

**Southwestern Area  
Workforce Development Board**

**Board Meeting Minutes**

Watts Hall  
500 E. 18<sup>th</sup> Street (Corner of Swan & Hwy 180)  
Silver City, NM 88061

**Thursday, August 2, 2018 at 10:00 a.m.**

**MEETING MINUTES**

**I. Call to Order**

- a. Chairman Olguin called the meeting to order at 10:12 a.m.

**II. Welcome and Introductions**

- a. Chairman Olguin welcomed everyone and thanked Ms. Maldonado for hosting the meeting at WNMU Watts Hall
- b. Chairman Olguin asked for introductions

**III. Roll Call and Abstentions**

- a. Ms. Longovia called roll.

**Present:**

Cassie Arias\*  
Mary Ann Chavez-Lopez\*  
Deborah Dean  
Alisa Estrada\*  
Jacqueline Fryar  
Joe Gristy  
Marcos Martinez  
Michael Olguin  
Joshua Orozco  
Anton Salome \*  
Mary Ulrich  
Angelo Vega\*  
Gary Whitehead\*  
\*Via telephone

**Absent:**

Chris Boston  
Lori Colmenero  
Alonzo Gonzales  
Marlene Herrera  
Rod Matcham  
Erik Padilla  
Debbie Schoonover  
Steve Siañez  
Kim Skinner  
Leona Wagner

**Staff:**

Jay Armijo, SCCOG Executive Director  
Carol Craft, WIOA Program Manager  
Steve Duran, WIOA Administrator  
Angela Longovia, Communications Specialist  
Joe McClintock, Project Manager  
Yvonne Rios, Training & Development Specialist

**Guests:**

Frank Meza, ResCare  
Debbie Maldonado, WNMU AES  
Yvette Bayless, NMWFC  
Miguel Martinez, HELP-NM  
Mary Almanza, HELP-NM  
Tara Escalante, NMWFC WIOA A/DW  
Timothy Herrera, Participant HELP-NM  
Victoria Mares, HELP-NM  
Alix King, NMDWS

Janine Sohler, NM Workforce/ResCare  
Eric Rivera, YCA ResCare  
Connie Glenn, Workforce Connection  
Marissa Molano, Workforce Connection  
Christian Aragon, Participant HELP-NM  
Roxanne Abeyta, HELP-NM  
Griselda Martinez, City of LC Econ. Dev.  
Roberto Montoya, NMDWS Silver/Deming  
Tracey Bryan, The Bridge of SNM  
Haydee Ramirez, HELP-NM  
Julisa Torres, Participant HELP-NM  
Isaac Donogho, Participant HELP-NM  
Monique Harrison, HELP-NM  
Richard Wagner, Las Cruces NMWC

#### IV. Participation by telephone

Mr. Orozco made **a motion to allow board members to participate in the meeting telephonically; seconded by Ms. Fryar. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**

**Mr. Salome – Yes**

**Mr. Vega – Yes**

**Mr. Whitehead – Yes**

#### V. Public Comment

No public comment

#### VI. Approval of Agenda

- a. Southwestern Area Workforce Development Board Agenda Approval – Chairman Olguin stated we have changes to the agenda.
  - i. Under item VII., we would like to remove item VII. e. which is written as, “Resolution 18 – 04 authorizes the administrative entity to procure services to promote and market the workforce services”.
  - ii. Under item VII. a., which is written as, “Motion to accept the minutes from the June 26, 2018 meeting”, we would like to move that under item VIII. for discussion as item VIII. g.

Mr. Orozco made **a motion to accept the agenda with the changes that item VII. e. be removed, and item VII. a. is removed as a Consent Agenda Item, and moved to item VIII: Discussion, Consideration and Possible Action Regarding as item VIII. g.; seconded by Ms. Dean. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**  
**Mr. Salome – Yes**  
**Mr. Vega – Yes**  
**Mr. Whitehead – Yes**

## **VII. Professional Development**

- a. Mr. Martinez, the Regional Manager for HELP-NM, the service provider for WIOA Youth services in the southwestern region presented. Mr. Martinez shared performance outcomes, youth that received their GED through the WIOA youth program during the last year and shared a video of their latest outreach blitz.

