

## Region IV, Chief Elected Officials

### Virtual Meeting Via Zoom or Phone

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Friday, December 10, 2021 at 11:00 a.m. (MDT)

### MEETING MINUTES

#### I. Call to Order

- a. Chief Hand called the meeting to order at 11:00 a.m.

#### II. Pledge of Allegiance

- a. Chief Hand asked Commissioner Anaya to lead everyone in the Pledge of Allegiance

#### III. Welcome, Introductions, Roll Call, and Abstentions

- a. Chief Hand asked Ms. Longovia to conduct roll call. There were no abstentions.

##### **Voting Members Present:**

Commissioner Manuel Anaya  
Commissioner Anita A. Hand  
Commissioner Jim Paxon  
Commissioner Chris Ponce  
Commissioner Manny Sanchez  
Commissioner Linda Smrkovsky

##### **Non-Voting Members Present:**

Councilor Irene Galvan  
Mayor Benny Jasso

##### **Staff:**

Jay Armijo, SCCOG Executive Director  
Skylar Arnold, Fiscal Administrator  
Angela Longovia, Communications Manager  
Diana Luchini, Fiscal Clerk  
Sabrina Scott, Administrative Specialist  
Krisye Shook, Program Specialist  
Jaymi Simms, Program Manager

##### **Voting Members Absent:**

Commissioner Art Malott

##### **Non-Voting Members Absent:**

Chapter Vice-President Jeremiah Apachito  
Trustee Carlos Arzabal  
Mayor Richard Bauch  
Mayor Chon Fierro  
City Councilor Gordy Hicks  
Mayor Rulene Jensen  
Mayor Hilda Kellar  
Mayor Ken Ladner  
Mayor Ken Miyagishima  
Mayor Andy Nuñez  
Mayor Javier Perea  
Mayor Richard Rumpf  
Mayor Esequiel Salas  
Mayor Ed Stevens  
Mayor Deb Stubblefield  
Mayor Edna Trager  
Mayor Diana Trujillo  
Mayor Sandra Whitehead

##### **Guests:**

Concha Cordova  
Christina Garcia-Tenorio  
Cindy Quillin  
Eric Rivera

**IV. Public Comment**

- a. No public comment

**V. Approval of Agenda**

- a. Approval of the agenda includes approval of the Consent Agenda Items. Commissioner Smrkovsky requested the removal of Item B, Resolution 21 – 07, and Item C, Resolution 21 – 08 from the Consent Agenda for discussion. Commissioner Smrkovsky **made a motion to approve the agenda with the removal of Resolution 21 – 07 and Resolution 21 – 08 for discussion; seconded by Commissioner Paxon. Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Paxon – Yes  
Commissioner Ponce – Yes  
Commissioner Smrkovsky – Yes

**Consent Agenda Items – (These items were approved when the agenda was approved)**

- a. \*Approval of the September 17, 2021 meeting minutes

**VI. Discussion, Consideration and Possible Action Regarding**

- a. Resolution 21 – 07 concurs with the Southwestern Area Workforce Development Board to approve an amendment to the Follow-Up Services Policy 17-18 1. Ms. Simms, WIOA Program Manager stated that the amendment provides a definition on when to do follow-ups and the procedures, and what is allowed during follow-ups for Youth, Adult and Dislocated Worker. Commissioner Smrkovsky asked if funds will be transferred for this, and asked who will provide these follow-up services. Ms. Simms stated that these services are already provided by the current staff as part of their contract. The amendment clarifies what is allowable and not allowable when the staff performs follow-ups with their participants.

