

DRAFT OF MEETING SUMMARY

Meeting	: Special Executive Committee
Date and time	: May 13, 2020 at 2:00 p.m.
Location of Meeting	: Virtual via Zoom or Phone To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 829 6312 8997 To join meeting online via Zoom, go to: https://us02web.zoom.us/j/82963128997
Chair Person	: Joshua Orozco
Members Attending	: Present: Michael Olguin, Joshua Orozco, Erik Padilla, Debbie Schoonover, Kim Skinner, Mary Ulrich, Gary Whitehead Absent: none Staff: Steve Duran, Joe McClintock, Angela Longovia, Carol Craft, Jaymi Simms, Katherine Gervasio, Skylar Arnold, Yvonne Rios, Jay Armijo
Guests in Attendance	: Chris Malone, A/DW; Cindy Quillin, Assistant One-Stop Operator; Concha Cordova, YDI WIOA Youth Services; Darleen Lopez, One-Stop Operator; Debbie Maldonado, WNMU Adult Education; Eric Rivera, ResCare A/DW; Monica Silva, ResCare A/DW; Patrick Madrid, A/DW; Valerie Trujillo, A/DW; Yvette Bayless, A/DW
Summary submitted by/Signature	: Angela Longovia, Communications Specialist
Next Meeting	: No date set

#	Agenda Item	Summary
1.	Call to order	Meeting was called to order at 3:00 p.m. by Mr. Orozco
2.	Welcome and Introductions	Mr. Orozco welcomed the attendees. One by one, he recognized each name and phone number that were visible on Zoom and asked each person for an introduction.
3.	Roll Call & Abstentions	Ms. Longovia called roll
4.	Public Comment	No public comment
5.	Approval of Agenda	<ul style="list-style-type: none"> • Ms. Schoonover made a motion to approve the agenda, seconded by Mr. Whitehead. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> ○ Michael Olguin – yes ○ Joshua Orozco – yes ○ Erik Padilla – yes ○ Debbie Schoonover – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead – yes
6.	Consent Agenda Items (The following consent agenda items marked with an asterisk* can be voted on collectively, unless an item is removed by a member for its individual action)	a) Approval of the April 2, 2020 meeting summary b) Resolution 19 – 45 approves a Memorandum of Understanding between the Tierra del Sol Housing Corps and the Southwestern Area Workforce Development Board, as collaborative partners within the public workforce system c) Resolution 19 – 46 approves a Memorandum of Understanding between the Motivation, Education & Training, Inc. and the Southwestern Area Workforce Development Board, as collaborative partners within the public workforce system

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		<ul style="list-style-type: none"> • Ms. Schoonover made a motion to approve the consent agenda, seconded by Mr. Padilla. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> ○ Michael Olguin – yes ○ Joshua Orozco – yes ○ Erik Padilla – yes ○ Debbie Schoonover – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead – yes
7.	Discussion or Motion for Recommendation Items	<p>a) Resolution 19 – 47 approves the amendment to the Supportive Services Policy</p> <ul style="list-style-type: none"> • Ms. Craft presented the amended items and shared that laptops will be provided to participants because more trainings are being done online due to COVID-19. There was discussion about the wording used, that participants may be able to keep a laptop. Mr. Padilla with DVR stated that the wording could be more descriptive, and DVR has a similar policy regarding providing laptops to their participants. Mr. Duran stated he will review the procedure DVR has in place and will issue a guidance letter specifying the conditions for retaining a laptop after the completion of training. • Ms. Ulrich made a motion to accept Resolution 19 – 47, seconded by Mr. Whitehead. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> ○ Michael Olguin – yes ○ Joshua Orozco – yes ○ Erik Padilla – yes ○ Debbie Schoonover – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead – yes <p>b) Resolution 19 – 48 approves the Supplemental Data Wage Policy</p> <ul style="list-style-type: none"> • Ms. Craft presented this new policy to provide service providers use of supplemental wage information to assist in fulfilling the performance accountability requirements such as verifying and reporting on employment related performance indicators, when systems may not be able to capture wages records, to ensure programs can track participants for performance accountability, can collect data from self-employed, contracted, federal job or business not reporting in UI system. • Mr. Whitehead made a motion to approve Resolution 19 – 48, seconded by Mr. Olguin. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> ○ Michael Olguin – yes ○ Joshua Orozco – yes ○ Erik Padilla – yes ○ Debbie Schoonover – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead – yes <p>c) Resolution 19 – 49 approves the Transitional Jobs Policy</p> <ul style="list-style-type: none"> • Ms. Craft presented this new policy was created at the request of the service providers. This policy is to help eligible adult, dislocated workers gain practical work experience and sharpen their workplace skills while

