

Special Joint Meeting
of the
Region IV, Chief Elected Officials
and the
Southwestern Area Workforce Development Board
Special Virtual Meeting Via Zoom or Phone

To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 851 4073 0556

To join meeting online via Zoom, go to: <https://us02web.zoom.us/j/85140730556>

Tuesday, June 30, 2020 at 10:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. Mayor Miyagishima called the joint meeting to order at 10:18 a.m. with Chairman Orozco

II. Pledge of Allegiance

- a. Mayor Miyagishima led the Pledge of Allegiance

III. Roll Call and Abstentions

- a. Ms. Longovia called roll for the Chief Elected Officials (CEO); there were no abstentions
- b. Ms. Longovia called roll for the Southwestern Area Workforce Development Board (SAWDB); there were no abstentions

CEO Present

Trustee Lucas Carlos Arzabal
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 Javier Perea
Commissioner Christopher Ponce
Commissioner Martha Salas
Commissioner Linda Smrkovsky
Mayor Deb Stubblefield
Mayor Edna Trager
Mayor Sandra Whitehead

SAWDB Present

Cassie Arias
Mary Ann Chavez-Lopez
Alisa Estrada
Joe Gristy
Michael Olguin
Joshua Orozco
Erik Padilla

CEO Absent

Commissioner Lynn J. Ellins
Mayor Chon Fierro
Mayor Rulene Jensen
Mayor Hilda Kellar
Chapter President Buddy Mexicano
Mayor Andy Nuñez
County Clerk Keith Riddle
Mayor Ed Stevens
Mayor Richard Rumpf
Mayor Esequiel Salas
Mayor Diana Trujillo

SAWDB Absent

Chris Boston
Deborah Dean
Jacqueline Fryar
Alonzo Gonzales
Marlene Herrera
Anton Salome

Debbie Schoonover
Steve Siañez
Kim Skinner
Sharon Thomas
Mary Ulrich
Gary Whitehead

Guests:

Jo Ann Lopez
Manuel
Robert Chavez
Joel
Eric Rivera
Yvette Bayless
Concha Cordova
Rebecca Lescombes
Darleen Lopez
Margarito Aragon
Debbie Maldonado

Staff Present:

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

IV. Public Comment

- a. No public comment

V. Approval of Agenda

- a. Chief Elected Officials Approval of Agenda. Approval of the Agenda approves the Consent Agenda Items. Mayor Perea made **a motion to approve the agenda; seconded by** Trustee Arzabal. **By unanimous consent, motion passed.** Roll call vote was as follows:

Trustee Arzabal – Yes
Mayor Bauch – Yes
Commissioner Edwards – Yes
Councilor Galvan – Yes
Councilor Hicks – Yes
Mayor Jasso – Yes
Mayor Ladner – Yes

Mayor Miyagishima – Yes
Commissioner Paxon – Yes
Mayor Perea – Yes
Commissioner Smrkovsky – Yes
Mayor Stubblefield – Yes
Mayor Trager – Yes
Mayor Whitehead – Yes

Ms. Longovia stated there is a typographical error on CEO Resolution 19 – 63. The Open Meetings Act Resolution states it is for the period of July 1, 2020 through June 30, 2020 and should state through June 30, 2021. Mayor Miyagishima stated to have it corrected administratively.

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

- i. *Approval of the June 10, 2020 meeting minutes
- ii. *CEO Resolution 19 – 42 concurs with the Southwestern Area Workforce Development Board to approve the PY19 Southwestern Area Workforce Development Board Budget Amendment
- iii. *CEO Resolution 19 – 43 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
- iv. *CEO Resolution 19 – 44 concurs with the Southwestern Area Workforce Development Board to approve the amendment to the On-the-Job Training Policy, 17 – 03.4
- v. *CEO Resolution 19 – 45 concurs with the Southwestern Area Workforce Development

