

Region IV, Chief Elected Officials

Virtual Meeting Via Zoom or Phone

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Wednesday, June 10, 2020 at 10:00 a.m.

MEETING MINUTES

I. Call to Order

- a. Mayor Miyagishima called the meeting to order at 10:23 a.m.

II. Pledge of Allegiance

- a. Mayor Miyagishima asked everyone to join him in the Pledge of Allegiance

III. Welcome, Introductions, Roll Call, and Abstentions

- a. Mayor Miyagishima asked Ms. Longovia to combine introductions with roll call and abstentions of members.

Present:

Commissioner Manuel Anaya
Mayor Richard Bauch
Commissioner Joel Edwards
City Councilor Irene Galvan
City Councilor Gordy Hicks
Mayor Benny Jasso
Mayor Ken Ladner
Mayor Ken Miyagishima
Commissioner Jim Paxon
Mayor Richard Rumpf
Mayor Esequiel Salas
Commissioner Manuel Anaya
Commissioner Linda Smrkovsky
Mayor Deb Stubblefield
Mayor Edna Trager
Mayor Diana Trujillo

Staff:

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

Absent:

Trustee Carlos Arzabal
Commissioner Lynn J. Ellins
Mayor Chon Fierro
Mayor Rulene Jensen
Mayor Hilda Kellar
Chapter President Buddy Mexicano
Mayor Andy Nuñez
Commissioner Chris Ponce
County Clerk Keith Riddle
Mayor Ed Stevens
Mayor Sandra Whitehead

Guests:

Darleen Lopez, One-Stop Operator

IV. Public Comment

- a. No public comment

V. Approval of Agenda

- a. **Agenda Approval – Approval of the agenda includes approval of the Consent Agenda Items.** Councilor Hicks made a motion to approve the agenda; seconded by Commissioner Anaya. **Motion carried unanimously.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes	Commissioner Jim Paxon – Yes
Mayor Richard Bauch – Yes	Mayor Javier Perea – Yes
Commissioner Joel Edwards – Yes	Mayor Richard Rumpf – Yes
City Councilor Irene Galvan – Yes	Mayor Esequiel Salas – Yes
City Councilor Gordy Hicks – Yes	Commissioner Linda Smrkovsky – Yes
Mayor Benny Jasso – Yes	Mayor Deb Stubblefield – Yes
Mayor Ken Ladner – Yes	Mayor Edna Trager – Yes
Mayor Ken Miyagishima – Yes	

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

- a. *Motion to accept the minutes from the December 13, 2019 meeting
- b. *Resolution 19 – 24 concurs with the Southwestern Area Workforce Development Board to authorize the Administrative Entity to issue a Request for Proposals for WIOA Adult & Dislocated Worker Services for the period of July 1, 2020 through June 30, 2021, with an option to renew annually for a maximum of three years
- c. *Resolution 19 – 25 concurs with the Southwestern Area Workforce Development Board to authorize the Administrative Entity to issue a Request for Proposals for WIOA One-Stop Operator Services for the period of July 1, 2020 through June 30, 2021, with an option to renew annually for a maximum of three years
- d. *Resolution 19 – 26 concurs with the Southwestern Area Workforce Development Board to authorize travel, meals, hotel and conference fees for board members to attend the 2020 Texas Workforce Conference on December 2 – 4, 2020 in San Antonio, TX
- e. *Resolution 19 – 27 concurs with the Southwestern Area Workforce Development Board to ratify the Executive Committee’s resolution approving an amendment to Contract No. PY19-WIOA-02 between Arbor E & T, LLC dba 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
- f. *Resolution 19 – 28 concurs with the Southwestern Area Workforce Development Board to approve the Financial Policies Manual with policy modifications based on recommendations from the US Department of Labor
- g. *Resolution 19 – 29 concurs with the Southwestern Area Workforce Development Board to approve modifications to the Follow-Up Services Policy 17 – 18 based on recommendations from the US Department of Labor
- h. *Resolution 19 – 30 concurs with the Southwestern Area Workforce Development Board to amend the PY19/FY20 Board Budget
- i. *Resolution 19 – 31 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, and authorizes the Board Chair or Vice Chair to sign the contract amendment