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		<p>getting paid and working to improve their chances of achieving suitable employment.</p> <ul style="list-style-type: none"> • Transitional Jobs are time limited and subsidized, provided to individuals with barriers to employment who may be chronically unemployed or have an inconsistent work history, combined with comprehensive employment and supportive services, and help develop skills that could lead to entry into the retention in the unsubsidized employment market. • Mr. Padilla made a motion to approve Resolution 19 – 49, seconded by Mr. Olguin. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> ○ Michael Olguin – yes ○ Joshua Orozco – yes ○ Erik Padilla – yes ○ Debbie Schoonover – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead – yes <p>d) Resolution 19 – 50 approves an amendment to Contract No. PY19-WIOA-01 between YDI and the Southwestern Area Workforce Development Board for WIOA Youth Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment.</p> <ul style="list-style-type: none"> • Mr. Duran shared that with the current COVID-19 situation, some businesses have closed and participants are no longer able to gain work experience with those employers • One amendment includes online training as described in the Youth Services Policy • In alignment with what YDI is doing in the Central region, the work experience hourly pay rate will be increased to the highest amount in the Southwestern region • The total required number of tutoring hours is increased from 10 to 20 hours • Ms. Schoonover made a motion to approve Resolution 19 – 50, seconded by Mr. Whitehead. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> ○ Michael Olguin – yes ○ Joshua Orozco – yes ○ Erik Padilla – yes ○ Debbie Schoonover – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead – yes <p>e) Resolution 19 – 51 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</p> <ul style="list-style-type: none"> • Mr. Duran shared that ResCare requested two adjustments to their contract: 1) with their budget, and 2) with their profit incentive schedule. • For the profit incentive schedules, under the Contractual Obligations and Expenditure Rates section for Adult and Dislocated Worker, the request is to change the “Expend not less than 95% of the contract amount by June 30, 2020” from a Pass/Fail item to a Prorated item.

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		<ul style="list-style-type: none"> • For the budget, ResCare is requesting to transfer funds in the amount of \$190,850.00 from the Adult program to the Dislocated Worker program. With this transfer, the board's budget would be updated accordingly to show the transfer of funds. • Mr. Padilla made a motion to approve Resolution 19 – 51, seconded by Ms. Schoonover. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> ○ Michael Olguin – yes ○ Joshua Orozco – yes ○ Erik Padilla – yes ○ Debbie Schoonover – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead – yes
8.	Member Input	No member input
9.	Reports	<ul style="list-style-type: none"> • Steve provided an update on how New Mexico Workforce Connection staff are servicing customers. Minimal staff are still reporting to the Deming, Las Cruces, and Silver City workforce centers while other staff tele-work • Steve also shared that we monitor a few sites regularly for current information such as the New Mexico Department of Workforce Solutions, the Governor's website, and New Mexico Department of Health • Steve introduced the new EmployNM website
10.	Public Comment	<ul style="list-style-type: none"> • Ms. Maldonado presented a comment on the Zoom Chat. Her comment was recognized at this time, but she was not present to verbalize her comment. Mr. Orozco read her comment aloud: As a representative of the public and Adult Education my concern about the change being shown is Title II is not a career or training services, we are an educational service preparing students for career or training services • Ms. Bayless had a comment regarding the profit incentive information shared during Resolution 19 – 51. She stated that the total dollar amount has increased and in turn, their goals increased.
11.	Adjournment	Meeting was adjourned at 3:21 p.m.

Attested: _____

Date _____