kessel
2.	Welcome and Introductions	Mr. Kessel welcomed all attendees
3.	Roll Call & Abstentions	Ms. Longovia called roll.
4.	Approval of Agenda	Mr. Whitehead made a motion to accept the agenda, seconded by Mr. Orozco. By unanimous consent, motion carried.
5.	Discussion or Motion for Recommendation Items	<p>Motion to accept the summary from the January 9, 2017 meeting</p> <ul style="list-style-type: none"> Mr. Orozco made a motion to accept the summary, seconded by Mr. Whitehead. By unanimous consent, motion carried. <p>Review and amendments to Proposed Four-Year Plan</p> <ul style="list-style-type: none"> Mr. Duran shared that he spoke with Ms. Montoya-Cordova, the State Administrator, this morning and she likes the revisions thus far. There are ten items that need more in-depth information, such as a more specific description of how we will achieve our strategies and goals, and Mr. Duran went over each of the ten items. Mr. Whitehead added that at the WIOA Convenings in May, he and Mr. Olguin, Board Vice-Chair, gained a new perspective on WIOA operations and working with core partners and other workforce partners. WIOA has it in their federal regulations that they need to work with other partners, but some of the other partners do not have any federal regulations stating they need to work with WIOA. The other partners know that the regulation requiring them to work with WIOA is coming, but it is not in effect at this time. Mr. Duran added that we have been working with the Carl D. Perkins program for years and when it was omitted from the first draft of the Proposed Four-Year Plan, it was an oversight. It has now been added to the revisions. Board member Fred Owensby is our Carl D. Perkins representative. In Truth or Consequences, space will become available at the Gardner Learning Center. The City of Truth or Consequences has offered that space for the Workforce Center. Our current space is very small and we are excited about the idea of moving there.

#	Agenda Item	Summary
		<ul style="list-style-type: none"> • DVR has informed us they contract with an agency for ADA compliance inspections. We will contract with the same agency to inspect our centers. • There was discussion about sign language and translation services being available at the workforce centers. • New Mexico is unpracticed in the Registered Apprenticeship program. We will be meeting with the program director to get up-to-speed. • We are still working on responses to some of the items including coordination of outreach efforts, professional development activities, coordination of referrals, coordination with other partner programs, fiscal and performance management. • Mr. Duran shared the idea of five to seven-minute video modules for cross-training employees accessed through a secured website. There was also some discussion on utilizing social media for outreach and cross-training such as creating videos and posting on YouTube. Mr. Whitehead suggested that these training modules also be available to board members. • Mr. Duran mentioned Geo Solutions already created software that would allow any partner to input a customer's information into the system only once, and various partners can then access that information without having to start over with common intake questions. This software/module has a very high price tag. • Mr. Whitehead wanted to go back to the topic of adult basic education. He wants to be sure that the plan covers providing customer service skills training, life skills training, and computer skills training as mechanisms for the ability to be hired. Mr. Duran responded that we do offer these trainings and they are available at DACC, but not available at all areas. Mr. Whitehead stated that there needs to be better outreach to inform employers. • Mr. Whitehead made a motion to approve the revised Proposed Four-Year Plan today and authorize the Administration coordinate with our partners, take on their additional comments, and forward all our changes from today, all partner comments and any staff comments to the State. If the State approves this plan, then we forward it to the Board. If the State does not approve it, then we bring it back to this committee, seconded by Mr. Orozco. By unanimous consent, motion carried.
6.	Public & Member Comments	No comments
7.	Next Meeting	No date set
8.	Adjournment	Meeting was adjourned at 12:43 pm

Attested: _____

Date _____

DRAFT OF MEETING SUMMARY

Meeting	:	Planning Committee
Date and time	:	October 11, 2018 at 3:30 pm
Location of Meeting	:	Mesilla Town Hall 2231 Avenida de Mesilla Mesilla, NM 88046
Chair	:	Kathie Davis
Members Attending	:	Present: Kathie Davis, Joshua Orozco, Angelo Vega, Gary Whitehead (by phone) Absent: Cassie Arias Staff: Steve Duran, Angela Longovia, Joe McClintock
Guests in Attendance	:	None
Summary submitted by/Signature	:	Angela Longovia. Communications Specialist
Next Meeting	:	January 17, 2019

