

# Southwestern Area Workforce Development Board

## Special Executive Committee Meeting Agenda

New Mexico Workforce Connection Center

601 Sunset

Truth or Consequences, NM 87901

Wednesday, April 3, 2019 at 1:30 pm

*Mr. Michael Olguin, Jr.—Chair  
Mr. Gary Whitehead—Vice Chair*

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call and Abstentions
- IV. Public Comment (3-Minute Limit)
- V. Approval of Agenda
- VI. Discussion, Consideration and Possible Action Regarding
  - a. Resolution 18 – 33 approves local board policies *pg. 2*
  - b. Resolution 18 – 34 approves a modification to the Southwestern Area Workforce Development Board's budget *pg. 7*
- VII. Other
  - a. Board Training Modules
  - b. Youth Career Academy Presentation
  - c. Member Input
- VIII. Public Comment (3-Minute Limit)
- IX. Adjournment

## AGENDA ITEM SUMMARY

Special Executive Committee Meeting of the  
Southwestern Area Workforce Development Board

April 3, 2019

### Agenda Item

Resolution 18 – 33 approves local board policies

### SUMMARY OF AGENDA ITEM

The following policies are provided for your review and consideration. The policies reflect requirements under the Workforce Innovation and Opportunity Act.

During the State's monitoring review, they identified that the board is required to have the policies. Carol Craft, WIOA Program Manager, and Katherine Gervasio, WIOA Fiscal Administrator, will give a synopsis of each policy and answer questions.

### Policy Description & Number

- 18-13 – Incentive Policy: This policy is applicable to WIOA youth participants and its purpose is to provide participants with a monetary incentive to promote the successful completion of their training activity or program.
- 18-03.1 – Program Income Policy: This policy is applicable to all subrecipients expending WIOA funds shall comply with federal laws and regulations regarding program income. The purpose of the policy is to adhere to the federal requirements regarding Workforce Innovation and Opportunity Act program income.

### RECOMMENDATION

A motion to approve Resolution 18 – 33.

### BOARD'S OPTIONS ARE TO

1. Accept the recommendation
2. Amend the recommendation
3. Reject the recommendation
4. Table the item
5. Take no action on the item

### DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO

- Staff or committee, as directed.

### THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)

- Supports all strategic plan goals

### LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW

- Policies

## SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

### INCENTIVE POLICY 18-13

**Date of Issue:**

April 3, 2019

**Effective Date:**

April 4, 2019

**Applicability**

Workforce Innovation and Opportunity Act (WIOA) Youth Participants.

**Purpose**

To provide participants with a monetary incentive to promote the successful completion of their training activity or program.

**Background**

Participant incentive programs have been proven to motivate participants resulting in enhanced skills for future employment and education.

**Action**

This policy authorizes the Administrative Entity or Fiscal Agent to establish and issue participant incentives through programs where participant incentives are allowed under WIOA. Service providers must add the incentives they intend to issue in their contracts each year.

**INCENTIVES:**

The purpose of incentive awards is to reward participants that accomplish a goal that the service provider has helped the set. Example: financial literacy or obtaining their High School Equivalency. Incentives cannot be given for any political affiliation.

**Payment to Participants**

- Dependent on the program/funding source, participants may receive their monetary incentives directly from the Board's service provider or by the Board's fiscal agent. These would be separate payments aside from payroll. An Incentive Request and Approval Form must be completed to authorize the incentive payments.
- Service providers are responsible for overall tracking and reporting on participant activities as specified in their sub grants or contracts. Training providers must have their course completion requirements reviewed for approval by the SAWDB Administrative Entity prior to the commencement of the workshops, classes, or activities. The Administrative Entity shall reply in writing that the course completion requirements are acceptable.

**Inquiries**

Questions related to this policy may be directed to the Administrative Entity at 575-744-4857.

Attested: This policy was reviewed and approved by the SAWDB on: \_\_\_\_\_

\_\_\_\_\_  
SAWDB Chairman or Vice - Chair

\_\_\_\_\_  
Date

**Purpose:**

This document establishes a Program Income Policy for Southwestern Area Workforce Development that adheres to the federal requirements regarding Workforce Innovation and Opportunity Act program income.

**Scope:**

This policy requires that all subrecipients expending WIOA funds shall comply with federal laws and regulations regarding program income.

**Effective Date:**

This policy is effective on the date of approval, April 3<sup>rd</sup>, 2019, by the SAWDB, pending release of new State guidance.

**REFERENCES:**

*Note: References from WIOA are from the Act, as signed into law in July 2014. References from Title 20 of the Code of Federal Regulations (CFR) are cited from the Notice of Proposed Rulemaking, and are therefore subject to change pending issuance of final Federal Regulations.*

- WIOA Section 185(f)
- Title 20 Code of Federal Regulations (CFR), Subpart B, Section 683.200
- OMB Title 2 CFR 200.307

## **POLICY AND PROCEDURES:**

### **Definition:**

Program income means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §200.307 paragraph (f). (See §200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §200.407 Prior written approval (prior approval). See also 35 U.S.C. 200-212 "Disposition of Rights in Educational Awards" applies to inventions made under Federal awards.

