

Region IV, Chief Elected Officials

Meeting

Ralph Edwards Auditorium – Civic Center
400 W. 4th Ave.
Truth or Consequences, NM

Friday, December 14, 2018 at 10:00 a.m.

MEETING MINUTES

I. Call to Order

Mayor Miyagishima called the meeting to order at 10:11 a.m.

II. Pledge of Allegiance

- a. Mayor Miyagishima asked everyone to join him in the Pledge of Allegiance

III. Welcome and Introductions

- a. Mayor Miyagishima welcomed everyone to the meeting and asked those present to introduce themselves.

IV. Roll Call and Abstentions

- a. Ms. Longovia called roll. Commissioner Edwards abstained from voting.

Present:

Mayor Pro Tem Lucas Carlos Arzabal
City Councilor Irene Galvan*
Mayor Pro Tem Gordy Hicks
Chapter President Buddy Mexicano
Mayor Ken Miyagishima
County Clerk Keith Riddle
Mayor Richard Rumpf
Commissioner Linda Smrkovsky*
Mayor Diana Trujillo

Absent:

Mayor Richard Bauch
Commissioner Alicia Edwards
Mayor Steve Green
Commissioner Pauline Jaramillo
Mayor Benny Jasso
Mayor Hilda Kellar
Mayor Charles Kelly
Mayor Eunice Kent
Mayor Ken Ladner
Mayor Andy Nuñez
Mayor Javier Perea
Mayor Pro Tem Freddie Rodriguez
Mayor Esequiel Salas
Commissioner Mary Ann Stewart
Mayor Deb Stubblefield

Staff:

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

Guests:

Yvette Bayless, NMWFC/ResCare
Dave Reiff, OSO/ResCare
Miguel Martinez, HELP-NM
Tracey Bryan, The Bridge of SNM

V. Approval for Participation by Telephone

- a. Mayor Pro Tem Arzabal made **a motion to approve meeting participation by telephone for City Councilor Galvan and Commissioner Smrkovsky; seconded by Mayor Trujillo. Motion carried unanimously.**

VI. Public Comment

No public comment.

VII. Approval of Agenda

- a. **Agenda Approval – Approval of the agenda includes approval of the Consent Agenda Items.** Mayor Pro Tem Hicks made **a motion to approve the agenda; seconded by Mayor Pro Tem Arzabal. Motion carried unanimously.** The members that voted by telephone are as follows:
City Counselor Galvan – Yes
Commission Smrkovsky – Yes

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).*

- b. *Motion to accept the minutes from the September 21, 2018 meeting
- c. *Resolution 18 – 10 approves the modification to WIOA policies to be effective on November 1, 2018
- d. *Resolution 18 – 11 concurs with the Southwestern Area Workforce Development Board to authorize 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 participants
- e. *Resolution 18 – 12 concurs with the Southwestern Area Workforce Development Board to approve the Modification to the Four-Year Plan and authorizes the administrative entity to make corrections or changes for approval by the State Administrative Entity

VIII. Professional Development

- a. Presentation on WIOA Services. Mr. Duran shared information about the JET Fund, Joint Economic Training Fund. This program is similar to JTIP, Job Training Incentive Program. Economic organizations within various counties will be invited to an orientation on the JET Fund. The JET Fund is developed to work with economic development offices who are looking to attract companies to the southwestern region. The JET Fund will be an item in their proposal in addition to tax incentives and JTIP funds. Hopefully businesses will use our training funds to hire and train New Mexicans.

IX. Discussion, Consideration and Possible Action Regarding

- a. Resolution 18 – 13 concurs with the Southwestern Area Workforce Development Board to approve 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 no. 3, and shared the differences between the current and proposed budget amendment. The budget amendment recognized the final prior year balances in the amount of \$2,604,695.00. The budget for the period of July 1, 2018 through September 30, 2019 I the amount of \$8,117,259.00 is balanced with zero Unobligated Balances. **A motion was made by Mayor Pro Tem Hicks to approve Resolution 18 – 13; seconded by Mayor Pro Tem Arzabal. Motion carried unanimously.** The members that voted by

telephone are as follows:

City Counselor Galvan – Yes

Commission Smrkovsky – Yes

- b. Resolution 18 – 14 concurs with the Southwestern Area Workforce Development Board to authorize 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 – 13, and to authorize the Chair or Vice-Chair to sign the contract amendment. The current contract amount is \$1,344,321.00. 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 was made by Chapter President Mexicano to approve Resolution 18 – 14; seconded by Mayor Pro Tem Arzabal. Motion carried unanimously.** The members that voted by telephone are as follows:

City Counselor Galvan – Yes

Commission Smrkovsky – Yes

- c. Resolution 18 – 15 concurs with the Southwestern Area Workforce Development Board to authorize 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 – 13, and to authorize the Chair or Vice-Chair to sign the contract amendment. The current contract amount is \$3,168,208.00. 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 was made by Commissioner Smrkovsky to approve Resolution 18 – 06; seconded by City Councilor Galvan. Motion carried unanimously.** The members that voted by telephone are as follows:

City Counselor Galvan – Yes

Commission Smrkovsky – Yes

At 10:35 a.m. Mayor Pro Tem Hicks departed the meeting.

- d. Resolution 18 – 16 concurs with the Southwestern Area Workforce Development Board to authorize 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 – 13, and to authorize the Chair or Vice-Chair to sign the contract amendment. The current contract amount is \$210,000.00. 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. **A motion was made by Chapter President Mexicano to approve Resolution 18 – 16; seconded by Mayor Rumpf. Motion carried unanimously.** The members that voted by telephone are as follows:

City Counselor Galvan – Yes

Commission Smrkovsky – Yes

- e. Resolution 18 – 20 concurs with the Southwestern Area Workforce Development Board to authorize a contract amendment to increase funds to the South Central Council of Governments to provide **WIOA Administrative Entity** services in the amount authorized in budget Resolution 18 – 13, and to authorize the Chair or Vice-Chair to sign the contract

amendment. The current contract amount is \$449,000.00. The funds for this increase are from additional carry-in funds from the prior year's budget balance and will be used to provide additional resources to assist in the delivery of the Board's goals and priorities as set forth in the Modified Four-Year Plan. **A motion was made by Mayor Rumpf to approve Resolution 18 – 20; seconded by Mayor Trujillo. Motion carried unanimously.** The members that voted by telephone are as follows:

City Counselor Galvan – Yes

Commission Smrkovsky – Yes

- f. Resolution 18 – 22 concurs with the Southwestern Area Workforce Development Board to extend 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 was made by Mayor Pro Tem Arzabal to approve Resolution 18 – 22; seconded by County Clerk Riddle. Motion carried unanimously.** The members that voted by telephone are as follows:

City Counselor Galvan – Yes

Commission Smrkovsky – Yes

- g. Resolution 18 – 23 concurs with the Executive Committee of the Southwestern Area Workforce Development Board to amend the Youth Career Academy contract between the Southwestern Area Workforce Development Board and ResCare Workforce Services to provide services to all eligible out-of-school youth, as permitted under WIOA, and authorizes the Chair or Vice-Chair to sign the agreement. **A motion was made by Mayor Rumpf to approve Resolution 18 – 23; seconded by Mayor Trujillo. Motion carried unanimously.** The members that voted by telephone are as follows:

City Counselor Galvan – Yes

Commission Smrkovsky – Yes

- h. Resolution 18 – 24 concurs with the Executive Committee of the Southwestern Area Workforce Development Board to authorize the purchase and payment to the New Mexico Department of Workforce Solutions for 100 desktop computers, keyboards, and mice. The New Mexico Department of Workforce Solutions will procure the computers at the expense of the Southwestern Area Workforce Development Board, then install the software and computers at their expense at the New Mexico Workforce Connection centers in the Southwestern Region. **A motion was made by Mayor Pro Tem Arzabal to approve Resolution 18 – 24; seconded by County Clerk Riddle. Motion carried unanimously.** The members that voted by telephone are as follows:

City Counselor Galvan – Yes

Commission Smrkovsky – Yes

X. Reports and Information Items

a. Transportation needs and resources

- i. Mr. Duran shared that transportation for our participants has been an on-going issue. Individuals may be unable to travel to an institution where they can get the education they need. We increased the reimbursement rate to \$0.25 per mile instead of a daily cap, but we still want to improve transportation availability in each community. We continue to explore and will consider a voucher system. Mr. Duran

invited Ms. Sharon Thomas, former Las Cruces City Councilor who was on the board for the South Central Regional Transit District, to speak about transportation, the SCRDT, and collaborations in process.

