

Southwestern Area Workforce Development Board

One-Stop Committee Meeting Agenda

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

Thursday, October 25, 2018 at 1:00 pm

vacant—Chair
Marcos Martinez—Vice-Chair

I. Call to Order

II. Welcome and Introductions

III. Roll Call and Abstention

- (a) If necessary, motion to allow committee members to participate in the meeting telephonically

IV. Public Comment (3-Minute Limit)

V. Approval of Agenda

VI. Discussion, Consideration and Possible Action Regarding

- (a) Approval of May 31, 2018 meeting summary **p. 2**
- (b) MOU and IFA with workforce center partners update **p. 4**
- (c) Proposed Core Program Partners Dashboard **p. 6**
- (d) One-Stop Operator's Site Manager's Brief **p. 7**
- (e) Election of Committee Chair **p. 8**

VII. Other

- (a) Member Input

VIII. Public Comment (3-Minute Limit)

IX. Next Meeting

X. Adjournment

DRAFT OF MEETING SUMMARY

Meeting	:	One-Stop Committee
Date and time	:	May 31, 2018 at 1:00 pm
Location of Meeting	:	Elephant Butte Inn 401 NM-195 Elephant Butte, NM 87935
Chair Person	:	Fred Owensby
Members Attending	:	Present: Mary Ann Chavez-Lopez, Jacqueline Fryar, Marcos Martinez, Myriam Martinez (by phone), Fred Owensby Absent: Cassie Arias, Erik Padilla Staff: Steve Duran, Katherine Gervasio, Angela Longovia, Joe McClintock
Guests in Attendance	:	Roberto Montoya, Deming/Silver City WC; Miguel Martinez, HELP-NM; Yvette Bayless, One-Stop Operator
Summary submitted by/Signature	:	Angela Longovia, Communications & Graphic Design Specialist
Next Meeting	:	No date set

#	Agenda Item	Summary
1.	Call to order	Meeting called to order at 1:00 pm by Mr. Owensby
2.	Welcome and Introductions	Mr. Owensby welcomed all attendees and asked for introductions
3.	Roll Call & Abstentions	Ms. Longovia called roll
4.	Approval of Agenda	Ms. Fryar made a motion to approve the agenda, seconded by Mr. Martinez. By unanimous consent, motion carried.
5.	Discussion or Motion for Recommendation Items	<p>Approval of October 5, 2017 meeting summary</p> <ul style="list-style-type: none"> Ms. Fryar made a motion to approve the summary, seconded by Mr. Martinez. By unanimous consent, motion carried. <p>Brief on the One-Stop Committee's responsibilities and scope of work for PY18</p> <ul style="list-style-type: none"> Mr. Duran described how this committee will work on what is going on at the workforce centers. Field trips will be needed to see first-hand the activities at the workforce centers. One-Stop Operator Yvette Bayless will present summaries of workforce partner meetings to this committee. Committee will be responsible for making recommendations on developing policy such as how customer is to be received at a workforce center, how they will be surveyed, and more. Mr. Martinez added that he feels it is crucial that site managers be present at these committee meetings and add to Ms. Bayless' report as they are the boots-on-the-ground. <p>Brief of the One-Stop MOU and IFA with workforce center partners</p> <ul style="list-style-type: none"> Mr. Duran reported that the MOU was sent out late last year. Core partners have signed it. We are still waiting on additional partners to sign it. Multiple meetings with workforce partners resulted in a final draft of the IFA including a spreadsheet containing workforce partner costs and was presented to the committee at this meeting.

#	Agenda Item	Summary
		<ul style="list-style-type: none"> The IFA will be sent out this week to partners for the Las Cruces office. <p>Brief from One-Stop Operator – ResCare Workforce Services</p> <ul style="list-style-type: none"> Customer data analytics – Ms. Bayless shared the latest numbers from the Las Cruces workforce center's in-take form Update on coordination with One-Stop Workforce Partners – Partners have shared they would like to see relationship building not only with managers, but with staff as well Cross-training at One-Stops – Cross-trainings will be provided again with a different approach as not everyone completely understood all the information during earlier sessions <p>Set recurring meeting dates and times for PY18 (July 1, 2018-June 30, 2019)</p> <ul style="list-style-type: none"> Mr. Duran had stated that meetings need to be every other month for the rest of this calendar year. It was already agreed by the committee to meet after a regular board meeting. An additional committee meeting needs to also be set between board meetings. We should schedule one hour for the meeting. Next board meeting is scheduled for July 12, 2018 at 1:00 pm in Reserve. This committee will meet on July 12, 2018 at 11:00 am prior to board meeting. Mr. Owensby requested we wait until the July meeting to schedule the rest of the meetings.
6.	Member Input	<p>Mr. Martinez asked about outreach campaigns. Are we doing outreach to benefit all the partners, or are all partners doing their own outreach? Mr. Duran replied both. We are looking to do a campaign with all partners providing a message for their program. At the same time each partner is still marketing their individual services. Mr. Duran also shared that there are buses in Las Cruces with a Workforce Connection ad printed on one side. He also stated that we also need to do ag outreach.</p> <p>Mr. Martinez shared that they will be hiring a full-time outreach worker.</p>
7.	Public Comment	<p>Mr. Miguel Martinez shared a photo of an advertising on a Las Cruces City bus stating that the ad is specific to adult and dislocated worker services and asked how it is benefiting the other workforce partners. Mr. Duran replied that this is an example of a partner providing program-specific advertising through their funding. Mr. Martinez also shared that he and his staff will be doing an outreach blitz the following week and they have obtained branded bags from DWS along with outreach materials from other partners. He and his staff know to share partner information during all their outreach.</p>
8.	Next Meeting	July 12, 2018 at 11:00 am in Reserve, NM
9.	Adjournment	Meeting was adjourned at 1:59 pm