### **Policy:**

*Cost of generating program income.* If authorized by Federal regulations or the Federal award, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the Federal award.

*Governmental revenues.* Taxes, special assessments, levies, fines, and other such revenues raised by a non-Federal entity are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income.

*Property.* Proceeds from the sale of real property, equipment, or supplies are not program income; such proceeds will be handled in accordance with the requirements of Subpart D— Post Federal Award Requirements of this part, Property Standards §§200.311 Real property, 200.313 Equipment, and 200.314 Supplies, or as specifically identified in Federal statutes, regulations, or the terms and conditions of the Federal award.

The addition method, described at 2 CFR 200.307, must be used for all program income earned under title I of WIOA. When the cost of generating program income has been charged to the program, the gross amount earned must be returned to the WIOA program. However, the cost of generating program income must be subtracted from the amount earned to establish the net amount of program income available for use under the grants when these costs have not been charged to the WIOA program. Fiscal Staff will report Program income on Cash Requests and Monthly Financial Status Reports to the State Administrative Entity.

There are no Federal requirements governing the disposition of income earned after the end of the period of performance for the Federal award, unless the Federal awarding agency regulations or the terms and conditions of the Federal award provide otherwise. The Federal awarding agency may negotiate agreements with recipients regarding appropriate uses of income earned after the period of performance as part of the grant closeout process. See also §200.343 Closeout.

Unless the Federal statute, regulations, or terms and conditions for the Federal award provide otherwise, the non-Federal entity has no obligation to the Federal awarding agency with respect to program income earned from license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under a Federal award to which 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements" is applicable.

**Action:**

This policy is effective on the date approved by the Southwestern Area Workforce Development Board. Retain this policy until further notice.

**Inquiries:**

If you have questions, please contact the SAWDB WIOA Program Administrator or the SAWDB Fiscal Administrator at (575) 744-4857.

## AGENDA ITEM SUMMARY

Special Executive Committee Meeting of the  
Southwestern Area Workforce Development Board

April 3, 2019

### Agenda Item

Resolution 18 – 34 approves a modification to the Southwestern Area Workforce Development Board's budget

### SUMMARY OF AGENDA ITEM

- Presented for your consideration is the budget amendment to move \$258,474 from the "Board's Reserve" line item to the "Board & CEO" line item. This line item is used to pay for, but is not limited to, board member and CEO member meeting costs, independent auditor's fee, board travel, as well equipment and supply costs associated with the workforce centers and offices.
- This budget is for the period of July 1, 2018 through September 30, 2019 in the amount of \$8,117,259. The overall budget remains unchanged. It is a balanced budget with zero Unobligated Balances.
- The budget contains four funding streams: The Adult program; Dislocated Worker program; Youth program; and the Administrative funds.
- Please view the three attachments to this item.
  - 1) Current Budget
  - 2) Proposed Budget Amendment No. 4
  - 3) Differences Between the Current Budget and the Proposed Budget Amendment (this attachment shows the additional program allocations)

### RECOMMENDATION

A motion to approve Resolution 18 – 34.

### BOARD'S OPTIONS ARE TO

1. Accept the recommendation
2. Amend the recommendation
3. Reject the recommendation
4. Table the item
5. Take no action on the item

### DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO

- Staff or committee, as directed.

### THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)

- Supports all strategic plan goals

### LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW

- Current Budget; Proposed Budget Amendment No. 4; Differences Between the Current Budget and the Proposed Budget Amendment







Southwestern Area Workforce Development Board  
**Workforce Innovation and Opportunity Act**  
 Program Year 2018 / Fiscal Year 2019 Budget  
 Differences Between Current and Proposed Budget

Program Revenue	Total	Administration	Adult	Dislocated Worker	Youth
Administration	\$ -	\$ -			
Adult	\$ -	\$ -	-		
Dislocated Worker	\$ -			-	
Youth	\$ -				-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Prior Year Balances	\$ -	\$ -	-	-	-
PY17/FY18 Award (moved to Prior Year Balances)	\$ -	\$ -	-	-	-
Transfer from Dislocated Worker to Adult	\$ 0	\$ -	-	0	-
<b>Total</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>

Program Allocations	Total	Administration	Adult	Dislocated Worker	Youth
Adult & Dislocated Worker Provider	\$ -	\$ -	-	-	-
Youth Service Providers Areas I, II, III	\$ -	\$ -	-	-	-
Youth Service Providers (Alamo Navajo)	\$ -	\$ -	-	-	-
Administrative Entity	\$ (0)	\$ -	-	-	(0)
One Stop Operator	\$ -	\$ -	-	-	-
Fiscal Agent	\$ -	\$ -	-	-	-
Board & CEO	\$ 258,474	\$ 258,474	-	-	-
Youth Career Academy	\$ -	\$ -	-	-	-
Joint Economic Training Initiative	\$ -	\$ -	-	-	-
Reserves (July 1, 2018 - June 30, 2019)	\$ (258,473)	\$ (258,474)	-	0	0
Reserves (July 1, 2019 - Sept. 30, 2019)	\$ -	\$ -	-	-	-
<b>Total</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Unobligated Balance</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

# 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