

Southwestern Area Workforce Development Board

Virtual Meeting Via Zoom or Phone

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Thursday, December 15, 2022, at 11:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. Vice-Chairman Orozco called the meeting to order at 11:03 a.m.

II. Roll Call and Abstentions

- a. Ms. Raney called roll. There were no abstentions.

Present:

Cassie Arias-Ward
Alisa Estrada
Jacqueline Fryar
Magdaleno Manzanárez
Marcos Martinez
Michael Olguin
Joshua Orozco
Erik Padilla
Steve Siañez
Kim Skinner
JC Trujillo
Mary Ulrich
Gary Whitehead

Staff:

Jay Armijo, SCCOG Executive Director
Skylar Arnold, Fiscal Administrator
Glory Juarez, WIOA Administrator
Angela Longovia, Communications Manager
Diana Luchini, Fiscal Clerk
Javier Perea, Project Manager
Sarah Raney, Administrative Specialist
Krisye Shook, Program Specialist
Jaymi Simms, WIOA Program Manager

Absent:

Mary Ann Chavez-Lopez
Robert Hawkins
Rebecca Lescombes
Anton Salome
Debbie Schoonover
Marlene Thomas-Herrera

Guests:

Tricia Brainard
Consuelo Flores
Cindy Gallegos
Andy Huls
Chanin Kelly
Peter Martinez
Marissa Molano
Giselle Palomares
Marcos Peña
Jessica Sanchez
Sojourner Stokes
Marietta Valdez
Vicki Wilkins
Camille Withrow

III. Public Comment

- a. No public comment

IV. Approval of Agenda

Mr. Manzanarez made a motion to approve the agenda; seconded by Ms. Fryer. By unanimous consent, the motion passed. The roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Fryar – Yes
Mr. Manzanárez – Yes

Mr. Padilla – Yes
Ms. Skinner – Yes
Mr. Trujillo – Yes

Mr. Martinez – Yes
Mr. Olguin – Yes
Mr. Orozco – Yes

Ms. Ulrich – Yes
Mr. Whitehead – Yes

V. Professional Development

- a. Ms. Sanchez and Ms. Valdez from the New Mexico Workers' Compensation Administration spoke about their services and programs offered across the state.

Chairman Estrada and Mr. Siañez joined the meeting during this presentation. Vice-Chairman Orozco turned the meeting over to Chairman Estrada.

VI. Discussion, Consideration, and Possible Action Regarding

- a. Approval of the November 9, 2022, Special Meeting minutes

Ms. Arias-Ward **made a motion to approval the November 9, 2022, meeting minutes; seconded by Mr. Manzanarez. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Manzanárez – Yes
Mr. Martinez – Yes
Mr. Orozco – Yes

Mr. Padilla – Yes
Mr. Siañez – Yes
Ms. Skinner – Yes
Mr. Trujillo – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

Mr. Olguin had connectivity issues and was not currently present during the roll call. He returned to the meeting as the discussion for the next resolution began.

- b. Resolution 22 – 10 authorizes travel, meals, hotel, and conference fees for board members to attend The Forum 2023 powered by the National Association of Workforce Boards on March 25 – March 28, 2023

Mr. Siañez asked for clarification on the funds allowed for meals. Ms. Juarez explained the \$45 limit per day and the meals available at the conference. Mr. Whitehead spoke of an approximate cost per person and asked about the number of people that plan to attend. Mr. Whitehead expressed concern that there were enough funds to cover the cost of the conference for too many attendees. Ms. Arnold was able to confirm that there are enough funds, as well as reserve funds that could be utilized.

Mr. Whitehead **made a motion to approve Resolution 22 – 10; seconded by Ms. Fryar. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Manzanárez – Yes
Mr. Martinez – Yes
Mr. Olguin – Yes
Mr. Orozco – Yes

Mr. Padilla – Yes
Mr. Siañez – Yes
Ms. Skinner – Yes
Mr. Trujillo – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

VII. Reports and Information Items

- a. One-Stop Operator Report

- i. Mr. Martinez reported on the activities at the New Mexico Workforce Connection centers from July 1, 2022, through November 30, 2022. He included information about newly registered individuals, job placements, and overall program involvement and services offered to individuals. Mr. Martinez also included information about outreach involving hiring and career events, as well as the results of customer and employer surveys. Ms. Estrada asked about the Socorro office. Mr. Martinez reported that the Socorro office is still closed due to staffing issues. However, they are actively seeking staff to fulfill those empty roles. Mr. Peña also added that he and his managers have

been traveling to the Socorro office at least once a week to prevent disruptions in services for the customers of that office. Mr. Siañez expressed concern about keeping track of the individuals that have inquired and participated in the offered services. Mr. Martinez explained the follow-up process that staff adheres to ensure that no one is missed in the program.

b. Administrative and Financial Reports

- i. Ms. Juarez spoke about financial goals for this year concerning the monies from the last program year. She reported that the Project Manager, Mr. Perea, plans to travel to each county at the beginning of the year to support the sector strategies within the various counties. Ms. Juarez also spoke of other various ways that we plan to improve relationships with providers, increase program involvement, and increase our presence within the communities that we serve.
- ii. Technical Assistance and Training – Ms. Simms presented the Adult & Dislocated Worker Services and Youth Services Technical Assistance Training for the period of July 1, 2022, through October 31, 2022.
- iii. Financial Report – Ms. Arnold reported on the financial statements from July 1, 2022, through October 31, 2022. She also presented the Participant Training Obligations by county and program. Ms. Ulrich expressed concern about the services and funds offered in the Adult & Dislocated Worker program. Mr. Peña explained that the funds that have been offered have allowed participants to seek job placements and get ready for interviews, and not many needing childcare services past the state-funded programs. Ms. Ulrich expressed concern that certain funds are not being used enough. Also, Ms. Ulrich was concerned that other accounts were not utilized enough and could be disbursed more.

c. Updates from DWS Liaison

- i. Ms. Gallegos said there were no updates at this time.

VIII. Other

a. Member Input

- i. Chairman Estrada wished everyone a happy holiday.

IX. Public Comment

a. No public comment


X. Next Meeting

a. Thursday, February 16, 2023, at 10:00 a.m.

XI. Adjournment

a. Chairman Estrada adjourned the meeting at 12:38 p.m.

ATTESTED



2/16/2023
Date

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