

## Region IV, Chief Elected Officials

**Meeting**  
Hatch Community Center  
400 NM-187  
Hatch, NM 87937

**Friday, December 13, 2019 at 10:00 a.m.**

### MEETING MINUTES

#### I. Call to Order

- a. Trustee Arzabal called the meeting to order at 10:01 a.m.

#### II. Pledge of Allegiance

- a. Trustee Arzabal asked everyone to join him in the Pledge of Allegiance

#### III. Welcome and Introductions

- a. Trustee Arzabal welcomed everyone to the meeting, thanked Mayor Nuñez for hosting, and asked members to introduce themselves.

#### IV. Roll Call and Abstentions

- a. Ms. Longovia called roll

##### **Present:**

Trustee Lucas Carlos Arzabal  
Mayor Richard Bauch  
City Councilor Irene Galvan  
City Councilor Gordy Hicks  
Mayor Benny Jasso  
Chapter President Buddy Mexicano  
Mayor Andy Nuñez  
Commissioner Jim Paxon  
Commissioner Christopher Ponce  
Mayor Richard Rumpf  
Mayor Esequiel Salas  
Commissioner Manuel Anaya  
Commissioner Linda Smrkovsky  
Mayor Deb Stubblefield  
Mayor Edna Trager  
Mayor Sandy Whitehead

##### **Staff:**

Jay Armijo, SCCOG Executive Director  
Steve Duran, WIOA Administrator  
Katherine Gervasio, Fiscal Agent  
Angela Longovia, Communications Specialist  
Joe McClintock, Project Manager

##### **Absent:**

City Councilor Guadalupe Cano  
Commissioner Joel Edwards  
Commissioner Lynn Ellins  
Mayor Chon Fierro  
Mayor Rulene Jensen  
Mayor Hilda Kellar  
Mayor Ken Miyagishima  
Mayor Javier Perea  
County Clerk Keith Riddle  
Mayor Ed Stevens  
Mayor Diana Trujillo

##### **Guests:**

Frank Meza, ResCare  
Yvette Bayless, ResCare  
Monica Silva, ResCare  
Eric Rivera, ResCare  
Patrick Madrid, ResCare  
Darleen Lopez, ResCare/OSO

**V. Public Comment**

No public comment

**VI. Approval of Agenda**

- a. **Agenda Approval – Approval of the agenda includes approval of the Consent Agenda Items.** Trustee Arzabal stated he would like to remove item IX.a. Resolution 19 – 22 from the agenda. Commissioner Smrkovsky made **a motion to approve the agenda with item IX.a. Resolution 19 – 22 removed; seconded by Mayor Stubblefield. Motion carried unanimously.** Councilor Hicks joined the meeting.

**Consent Agenda Items –** *(Items marked with an asterisk \* are considered items that may be voted on with one motion unless a member requests that a specific item be removed for its own action. There is no discussion on these items).*

- a. \*Motion to accept the minutes from the September 20, 2019 special meeting
- b. \*Resolution 19 – 10 concurs with the Southwestern Area Workforce Development Board to approve a Memorandum of Agreement between the Southwestern Area Workforce Development Board and Las Cruces Public Schools to provide mentoring services to students pursuing teacher certifications
- c. \*Resolution 19 – 11 concurs with the Southwestern Area Workforce Development Board to accept a Memorandum of Understanding between the Administrative Entity of the Southwestern Area Workforce Development Board and Workforce Borderplex for a Peer Sharing Opportunity
- d. \*Resolution 19 – 12 concurs with the Southwestern Area Workforce Development Board to approve the amendment to the Grievance and Complaint Policy 18-10.1
- e. \*Resolution 19 – 13 concurs with the Southwestern Area Workforce Development Board to approve the modifications to the Financial Policies
- f. \*Resolution 19 – 14 concurs with the Southwestern Area Workforce Development Board to approve the Customized Training Policy 19-01
- g. \*Resolution 19 – 15 concurs with the Southwestern Area Workforce Development Board to approve the Required Information in Communications Policy 19-02
- h. \*Resolution 19 – 16 concurs with the Southwestern Area Workforce Development Board to approve registration fees, lodging, and travel for Southwestern Area Workforce Development Board members to attend the National Association of Workforce Boards Forum 2020 in Washington, D.C. in March 2020
- i. \*Resolution 19 – 17 concurs with the Southwestern Area Workforce Development Board to designate the Healthcare and Education industries for its two Sector Partnership Strategies
- j. \*Resolution 19 – 18 concurs with the Southwestern Area Workforce Development Board to approve the Career Pathways Plan
- k. \*Resolution 19 – 19 concurs with the Southwestern Area Workforce Development Board to approve the PY19 Southwestern Area Workforce Development Board Budget Amendment #1