#	Agenda Item	Summary
1.	Call to order	Meeting called to order at 3:30 pm by Kathie Davis
2.	Welcome and Introductions	Ms. Davis welcomed everyone and asked for those in attendance to introduce themselves
3.	Roll Call & Abstentions	Ms. Longovia called roll.
4.	Approval of Agenda	A motion was made by Mr. Orozco to approve the agenda, seconded by Mr. Vega. By unanimous consent, motion carried.
5.	Discussion or Motion for Recommendation Items	<p>Approval of Summary for July 16, 2018 meeting</p> <ul style="list-style-type: none">Mr. Vega made a motion to accept the Summary, seconded by Mr. Orozco. Mr. Whitehead abstained. Motion passed. <p>Work-Session: Modification to the Four-Year Plan Review</p> <ul style="list-style-type: none">Mr. Duran shared that after the 30-day Public Comment period, no comments were received.Mr. Orozco shared notes he made for the Plan including typographical errors, questions and suggestions.Ms. Davis and Mr. Vega also shared questions and suggestions.The timeline plan is to have staff make edits to the Plan and send a new file to the Committee for their review with all edits highlighted. After their final review and any additional suggestions, the Plan will be sent out to all Southwestern Area Workforce Development Board members so they may have ample time to review the Plan prior to the October 25, 2018 board meeting at which time the Board will be asked to approve the Plan. The approved Plan will then be sent to the State and they will have 30 days to review it and respond with any recommendations they may have. <p>Community Workforce Action Plans by County</p> <ul style="list-style-type: none">Mr. Duran provided an update to the Committee stating that at the last board meeting, the Board approved the Planning Committee's recommendation that workforce development plans be created for each county within the region. Mr. Duran stated that the next step for staff is to

#	Agenda Item	Summary
		build a procurement for these plans in November and hopefully have a recommendation ready for the Board to award in January 2019. We would like to have all the county plans completed by the end of June 2019.
6.	Public & Member Comments	Mr. McClintock shared the process of writing the Modified Four-Year Plan, how the focus was to answer the questions provided by the State, but still have a coherent document that the public could understand. Having the Committee read the document and provide feedback has been helpful.
7.	Next Meeting	Regular meetings will be on the third Thursday of each quarter at 3:30 pm. Next meeting will be January 17, 2019 3:30 pm at the Mesilla Town Hall in Mesilla, NM.
8.	Adjournment	Meeting was adjourned at 4:58 pm

Attested: _____

Date _____

AGENDA ITEM SUMMARY

Planning Committee

January 17, 2019

Agenda Item

Approved Modification to the Four-Year Plan Awareness Campaign

SUMMARY OF AGENDA ITEM

- The State Administrative Entity has approved the Modification to the Four-year Plan. Please see attached letter.
- Our next step is to share the plan with stakeholders and the community. This will be accomplished through a series of emails, notices, webinars and other means.
- In addition, we will focus on the goals of the plan and their objectives. Please be prepared to present and discuss objectives that you think can meet a specific goal.
- [Click here to view the Plan](#). The goals start on page 39.

###

SUSANA MARTINEZ
GOVERNOR



LESLIE A. PORTER
ACTING SECRETARY

JOHN SANCHEZ
LT. GOVERNOR

STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
401 Broadway, NE
PO Box 1928
Albuquerque, NM 87103
(505) 841-8405/ FAX (505) 841-8491

December 26, 2018

Michael Olguin, Jr., Board Chair
Southwestern Area Workforce
Development Board
PO Box 1072
Elephant Butte, NM 87935

Dear Mr. Olguin:

After careful review, the New Mexico Department of Workforce Solutions (NMDWS), on behalf of Governor Susana Martinez, has determined the Southwestern Area Workforce Development Board's modification to the four-year Workforce Innovation and Opportunity Act (WIOA) Local Plan, covering the period of July 1, 2016 through June 30, 2020 is approved. NMDWS reviewed the modifications following the requirements contained in sections WIOA 102(c)(3)(A) and 103(b)(1), the New Mexico WIOA Combined State Plan, and the Local Plan Guidelines.

We look forward to working with the Board to continue this important work of strengthening local strategic planning and take the workforce system to a new level of innovation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Yolanda Montoya-Cordova".