- j. *Resolution 19 – 32 concurs with the Southwestern Area Workforce Development Board to approve an amendment to Contract No. PY19-WIOA-05 between the South Central Council of Governments and the Southwestern Area Workforce Development Board for WIOA Administrative Entity Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment
- k. *Resolution 19 – 33 concurs with the Southwestern Area Workforce Development Board to establish a Policy Committee and ad hoc Outreach Committee of the Southwestern Area Workforce Development Board
- l. *Resolution 19 – 34 concurs with the Southwestern Area Workforce Development Board to approve the Board Chair's committee appointments, per SAWDB Bylaws
- m. *Resolution 19 – 35 concurs with the Southwestern Area Workforce Development Board to approve the amendment to the Electronic Files Content & Records Retentions Management Policy, 17 – 19.1
- n. *Resolution 19 – 36 concurs with the Southwestern Area Workforce Development Board to authorize the SAWDB to cost share security guard services for the New Mexico Workforce Connection Center in Las Cruces

VI. Professional Development

- a. Presentation on WIOA and COVID-19. Mr. Duran shared what the public workforce systems has experienced with the introduction of COVID-19 into New Mexico. In March, workforce centers were closed to the public and we moved to virtual services. With the stay-at-home order, some staff transitioned to tele-work while others continue working from workforce centers in Deming, Las Cruces, and Silver City. As businesses closed and their employees were laid off or furloughed, the Department of Workforce Solutions, who handles unemployment insurance claims, received an overwhelming number of phone calls and claims, approximately tens of thousands of calls per day. Our workforce centers also receive many calls for UI assistance when they were unable to connect with DWS. In May, discussions began with our partners about how to open our workforce centers to the public, discussing what we need in place to ensure a safe environment for both staff and customers as public will seek to use our computers to search and apply for jobs. Our strategy is to promote the use of virtual services and if customers need to meet with staff at a workforce center, perhaps we can do visits by appointment only.

VII. Discussion, Consideration and Possible Action Regarding

- a. Resolution 19 – 37 accepts the Independent Auditor's Report for the period of July 1, 2018 through June 30, 2019. Mr. Duran introduced Mike Stone with Stone, McGee & Co., C.P.A. Mr. Stone stated the audit report was submitted before the required deadline of December 1, 2019 and was released by the State Auditor January 29, 2020. Mr. Stone summarized that they issued an unmodified opinion on the financial statements and compliance with federal regulations. It is the highest opinion an auditor can give to an agency. They had no comments related to the operation's internal controls. Mayor Perea made **a motion to approve Resolution 19 – 37; seconded by Mayor Jasso. By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Mayor Richard Bauch – Yes
Commissioner Joel Edwards – Yes
City Councilor Irene Galvan – Yes
City Councilor Gordy Hicks – Yes
Mayor Benny Jasso – Yes
Mayor Ken Ladner – Yes
Mayor Ken Miyagishima – Yes

Commissioner Jim Paxon – Yes
Mayor Javier Perea – Yes
Mayor Richard Rumpf – Yes
Mayor Esequiel Salas – Yes
Commissioner Linda Smrkovsky – Yes
Mayor Deb Stubblefield – Yes
Mayor Edna Trager – Yes

At this time, the meeting experienced technical issues with Zoom. Some attendees were disconnected, and people were unable to join the meeting. In accordance with the Attorney General’s guidance regarding virtual meetings and the Open Meetings Act, the meeting was paused momentarily to allow this issue to be corrected. Recording of the meeting was not paused. After the issue was corrected, Mayor Trujillo joined the meeting.