Commissioner Anaya **made a motion to approve Resolution 21 – 07; seconded by Commissioner Smrkovsky. Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Paxon – Yes  
Commissioner Ponce – Yes  
Commissioner Smrkovsky – Yes

- b. Resolution 21 – 08 concurs with the Southwestern Area Workforce Development Board to approve the Policy Committee’s recommendation to amend the Supportive Services Policy 17 – 09.5. Ms. Simms stated that the amendment provides a definition to Participants on a “Hold” Status and defines the use of supportive services during follow-ups for Adult and Dislocated Worker as defined in TEGL 19 – 16. Commissioner Smrkovsky asked if funding is being increased for this amendment and who will provide these services. Ms. Simms stated that these are services already offered by the service providers. The amendment clarifies with stronger language the definition of “Hold” status and that participants cannot obtain supportive services through programs during follow-ups.

Commissioner Sanchez joined during this discussion. Commissioner Paxon **made a motion to approve Resolution 21 – 08; seconded by Commissioner Smrkovsky. Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Paxon – Yes  
Commissioner Ponce – Yes  
Commissioner Sanchez – Yes  
Commissioner Smrkovsky – Yes

- c. Resolution 21 – 09 concurs with the Southwestern Area Workforce Development Board to approve the issuance of external partner access to the New Mexico Workforce Connection Online System for online referrals between organizations in the workforce system with an amendment that would require the administrative entity to present a clear and defined policy and procedure manual for the Board to adopt within 90 days, which would include insurance and liability coverage.

Ms. Longovia shared that this was a discussion item for the SAWDB board to make a determination on whether it will carry the responsibility and liability for workforce partners who use the New Mexico Workforce Connection Online System (WCOS) for the referral of participants. The workforce partners that would have access to WCOS are Adult Education Services, Division of Vocational Rehabilitation, TANF, as well as other partners who may opt to participate in training and supporting their staff as users in the system. The alternative is for the NM Department of Workforce Solutions to be responsible for the access and management of the aforementioned partners as they do with existing users of the system, such as Title IB and Title III partners. The department has security protocol and training in place for all users in the system. The SAWDB does not have IT staff or protocols for such activity.

Ms. Longovia further explained WCOS to the CEO members and how it is used. Ms. Garcia-Tenorio stated that DWS provides Security Awareness Training annually to all staff who have access to WCOS, but there is a liability concern. At the SAWDB meeting, an insurance representative shared information and provided input. The SAWDB voted to have the administrative entity present a clear and defined policy and procedure manual for the Board to adopt, which would include insurance and liability coverage.

Commissioner Sanchez **made a motion to approve Resolution 21 – 09; seconded by** Commissioner Ponce. **Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes	Commissioner Ponce – Yes
Commissioner Hand – Yes	Commissioner Sanchez – Yes
Commissioner Paxon – No	Commissioner Smrkovsky – Yes

- d. Resolution 21 – 10 concurs with the Southwestern Area Workforce Development Board to approve the PY21 Outreach Plan as recommended by the SAWDB Outreach Committee. Ms. Longovia stated that the objective of the Outreach Plan is to have a strategic approach to the integrated system that we have with our partners in the workforce system. This plan is a framework and contains an Outreach Activity Calendar for PY21 and Activity Sheets for big-ticket items. Big-ticket items are not regular day-to-day activities but larger activities that allow the partners to work together and leverage their resources and their staff. The Outreach Plan will have revisions throughout the year. Ms. Longovia said that the Activity Sheets will show a dollar amount as a way of tracking the monetary investment. Workforce partners have indicated they have dollars built into their contract for outreach activities. We did not ask the Board for dollars to fund these events. Ms. Longovia explained the Activities Calendar and the Activities Sheets. Commissioner Smrkovsky asked about the budget amendment coming up on the agenda and if funding in that amendment is for this Outreach Plan. Ms. Longovia explained that no dollars were requested or approved for this Outreach Plan because the service providers stated they already have funds in their contract they can use to perform these outreach activities. Ms. Arnold, Fiscal Administrator, said that one of the contract amendments coming up includes different outreach that specifically targets the youth population, but it is separate from this Outreach Plan.