- ii. Ms. Bryan spoke about various things that are happening in Doña Ana County to include a two-generation approach where in order to improve the life of a child, you have to improve economic conditions of the parents. The more financially secure the parents are, the more likely a child is to succeed in school and graduate.

b. Administrative & Fiscal Reports

- i. Ms. Longovia, the Communications and Graphic Design Specialist, presented her social media posts from September 1, 2018 through October 31, 2018 and shared that workforce staff provided Spanish translation for some of the WIOA outreach materials. Five brochures and the youth services flier are now available in Spanish.
- ii. Ms. Rios, the Training Specialist, shared that technical assistance is provided to the service providers who have questions about participant eligibility, completing forms, and more to get participants qualified and enrolled for WIOA services. Ms. Rios reported the number of technical assistance sessions for the WIOA Adult & Dislocated Worker program from July 1, 2018 through October 31, 2018 totaled 433 sessions, equal to 108.25 hours. For the WIOA Youth program, she and Ms. Craft provided 266 sessions of technical assistance totaling 66.5 hours. Two days of trainings took place for the WIOA Adult & Dislocated Worker case managers in September and the Youth services provider received one day of training in September.
- iii. Ms. Craft, the Program Manager, shared her report on the service provider goals versus actuals for the Alamo Navajo School Board Youth, HELP-New Mexico Youth, and ResCare's Adult & Dislocated Worker services. This report includes a summary that showed the budget, year-to-date expenditures, and balance for each of the programs. In Area II, which covers Catron, Grant, and Hidalgo Counties, HELP-NM has a goal of enrolling a total of 20 participants for the In-School Youth program and they have enrolled 4 thus far. Their goal for Out-of-School Youth enrollment is a total of 51 participants for the entire year, and they have already enrolled 26. For the Adult program, ResCare has a goal of enrolling a total of 318 participants for the entire year throughout the region, and they have enrolled 123 participants to-date. Under the Dislocated Worker program, ResCare has enrolled 5 participants since July 1, 2018 while their goal for the year is to enroll a total of 82 participants. Ms. Craft also shared a summary of the budget, obligations, and financial balances for each of the programs.
- iv. Ms. Gervasio, the Fiscal Administrator, reported on the financial statements. The balance sheet for the period ending October 31, 2018 states assets and liabilities in the amount of \$232,111. The statement of revenues, expenditures, and changes in fund balances state a budget of \$8,117,259 and expenditures of \$1,296,870, with a variance of \$6,820,389. Ms. Gervasio also presented colorful graphs showing the expenditures by fund and by county.
- v. Mr. McClintock, the Project Manager, reported the status of the Youth Career

Academy. He explained a dashboard he created showing the 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. 111 participants is the enrollment goal for the Youth Career Academy. They currently have 73 participants that have started the program with 60 participants in the Career Exploration phase. Mr. McClintock invited Ms. Bayless, the Project Director for the Youth Career Academy, to share some information from the ground level. Ms. Bayless shared that the out-of-school youth that are targeted for this Academy include those that are in the foster program, exiting the foster program, and are in the justice system. Mr. Martinez with HELP-NM wanted to share that they need at least six months for those youth transitioning from the Youth Career Academy to get them through the GED program.

XI. Other

a. Member Input –

- i. Mayor Rumpf shared how Magdalena is changing and growing and invited everyone to stop by when traveling.

XII. Public Comment (3-Minute Limit)

- a. Ms. Bryan shared that the www.jobs.state.nm.us website is now available in Spanish.
- b. Mr. Duran shared that there is a lot going on in the workforce system in our area. At any time, our Chief Elected Officials are invited to visit a workforce center.
- c. Mayor Trujillo thank Ms. Bryan for sharing that the www.jobs.state.nm.us website is available in Spanish because there is a large population of Spanish speakers in the City of Anthony.

XIII. Next Regular Meetings

- a. The next meeting will be in March 2019. Specific date and location is to be determined.

XIV. Adjournment

Mayor Miyagishima adjourned the meeting at 12:40 p.m.

ATTESTED

Date