

Southwestern Area Workforce Development Board

Special Executive Committee Meeting Agenda

Mesilla Town Hall
2231 Avenida de Mesilla
Mesilla, NM 88046

Friday, July 27, 2018 at 3:00 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. Approval of October 16, 2017 meeting summary
 - b. Resolution 18 – 01 approves a contract modification between the Southwestern Area Workforce Development Board and the New Mexico Department of Workforce Solutions for an increased award amount for WIOA services effective July 1, 2018 through June 30, 2019 and authorizes the Chair or Vice-Chair to sign the agreement
- VII. Other**
 - a. Member Input
- VIII. Public Comment (3-Minute Limit)**
- IX. Adjournment**

DRAFT OF MEETING SUMMARY

Meeting	: Executive Committee
Date and time	: October 16, 2017 at 10:00 am
Location of Meeting	: Truth or Consequences Workforce Center 601 Sunset Street Truth or Consequences, NM 87935
Chair Person	: Michael Olguin
Members Attending	: Present: Michael Olguin, Fred Owensby, Erik Padilla (by phone), Kim Skinner, Gary Whitehead Absent: Debbie Schoonover Staff: Steve Duran, Katherine Gervasio, Angela Longovia
Guests in Attendance	: Yvette Bayless, NMWC – ResCare - One-Stop Operator; Tara Escalante, NM Workforce Project Coordinator; Victor Ponder, ResCare
Summary submitted by/Signature	: Angela Longovia, Communications & Graphic Design Specialist
Next Meeting	: No date has been set

#	Agenda Item	Summary
1.	Call to order	Meeting was called to order at 10:11 am by Mr. Olguin
2.	Welcome and Introductions	Mr. Olguin welcomed everyone.
3.	Roll Call & Abstentions	Ms. Longovia called roll.
4.	Public Comment	No public comment
5.	Approval of Agenda	Ms. Skinner made a motion to approve the agenda, seconded by Mr. Whitehead. By unanimous consent, motion carried.
6.	Discussion or Motion for Recommendation Items	<p>Approval of the August 1, 2017 meeting summary. Mr. Whitehead made a motion to approve the summary, seconded by Ms. Skinner. By unanimous consent, motion carried.</p> <p>Work-session on Fund Utilization Plan.</p> <ul style="list-style-type: none"> • For the past several years, not all the funding has been spent by our service providers. Funds have carried over from the previous year. With the carry-over happening year after year, we have a large amount of funds that need to be spent. We need to come up with a plan that our service providers are comfortable with to utilization the funds and present this plan to the State. • The service provider's admin funds have carried over and the State would like to see some of those funds returned to them. Rather than returning the funds to the State, we would like to make a plan to utilize those funds. • Victor Ponder with ResCare went over his ideas for the Adult & Dislocated Worker program to include hiring additional staff. • Mr. Whitehead proposed writing the plan with the Board's expectation as spreading the spending over two years, spending at least 60% in year one, and the balance finished in year two. • Ms. Gervasio went over the board and CEO expenditures, and also the reserves we have for this program year.

#	Agenda Item	Summary
		<p>Resolution 17-10 accepts the PY17/18 Fund Utilization Plan. Mr. Whitehead made a motion to approve the Fund Utilization Plan with the amendment where the plan should be written to cover a two-year period of time versus one, seconded by Mr. Owensby. By unanimous consent, motion carried.</p> <p>Resolution 17-11 approves the Conflict of Interest Policy #17 – 22. This is a form for board members to sign indicating they will disclose any conflict of interest they may have during meetings. Board members must abstain from any discussions and votes for which they have a conflict of interest. WIOA indicates we must have a policy and not just a form. Mr. Whitehead made a motion to approve Resolution 17-11, seconded by Ms. Skinner. By unanimous consent, motion carried.</p>
7.	Public & Member Comments	Mr. Duran reminded everyone we are in the process of purchasing tablets for SAWDB meeting and other events such as hiring events.
8.	Next Meeting	No date has been set.
9.	Adjournment	Meeting was adjourned at 11:32 pm

Attested: _____

Date _____

AGENDA ITEM SUMMARY

Special Executive Committee Meeting of the Southwestern Area Workforce Development Board Meeting	July 27, 2018
<p>Agenda Item Resolution 18 – 01 approves a contract modification between the Southwestern Area Workforce Development Board and the New Mexico Department of Workforce Solutions for an increased award amount for WIOA services effective July 1, 2018 through June 30, 2019 and authorizes the Chair or Vice-Chair to sign the agreement</p>	
<p>SUMMARY OF AGENDA ITEM</p>	
<p>The NM Department of Workforce Solutions, our funding source, has issued the four local workforce boards additional funds that were issued to them from the U.S. Department of Labor.</p> <p>The increase in funds is in the amount of \$22,478 for a total of \$4,456,880. The contract modification does not include changes to the scope of work.</p> <p>Please review the contract modification for detailed information.</p>	
<p>RECOMMENDATION</p>	
<p>A motion to approve Resolution 18 – 01.</p>	
<p>BOARD'S OPTIONS ARE TO</p>	
<ol style="list-style-type: none"> 1. Accept the recommendation 2. Amend the recommendation 3. Reject the recommendation 4. Table the item 5. Take no action on the item 	
<p>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</p>	
<ul style="list-style-type: none"> • Staff or committee, as directed. 	
<p>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</p>	
<ul style="list-style-type: none"> • Supports all strategic plan goals 	
<p>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</p>	
<ul style="list-style-type: none"> • Contract modification 	