Commissioner Ponce **made a motion to approve Resolution 21 – 10; seconded by** Commissioner Anaya. **Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes	Commissioner Paxon – Yes
Commissioner Hand – Yes	Commissioner Sanchez – Yes
Commissioner Ponce – Yes	Commissioner Smrkovsky – Yes

- e. Resolution 21 – 11 concurs with the Southwestern Area Workforce Development Board to issue the Workforce Innovation and Opportunity Act Youth Request for Proposals (RFP) for the period of July 1, 2022 – June 30, 2023, with an option to renew annually for three additional years. Ms. Longovia stated that we are currently in the third and final year of contracts with Youth Development, Inc. (YDI) under an RFP that was issued in August 2018. The Board is required to authorize the issuance of an RFP.

Commissioner Paxon **made a motion to approve Resolution 21 – 11; seconded by** Commissioner Ponce. **Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Ponce – Yes

Commissioner Paxon – Yes  
Commissioner Sanchez – Yes  
Commissioner Smrkovsky – Yes

- f. Resolution 21 – 12 concurs with the Southwestern Area Workforce Development Board to authorize SAWDB Board Chair Mario Juarez-Infante and SAWDB Board Vice-Chair Alisa Estrada as a signatory on all the Southwestern Area Workforce Development Board’s bank accounts. Ms. Arnold shared that we currently only have two signatories, and they would like additional signatories if the current signatories were ever unavailable.

Commissioner Anaya **made a motion to approve Resolution 21 – 12; seconded by** Commissioner Sanchez. **Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Ponce – Yes

Commissioner Paxon – Yes  
Commissioner Sanchez – Yes  
Commissioner Smrkovsky – Yes

- g. Resolution 21 – 13 concurs with the Southwestern Area Workforce Development Board to approve the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 3. Ms. Arnold stated that the budget amendment includes an update to the carry-in amounts from the prior year; a transfer of funds from Dislocated Worker to Adult; and in the Adult & Dislocated Worker contract amount from \$3,100,000.00 to \$3,520,500.00; and an increase to the One-Stop Operator contract from \$325,745.00 to \$370,745.00. Ms. Arnold presented the current budget, proposed budget, and showed the difference between the two. She said that the AE has already spoken with the State about transferring funds from Dislocated Worker to Adult and we have their support.

Commissioner Smrkovsky **made a motion to approve Resolution 21 – 13; seconded by** Commissioner Paxon. **Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Ponce – Yes

Commissioner Paxon – Yes  
Commissioner Sanchez – Yes  
Commissioner Smrkovsky – Yes

- h. Resolution 21 – 14 concurs with the Southwestern Area Workforce Development Board to approve an amendment to contract agreement number PY21-WIOA-02 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Adult & Dislocated Worker Services for the period of July 1, 2021 through June 30, 2022, and authorizes the SAWDB board chair or vice-chair to sign the agreement. Ms. Arnold stated that as of November 1, 2021, Equus Workforce Solutions had obligated 89% of their Adult Participant Training Dollars. Equus is requesting a transfer of \$113,452.00 in operational expenses from the Dislocated Worker program to the Adult program. The overall operational budget will stay the same. Equus is also requesting a transfer of \$129,500.00 from the Dislocated Worker program’s Participant Training Costs to the Adult program. The goal for the number of Dislocated Worker participants to be served will stay the same. Equus is requesting \$420,500.00 to add to the Adult program for Participant Training Expenses. This will fund 30 additional participants.

Mr. Rivera, Quality Assurance Analyst with Equus shared that they currently have 60 enrolled participants that are pending additional funded services for the rest of the program year; that included eight potential on-the-job training contract upgrades and 52 Tuition Assistance or Supportive Service. They also have 124 individuals not yet enrolled in the Adult program looking for funded services.