Board to approve the amendment to the Youth Activities Policy, 18 – 04.1

- vi. *CEO Resolution 19 – 46 concurs with the Southwestern Area Workforce Development Board to approve a temporary process for future policy and sub-recipients contract modifications necessary for the continuation of services while under the State of New Mexico’s Emergency Declaration
- vii. *CEO Resolution 19 – 47 concurs with the Southwestern Area Workforce Development Board to approve 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
- viii. *CEO Resolution 19 – 48 concurs with the Southwestern Area Workforce Development Board to approve 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
- ix. *CEO Resolution 19 – 49 concurs with the Southwestern Area Workforce Development Board to approve the amendment to the Supportive Services Policy
- x. *CEO Resolution 19 – 50 concurs with the Southwestern Area Workforce Development Board to approve the Supplemental Data Wage Policy
- xi. *CEO Resolution 19 – 51 concurs with the Southwestern Area Workforce Development Board to approve the Transitional Jobs Policy
- xii. *CEO Resolution 19 – 52 concurs with the Southwestern Area Workforce Development Board to approve 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
- xiii. *CEO Resolution 19 – 53 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
- xiv. *CEO Resolution 19 – 54 concurs with the Southwestern Area Workforce Development Board to approve a contract grant agreement with the New Mexico Department of Workforce Solutions and the Southwestern Area Workforce Development Board to provide Workforce Innovation and Opportunity Act services from July 1, 2020 through June 30, 2022, and authorizes the Chair or Vice Chair to sign the agreement
- xv. *CEO Resolution 19 – 55 concurs with the Southwestern Area Workforce Development Board to amend the PY19 Southwestern Area Workforce Development Board Budget
- xvi. *CEO Resolution 19 – 56 concurs with the Southwestern Area Workforce Development Board to approve the One-Stop Operator Budget Adjustment Request
- xvii. *CEO Resolution 19 – 57 concurs with the Southwestern Area Workforce Development Board to approve the PY20 Southwestern Area Workforce Development Board Budget
- xviii. *CEO Resolution 19 – 58 concurs with the Southwestern Area Workforce Development Board to approve a government to government contract agreement with Alamo Navajo Schools to provide WIOA Youth Services in the amount approved in the PY20 SAWDB

Budget for the period of July 1, 2020 through June 30, 2021, and authorizes the board chair or vice chair to sign the agreement

- xix. *CEO Resolution 19 – 59 concurs with the Southwestern Area Workforce Development Board to approve a government to government contract agreement with the South Central Council of Governments to provide WIOA Administrative Entity Services in the amount approved in the PY20 SAWDB Budget for the period of July 1, 2020 through June 30, 2021, and authorizes the board chair or vice chair to sign the agreement
- xx. *CEO Resolution 19 – 60 concurs with the Southwestern Area Workforce Development Board to approve a contract agreement with Youth Development Incorporated to provide WIOA Youth Services in the amount approved in the PY20 SAWDB Budget for the period of July 1, 2020 through June 30, 2021, and authorizes the board chair or vice chair to sign the agreement
- xxi. *CEO Resolution 19 – 61 concurs with the Southwestern Area Workforce Development Board to award the WIOA Request for Proposal Adult & Dislocated Worker Contract Agreement to Arbor E&T, LLC dba ResCare Workforce Services for the period of July 1, 2020 through June 30, 2021, with an option to renew annually for a total of three years, and authorizes the board chair or vice chair to sign the agreement
- xxii. *CEO Resolution 19 – 62 concurs with the Southwestern Area Workforce Development Board to award the WIOA Request for Proposal One Stop Operator Contract Agreement to Arbor E&T, LLC dba ResCare Workforce Services for the period of July 1, 2020 through June 30, 2021, with an option to renew annually for a total of three years, and authorizes the board chair or vice chair to sign the agreement
- xxiii. *CEO Resolution 19 – 63 approves the PY20 Open Meetings Act Resolution for the period of July 1, 2020 through June 30, 2021

- b. Southwestern Area Workforce Development Board Approval of Agenda. Ms. Schoonover **made a motion to approve the agenda; seconded by Mr. Olguin. By unanimous consent, motion passed.** The roll call vote was as follows:

Ms. Arias – Yes	Ms. Schoonover – Yes
Ms. Chavez-Lopez – Yes	Mr. Siañez – Yes
Mr. Gristy – Yes	Ms. Skinner – Yes
Mr. Olguin – Yes	Ms. Thomas – Yes
Mr. Orozco – Yes	Ms. Ulrich – Yes
Mr. Padilla – Yes	Mr. Whitehead – Yes

Commissioner Salas joined the meeting.