Attested: _____

Date _____

AGENDA ITEM SUMMARY

One-Stop / Agency Coordination Committee	October 25, 2018
Agenda Item MOU and IFA with workforce center partners update	
SUMMARY OF AGENDA ITEM <ul style="list-style-type: none">• The MOU and IFA for the Las Cruces Workforce Center have been reviewed and signed by most of the workforce partners.• Please view the following table for a detailed list of partners and their status.• The WIOA Administrator will provide a brief update at the meeting on the IFA's for the affiliate centers in the region. ###	

MOU AND IFA STATUS SHEET

* Co-located in center

Updated: 10/22/2018

Core Programs/Partners	Organization	MOU	IFA
Adult*	ResCare Workforce Services	Signed	Signed
DW*	ResCare Workforce Services	Signed	Signed
Youth*	Help - NM, Inc.	Signed	Signed
Wagner-Perser & Veterans*	DWS	Signed	Signed
VR*	DVR	Signed	Signed
AES*	DACC	Signed	Signed
Other Req'd Partners			
UI Benefits*	DWS	Signed	Signed
SCSEP	Goodwill Industries of NM	Signed	Signed
TAA	DWS	Signed	Signed
Reentry Opportunities	Unknown	n/a	n/a
Carl D. Perkins	DACC	Signed	Signed
HUD	Housing Department	No Response	
HSD-CSBG	NM Human Services Department	n/a	n/a
HSD - TANF	NM Human Services Department	Signed	Signed
Native American	Alamo Navajo (IFA not appl to Las Cruces)	Signed	n/a
Job Corps*	Job Corps of El Paso	Pending	
YouthBuild	No Youthbuild project in region	n/a	n/a
NFJP	HELP - NM, Inc.	Signed	Signed
Other Co-located Programs in Center			
One Stop Operator*	ResCare Workforce Services	Signed	Signed
¹ L&I*	DWS	NA	Signed
¹ UI Tax*	DWS	NA	Signed

n/a - Partner does not received federal funding or there is not a program in the area

¹NOT A WIOA REQUIRED PROGRAM, BUT CO-LOCATED IN THE LAS CRUCES WORKFORCE CENTER

AGENDA ITEM SUMMARY

One-Stop / Agency Coordination Committee	October 25, 2018
Agenda Item Proposed Core Program Partners Dashboard	
SUMMARY OF AGENDA ITEM <ul style="list-style-type: none">• One of the initiatives with the workforce partners is to develop a dashboard that identifies their respective goals and deliverables.• Currently, each partner measures and reports their own within their respective program.• The purpose of this dashboard to collectively view all of the core programs progress to determine the holistic strengths and weaknesses of the system.• It will also help the partners focus on building the weak areas of the system and maintain the strong areas.• Staff will provide a brief on this item. ###	

AGENDA ITEM SUMMARY

One-Stop / Agency Coordination Committee	October 25, 2018
Agenda Item One-Stop Operator's Site Manager's Brief	
SUMMARY OF AGENDA ITEM <ul style="list-style-type: none">• The One-Stop Operator's site managers will provide the Board with an update on the recent activities from each of the workforce centers.• Mr. Roberto Montoya – Site manager for Deming and Silver City• Ms. Michelle Velarde – Site manager for Socorro• Mr. Richard Wagner – Site manager for Las Cruces and Truth or Consequences ###	

AGENDA ITEM SUMMARY

One-Stop / Agency Coordination Committee	October 25, 2018
Agenda Item Election of Committee Chair	
SUMMARY OF AGENDA ITEM <ul style="list-style-type: none">• Presently, the committee does not have a Chair. The bylaws of the board allow for any member of the committee to serve as Chair.• At the meeting, the committee will need to nominate and elect a member to this position. ###	

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OCTOBER

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NOVEMBER

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