

# **SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD**

## **Youth and Young Adult Committee Meeting Agenda**

**New Mexico Workforce Connection  
at the Gardner Learning Center  
601 Sunset Street  
Truth or Consequences, NM 87901**

**December 10, 2018 at 1:30 pm**

*Debbie Schoonover – Chair  
Steve Siañez – Vice Chair*

- I. Call to Order**
- II. Welcome**
- III. Roll Call and Abstentions**
  - a. If necessary, motion to allow board members to participate in the meeting telephonically
- IV. Approval of Agenda**
- V. Discussion or Motion for Recommendation Items**
  - a. Motion to accept the summary from the September 21, 2018 meeting **pg 3**
  - b. Work-session – Engaging and recruiting out-of-school youth
- VI. Administrative Reports**
  - a. WIOA Youth **pg 4**
  - b. Youth Career Academy
- VII. Public & Member Comments**
- VIII. Next Meeting**
- IX. Adjournment**

## DRAFT OF MEETING SUMMARY

Meeting	: Youth & Young Adult Committee
Date and time	: September 21, 2018 at 1:00 pm
Location of Meeting	: Andres Z. Silva Conference Center 119 E. Pine St. Deming, NM
Chair Person	: Steve Siañez
Members Attending	: <b>Present:</b> Cassie Arias, Kathie Davis, Alisa Estrada (by phone), Myriam Martinez, Anton Salome (by phone), Steve Siañez, Mary Ulrich <b>Absent:</b> Marlene Herrera, Debbie Schoonover <b>Staff:</b> Carol Craft, Steve Duran, Katherine Gervasio, Angela Longovia, Joe McClintock, Yvonne Rios
Guests in Attendance	: Margarita Lopez, Job Corps; Roberto Montoya, Deming WC; Tracey Bryan, The Bridge of SNM
Summary submitted by/Signature	: Angela Longovia, Communications Specialist
Next Meeting	: No date set

#	Agenda Item	Summary
1.	<b>Call to order</b>	Meeting was called to order at 1:09 pm by Mr. Siañez
2.	<b>Welcome and Introductions</b>	Mr. Siañez welcomed the attendees and thanked everyone for attending the meeting and thanked Deming for hosting
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Longovia called roll Ms. Arias made a motion to allow members to participate in the meeting telephonically, seconded by Ms. Davis. By unanimous consent, motion carried.
4.	<b>Approval of Agenda</b>	Mr. Salome made a motion to approve the agenda, seconded by Ms. Estrada. By unanimous consent, motion carried.
5.	<b>Discussion or Motion for Recommendation Items</b>	<p>Approval of the May 24, 2018 summary</p> <ul style="list-style-type: none"> <li>Mr. Salome made a motion to approve the summary, seconded by Mr. Salome. By unanimous consent, motion carried.</li> </ul> <p>Work-Session - Exploring methods of outreach and access for out-of-school youth</p> <ul style="list-style-type: none"> <li>Mr. Duran shared a brief from Impaq International that provides insightful views that will help the committee with methods to consider for outreach and recruiting youth in the program.</li> <li>Mr. Duran also shared a toolkit provided by the U.S. Department of Labor titled <i>Improving Demand-Driven Services and Performance: Toolkit for Effective Front-line Services to Youth</i>. The Recruitment section on pages 1-3 provide concept ideas for recruitment and outreach.</li> <li>The committee members shared their strategies for recruitment.</li> </ul> <p>Election of Vice-Chair</p> <ul style="list-style-type: none"> <li>Ms. Longovia shared that Chairman Schoonover would like to recommend Mr. Siañez as Vice-Chair. Ms. Arias made a motion to nominate Mr. Siañez as Vice-Chair, seconded by Ms. Davis.</li> </ul>

#	Agenda Item	Summary
6.	<b>Administrative Reports</b>	<p>Ms. Craft, the Program Manager, shared her report on the service provider goals versus actuals for the Alamo Navajo School Board Youth and HELP-New Mexico Youth. This report included a summary that showed the budget, year-to-date expenditures, and balance for each of the programs.</p> <p>Mr. McClintock, the Project Manager, reported on the Youth Career Academy. He shared his dashboard showing participant retention goals, actual number of participants for each phase of the program, and participant goals for each of the seven counties in our region.</p>
7.	<b>Public &amp; Member Comments</b>	<p>Ms. Tracey Bryan suggested that visiting faith-based communities might be a recruiting strategy. Regarding Vice-Chairman's questions about how many youth opportunities are in our region, Ms. Bryan did some research and shared those numbers. She will email those numbers to Ms. Longovia to share with the Committee. Ms. Bryan stated that she understands that 75% of funds must be spent on out-of-school youth. She is concerned about how the funds are being allotted as she is concerned about underservice.</p> <p>Mr. Duran thanked all members for being a part of this committee.</p>
8.	<b>Next Meeting</b>	Friday, November 2, 2018 at 10:00 am in Truth or Consequences. Anticipate a two-hour meeting.
9.	<b>Adjournment</b>	Meeting was adjourned at 2:43 pm

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

Date \_\_\_\_\_

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

**TECHNICAL ASSISTANCE**

<u>Program</u>	<u>Sessions</u>	<u>Hours</u>
WIOA Adult & Dislocated Worker	433	108.25
WIOA Youth	266	66.5

**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
Youth	September 25, 2018	Case notes, application, Individual Employment Plan 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 – October 31, 2018

**Alamo Navajo School Board Youth**

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Youth In-School	10	1	10%
Youth Out-of-School	15	6	40%

	Budget	YTD Expenditures	Balance	Percent
In School	\$33,259.00	\$4,351.05	\$28,907.95	13%
Out of School	\$76,741.00	\$13,053.18	\$63,687.82	17%
Total Budget	\$110,000.00	\$17,404.23	\$92,595.39	16%

**HELP-New Mexico Youth**

*Area I (Doña Ana & Luna Counties)*

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Youth In School	30	6	20%
Youth Out of School	65	20	31%

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

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Youth In School	20	4	20%
Youth Out of School	51	26	51%

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals**  
 for the period of July 1, 2018 – October 31, 2018

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

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Youth In School	13	5	38%
Youth Out of School	39	10	26%

### SUMMARY

WIOA Youth In-School	Budget	YTD Expenditures	Balance	Percent
Area I	\$120,687.00	\$27,672.40	\$93,014.60	23%
Area II	\$120,654.00	\$19,545.94	\$82,108.06	19%
Area III	\$67,186.00	\$20,184.84	\$47,001.16	30%
<b>Total Budget</b>	<b>\$308,527.00</b>	<b>\$67,403.18</b>	<b>\$223,123.82</b>	<b>23%</b>

WIOA Youth Out-of-School	Budget	YTD Expenditures	Balance	Percent
Area I	\$392,901.00	\$107,582.25	\$285,318.75	27%
Area II	\$336,816.00	\$91,476.76	\$245,339.24	27%
Area III	\$241,140.00	\$56,737.36	\$184,402.64	24%
<b>Total Budget</b>	<b>\$970,857.00</b>	<b>\$255,796.37</b>	<b>\$715,060.63</b>	<b>26%</b>

# 2019

## JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holidays