

# **Southwestern Area Workforce Development Board**

## **Monitoring Committee Meeting Agenda**

Workforce Connection Center/Gardner Learning Center

601 Sunset

Truth or Consequences, NM

**September 24, 2018 at 2:00 p.m.**

*Kim Skinner—Chair*  
*Anton Salome—Vice Chair*

- I. Call to Order**
- II. Welcome and Introductions**
- III. Roll Call and Abstentions**
- IV. Public Comments** (Limited to 3 Minutes)
- V. Approval of Agenda**
- VI. Approval of Summary for June 25, 2018**
- VII. Reports and Discussion**
  - a) Finding/Observation inventory of Monitoring Reports
  - b) Technical Assistance and Trainings of Service Providers
  - c) Service Provider Monthly Summary Report
- VIII. Member Input**
- IX. The next meeting needs to be scheduled**
- X. Adjournment**

## DRAFT OF MEETING SUMMARY

<b>Meeting</b>	: <b>Monitoring Committee</b>
Date and time	: June 25, 2018 at 1:00 pm
Location of Meeting	: T or C Workforce Connection Center 601 Sunset Truth or Consequences, NM 87901
Chair Person	: Kim Skinner
Members Attending	: <b>Present:</b> Anton Salome (by phone), Kim Skinner (by phone), Marlene Herrera (by phone), Susana Santillan <b>Absent:</b> Leona Wagner, <b>Staff:</b> Carol Craft & Yvonne Rios
Guests in Attendance	: Yvette Bayless, Miguel Martinez, & Sandra Mansur
Summary submitted by/Signature	: Carol Craft, Program Manager
Next Meeting	: Meeting for the September 2018 was discussed, staff will send out some dates.

#	Agenda Item	Summary
1.	<b>Call to order</b>	Meeting called to order at 1:15 pm by Mr. Salome
2.	<b>Welcome and Introductions</b>	Mr. Salome welcomed all attendees
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Rios called roll
4.	<b>Approval of Agenda</b>	Ms. Herrera made a motion to approve the agenda, seconded by Ms. Santillan. By unanimous consent, motion carried.
5.	<b>Discussion or Motion for Recommendation Items</b>	<p>Motion to accept the summary from the April 9, 2018 meeting</p> <ul style="list-style-type: none"> <li>Ms. Herrera made a motion to accept the summary, seconded by Ms. Santillan. By unanimous consent, motion carried.</li> </ul> <p>Inventory of Findings Report</p> <ul style="list-style-type: none"> <li>Ms. Craft went over the PY17 Findings for Dona Ana, Luna, Grant, Hidalgo, Sierra, and Socorro counties for all programs and let the committee know that all they are working on resolving all findings with the exception of Dona Ana, Luna, Grant, Hidalgo and Sierra Adult and Dislocated Worker programs have resolved all the findings.</li> </ul> <p>Technical Assistance and Trainings of Service Providers</p> <ul style="list-style-type: none"> <li>Ms. Rios went over the Technical Assistance numbers and the Trainings that had been provided to the Service Providers and let them know the trainings would continue throughout the next program year.</li> </ul> <p>Monthly Summary Reports for February 2018</p> <ul style="list-style-type: none"> <li>Ms. Craft went over the Monthly Summary Reports and let the committee know that the service providers were doing a fairly good job and would hopefully have all enrollments by the end of June 2018.</li> </ul>

#	Agenda Item	Summary
6.	<b>Public &amp; Member Comments</b>	Ms. Herrera explained that she had a new case manager that was learning the job and was picking it up very quickly. They are working on doing all their cleanup. Mr. Salome express his appreciate for the job that staff is doing.
7.	<b>Adjournment</b>	Meeting was adjourned at 1:45 pm

Attested: \_\_\_\_\_

Date\_\_\_\_\_

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Trainings**  
 for the period of July 1, 2018 –August 31, 2018

**TECHNICAL ASSISTANCE**

<u>Program</u>	<u>Sessions</u>	<u>Hours</u>
WIOA Adult & Dislocated Worker	266	66.5
WIOA Youth	221	55.25

**TRAININGS**

<u>Program</u>	<u>Number of and Dates of Trainings</u>	<u>Training Topics</u>
WIOA Adult & Dislocated Worker	1 Day – September 19, 2018 1 Day – September 20, 2018	Application details, case notes, OAS/IEP, OJT, ITA and CT contract forms and document tag list

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals**  
 for the period of July 1, 2018 – June 30, 2019

**Alamo Navajo School Board Youth**  
 (No invoice for July and August 2018)

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Youth In-School	10	0	0%
Youth Out-of-School	15	4	27%

	Budget	YTD Expenditures	Balance	Percent
In School	\$33,259.00	\$0.00	\$33,259.00	0%
Out of School	\$76,741.00	\$0.00	\$76,741.00	0%
Total Budget	\$110,000.00	\$0.00	\$110,000.00	0%

**HELP-New Mexico Youth (invoiced thru August 2018)**  
*Area I (Doña Ana & Luna Counties)*

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Youth In School	30	2	6%
Youth Out of School	65	21	32%

*Area II (Catron, Grant & Hidalgo Counties)*

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Youth In School	20	3	15%
Youth Out of School	51	24	47%

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals**  
 for the period of July 1, 2018 – June 30, 2019

**HELP-New Mexico Youth**  
**Area III (Sierra & Socorro Counties)**

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Youth In School	13	4	31%
Youth Out of School	39	8	21%

