

Southwestern Area Workforce Development Board

Virtual Meeting via Zoom or Phone

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Thursday, May 4, 2023, at 1:00 p.m. (MDT)

SPECIAL MEETING MINUTES

I. Call to Order

- a. Chairman Estrada called the meeting to order at 1:05 p.m. She welcomed all attendees and asked for introductions.

II. Roll Call and Abstentions

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

Present:

Cassie Arias-Ward
Mary Ann Chavez-Lopez
Alisa Estrada
Jacqueline Fryar
Magdaleno Manzanárez
Michael Olguin
Erik Padilla
Anton Salome
Monica Sweatt
Marlene Thomas-Herrera
JC Trujillo
Mary Ulrich
Sylvia Washington
Gary Whitehead

Staff:

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:

Robert Hawkins
Rebecca Lescombes
Marcos Martinez
Joshua Orozco
Debbie Schoonover
Steve Siañez
Kim Skinner

Guests:

Collette Baker
Henry Castillo
Luis De La Cruz
James Fielder
Cindy Gonzales
Roger Gonzales
Marissa Molano
Mary Mylet
Cindy Quillin
Haydee Ramirez
Ashley Roller
Monca Silva
Joshua Stoller
Valerie Trujillo
Michelle Velarde
Tommy Villalobos
Juan Zuniga

III. Public Comment

- a. No public comment

IV. Approval of Agenda

Mr. Trujillo **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	Mr. Salome – Yes
Ms. Chavez-Lopez – Yes	Ms. Sweatt – Yes
Ms. Estrada – Yes	Ms. Thomas-Herrera – Yes
Ms. Fryar – Yes	Mr. Trujillo – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Ms. Washington – Yes
Mr. Padilla – Yes	Mr. Whitehead

V. Discussion, Consideration, and Possible Action Regarding

- a. Approval of April 21, 2023, meeting minutes

Mr. Olguin **made a motion to approve the April 21, 2023, meeting minutes; seconded by Ms. Chavez-Lopez. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Salome – Yes
Ms. Chavez-Lopez – Yes	Ms. Sweatt – Yes
Ms. Estrada – Yes	Ms. Thomas-Herrera – Yes
Ms. Fryar – Yes	Mr. Trujillo – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Ms. Washington – Yes
Mr. Padilla – Yes	Mr. Whitehead

- b. Resolution 22 – 18 awards the Request for Proposals for WIOA Adult & Dislocated Worker services as a one-year contract for PY23 (July 1, 2023 – June 30, 2024), with up to three years of renewals/extensions and authorizes the board chair or vice chair to sign the agreement.

Chairman Estrada began by thanking all organizations that submitted proposals to both Requests for Proposals (RFPs). Ms. Juarez presented an Evaluation Committee Report letter and summarized that this RFP was issued on March 6, 2023, and closed on April 7, 2023. The evaluation committee met on April 28, 2023, to review the score sheets and discuss the rankings. RFPs were received from three organizations: Eastern New Mexico University, Equus Workforce Solutions, and Southwest Key Workforce Development, LLC. The letter showed a table with average points from the evaluation committee scores. It is the recommendation of the Evaluation Committee to award this contract to Equus Workforce Solutions. Chief Procurement Officer Jay Armijo concurred with the committee and signed the letter.

Mr. Trujillo thanks the organizations for their submissions and Ms. Juarez for her work on this.

Ms. Arias-Ward **made a motion to approve Resolution 22 – 18; seconded by Ms. Fryar. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Salome – Yes
Ms. Chavez-Lopez – Yes	Ms. Sweatt – Yes
Ms. Estrada – Yes	Ms. Thomas-Herrera – Yes
Ms. Fryar – Yes	Mr. Trujillo – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Ms. Washington – Yes
Mr. Padilla – (lost connection)	Mr. Whitehead

- c. Resolution 22 – 19 awards the Request for Proposals for WIOA One-Stop Operator services as a one-year contract for PY23 (July 1, 2023 – June 30, 2024), with up to three years of renewals/extensions and authorizes the board chair or vice chair to sign the agreement.

Ms. Juarez presented an Evaluation Committee Report letter and summarized that this RFP was issued on March 6, 2023, and closed on April 7, 2023. The evaluation committee met on April 28, 2023, to review the score sheets and discuss the rankings. RFPs were received from three organizations: Eckard Youth Alternatives d/b/a Eckerd Connects, Equus Workforce Solutions, and New Mexico Department of Workforce Solutions. The letter showed a table with average points from the evaluation committee scores. It is the recommendation of the Evaluation Committee to award this contract to Equus Workforce Solutions. Chief Procurement Officer Jay Armijo concurred with the committee and signed the letter.

Ms. Chavez-Lopez **made a motion to approve Resolution 22 – 19; seconded by Mr. Manzanárez. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Salome – Yes
Ms. Chavez-Lopez – Yes	Ms. Sweatt – Yes
Ms. Estrada – Yes	Ms. Thomas-Herrera – Yes
Ms. Fryar – Yes	Mr. Trujillo – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Ms. Washington – Yes
Mr. Padilla – Yes	Mr. Whitehead

VI. Other

a. Member Input

- i. Ms. Juarez thanked all the committee members for their hard work.
- ii. Chairman Estrada thanked Ms. Juarez for all her work on these proposals.

VII. Public Comment

a. No public comment

VIII. Next Meeting

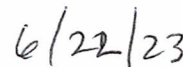
a. Thursday, June 22, 2023, at 10:00 a.m. in Las Cruces (Joint meeting)

IX. Adjournment

a. Chairman Estrada adjourned the meeting at 1:30 p.m.

ATTESTED





Date

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