## **VIII. Consent Agenda Items**

(Items marked with an asterisk \* are considered items that may be voted on with one motion unless a member requests that a specific item be removed for its own action. There is no discussion on these items)

- a. *(Item VIII. a. was removed: \*Motion to accept the minutes from the June 26, 2018 meeting)*
- b. \*Resolution 18 – 01 ratifies the Executive Committee’s action to approve a contract modification between the Southwestern Area Workforce Development Board and the New Mexico Department of Workforce Solutions, Grant Agreement No. 18-004-PY17 Modification No. 1, for an increased award amount of \$22,478.00 for WIOA services effective July 1, 2018 through June 20, 2019 and authorizes the Chair or Vice-Chair to sign the agreement
- c. \*Resolution 18 – 02 approves the modification to WIOA policies to be effective on September 1, 2018
- d. \*Resolution 18 – 03 authorizes the administrative entity to procure services to develop customized county level workforce development plans
- e. *(Item VIII. e. was removed: \*Resolution 18-04 authorizes the administrative entity to procure services to promote and market the workforce services)*
- f. \*Resolution 18 – 05 authorizes the administrative entity to issue a Request for Proposals for services for WIOA youth services for PY19 (July 1, 2019 – June 30, 2020), with an option to renew annually for up to three additional years
- g. \*Resolution 18 – 06 authorizes travel and conference fees for board members to attend the New Mexico Workforce Conference to be held on November 14 – 16, 2018 in Albuquerque, NM
- h. \*Resolution 18- 07 authorizes travel and conference fees for up to five board members to attend the Annual Texas Workforce Conference to be held on November 28 – 30, 2018 in Houston, TX
- i. \*Resolution 18 – 08 approves board member Mary Ulrich to the One Stop and Youth and Young Adult Committees

Mr. Orozco made a motion to accept the Consent Agenda Items with items a and e removed; seconded by Ms. Fryar. Motion carried unanimously. The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**

**Mr. Salome – Yes**

**Mr. Vega – Yes**

**Mr. Whitehead – Yes**

#### **IX. Discussion, Consideration and Possible Action Regarding**

- a. Resolution 18 – 09 approves the agreement between the Chief Elected Officials and Southwestern Area Workforce Development Board – Mr. Duran introduced the Partnership Agreement and outlined the purpose of the agreement. This agreement is required under the Workforce Innovation and Opportunity Act. The Chief Elected Officials will need to approve this agreement. It is being introduced to the Board first. Additional requirements and provisions can be added to the agreement. If the CEO's add items to this agreement, it will come back to the Board for their review. Ms. Fryar made **a motion to accept Resolution 18 – 09; seconded by Mr. Martinez. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**

**Mr. Salome – Yes**

**Mr. Vega – Yes**

**Mr. Whitehead – Yes**

- b. Resolution 18 – 10 approves the PY18/FY19 Budget Amendment for the period of July 1, 2018 through September 30, 2019. Mr. Duran presented the budget that was approved at the June 26, 2018 meeting. An increased award amount was received from the NM Department of Workforce Solutions, but a discrepancy was discovered in the contract. Although the awarded amount was presented as \$21,478, clarification from the NMDWS states the actual amount is \$22,478. Mr. Duran also presented the differences between the current and proposed budgets. Mr. Duran recommended a budget amendment showing the increased award amount of \$22,478 where \$1,000 will be put in the Board Reserve. **A motion to amend the budget in Resolution 18 – 10 to increase the award amount from \$21,478 to \$22,478 was made by Ms. Dean; seconded by Mr. Martinez. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**

**Mr. Salome – Yes**

**Mr. Vega – Yes**

**Mr. Whitehead – Yes**

**A motion to approve Resolution 18 – 10 as amended was made by Mr. Orozco; seconded by Mr. Gristy. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**

**Mr. Salome – Yes**

**Mr. Vega – Yes**

**Mr. Whitehead – Yes**

- c. Resolution 18 – 11 authorizes the administrative entity to negotiate and issue a contract amendment to increase funds to Help – NM, Inc. to provide **WIOA Youth** services in the amount authorized in budget Resolution 18-10, and to authorize the Chair or Vice Chair to sign the contract amendment. This item is to approve a contract amendment with HELP-NM, Inc. that increases the WIOA Youth funds in the amount approved in Budget Resolution 18 – 10. The current contract amount is \$1,261,383.00. The funds for this increase are from additional carry-in funds from the prior year’s budget balance. The administrative entity will negotiate additional units of services corresponding to the amount of funds added to the contract. **A motion to approve Resolution 18 – 11 was made by Mr. Orozco; seconded by Ms. Fryar. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**