GRANT AGREEMENT

1. AGREEMENT TYPE: <input type="checkbox"/> PY Allocation <input type="checkbox"/> FY Allocation <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Modification Other	GRANT AGREEMENT NO: <u>18-004-PY17</u> MODIFICATION NO.: <u>#1</u>	AGREEMENT DURATION: FROM: <u>July 1, 2017</u> TO: <u>June 30, 2019</u>
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2. TERMS: This Agreement is made and entered into by the New Mexico Department of Workforce Solutions (NM DWS), State Administrative Entity, hereinafter referred to as the **GRANTOR** and **SOUTHWEST AREA** Local Workforce Development Board referred to as the **LWDB**. LWDB agrees to deliver Workforce Innovation and Opportunity Act (WIOA) services in the State of New Mexico pursuant to the provisions of the 2014 WIOA, attendant Federal Regulations, and in accordance with the provisions of this Agreement.

GRANTOR NAME: <i>NM DEPARTMENT OF WORKFORCE SOLUTIONS</i>	LOCAL BOARD NAME: <i>SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD</i>
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CONTACT NAME AND TITLE (Print): <i>YOLANDA MONTOYA-CORDOVA, WIOA ADMINISTRATOR</i>	CONTACT NAME AND TITLE (Print): <i>MICHAEL OLGUIN, JR., BOARD CHAIR STEVE DURAN, WIOA ADMINISTRATOR</i>
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ADDRESS: <i>PO BOX 1928, ALBUQUERQUE, NM 87103 401 BROADWAY NE, ALBUQUERQUE, NM 87102</i>	ADDRESS: <i>PO Box 1072 Elephant Butte, NM 87935</i>
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TELEPHONE/FAX/EMAIL ADDRESS: <i>(505) 841-9450 Yolanda.montoya-cor@state.nm.us</i>	TELEPHONE/FAX/EMAIL ADDRESS: <i>(575) 744-4857 sduran@sccog-nm.com</i>
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3. Modification. The purpose of this modification is to: **Add additional PY17/FY18 funds for Adult/DW/Youth programs (TEGL 27-16)**

This Modification: **Increases** **Decreases** **Does not change** funds previously obligated by \$22,478

FROM \$ 4,434,402.00 TO: 4,456,880.00

4. Funding: The Grantor, via this Agreement and the attached Scope of Work (See Attachment A-J) obligates to Local Board **\$ 4,456,880.00**

Program Year 2017 Allocation				
	Adult CFDA: 17.258	Dislocated Worker CFDA: 17.278	Youth CFDA: 17.259	Total
Program	151,083	198,954	1,559,380	1,910,417
Administration	16,787	22,217	173,264	212,268
Total	167,870	222,171	1,732,644	2,122,685
Fiscal Year 2018 Allocation				
	Adult CFDA: 17.258	Dislocated Worker CFDA: 17.278		Total
Program	1,035,382	1,065,393		2,100,775
Administration	115,043	118,377		233,420
Total	1,150,425	1,183,770		2,334,195

Grant Agreement Amendment No. 2

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
GRANT AGREEMENT AMENDMENT NO.2

THIS AMENDMENT is made and entered into by and between the State of New Mexico, Department of Workforce Solutions (NMDWS), acting as the State Administrator Entity for the Local Workforce Development Board (LWDB), and the local area Chief Elected Officials (CEOs) to amend certain terms and provisions the Workforce Innovation and Opportunity Act (WIOA) Grant Agreement.

1. Funding.

The funding provision of the current Grant Agreement set forth in the first sentence of Section 1.4 and amended by Grant Agreement Amendment No. 1 is hereby amended to read

“SAE will allocate WIOA funds for services to youth, adults, and dislocated workers based on the USDOL-mandated formulas referenced in USDOL Training and Employment Guidance Letter (TEGL) 26-17 and TEGL 16-17, and any other Grant Agreement Modifications associated with either above-referenced TEGL, which are unilaterally-issued by the Grantor up until June 30, 2019 for the sole purpose of increasing funding availability.”

2. Continuing Effect of Grant Agreement and Amendments

All other terms and provisions of the Grant Agreement and Amendments shall remain in full force and effect.

4. Authority

The individuals signing this Amendment on behalf of the LWDBs and the CEOs hereby represent that each has the authority to sign this Amendment to the Grant Agreement on behalf of their organization.

IN WITNESS WHEREOF, the parties have executed this Amendment to the Grant Agreement to be effective upon execution by all parties named below.

By: _____
Celina Bussey, Cabinet Secretary
Department of Workforce Solutions

Date: _____

By: _____
David Mann, General Counsel
Department of Workforce Solutions

Date: _____

By: _____
David Robbins, Chief Financial Officer
Department of Workforce Solutions

Date: _____

By: _____
Michael Olguin, Jr., Board Chair
Southwestern Area Workforce Development Board

Date: _____

By: _____
Ken Miyagishima, Mayor
City of Las Cruces, for CEOs

Date: _____