- I. \*Resolution 19 – 20 concurs with the Southwestern Area Workforce Development Board to approve an amendment to Contract No. PY19-WIOA-01 between Youth Development, Inc. and the Southwestern Area Workforce Development Board for WIOA Youth services, and authorizes the SAWDB Board Chair or Vice Chair to sign the contract amendment
- m. \*Resolution 19 – 21 concurs with the Southwestern Area Workforce Development Board to approve 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 pending the approval by the DWS to transfer funds from WIOA Dislocated Worker to Adult, and authorizes the SAWDB Board Chair or Vice Chair to sign the contract amendment

## VII. Professional Development

- a. Presentation on the Village of Hatch. Mayor Nuñez welcomed everyone to the Chile Capitol of the World and shared some facts about Hatch.

## VIII. Discussion on Resolution 19 - 07

- a. Resolution 19 – 23 amends the CEO Bylaws. Mr. Duran explained that the Bylaws need to be updated to state WIOA and a change has been made requiring at least 51% of membership for a quorum. This is a requirement on the letter sent to the four local workforce boards from Secretary Bill McCamley of the Department of Workforce Solutions. **A motion was made by Mayor Nuñez to approve Resolution 19 – 23; seconded by Councilor Hicks. Mayor Trager arrived during this discussion. Motion carried unanimously.**

## IX. Reports and Information Items

### a. Service Provider Reports

- i. Ms. Bayless, Director for the Adult and Dislocated Worker program, presented on their activities and projections
- ii. Ms. Cordova, manager for the Youth services program, provided an update on services to include challenges, successes, and plans

### b. One-Stop Operator Report

- i. Ms. Lopez, One-Stop Operator for the region, shared information on site visits, various meetings within the region, and enrollment numbers

### c. Administrative and Financial Reports

- i. Ms. Longovia, Communication and Graphic Design Specialist, presented information about job fairs in collaboration with the City of Las Cruces
- ii. Ms. Rios, Training and Development Specialist, presented technical assistance and training information provided to service providers through September 30, 2019 and reported on the service provider goals versus actuals for the Alamo Navajo School Board Youth, HELP-New Mexico Youth, and ResCare's Adult & Dislocated Worker services for the same time period.
- iii. Ms. Gervasio, the Fiscal Agent, the Fiscal Administrator, reported on the financial statements through September 30, 2019 which includes the balance sheet, statement of revenues, expenditures, and changes in fund balances. Mr. Duran noted that projections for this program year show that the local board will meet the

80% expenditure level of funds requirement with DWS – a requirement of all local board in New Mexico.

**X. Other**

**a. Member Input –**

- i. Trustee Arzabal wished everyone happy holidays and safe travels back home. He also introduced Mr. Jay Armijo, Executive Director of the South Central Council of Governments
- ii. Mr. Armijo thanked members for attending this meeting and shared the importance of their attendance. He also shared that one of their responsibilities is to appoint members from their area to the Southwestern Area Workforce Development Board.
- iii. Councilor Hicks appreciated this meeting was closer to Socorro

**XI. Public Comment**

No public comment

**XII. Next Regular Meetings**

- a. Friday, March 20, 2020. Mayor Trager would like to host in Elephant Butte
- b. Commissioner Ponce would like to host the June 2020 meeting in Silver City

**XIII. Adjournment**

Trustee Arzabal adjourned the meeting at 10:55 a.m.

**ATTESTED**

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**Date**