**Mr. Salome – Yes**

**Mr. Vega – Yes**

**Mr. Whitehead – Yes**

- d. Resolution 18 – 12 authorizes the administrative entity to negotiate and issue a contract amendment to increase funds to ResCare Workforce Services to provide **WIOA Adult & Dislocated Worker** services in the amount authorized in budget Resolution 18 – 10, and to authorize the Chair or Vice Chair to sign the contract amendment. The current contract amount is \$2,581,916.00. The funds for this increase are from additional carry-in funds from the prior year’s budget balance. The administrative entity will negotiate additional units of services corresponding to the amount of funds added to the contract. **A motion to approve Resolution 18 – 12 was made by Ms. Dean; seconded by Mr. Orozco. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**

**Mr. Salome – Yes**

**Mr. Vega – Yes**

**Mr. Whitehead – Yes**

- e. Resolution 18 – 13 authorizes the administrative entity to negotiate and issue a contract amendment to increase funds to ResCare Workforce Services to provide **WIOA One Stop Operator** services in the amount authorized in budget Resolution 18 – 10, and to authorize the Chair or Vice Chair to sign the contract amendment. The current contract amount is \$150,000.00. The funds for this increase are from additional carry-in funds from the prior year’s budget balance. The administrative entity will negotiate additional units of services corresponding to the amount of funds added to the contract. Additional funds will be used to increase outreach services to help market the programs offered throughout the seven counties. **A motion to approve Resolution 18 – 13 was made by Ms. Dean; seconded by Ms. Fryar. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Chavez-Lopez – Yes**

**Ms. Estrada – Yes**

**Mr. Salome – Yes**  
**Mr. Vega – Yes**  
**Mr. Whitehead – Yes**

- f. Resolution 18 – 14 elects a Chair and Vice Chair for a one-year term beginning August 2018. In accordance with the bylaws, the Board elects its Chair and Vice-Chair annually. The terms of the Chair and Vice-Chair are for one year, beginning September 1. Mr. Orozco asked about the term limits. Mr. Duran explained that the limit is two consecutive terms. After serving two consecutive terms in the same position, a member must wait one year before qualifying to serve that same position again. Mr. Orozco asked if Chairman Olguin and Vice-Chairman Whitehead have any interest in continuing to serve in their current positions. They both replied yes. **A motion to nominate Chairman Olguin as Chair for another year, and Vice-Chairman Whitehead as Vice-Chair for another year was made by Mr. Orozco; seconded by Ms. Fryar. Motion carried unanimously.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**  
**Ms. Chavez-Lopez – Yes**  
**Ms. Estrada – Yes**  
**Mr. Salome – Yes**  
**Mr. Vega – Yes**  
**Mr. Whitehead – Yes**

- g. Motion to accept the minutes from the June 26, 2018 meeting. Mr. Olguin stated that there is an amendment to the minutes. Mr. Duran explained that a new nomination and reappointments for board members were approved at the June 26, 2018 meeting. Although their names were listed on the agenda item summary at that meeting, we would like to include that same list of names in the minutes. **A motion to amend the minutes was made by Mr. Gristy; seconded by Ms. Dean. Mr. Orozco abstained. Motion passed.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**  
**Ms. Chavez-Lopez – Yes**  
**Ms. Estrada – Yes**  
**Mr. Salome – Yes**  
**Mr. Vega – Yes**  
**Mr. Whitehead – Yes**

**A motion to accept the minutes was made by Mr. Martinez; seconded by Ms. Dean. Mr. Orozco abstained. Motion passed.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**  
**Ms. Chavez-Lopez – Yes**  
**Ms. Estrada – Yes**  
**Mr. Salome – Yes**  
**Mr. Vega – Yes**  
**Mr. Whitehead – Yes**

## **X. Reports and Information Items**

- a. Administrative and Fiscal Reports –

- i. Ms. Longovia reported her social media posts and shared that over three years ago

when she took over posting to Facebook, the number of Facebook Likes we had was under 500. On June 6, 2018, our Facebook Likes reached 1,000 Likes. Ms. Longovia continues to work on updating outreach materials and providing name tags and temporary business cards to staff.