VI. Discussion, Consideration and Possible Action Regarding

- a. SAWDB Resolution 19 – 75 approves ITA Addendum #1 to the Individual Training Account Policy 17-08.5 that supports the workforce needs of employers from Southwestern New Mexico seeking to attain or maintain film industry contracts by having a skilled and ready workforce. Mr. Duran presented ITA Addendum No. 1 and shared that this addendum encourages service providers to work with the administrative entity and training providers, through sector partnership strategies, to establish or use existing training programs to meet the needs of the industry. Mr. Olguin **made a motion to approve SAWDB Resolution 19 – 75; seconded by Ms. Thomas. By unanimous consent, motion passed.** The roll call vote was as follows:

Ms. Arias – Yes
Ms. Chavez-Lopez – Yes
Mr. Gristy – Yes
Mr. Olguin – Yes
Mr. Orozco – Yes
Mr. Padilla – Yes

Ms. Schoonover – Yes
Mr. Siañez – Yes
Ms. Skinner – Yes
Ms. Thomas – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

- b. CEO Resolution 19 – 64 concurs with the Southwestern Area Workforce Development Board to approve ITA Addendum #1 to the Individual Training Account Policy 17-08.5 that supports the workforce needs of employers from Southwestern New Mexico seeking to attain or maintain film industry contracts by having a skilled and ready workforce. This is the item Mr. Duran just presented under SAWDB Resolution 19 – 75. Trustee Arzabal **made a motion to approve CEO Resolution 19 – 64; seconded by Commissioner Salas. By unanimous consent, motion passed.** Roll call vote was as follows:

Trustee Arzabal – Yes
Mayor Bauch – Yes
Commissioner Edwards – Yes
Councilor Galvan – Yes
Councilor Hicks – Yes
Mayor Jasso – Yes
Mayor Ladner – Yes
Mayor Miyagishima – Yes

Commissioner Paxon – Yes
Mayor Perea – Yes
Commissioner Salas – Yes
Commissioner Smrkovsky – Yes
Mayor Stubblefield – Yes
Mayor Trager – Yes
Mayor Whitehead – Yes

- c. SAWDB Resolution 19 – 76 approves the SAWDB meeting calendar through June 30, 2021. The proposed calendar was for quarterly meetings, four meetings throughout the year, on the first Thursday of each quarter at 10:00 a.m. Chairman Orozco stated he would like to meet every other month, that would be six meetings throughout the year. Mr. Duran proposed a new calendar with six meetings for the coming year:

- Thursday, August 6, 2020
- Thursday, October 1, 2020
- Thursday, December 4, 2020
- Thursday, February 4, 2021
- Thursday, April 1, 2021
- Thursday, June 3, 2021

Ms. Arias **made a motion to approve SAWDB Resolution 19 – 76 with the six regular meetings occurring on August 6, 2020, October 1, 2020, December 4, 2020, February 4, 2021, April 1, 2021, and June 3, 2021; seconded by Mr. Padilla. By unanimous consent, motion passed.** The roll call vote was as follows:

Ms. Arias – Yes
Ms. Chavez-Lopez – Yes
Mr. Gristy – Yes
Mr. Olguin – Yes
Mr. Orozco – Yes
Mr. Padilla – Yes

Ms. Schoonover – Yes
Mr. Siañez – Yes
Ms. Skinner – Yes
Ms. Thomas – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

- d. CEO Resolution 19 – 65 approves the CEO meeting calendar through June 30, 2021. The proposed calendar was for quarterly meetings on the second or third Friday at 10:00 a.m.:

- Friday, September 18, 2020
- Friday, December 11, 2020
- Friday, March 19, 2021
- Friday, June 11, 2021

Mayor Perea stated that the third Friday conflicts with his schedule. He has another meeting at 9:00 a.m. on those days. Mayor Miyagishima suggested changing the CEO meeting time to 11:00 a.m. and Mayor Perea responded that would work better for him. There was no other member input. Trustee Arzabal **made a motion to change the meeting times from 10:00 a.m. to 11:00 a.m.; seconded by Commissioner Smrkovsky. By unanimous consent, motion passed.** Roll call vote was as follows:

Trustee Arzabal – Yes
Mayor Bauch – Yes
Commissioner Edwards – Yes
Councilor Galvan – Yes
Councilor Hicks – Yes
Mayor Jasso – Yes
Mayor Ladner – Yes
Mayor Miyagishima – Yes

Commissioner Paxon – Yes
Mayor Perea – Yes
Commissioner Ponce – Yes
Commissioner Salas – Yes
Commissioner Smrkovsky – Yes
Mayor Stubblefield– Yes
Mayor Trager – Yes
Mayor Whitehead – Yes

SAWDB member Ms. Estrada joined the meeting during this discussion.

