

**Southwestern Area  
Workforce Development Board**

**Board Meeting Minutes**

Andres Z. Silva Conference Center  
119 E. Pine St.  
Deming, NM

**Thursday, October 25, 2018 at 10:00 a.m.**

**MEETING MINUTES**

**I. Call to Order**

- a. Chairman Olguin called the meeting to order at 10:05 a.m.

**II. Welcome and Introductions**

- a. Chairman Olguin welcomed everyone and everyone to introduce themselves. Introductions will serve as roll call.

**III. Roll Call and Abstentions**

- a. No abstentions.

**Present:**

Chris Boston\*  
Mary Ann Chavez-Lopez\*  
Lori Colmenero  
Deborah Dean  
Alisa Estrada  
Jacqueline Fryar  
Joe Gristy  
Marcos Martinez  
Rod Matcham  
Michael Olguin  
Joshua Orozco  
Erik Padilla  
Anton Salome \*  
Kim Skinner\*  
Mary Ulrich  
Angelo Vega\*  
\*Via telephone

**Absent:**

Cassie Arias  
Alonzo Gonzales  
Marlene Herrera  
Debbie Schoonover  
Steve Siañez  
Leona Wagner  
Gary Whitehead

**Staff:**

Carol Craft, WIOA Program Manager  
Steve Duran, WIOA Administrator  
Katherine Gervasio, Fiscal Administrator  
Angela Longovia, Communications Specialist  
Joe McClintock, Project Manager  
Yvonne Rios, Training & Development Specialist

**Guests:**

Alexandria King, DWS-WIOA  
Dave Reiff, WFS  
Michelle Ballard, GISD  
Julian Encina, GISD  
Debbie Maldonado, WNMU AES  
Eric Rivera, WIOA Youth Career Academy  
Mary Almanza, WIOA Youth

Frank Meza, WIOA Adult  
Yvette Bayless, WIOA Adult/DW  
Cecilia Ortiz, WIOA Adult/DW  
Kim Johnson, NMPED  
Teresa Vasquez, HELP-NM  
Miguel Martinez, HELP-NM  
Maria Ethier, DACC – AE  
Summer Feind, Vista College  
Darlene M., Vista College

**IV. Participation by telephone**

Mr. Orozco made **a motion to allow board members to participate in the meeting telephonically; seconded by Ms. Dean. Motion carried unanimously.**

**V. Public Comment**

No public comment

**VI. Approval of Agenda**

- a. Southwestern Area Workforce Development Board Agenda Approval – Chairman Olguin stated there is a change to the agenda. Mr. Duran clarified that when doing the amended agenda, we did not follow the sequence of Resolution numbers correctly. Item
  - i. Item VII.c. says Resolution 18 – 16, but should be Resolution 18 – 17.
  - ii. Item VIII.a. says Resolution 18 – 17, but should be Resolution 18 – 16.

Ms. Fryar made **a motion to approve the agenda with the changes that item VII.c. Resolution 18 – 16 be changed to Resolution 18 – 17 and Item VIII.a. Resolution 18 – 17 be changed to 18 – 16; seconded by Mr. Gristy. Motion carried unanimously.** The members that voted by telephone are as follows:

- Mr. Boston – Yes**
- Mr. Salome – Yes**
- Ms. Skinner – Yes**
- Mr. Vega – Yes**

**VII. Professional Development**

- a. Mr. Duran presented a new online labor market information tool shared by the Economic Research and Analysis Bureau under the Department of Workforce Solutions. This tool is used by different agencies for various purposes throughout New Mexico and is helpful as the topic of re-designation of the workforce regions is considered. MaryAnn Chavez-Lopez joined the meeting by phone.

**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. \*Motion to accept the minutes from the August 2, 2018 meeting

- b. \*Resolution 18 – 15 approves the modification to WIOA policies to be effective on November 1, 2018
- c. \*Resolution 18 – 17 authorizes all supportive services that are allowable under the Workforce Innovation and Opportunity Act for the term of the Youth Career Academy. The service provider must document that the supportive services are needed and reasonable for the participant.

Mr. Orozco requested that item c, Resolution 18 – 17 be removed for discussion.

