

# Southwestern Area Workforce Development Board

## Special Executive Committee Meeting Agenda

Elephant Butte City Hall  
103 Water Ave.  
Elephant Butte, NM

Friday, December 21, 2018 at 10:00 am

*Mr. Michael Olguin, Jr.—Chair  
Mr. Gary Whitehead—Vice Chair*

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call and Abstentions
  - a. If necessary, motion to allow 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 November 19, 2018 meeting summary
  - b. Resolution 18 – 26 extends the term of the **Youth Career Academy** contract with ResCare Workforce Services from December 31, 2018 to February 28, 2019, modifies the scope of work, and authorizes the Chair or Vice-Chair to sign the contract amendment
- VII. Other
  - a. Member Input
- VIII. Public Comment (3-Minute Limit)
- IX. Adjournment

## DRAFT OF MEETING SUMMARY

Meeting	:	<b>Special Executive Committee</b>
Date and time	:	November 19, 2018 at 10:00 am
Location of Meeting	:	Elephant Butte City Hall 103 Water Avenue Elephant Butte, NM
Chair Person	:	Michael Olguin
Members Attending	:	<b>Present:</b> Marcos Martinez (by phone), Michael Olguin, Erik Padilla (by phone), Kim Skinner, Gary Whitehead <b>Absent:</b> Kathie Davis, Debbie Schoonover <b>Staff:</b> Steve Duran, Angela Longovia, Joe McClintock
Guests in Attendance	:	Yvette Bayless, ResCare (by phone)
Summary submitted by/Signature	:	Angela Longovia, Communications Specialist
Next Meeting	:	No date has been set

#	Agenda Item	Summary
1.	<b>Call to order</b>	Meeting was called to order at 10:02 am by Mr. Olguin
2.	<b>Welcome and Introductions</b>	Ms. Schoonover welcomed everyone.
3.	<b>Roll Call &amp; Abstentions</b>	Mr. Whitehead made a motion to allow committee members to participate by phone, seconded by Ms. Skinner. Ms. Longovia called roll.
4.	<b>Public Comment</b>	No public comment
5.	<b>Approval of Agenda</b>	Ms. Skinner made a motion to approve the agenda, seconded by Mr. Whitehead. By unanimous consent, motion carried.
6.	<b>Discussion or Motion for Recommendation Items</b>	<p><b>(a) Approval of the July 27, 2018 meeting summary.</b> Mr. Whitehead made a motion to approve the summary, seconded by Ms. Skinner. By unanimous consent, motion carried.</p> <p><b>(b) Resolution 18-24 approves an amendment to 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.</b> Mr. Whitehead made a motion to approve Resolution 18-24, seconded by Ms. Skinner. By unanimous consent, motion carried.</p> <ul style="list-style-type: none"> <li>Mr. Duran stated in the original contract with ResCare to provide the Youth Career Academy program, the targeted out-of-school youth were those who do not have a high school diploma or high school equivalency. With a target of enrolling 111 eligible youth, only 62 have been enrolled at this time. ResCare is requesting a modification to the eligibility. They would like to serve all out-of-school youth eligible under WIOA, accepting youth who already have a high school diploma or high school equivalency, but are not in post-secondary education.</li> <li>Ms. Bayless shared that during recruitment efforts, they had turned away about 25% of interested youth because they already have a high school diploma.</li> </ul>

#	Agenda Item	Summary
		<p>(c) <b>Resolution 18-25 authorizes 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 offices in the Southwestern Region.</b> Ms. Skinner made a motion to approve Resolution 18-25, seconded by Mr. Whitehead. By unanimous consent, motion carried.</p> <ul style="list-style-type: none"> <li>• Mr. Duran shared that in working with Mr. Marcos Martinez from the Department of Workforce Solutions, it was suggested that with DWS' experience in purchasing and managing many computers at workforce centers throughout the state, it would be easier for DWS to procure, tag, and install the software.</li> <li>• Rather than SAWDB receiving an invoice and sending payment to DWS for these items, the State AE will subtract the total amount for these items from SAWDB's award,</li> </ul> <p>(d) <b>Resolution 18-26 authorizes Michael Olguin Jr., Jay Armijo, and Kim Skinner as authorized signatories for all Southwestern Area Workforce Development Board bank accounts.</b> Mr. Whitehead made a motion to approve Resolution 18-26, seconded by Ms. Skinner. By unanimous consent, motion carried.</p> <ul style="list-style-type: none"> <li>• Mr. Duran added that with Ms. Skinner working in Elephant Butte, this will make it easier for Ms. Gervasio to get checks signed in a timely manner.</li> </ul>
7.	<b>Public &amp; Member Comments</b>	Ms. Skinner wished everyone a happy and safe Thanksgiving.
8.	<b>Next Meeting</b>	No date has been set.
9.	<b>Adjournment</b>	Meeting was adjourned at 10:21 am

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

Date \_\_\_\_\_

## AGENDA ITEM SUMMARY

Special Executive Committee Meeting	December 21, 2018
<p><b>Agenda Item</b>  Resolution 18 – 26 extends the term of the <b>Youth Career Academy</b> contract with ResCare Workforce Services from December 31, 2018 to February 28, 2019, modifies the scope of work, and authorizes the Chair or Vice-Chair to sign the contract amendment</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <ul style="list-style-type: none"> <li>• This item is presented for your review and consideration to approve a contract amendment with ResCare Workforce Services.</li> <li>• ResCare Workforce Services, the Board's service provider for the Youth Career Academy was awarded the contract to process 111 out-of-school youth through the Academy. Upon completion of the Academy, the participants would transition to the year-around youth or adult programs.</li> <li>• ResCare has yet to process the existing Academy participants through the phases in the project and will need additional time to do so. They have enrolled 60 individuals in the Academy to date.</li> <li>• A summary will be provided by ResCare staff at the meeting.</li> </ul> <p><b>RECOMMENDATION</b></p> <ul style="list-style-type: none"> <li>• Approve Resolution 18 – 26</li> </ul> <p><b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b></p> <ul style="list-style-type: none"> <li>• Accept the recommendation</li> <li>• Accept the recommendation with changes</li> <li>• Reject the recommendation</li> <li>• Table the item</li> <li>• Take no action on the item</li> </ul> <p><b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b></p> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul> <p><b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	