- ii. Ms. Craft presented the Technical Assistance and Training reports for the Adult, Dislocated Worker, and Youth programs through April 30, 2018. Updated numbers have not been reported yet. She added that a one-day training has been done for the Youth Career Academy.
- iii. Ms. Gervasio presented the May 31, 2018 financial reports to include the Balance Sheet, Statement of Revenues, Expenditures, and Change in Fund Balances, and colorful pie charts for the expenditures by program and expenditures by county. At the next meeting, we will have final closeout numbers for PY17.
- iv. Mr. McClintock spoke about the Youth Career Academy, a five-month intensive program for out-of-school youth ages 16-24 who do not have a high-school diploma. This program will take youth through a fast-track system of career readiness for a sustainable career. We are 30 days into the program, working on the program elements, and ResCare has been working on staffing. We are also still working on partnerships with colleges and universities, and employers for on-site work experience. There are already 50-60 youth in the pipeline of the program. About half a dozen youth have entered Phase I. By the next board meeting, we hope to have 100 youth started in Phase I. Mr. Rivera, the Youth Program Coordinator for the Youth Career Academy, added that they anticipate completing Phase II by the end of August. Everyone will have completed Phase IV, which is the work experience, by September 30<sup>th</sup>.
- v. Mr. Duran spoke about a collaboration with The Bridge of Southern New Mexico and various other agencies. The various participating agencies are working to see what they can do together to break down the barriers to education and employment for individuals.
- vi. Mr. Duran spoke about procuring services to develop customized county-level workforce development plans. This was approved in the Consent Agenda Items early in this meeting. In all our seven counties, we will be looking at customizing objectives and goals based on what the needs are of the communities.
- vii. Ms. Bayless presented the One-Stop Operator report. She reported that some members of the Business Services Team provided outreach in Magdalena where Access Points were established at City Hall and the library. Access Points are locations where the public can go for information on workforce services. Office space will be provided, computers will be set up and local staff will provide information on workforce connection services. When someone enters an Access Point and needs to meet with a workforce staff person, an appointment can be set up and the workforce staff person can travel to Magdalena. Ms. Bayless also reported about Parent Workforce listening sessions. In partnership with The Bridge of Southern New Mexico and NGage, Ms. Bayless and a team of workforce staff met with parents to listen to the barriers they face within the workforce and career development to include criminal history, childcare, transportation, and homeless shelters. This information was shared with all partners at the One-Stop team meeting.

- viii. Tour of Watts Hall lead by Debbie Maldonado. Prior to the tour, Mr. Duran shared that we are exploring the possibility of moving the Core Programs into this one building. The current workforce connection center in Silver City only provides Adult, Dislocated Worker, Youth, and Wagner-Peyser services. There is not enough office space there for Adult Education Service and the Division of Vocational Rehab. Watts Hall houses AES and DVR is in the process of moving in from current location very soon. In the Board Resolution that approved the move into Watts Hall from the current workforce center, it was also states that if all the partners do not agree to the move, then the move from the current workforce center will not happen. Watts Hall has enough office space to house the six Core Programs and more rent-free.

**XI. Other**

- a. Member Input – Several board members stated they like the tour of Watts Hall. It is a nice facility.

**XII. Public Comment (3-Minute Limit)**

Tracey Bryan thanked the Board for all they do. In addition to being President of The Bridge of Southern New Mexico, Ms. Bryan is also a State workforce board member. The Bridge took interest in the high school graduation rate in New Mexico and is also interested in building a skilled and ready workforce. Ms. Bryan explained the Joint Regional Workforce Talent Development Strategic Plan and passed out copies of the Executive Summary. She explained how multiple partners with the same goals came together and are now working together to implement solutions. Ms. Bryan also stated that a large number of the public still do not know about New Mexico Workforce Connection’s services and that of other agencies. In working to get that information out to the public came the creation of New MexicoTrueTalent.org, a simple place for students, for parents, for businesses to get information to resources.

Miguel Martinez spoke about the efforts it took to accomplish the Outreach Blitz that was shared in his presentation. He asked for assistance from Ms. Bayless and Ms. Longovia to notify communities in advance about future outreach visits in hopes to yield higher responses.

**XIII. Next Meeting**

- a. Thursday, October 4, 2018 in Deming.

**XIV. Adjournment**

**Meeting was adjourned at 12:11 p.m.**

**ATTESTED**

\_\_\_\_\_

\_\_\_\_\_

**Date**