Yolanda Montoya-Cordova
WIOA State Administrator

CC:

Leslie, Porter, Acting Cabinet Secretary, NMDWS
Steve Duran, Local Administrative Entity,
Southwestern Area Workforce Development Board

AGENDA ITEM SUMMARY

Planning Committee

January 17, 2019

Agenda Item

Community Workforce Action Plans by County

SUMMARY OF AGENDA ITEM

- The Board has approved a resolution to issue an RFP for the development of community workforce action plans.
- The RFP will be issued in early February of 2019 and will be awarded by the Board at their April 2019 meeting in Socorro, NM.
- At this meeting we will discuss the proposed framework of the action plans and how they will be used by business, government, chambers of commerce, and other stakeholders.
- These action plans, while aligned with [New Mexico's WIOA Combined State Workforce Plan](#) and our board's workforce plan, will contain objectives that are customized for needs of the county. The action plans will contain goals, objectives, action steps, timelines, and outcomes.

###

AGENDA ITEM SUMMARY

Planning Committee

January 17, 2019

Agenda Item

Recommendation of TWC Team

SUMMARY OF AGENDA ITEM

- Members of the board and staff that attended the 2018 Texas Workforce Conference presented recommendations to the board at their last meeting.
- Attached for your review is the recommendations report.
- Please prepare to discuss your ideas on how these recommendations can be implemented and when.
- Staff will then develop a set of objectives and action steps with timelines for implementation.

###

RECOMMENDATION REPORT
2018 TEXAS WORKFORCE CONFERENCE

Southwestern Area Workforce Development Board

January 10, 2019

New Mexico
Workforce Connection

A Proud Partner of the American Job Center Network



Summary

Members of the Southwest Area Workforce Development Board and staff attended the 2018 Texas Workforce Conference in Houston Texas on November 27th to November 30th. All conference attendees were tasked with assisting the Workforce Board in designing more strategic and effective programs for the upcoming program year. Each member attended educational meetings to gain the tools needed to become key players in growing and sustaining our region's skilled workforce. The Board developed a three-step process to gather all the information learned from the conference and develop strategies for implementing the practices into our local 4-year workforce development plan.

Phase I - Summary meeting - December 6, 2018 1:00pm

Conference call Attendees

Angela Longovia	Alisa Estrada	Jacqueline Fryar
Michael Olguin	Mary Ulrich	Yvonne Rios
Steve Duran	Joe McClintock	

Process

Develop the three phases	1 st	Gather information for cultivating the work of the board, and sector strategies
	2 nd	Administrative Entity staff will compile information and initiate alignment with the 4yr plan. Resend for review by the group
	3 rd	Complete recommended changes, finalize plan

The Administrative Entity will present recommendations to the SWADB at the January 10th board meeting. Any recommendations from the Board will be implemented over the next three months.

Conference Attendee Recommendations

Local Board Member Training for New and Sitting Board members

A need to develop a robust program for board member training

Develop new board member workshops. Assist members in preparing for meeting and the skills to be brought to the table to be more active (Mary will think of better example and send to Angela)

Develop improved board member training for new or sitting members – Develop a comprehensive and current (one-page) list of network partners and the services they offer

Seek existing or new online training for onboarding new board members / refresher training for sitting members. The State is trying to develop an orientation, AE needs to identify and develop modules for such a training

Obtain a “resource directory” for SW area with partner names and contact numbers, community wide including workforce centers, Angela mentioned an app idea, Alisa would still like something printed like a directory, Develop an Ecosystem map and make available online

Roles and Responsibilities of Local Workforce Board Members

Basic board member expectations

The use of WebEx / Zoom (video conferencing), this would be helpful to have for meetings, better sound system. Sometimes it's hard when re-schedule a meeting, she takes personal time off to attend a meeting and then when a meeting is re-scheduled, she can't take that new day of

Board member jobs are a priority, our committee meetings are typically the ones we re-schedule, we will work on that

The state has limits on the use of video conferencing for board meetings / will get clarification from NMAG & NMDOL

Clearly defined expectation about how many meeting members should attend in-person and how many times they are allowed to call in, Steve-we need to check bylaws, board needs to comply with Open Meetings Act, requirement that if you serve on a board, you must attend unless circumstances prevent you from attending, for those members who cannot attend, offering WebEx is something we can do

