


MEETING SUMMARY

Meeting	: Special Monitoring / Performance Committee
Date and time	: April 21, 2022, at 2:00 p.m.
Location of Meeting	: Virtual via Zoom or Phone To join the meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 869 0312 4966 Or to join the meeting online via Zoom, go to: https://us02web.zoom.us/j/86903124966 .
Chairperson	: Kim Skinner
Members Attending	: Present: Kim Skinner, Marlene Thomas-Herrera, Gary Whitehead, Susana Santillan Absent: Antón Salome Staff: Jay Armijo, Skylar Arnold, Glory Juarez, Angela Longovia, Diana Luchini, Sabrina Scott, Krisye Shook, Jaymi Simms
Guests in Attendance	: Concha Cordova, Natasha Mackey, Marissa Molano, Marcos Peña, Leslie Schroeder
Summary submitted by/Signature	: Sabrina Scott, Administrative Specialist
Next Meeting	: May 9, 2022, at 10:00 a.m.

#	Agenda Item	Summary
1.	Call to order	Ms. Skinner called the meeting to order at 2:01 p.m.
2.	Welcome and Introductions	Ms. Skinner welcomed all attendees and asked for introductions.
3.	Roll Call & Abstentions	Ms. Scott called roll. There were no abstentions
4.	*Public Comment	Ms. Scott stated that Natasha Mackey signed up for public comment. Ms. Mackey introduced herself as the new Center Director for the Roswell Job Corps Center. She explained that Job Corps helps students get training, certification, and job placements. She provided her contact information.
5.	Approval of Agenda	Ms. Santillan made a motion to approve the agenda, seconded by Ms. Thomas-Herrera. Motion passed. The roll call vote was as follows: <ul style="list-style-type: none"> • Ms. Skinner – Yes • Ms. Santillan – Yes • Ms. Thomas-Herrera – Yes
6.	Discussion or motion for Recommendation Items	Approval of the February 28, 2022, Meeting Summary <ul style="list-style-type: none"> • Ms. Santillan made a motion to approve the summary, seconded by Ms. Thomas Herrera. Motion passed. The roll call vote was as follows: <ul style="list-style-type: none"> ○ Ms. Skinner – Yes ○ Ms. Santillan – Yes ○ Ms. Thomas-Herrera – Yes <p>Work Session: Administrative Entity Monitoring Review</p> <ul style="list-style-type: none"> • Ms. Juarez went through each item listed on the Monitoring Guide with occasional input from staff and addressed questions from the Committee. • Mr. Whitehead joined the meeting at 2:30 p.m. Under Administrative Organizational Development & Staff Support, Mr. Whitehead asked Mr. Armijo to expand on the training and support the Department of Workforce

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		<p>Solutions provided to help Ms. Juarez transition as the new WIOA Administrator. Mr. Armijo stated that DWS Liaison, Ms. Garcia-Tenorio, and other people had left DWS, making the transition challenging. Everyone else in the department has been doing whatever they could to help, and they created the mentorship program. WIOA Wednesday has done a lot to help smooth things out.</p> <ul style="list-style-type: none"> • Under Policy Development & Education, Ms. Skinner asked Mr. Whitehead to speak about the Four-Year Plan because he is Chair of the Planning Committee. Mr. Whitehead said there was plenty of work and support from the AE and communication with the State in developing and completing the Four-Year Plan. • At the close of Ms. Juarez's presentation, Ms. Skinner asked the Committee if there was anything they wanted to address and if anyone needed any additional documents. There were no requests. • Ms. Thomas-Herrera commented this was a lengthy report and asked if this monitoring would be conducted once a year. Ms. Skinner said yes, we would only be doing this once a year. • Mr. Whitehead shared several comments, including the benefits of contracting with the South Central Council of Governments, such as contracting directly with a government agency does not require an RFP process. A government agency brings assets to the table that outside organizations cannot. He also stated that USDOL and the State have regulations that the AE must follow, and audits have shown the AE is compliant. He feels that annual monitoring as lengthy as today's is not necessary. • For the next steps in the process, Mr. Armijo suggested the committee members complete the Monitoring Tool with any questions, concerns, and comments, and submit them to Ms. Juarez, and they will be consolidated into a single document. Staff will do a presentation at the next regular board meeting. • Mr. Whitehead proposed a recommendation on the monitoring process, tying it to a Four-Year Plan. He suggested an in-depth audit of the AE every four years, just as they would for an RFP process. Mr. Armijo agrees that it's a great idea and proposed presenting a biannual report to this Committee, similar to what was done today, to assure them that the AE is meeting these measures or letting the Committee know if they have any struggles. • Ms. Juarez thanked the members of the Performance/Monitoring Committee and the AE Staff for all the hard work that went into preparing for this meeting • Although Mr. Salome is absent, the Committee would like him to complete and submit the Monitoring Tool. Mr. Armijo stated the AE would be happy to meet with him to do a presentation.
7.	Member Input	<ul style="list-style-type: none"> • No Member Input
8.	**Public Comment	<ul style="list-style-type: none"> • No public comment
9.	Next Regular Meeting	<ul style="list-style-type: none"> • Monday, May 9, 2022, at 10:00 a.m.
10.	Adjournment	<ul style="list-style-type: none"> • Ms. Skinner adjourned the meeting at 3:43 p.m.

Attested: 

05/09/2022
Date _____