- b. Resolution 19 – 38 approves a government to government contract agreement between the Chief Elected Officials and the South Central Council of Governments to provide fiscal agent services from July 1, 2020 to June 30, 2021, and authorizes the CEO Chair or Vice Chair to sign the agreement. Mr. Duran shared that this contract amount is not to exceed \$200,000. The scope of work in the contract provides for general and specific fiscal agent services to provide the processing of payments and invoicing, accounting, and reporting services consistent with federal, state, and local regulations. It also provides for the monitoring service of sub-recipient contracts, processing tax forms, providing information to the independent auditor, and other items. Ms. Gervasio, Fiscal Administrator, added specific tasks under this contract include staff payroll, payments for WIOA Title I programs, rent, utilities, phone bills for up to eight workforce centers/offices, and bill out items to seven billable partners. Mayor Salas made **a motion to approve the agenda; seconded by Mayor Rumpf. By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Mayor Richard Bauch – Yes
Commissioner Joel Edwards – Yes
City Councilor Irene Galvan – Yes
City Councilor Gordy Hicks – Yes
Mayor Benny Jasso – Yes
Mayor Ken Miyagishima – Yes
Commissioner Jim Paxon – Yes

Mayor Javier Perea – Yes
Mayor Richard Rumpf – Yes
Mayor Esequiel Salas – Yes
Commissioner Linda Smrkovsky – Yes
Mayor Deb Stubblefield – Yes
Mayor Edna Trager – Yes
Mayor Diana Trujillo – Yes

- c. Resolution 19 – 39 appoints members to the Southwestern Area Workforce Development Board for terms beginning on July 1, 2020. Ms. Longovia presented the list of reappointments and new appointments. Commissioner Anaya made **a motion to approve Resolution 19 – 39; seconded by Councilor Hicks. By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Mayor Richard Bauch – Yes
Commissioner Joel Edwards – Yes
City Councilor Irene Galvan – Yes
City Councilor Gordy Hicks – Yes
Mayor Benny Jasso – Yes

Mayor Javier Perea – Yes
Mayor Richard Rumpf – Yes
Mayor Esequiel Salas – Yes
Commissioner Linda Smrkovsky – Yes
Mayor Deb Stubblefield – Yes
Mayor Edna Trager – Yes

Mayor Ken Miyagishima – Yes
Commissioner Jim Paxon – Yes

Mayor Diana Trujillo – Yes

- d. Resolution 19 – 40 accepts the Local Area Designation Request to the New Mexico Department of Workforce Solutions to retain the existing workforce areas to align with the regional economic development area of District 5. Mr. Duran presented the request to keep the existing seven-county area for our workforce region. The counties include Catron, Doña Ana, Grant Hidalgo, Luna, Sierra, and Socorro. The request is submitted to the State Administrative entity and the NM Department of Workforce Solution who then submits it to the State Workforce Board, then to the Governor. Each of the four local workforce areas are asked to submit a request. One goal is for the workforce regions to have alignment with their regional economic development areas in the state. Mr. Duran presented a map of New Mexico showing that the seven counties in our workforce region are the same counties as Region 5 under New Mexico Economic Development Department. The request also describes how our designation is consistent with labor market areas, availability of resources, training institutions, local support of chief elected officials, capacity to manage funds, levels of performance, ability to meet fiscal requirements, and how the proposed area designation will impact other local workforce regions. Commissioner Smrkovsky shared that if NM Economic Development Department is redistricting, she would like the Chief Elected Officials to have a voice at that discussion. Councilor Hicks made **a motion to approve Resolution 19 – 40; seconded by Mayor Salas. By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Mayor Richard Bauch – Yes
Commissioner Joel Edwards – Yes
City Councilor Irene Galvan – Yes
City Councilor Gordy Hicks – Yes
Mayor Benny Jasso – Yes
Mayor Ken Miyagishima – Yes
Commissioner Jim Paxon – Yes

Mayor Javier Perea – Yes
Mayor Richard Rumpf – Yes
Mayor Esequiel Salas – Yes
Commissioner Linda Smrkovsky – Yes
Mayor Deb Stubblefield – Yes
Mayor Edna Trager – Yes
Mayor Diana Trujillo – Yes

