

**Southwestern Area
Workforce Development Board**

Board Meeting Minutes

Andres Z. Silva Conference Center

119 E. Pine Street

Deming, NM 88030

Thursday, March 5, 2020 at 10:00 a.m.

MEETING MINUTES

I. Call to Order

- a. Chairman Orozco called the meeting to order at 10:07 a.m.

II. Welcome and Introductions

- a. Chairman Orozco welcomed everyone and asked for introductions

III. Roll Call and Abstentions

- a. Ms. Longovia called roll
- b. Mr. Gristy made a **motion to allow board members to participate in the meeting telephonically, seconded by Ms. Schoonover. Motion passed.**

Present:

Cassie Arias
Chris Boston
Deborah Dean*
Alisa Estrada*
Jacqueline Fryar
Joe Gristy
Michael Olguin*
Joshua Orozco
Erik Padilla*
Debbie Schoonover
Kim Skinner*
Sharon Thomas
Mary Ulrich
Gary Whitehead*
*Via telephone

Absent:

MaryAnn Chavez-Lopez
Alonzo Gonzales
Marlene Herrera
Anton Salome
Steve Siañez

Staff:

Jay Armijo, Executive Director, SCCOG
Skylar Arnold, Fiscal Clerk
Carol Craft, Program Manager
Steve Duran, WIOA Administrator
Angela Longovia, Communications Specialist
Joe McClintock, Project Manager
Jaymi Simms, Training & Development Specialist

Guests:

Alix King, NMDWS (by phone)
Yvette Bayless, ResCare
Valerie Trujillo, ResCare
Patrick Madrid, ResCare
Brandy Wesley, ResCare
Collette Baker, ResCare
James Fielder, ResCare
Eric Rivera, ResCare

Mike Stone, Stone, McGee
Concha Cordova, YDI
Frank Meza, ResCare
Cindy Quillin, Assistant OSO
Darleen Lopez, OSO
Monica Ontiveros, YDI
Aaron King, YDI
Miguel Martinez, HELP-NM

IV. Public Comment

- a. Mr. Miguel Martinez reminded everyone that HELP-NM administers the farmworker agricultural program through the state. They have funding available for different programs for adult and youth. Mr. Martinez also shared some initiatives that Workforce Solutions Borderplex has had success with.

V. Approval of Agenda

- a. Ms. Fryar **made a motion to approve the agenda; seconded by Mr. Boston. By unanimous consent, motion passed.** The members that voted by telephone are as follows:
Ms. Estrada – Yes
Mr. Olguin – Yes
Ms. Skinner – Yes
Mr. Whitehead – Yes

VI. Discussion, Consideration and Possible Action Regarding

- a. Motion to accept the minutes from the January 10, 2020 meeting. Mr. Gristy **made a motion to accept the minutes from the January 10, 2020 meeting; seconded by Mr. Padilla. By unanimous consent, motion passed.** The members that voted by telephone are as follows:
Ms. Estrada – Yes
Mr. Olguin – Yes
Ms. Skinner – Yes
Mr. Whitehead – Yes
- b. Resolution 19 – 38 ratifies the Executive Committees resolutions on the following items:
 - i. Resolution 19 – 35 approves the Board Chair’s committee appointments, per SAWDB Bylaws
 - ii. Resolution 19 – 36 approves the amendment to the Electronic Files Content & Records Retentions Management Policy, 17 – 19.1
 - iii. Resolution 19 – 37 authorizes the SAWDB to cost share security guard services for the New Mexico Workforce Connection Center in Las Cruces

Ms. Estrada asked if there had been any incidents. One-Stop Operator Ms. Lopez shared a few occurrences that prompted staff to express their safety concerns. **Mr. Boston made a motion to approve Resolution 19 – 38; seconded by Ms. Arias. By unanimous consent, motion passed.** The members that voted by telephone are as follows:
Ms. Estrada – Yes
Ms. Skinner – Yes
Mr. Whitehead – Yes

- c. Resolution 19 – 39 accepts the Independent Auditor’s Report for the period of July 1, 2018 through June 30, 2019. Mr. Armijo, Executive Director for the South Central Council

of Governments introduce Mr. Stone of Stone, McGee & Co, C.P.A., an independent auditor for the Southwestern Area Workforce Development and the Region IV, Chief Elected Officials. Mr. Stone stated there are unmodified opinions on the report and this as good as it gets – no findings. **Mr. Boston made a motion to approve Resolution 19 – 39; seconded by Ms. Fryar. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Estrada – Yes
Ms. Skinner – Yes
Mr. Whitehead – Yes

- d. Resolution 19 – 40 approves the PY19 Southwestern Area Workforce Development Board Budget Amendment. Mr. Duran shared a proposal to set aside funds for an agricultural project with New Mexico State University. Ms. Dean joined the meeting by phone. Mr. Gristy made **a motion to approve Resolution 19 – 40; seconded by Ms. Arias. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Estrada – Yes
Mr. Olguin – Yes
Ms. Skinner – Yes
Mr. Whitehead – Yes