Board members need to know they have to do the best they can to attend

Board members who attended trainings such as the TWC conference could tell other members how informative it was, that would help encourage board members to be attending to our meetings

Open Discussion on possible synergy with existing programs

Joint program between SAWDB and TXWSB

More of a local program, great idea, she would like to be a part of those discussions, would be a great initiative, attended 2 generation approach and incorporating children in workforce program is a great strategy, parents trying to get in the workforce but need childcare

Activities already on-going with WSB, there is a joint Ag Employer Conference. LC office participates in job fairs in El Paso. Steve likes the idea and it would serve DAC better. Opening an office in the border / Sunland area is something we are working on, develop a joint group to focus ideas in that area, could also implement this idea in other areas to work on certain areas of the county

Impressed how Texas is working on early childhood development as part of the workforce ecosystem

Use of youth ambassadors at workforce centers, in Silver City HMS went into schools to offer CAN classes or college classes, summer program get assistance for ACT or job shadow at hospital or clinic to encourage them to go into health career, looking at 4yr plan and thinking how to incorporate having youth, youth ambassadors at career fair, help with workshops, Mary-these ideas need to go through service providers, need to encourage HELP-NM to do these ideas

problems in Catron county, no employment, no industry, getting businesses involved is difficult there and their hourly pay limits them, wants to see more involvement with out-of-school drop-outs

Job Corps and other opportunities for kids who do not go to college, how do we reach out to youth to let them know there are other opportunities, they do not have to go to college, how do we get them aware of other options, trades schools,

DACC has those trades careers, the model she is interested in is adaptive constructive solution, those were the guys who got up on stage, apprenticeship, might take some training, more like shorter term trainings that get them national certification in constructive trade industry, DACC has that, have to have an employer or set of employers to work with because it's about paid internship, takes them a different route than having to take SAT and going to 4yr college

Economic Dev session presentation, they partnered with school district, counselors have more on-on-one action, counselors are provided with database and identify kids at high school level regardless of their path, link the kids with apprenticeship to get them trained, identify the kids early and better prepare them for what they want to do, research what is the relationship workforce centers have with schools, partner better with high schools, maybe get them into internships before they graduate high school, for those who want to get into a certain career might try it then find out it's not what they thought it was, to find out while in high school, Yvonne-providers are trying to focus more on out-of-school youth because of the WIOA 75% for out-of-school youth

Language presented on youth ambassadors "Promised Youth" rather than "At-Risk" Youth, the people have a lot of positive thinking RISE

Apprenticeship program, we do not have anything going on in our area, would like to get it going, group is a for-profit is the middle person between employer and workforce in getting apprenticeship program going, very difficult to get it going, but doable, TX may be more strict than New Mexico, this company finds the employer and this company carries the registered apprenticeship carrier, employers are not wanting to be registered apprenticeship, Yvonne asked Mary if there is an employer DACC knows who might want to get this going, Mary-there are occupations where there are shortages, Yvonne-find an employers and see what it takes to get them to become a registered apprenticeship provider, it will take a lot of work, but would like to see it happen

keynote speakers, would like to bring back their key concepts to share with other board members

Workshop where child went into a coma for years and came out developmentally disabled, had to place them into a specific industry because employers don't have the patience, people end up sitting out of the workforce and collecting disability their whole life, employers at basketball game concession area where developmentally disabled, work with local employer to develop a cohort to put developmentally disabled to work, also liked the apprenticeship program, we do need that here in our region

Great comments have been made, things we can make a big difference on, industry specific targeting, focus at a specific industry at different times throughout the year, find out what they're doing biggest thing we need is an online referral system for core programs available through one of the exhibitors at the conference. Need to see what to implement first

Youth workshops. Cameron County is doing great things with youth, a lot of activities, but all in-school youth. Great ideas would like to see is youth ambassadors, cutout career caricatures, highlight a career each Friday on Facebook with a local testimonial, Career Awareness Dress up Day, #-MyDreamJob

How do we share this information with our service providers? Steve-get a matrix worked out, when board identifies initiative to implement, it will require planning process, service provider may be able to do it with a contract mod, or maybe RFP may need to be done depending on the project/idea Youth Committee will look at ideas and review, we can contact outside agency/workforce board for technical assistance, more details needed, depending on the idea, we may be able to roll it out administratively

2019

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holidays