Trustee Arzabal **made a motion to approve the meeting dates in CEO Resolution 19 – 65; seconded by** Councilor Hicks. Roll call vote was as follows:

Trustee Arzabal – Yes
Mayor Bauch – Yes
Commissioner Edwards – Yes
Councilor Galvan – Yes
Councilor Hicks – Yes
Mayor Jasso – Yes
Mayor Ladner – Yes
Mayor Miyagishima – Yes

Commissioner Paxon – Yes
Mayor Perea – Yes
Commissioner Ponce – Yes
Commissioner Salas – Yes
Commissioner Smrkovsky – Yes
Mayor Stubblefield– Yes
Mayor Trager – Yes
Mayor Whitehead – Yes

VII. Reports and Information Items

a. Service Provider Reports

- i. Alamo Navajo School Board – A report was prepared by Ms. Herrera, but she was unable to attend the meeting. Mr. Duran presented her report for WIOA Youth services in the Alamo Navajo community which showed their successes, challenges, trainings and activities, and the adjustments they made in overcoming COVID-19.
- ii. Youth Development Inc. – Ms. Cordova was unable to attend the meeting. Mr. Chavez and Mr. Casias presented her report on WIOA Youth services in our region which included success stories and their COVID-19 challenges and solutions.
- iii. ResCare – Ms. Bayless presented on the WIOA Adult and Dislocated Worker programs including the services available, the impact of COVID-19 and their solutions, and a recent activity in partnership with WNMU and Freeport McMoRan in Grant County.

b. Administrative and Financial Reports

- i. Mr. Duran shared that the workforce system in our region adapted well in response to COVID-19. Our One-Stop Operator was very instrumental in helping coordinate the delivery of services and our Executive Committee was quick to meet and approve policies that allows continued services to our participants. Many staff are teleworking in compliance with the governor’s order. However, with many unemployed, some staff are seeing customers by appointment at some workforce centers who do not have access to items such as a computer, internet, copier, fax machine. Mr. Duran stated we did well this program year and it was a joint effort.
- ii. Ms. Gervasio, the Fiscal Administrator, reported on the financial statements through May 31, 2020 which includes the balance sheet, statement of revenues, expenditures, and changes in fund balances. Expenditures were also shown by fund and by county.

VIII. Other

- a. SAWDB member input
 - i. No member input

- b. CEO member input
 - i. No member input

IX. Public Comment (3-Minute Limit)

- a. No public comment

X. Reminder of the Next Regular Meetings

- a. The next SAWDB meeting is scheduled for Thursday, August 6, 2020 at 10:00 a.m.
- b. The next CEO meeting is scheduled for Friday, September 18, 2020 at 11:00 a.m.

XI. Adjournment

For the Chief Elected Officials, a motion was made by Commissioner Salas to adjourn the meeting, seconded by Commissioner Smrkovsky. There were no objections.

For the Southwestern Area Workforce Development Board, there were no objections to adjourn the meeting.

The meeting was adjourned at 12:02 p.m.

ATTESTED

Kenneth Miyagishima

Signature

09/21/2020

Date

Mission: The Southwestern Area Workforce Development Board's mission is to empower individuals in the region by providing them with the tools and training they need to acquire higher paying jobs based on the needs of local businesses. With an emphasis on economic and employer-driven goals, SAWDB's cooperative programs will cater to the region's unique employment needs, allowing for more effective distribution of federal funds and serving local employers by cultivating a highly skilled workforce.

The Region IV, Chief Elected Officials and the Southwestern Area Workforce Development Board are Equal Opportunity Employers and will make every effort to provide reasonable accommodations for people with disabilities who wish to attend a public meeting.

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- b. CEO member input
 - i. No member input

IX. Public Comment (3-Minute Limit)

- a. No public comment

X. Reminder of the Next Regular Meetings

- a. The next SAWDB meeting is scheduled for Thursday, August 6, 2020 at 10:00 a.m.
- b. The next CEO meeting is scheduled for Friday, September 18, 2020 at 11:00 a.m.

XI. Adjournment

For the Chief Elected Officials, a motion was made by Commissioner Salas to adjourn the meeting, seconded by Commissioner Smrkovsky. There were no objections.

For the Southwestern Area Workforce Development Board, there were no objections to adjourn the meeting.

The meeting was adjourned at 12:02 p.m.

ATTESTED



Signature

08/06/2020

Date

Mission: The Southwestern Area Workforce Development Board's mission is to empower individuals in the region by providing them with the tools and training they need to acquire higher paying jobs based on the needs of local businesses. With an emphasis on economic and employer-driven goals, SAWDB's cooperative programs will cater to the region's unique employment needs, allowing for more effective distribution of federal funds and serving local employers by cultivating a highly skilled workforce.

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