- e. Resolution 19 – 41 approves an amendment to Contract No. PY19-WIOA-02 between ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment. Mr. Duran shared that in ResCare’s contract, there is a Small Community Participant Training Expenditure under their Profit Incentive Schedule. What is proposed is to reduce the amount of profit incentive in this section. Mr. Orozco shared a spreadsheet he created showing amount of dollars that would go to each county under this proposal. Ms. Schoonover made **a motion to approve Resolution 19 – 41; seconded by Mr. Padilla. Motion passed.** The members that voted by telephone are as follows:

Ms. Estrada – Yes
Mr. Olguin – Yes
Ms. Skinner – No
Mr. Whitehead – No
Ms. Dean – No

VII. Reports and Information Items

a. Committee Reports

- i. Mr. Padilla presented for the Disabilities Committee
- ii. Ms. Skinner presented for the Monitoring Committee
- iii. Mr. Whitehead presented for the Planning Committee
- iv. Ms. Schoonover presented for the Youth & Young Adult Committee
- v. Mr. Duran informed everyone about the Community Input Forums Mr. McClintock will be conducting in each county to gather information for the local plan.

b. Administrative and Financial Reports:

- i. Ms. Craft presented the Technical Assistance and Trainings information that was provided to service provider staff. She also shared new information presented in a way requested by Chairman Orozco and Ms. Ulrich which included Amount of Funds Spent for Participant Training and number of new participants enrolled in training by service provider. Mr. Duran shared the Goals vs. Year-to-Date Actuals for Service Providers’ Participants, service providers annual budget and expenditures,

Performance Measures, and Enrollments by Occupation.

- ii. Mr. Duran presented the Balance Sheet as of January 31, 2020. He also shared the Expenditures by Fund, and Expenditures by County.
 - iii. Mr. Duran introduced two new staff members: Skylar Arnold is a new Fiscal Clerk, and Jaymi Simms is replacing Ms. Rios as Training & Development Specialist. Mr. Armijo added that Ms. Gervasio found a new opportunity and is now part-time until her replacement is hired and trained.
- c. One-Stop Operator Report
- i. Ms. Lopez provided updates on workforce center activities
- d. Service Provider Reports
- i. Ms. Cordova reported on the Youth services activities
- e. Resolution 19 – 41 approves an amendment to Contract No. PY19-WIOA-02 between ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment. Chairman Orozco stated it was noticed the cover page for the presented contract was incorrect. He wanted to revisit this item with corrected information and have members do a new vote. By this time, Mr. Boston and Ms. Arias had departed the meeting but returned by phone to provide a quorum and vote on this item. Mr. Gristy made a **motion to allow Mr. Boston and Ms. Arias to participate in the meeting telephonically, seconded by Ms. Fryar**. Chairman Orozco presented the correction to the cover page and asked for a new vote. **Motion passed. The members that voted by telephone are as follows:**
- Ms. Dean – No**
Ms. Skinner – Yes
Mr. Whitehead – No
Mr. Boston – Yes
Ms. Arias – Yes
- f. Service Provider Reports continued
- i. Ms. Bayless reported the activities for the Adult & Dislocated Worker program
- g. Strategic Meeting – Chairman Orozco shared that he would like the board to have a meeting to not talk so much about business, but to talk about what the members would like to see at the meeting, what direction they want to see taken
- i. Chairman Orozco shared
- h. Alix King – DWS Liaison
- i. Ms. King stated that the State Plan has been uploaded to the federal portal. They still need to incorporate the information gathered from the two public forums they hosted. After the updated combined plan is approved, then they will ask the boards to align their local plan with the State Plan especially with regard to sector strategies focusing on economic development.
 - ii. They want to encourage everyone to be more robust in co-partnering, co-location, and co-referrals.
 - iii. Ms. King stated they have noticed people are coming into our workforce centers who do not qualify for trainings or do not want trainings. They would like to encourage the Board to create creative partnerships with community colleges and employers to create short-term trainings.

- iv. Ms. King liked the reports for the participation levels, finances, percentages, etc. Presented this way made it easier to grasp the information.

VIII. Other

- a. Member Input
 - i. Mr. Duran shared that Marcos Martinez has been given additional duties to help another state department, which has removed him from this board. As soon as the Region IV, Chief Elected Officials approve the nomination, Mr. Martinez's supervisor will take his seat.

IX. Public Comment (3-Minute Limit)

- a. No public comment

X. Next Meeting

- a. Thursday, May 7, 2020 at 10:00 a.m.

XI. Adjournment

- a. Meeting was adjourned at 2:04 p.m.

ATTESTED



06/26/2020

Date

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