Mr. Orozco made **a motion to accept the Consent Agenda Items with the removal of Resolution 18 – 17; seconded by Ms. Colmenero. Motion carried unanimously.** The members that voted by telephone are as follows:

**Mr. Boston – Yes**

**Mr. Salome – Yes**

**Ms. Skinner – Yes**

**Mr. Vega – Yes**

**Ms. Chavez-Lopez – Yes**

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

- a. Resolution 18 – 17 authorizes all supportive services that are allowable under the Workforce Innovation and Opportunity Act for the term of the Youth Career Academy. The service provider must document that the supportive services are needed and reasonable for the participant. ResCare Workforce Services, the Board's contractor for the Youth Career Academy, provides supportive services to Academy participants. This resolution will authorize the use of all allowable supportive services for youth during the term of the contract with ResCare. The resolution does not place funding limits on the services. The local supportive services policy does not apply during the term of this contract. An example is for participants that travel long distances to attend campus tours where temporary housing is required. The service provider must document that the services are necessary and that the costs are reasonable for the participants' activities. Mr. Orozco made **a motion to approve Resolution 18 – 17; seconded by Ms. Fryar. Motion carried unanimously.** The members that voted by telephone are as follows:

**Mr. Boston – Yes**

**Mr. Salome – Yes**

**Ms. Skinner – Yes**

**Mr. Vega – Yes**

**Ms. Chavez-Lopez – Yes**

- b. Resolution 18 – 16 approves the PY18/FY19 Budget Amendment for the period of July 1, 2018 through September 30, 2019. Mr. Duran presented the current budget, the proposed budget amendment number three, and the differences between the two. The final prior year balances were in the amount of \$2,604,695.00. This budget is in the amount of \$8,117,259.00. It is balanced with zero Unobligated Balances. This budget contains four funding streams: the Adult program, Dislocated Worker program, Youth program, and the Administrative funds. Mr. Padilla made **a motion to accept Resolution 18 – 16; seconded by Ms. Ulrich. Motion carried unanimously.** The members that voted by telephone are as follows:

**Mr. Boston – Yes**

**Mr. Salome – Yes**

**Ms. Skinner – Yes**  
**Mr. Vega – Yes**  
**Ms. Chavez-Lopez – Yes**

- c. Resolution 18 – 18 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 – 16, and to authorize the Chair or Vice-Chair to sign the contract amendment. The current contract amount is \$1,344,321.00. The increased amount is \$80,679.00 for a new budget of \$1,425,000.00. The funds for this increase are from additional carry-in funds from the prior year's budget balance. The funds will be used to service additional participants and to assist with some of the decisions the Board has made such as paying for their portion of the rent at the Sunland Park workforce center we hope to open soon. **A motion to approve Resolution 18 – 18 was made by Ms. Estrada; seconded by Ms. Fryar. Motion carried unanimously.** The members that voted by telephone are as follows:

**Mr. Boston – Yes**  
**Mr. Salome – Yes**  
**Ms. Skinner – Yes**  
**Mr. Vega – Yes**  
**Ms. Chavez-Lopez – Yes**

- d. Resolution 18 – 19 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 – 16, and to authorize the Chair or Vice-Chair to sign the contract amendment. The current contract amount is \$3,168,208.00. The increased amount is \$415,065.00 for a new budget of \$3,583,273.00. 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 – 19 was made by Ms. Fryar; seconded by Mr. Padilla. Motion carried unanimously.** The members that voted by telephone are as follows:

**Mr. Boston – Yes**  
**Mr. Salome – Yes**  
**Ms. Skinner – Yes**  
**Mr. Vega – Yes**  
**Ms. Chavez-Lopez – Yes**

- e. Resolution 18 – 20 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 – 16, and to authorize the Chair or Vice-Chair to sign the contract amendment. The current contract amount is \$210,000.00. The increased amount is \$40,000.00 for a new budget of \$250,000.00. The funds will be used to hire an additional staff person. **A motion to approve Resolution 18 – 20 was made by Mr. Gristy; seconded by Ms. Dean. Motion carried unanimously.** The members that voted by telephone are as follows:

**Mr. Boston – Yes**  
**Mr. Salome – Yes**  
**Ms. Skinner – Yes**  
**Mr. Vega – Yes**  
**Ms. Chavez-Lopez – Yes**

- f. Resolution 18 – 21 authorizes a contract amendment to increase funds to the South Central Council of Government to provide **WIOA Administrative Entity** services in the amount authorized in budget Resolution 18 – 16, and to authorize the Chair or Vice-Chair to sign the contract amendment. The current contract amount is \$449,000.00. The increased amount is \$39,000.00 for a new budget of \$488,000.00. New goals have been added to the Four-Year Plan and an additional staff person will help ensure the additional services mentioned in the Four-Year Plan will be provided. **A motion to approve Resolution 18 – 21 was made by Ms. Colmenero; seconded by Ms. Dean. Motion carried unanimously.** The members that voted by telephone are as follows:  
**Mr. Boston – Yes**  
**Mr. Salome – Yes**  
**Ms. Skinner – Yes**  
**Mr. Vega – Yes**  
**Ms. Chavez-Lopez – Yes**
- g. Resolution 18 – 22 extends the term of the **Youth Career Academy** contract with ResCare Workforce Services from October 31, 2018 to December 31, 2018 and authorizes the Chair or Vice-Chair to sign the contract amendment. The request stems from the additional time needed to screen and hire employees for the project and additional time needed to recruit out-of-school participants into the Academy. **A motion to approve Resolution 18 – 22 was made by Mr. Padilla; seconded by Ms. Estrada. Motion carried unanimously.** The members that voted by telephone are as follows:  
**Mr. Boston – Yes**  
**Mr. Salome – Yes**  
**Ms. Skinner – Yes**  
**Mr. Vega – Yes**  
**Ms. Chavez-Lopez – Yes**
- h. Resolution 18 – 23 approves the Modification to the Four-Year Plan and authorizes the administrative entity to make corrections or changes for approval by the State Administrative Entity. Mr. Orozco, Planning Committee Vice-Chair, presented to the Board that the Planning Committee went through the entire plan with staff and edits were made before presenting to the Board at this meeting. The document will be reviewed by the State Administrative Entity and if they require any changes, this resolution will allow staff to make those changes. **A motion to approve Resolution 18 – 23 was made by Ms. Colmenero; seconded by Ms. Fryar. Motion carried unanimously.** The members that voted by telephone are as follows:  
**Mr. Boston – Yes**  
**Mr. Salome – Yes**  
**Ms. Skinner – Yes**  
**Mr. Vega – Yes**  
**Ms. Chavez-Lopez – Yes**

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

- a. Administrative and Fiscal Reports –
- i. Ms. Longovia, Communications & Graphic Design Specialist, reported her social media posts for the EmployNM website, Facebook page and Instagram account. Ms. Longovia also introduced a new Meetings page added to the EmployNM website, and shared that Spanish versions of WIOA brochures and the Youth flier are now

available. Samples materials were passed out to the board members.

- ii. Ms. Rios, Training & Development Specialist, presented the Technical Assistance and Training reports for the Adult, Dislocated Worker, and Youth programs through August 31, 2018.
- iii. Ms. Craft, WIOA Program Manager, provided the Service Provider Goals versus Actuals report for the Adult & Dislocated Worker services, Youth services, and a summary of the program budgets, year-to-date expenditures, and balances. Ms. Craft also shared PY17 Service Provider Monitoring Results. These monitorings are done by visits from Ms. Craft and Ms. Rios to the service provider staff throughout the region to ensure all required items are present for each participant in their participant files. If any items are missing or if any steps are not done correctly, that results in a finding.
- iv. Ms. Gervasio presented the final closeout numbers for PY17. These numbers include June 30, 2018 the Balance Sheet, Statement of Revenues, Expenditures, and Change in Fund Balances, expenditures by program and expenditures by county through June 30, 2018. For PY18, Ms. Gervasio presented the same reports through August 31, 2018. The highlight of her report are the colorful pie charts that accompany the list of expenditures by program and expenditures by county.
- v. Mr. Duran asked One-Stop Operator Yvette Bayless, who is transitioning into another position, to introduce the new One-Stop Operator, Dave Reiff. Miguel Martinez, Regional Manager for youth services with HELP-NM also introduced his new Regional Coordinator, Teresa Vasquez.
- vi. Eric Rivera, Program Coordinator for the Youth Career Academy, provided an update on the progress of the Academy, an intensive limited-time program for out-of-school youth ages 16-24 who do not have a high-school diploma. Mr. Rivera presented a dashboard created alongside Joe McClintock, WIOA Project Manager. This dashboard shows the goals and actual numbers of participants in each of the five phases of the Academy: recruitment, career exploration, on-site campus visit, paid work experience, and transition to WIOA year-round programs. The dashboard also shows the number of participants from each of the seven counties in the region and how much of the budget has been expended as of October 17, 2018.
- vii. 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.
- viii. For Committee Reports, Mr. Salome provided a brief report on the Monitoring Committee's most recent meeting; Ms. Estrada provided a summary of the most recent Youth & Young Adult Committee meeting; Mr. Orozco spoke about the activities of the most recent Planning Committee meeting.

b. One-Stop Operator Report

**XI. Other**

- a. Member Input – Chairman Olguin reminded everyone about upcoming elections

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

No public comment

**XIII. Next Meeting**

- a. Thursday, January 10, 2019 at Tresco, Inc. in Las Cruces

**XIV. Adjournment**

Meeting was adjourned at 12:17 p.m.

**ATTESTED**

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**Date**