- e. Resolution 19 – 41 approves a contract grant agreement with the New Mexico Department of Workforce Solutions, Southwestern Area Workforce Development Board, and the Chief Elected Officials to provide Workforce Innovation and Opportunity Act services from July 1, 2020 through June 30, 2022, and authorizes the CEO Chair or Vice Chair to sign the agreement. Mr. Duran presented the contract grant agreement to fund workforce training services under Title I of WIOA in the Southwestern area of New Mexico. The contract amount is for \$5,514,020.00 with which all other sub-recipient contracts for the program year are funded. Mayor Rumpf made **a motion to approve Resolution 19 – 41; seconded by Mayor Stubblefield. By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Mayor Richard Bauch – Yes
Commissioner Joel Edwards – Yes
City Councilor Irene Galvan – Yes
City Councilor Gordy Hicks – Yes
Mayor Benny Jasso – Yes
Mayor Ken Miyagishima – Yes
Commissioner Jim Paxon – Yes

Mayor Javier Perea – Yes
Mayor Richard Rumpf – Yes
Mayor Esequiel Salas – Yes
Commissioner Linda Smrkovsky – Yes
Mayor Deb Stubblefield – Yes
Mayor Edna Trager – Yes
Mayor Diana Trujillo – Yes

VIII. Reports and Information Items

a. One-Stop Operator Report

- i. Ms. Lopez, One-Stop Operator for the region, provided a recap report for March through May of workforce services in our region and how we have adapted to the COVID-19 pandemic. The Unemployment Insurance (UI) call center in Albuquerque was processing 60,000 calls per week. We receive 300-600 calls per weeks at our workforce centers. All staff received training and materials to assist with some of the UI calls. Virtual Service Delivery became the focal point and plans developed around virtual appointments, remote signatures, and distance learning. With the discussion of re-opening, we are purchasing items such as protective shields, masks, gloves, floor decals, no-touch thermometers, and more. We provided nearly 9,000 services remotely in one month. We are working on virtual workshops and planning a virtual job fair.

b. Administrative and Financial Reports

- i. Mr. Duran shared that in the last three months, we learned we can do a lot through telework and provide virtual services to our customers. He also asked the Chief Elected Officials to share what they are seeing in their community when it comes to businesses reopening. Councilor Hicks from Socorro shared that some restaurants are turning away customers after they have reached the 50% max capacity set by the Governor. Some of these restaurants have expanded to outdoor seating and are providing shaded waiting areas for overflow customers waiting for either indoor or outdoor seating. Mayor Trager from Elephant Butte shared that their restaurants are rather small and to go to 50% capacity would mean occupying only a few tables. It is not feasible for restaurants to bring in staff for only a few tables of customers. Restaurants are staying with take-out orders only. Expanding outdoors is not an option with dirt and gravel surfaces. Their restaurants do not have large paved parking lots for outdoor expansion. Local businesses do not pay high wages and Mayor Trager stated that some workers prefer to remain on unemployment rather than return to work. Mayor Salas from Columbus shared they have a lot of workers there, but they do see that people from Mexico have been unable to cross the border and shop in Columbus which has affected their economy.
- ii. Ms. Longovia, Communications and Graphic Design Specialist introduced the new EmployNM website and the link on the home page for COVID-19 Info.
- iii. Ms. Gervasio, the Fiscal Agent, the Fiscal Administrator, reported on the financial statements through April 30, 2020 which includes the balance sheet, statement of revenues, expenditures, and changes in fund balances. Expenditures were also shown by fund and by county.

IX. Other

a. Member Input –

- i. No member input

X. Public Comment

- a. No public comment

XI. Next Regular Meetings

- a. We are looking at June 26, 2020 or June 30, 2020 for a Joint Meeting with the Southwestern Area Workforce Development Board

XII. Adjournment

- a. Mayor Miyagishima adjourned the meeting at 12:01 p.m.

ATTESTED

Ken Miyagishima

06/30/2020

Date