Commissioner Smrkovsky **made a motion to approve Resolution 21 – 14; seconded by** Commissioner Sanchez. **Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Ponce – Yes

Commissioner Paxon – Yes  
Commissioner Sanchez – Yes  
Commissioner Smrkovsky – Yes

- i. Resolution 21 – 15 concurs with the Southwestern Area Workforce Development Board to approve an amendment to contract agreement number PY21-WIOA-04 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop Operator Services for the period

of July 1, 2021 through June 30, 2022, and authorizes the SAWDB board chair or vice-chair to sign the agreement. Ms. Arnold stated this item is to approve an increase of \$45,000.00 in the One-Stop Operator contract for a total contract amount of \$370,745.00. The \$45,000.00 will help the Awareness Campaign provide additional outreach to the youth population within our region. The Awareness Campaign is designed to increase enrollments through awareness of WIOA programs. Mr. Armijo stated that traditionally, it is difficult to attract you to this program. Equus staff presented at the SAWDB meeting saying that they would like to use social media in addition to other forms of outreach methods to reach hard-to-find youth in the region. Commissioner Smrkovsky asked what is the plan. Equus staff was not available to present, but Mr. Armijo added that Equus stated they plan to partner with the Youth program service providers to accomplish this outreach. Ms. Longovia added that the \$45,000.00 is not entirely for social media. Equus staff stated they would like to have activities and in-person events like a career exploration fair, take youth on tours of businesses in different industries, teach youth about labor market information, and other ideas they are exploring. Members stated they were not comfortable approving this \$45,000.00 without seeing an actual plan with anticipated results. They stated they like the Outreach Plan and would like to see a similar plan for the Awareness Campaign at their next meeting.

Commissioner Sanchez **made a motion to table Resolution 21 – 15 until the March 2022 CEO meeting; seconded by** Commissioner Ponce. **Motion passed.** Roll call vote was as follows:

Commissioner Anaya – Yes	Commissioner Paxon – Yes
Commissioner Hand – Yes	Commissioner Sanchez – Yes
Commissioner Ponce – Yes	Commissioner Smrkovsky – Yes

**VII. Reports and Information Items**

**a. Technical Assistance and Trainings**

Ms. Simms, presented the Technical Assistance and Trainings she provided to service providers from July 1, 2021 through September 30, 2021.

**b. Financial Reports**

Ms. Arnold presented the financials for October 31, 2021. She presented the balance sheet, statement of revenues, expenditures, and changes in fund balances. She also showed the expenditures by fund, and by county. Ms. Garcia-Tenorio requested Ms. Arnold include projections on what is potentially obligated to each county.

**c. Administrative Update**

Mr. Armijo announced that the position of WIOA Administrator has been filled. After interviews, the hiring committee made their recommendation to Mr. Armijo. Glory Juarez accepted the position and is scheduled to start on Monday, December 13, 2021. Mr. Armijo stated he would like to have a meet-and-greet with the CEO members and Ms. Juarez before the March meeting. Members are welcome to contact him with any questions.

**d. Update from DWS Liaison – Christina Garcia-Tenorio**

The WIOA Youth program is required to spend 25% of its funds on in-school youth and 75% of funds on out-of-school youth. Meeting the 75% requirement has been challenging for many states. Ms. Garcia-Tenorio stated that a waiver was sent to the USDOL requesting to change the 25/75 to 50/50, and it was approved. They hope the boards will be able to help more youth and spend down more dollars.

Ms. Garcia-Tenorio stated that the USDOL approved another waiver. Under the On-the-Job Training program, businesses with 50 employees or fewer can receive a reimbursement of up to 75% of an employee’s wages during their training. The waiver has temporarily increased the limit to 90%. This temporary increase will expire on June 30, 2022. The grant agreement will need to be modified and she hopes to have it executed before the end of the year.

**VIII. Other**

- a. Member Input
  - i. No member input

**IX. Public Comment**

- a. No public comment

**X. Next Meeting**

- a. Friday, March 18, 2022, at 11:00 a.m. via Zoom

**XI. Adjournment**

- a. Chief Hand adjourned the meeting at 12:45 p.m.

**ATTESTED**

  
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03/23/2022

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**Date**

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