## SUMMARY

WIOA Youth In-School	Budget	YTD Expenditures	Balance	Percent
Area I	\$120,687.00	\$7,123.85	\$113,563.15	6%
Area II	\$120,654.00	\$6,096.81	\$114,557.19	5%
Area III	\$67,186.00	\$4,991.14	\$62,194.86	7%
Total Budget	\$308,527.00	\$18,211.80	\$290,315.20	6%

WIOA Youth Out-of-School	Budget	YTD Expenditures	Balance	Percent
Area I	\$392,901.00	\$31,033.62	\$361,867.38	9%
Area II	\$336,816.00	\$29,440.84	\$307,375.16	9%
Area III	\$241,140.00	\$15,225.66	\$225,914.34	6%
Total Budget	\$970,857.00	\$75,700.12	\$895,156.88	8%

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals**  
 for the period of July 1, 2018 – June 30, 2019

**ResCare Adult & Dislocated Worker**  
**(Invoiced thru August 2018)**

<b>Program</b>	<b>Annual Participant Goals</b>	<b>Actual Participants Enrolled in Training YTD</b>	<b>Percent</b>
Adult	318	87	27%
Dislocated Worker	82	4	9%

## SUMMARY

<b>Program</b>	<b>Participant Training Line Item Budget</b>	<b>Obligations</b>	<b>Balance</b>	<b>Percent</b>
Adult	\$931,800.00	\$191,935.71	\$739,864.29	21%
Dislocated Worker	\$394,940.00	\$9,998.65	\$384,941.35	3%

<b>WIOA Adult Program</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Balance</b>	<b>Percent</b>
Participant Training	\$931,800.00	\$45,562.05	\$886,237.95	5%
Operating	\$1,004,094.00	\$125,395.55	\$878,698.45	12%
Total Budget	\$1,935,894.00	\$170,957.60	\$1,764,936.40	9%

<b>WIOA Dislocated Worker Program</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Balance</b>	<b>Percent</b>
Participant Training	\$394,940.00	\$14,229.65	\$380,710.35	4%
Operating	\$251,082.00	\$24,460.79	\$226,621.21	10%
Total Budget	\$646,022.00	\$38,690.44	\$607,331.56	6%

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals**  
 for the period of July 1, 2018 – June 30, 2019

**ResCare One Stop Operator**  
 (Invoiced thru August 2018)

**SUMMARY**

<b>WIOA Adult Program</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Balance</b>	<b>Percent</b>
Adult	\$65,000.00	\$6,736.00	\$58,264.00	10%
Dislocated Worker	\$16,000.00	\$5,514.96	\$10,485.04	34%
Youth	\$16,000.00	\$5,773.47	\$10,226.53	36%
Admin	\$53,000.00	\$0.00	\$53,000.00	0%
Total Budget	\$150,000.00	\$18,024.43	\$131,975.57	12%



## PY17 Service Provider Monitoring Results

### Luna County

**Adult/DW** No findings and one observation (All findings and observations resolved)

Voucher is named wrong, need to close activity and do closure

**Youth** Two findings and one observation (All findings and observations resolved)

Missing scanned documents, agreements signed after participation date and OAS/IEP dates not matching. Selective service scans need to be separated.

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### Hidalgo County

No **Adult/DW** enrollments as of February 2018 to monitor

**Youth** Five findings and one observation (All findings and observations resolved).

Missing scanned documents, overall notes, and case notes. Incorrect activity dates, and OAS/IEP dates. Agreements, timesheets, and invoice not scanned. Incorrect verify address selection and no contacts entered.

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### Doña Ana County

**Adult/DW** 5 findings & 1 Observation (All findings and observations resolved)

Contacts not entered, dates not entered correctly, plan needs some more detail, closure not completed, contracts not scanned and need more detailed case notes.

**Youth** Four findings and three observations (All findings and observations resolved).

Missing scanned documents, no case notes, and missing agreement. Goal dates were exceeded, incorrect verify address selection, and duplicate scan.

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### Grant/Catron County

**Adult/DW** 1 finding & 1 observation (All findings and observations resolved)

ITA backup documents weren't scanned into NMWCOS. Some dates didn't match.

**Youth** 4 findings & 1 observation (All findings and observations resolved).

Application missing eligibility scans, no case notes for attempted contact prior to case closure, dates not matching, file didn't have any scanned documents, phones type not selected for contacts.

### Sierra County

**Adult/DW** 1 finding and no observations (All findings and observations resolved)

No contacts in application, scans in NMWCOS needed and dates needed fixing.

**Youth** 5 findings and 1 observation (All findings and observations resolved).

Missing scanned documents, activities system closed, missing follow-ups and case note for follow-ups, no case notes on some files, Work Experience agreements missing (need to void activity), phone types not selected for contacts.

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### Socorro County

**Adult/DW** 5 findings and no observations. (All findings and observations resolved).

No contacts in application, scans in NMWCOS needed, activities need to be fixed, closures need to be done, need case notes.

**Youth** 2 finds and 1 observation (All findings and observations resolved).

Missing scanned family income, activity system closed, phone types not selected for contacts.

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### Alamo/Socorro County

**Youth** 6 findings and 1 observation (All findings and observations resolved).

Missing scanned documents or not legible, no case notes, duplicate activities entered, missing test scores, missing follow-up, No Work Experience agreements scanned and no activity for it also incorrect labeling of scanned documents, dates are months apart, no alternative contacts and scans are not correct.