

DRAFT OF MEETING MINUTES

Meeting	:	Special Executive Committee
Date and time	:	January 26, 2023, at 10:00 a.m.
Location of Meeting	:	Virtual via Zoom or Phone To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 821 2902 2735 To join meeting online via Zoom, go to: https://us02web.zoom.us/j/82129022735
Chairperson	:	Alisa Estrada
Members Attending	:	Present: Alisa Estrada, Joshua Orozco, Erik Padilla, Debbie Schoonover, Kim Skinner, Mary Ulrich, Gary Whitehead Absent: all were present Staff: Skylar Arnold, Glory Juarez, Diana Luchini, Sarah Raney, Krisye Shook, Jaymi Simms
Guests in Attendance	:	Margarito Aragon, Robert Chavez, Peter Martinez, Marissa Molano, Giselle Palomares, Marcos Pena
Summary submitted by/Signature	:	Sarah Raney, Administrative Specialist
Next Meeting	:	No date set

#	Agenda Item	Summary
a)	Call to order	Meeting was called to order at 10:03 a.m. by Ms. Estrada
b)	Welcome and Introductions	Ms. Estrada welcomed the attendees and asked for introductions
c)	Roll Call & Abstentions	Ms. Raney called roll, there were no abstentions
d)	Public Comment	No public comment
e)	Approval of Agenda	a) Mr. Whitehead made a motion to approve the agenda, seconded by Mr. Orozco. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none">• Alisa Estrada – yes• Joshua Orozco – yes• Erik Padilla – yes• Debbie Schoonover – yes• Kim Skinner – yes• Mary Ulrich – yes• Gary Whitehead - yes
f)	Discussion, Consideration and Possible Action Regarding	a) Approval of the July 15, 2021, meeting summary Ms. Schoonover made a motion to approve the meeting summary, seconded by Mr. Orozco. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none">• Alisa Estrada – yes• Joshua Orozco – yes

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		<ul style="list-style-type: none"> • Erik Padilla – yes • Debbie Schoonover – yes • Kim Skinner – yes • Mary Ulrich – yes • Gary Whitehead - yes <p>b) Resolution 22 – 01 approves a waiver of the Board's Policy 17-19.1, acknowledging the strategy and plans were in the system and approving payout to any participant in the outstanding final invoice for YDI who is missing board-specific policy requirements but still meets the definition of the Act (WIOA) and federal guidance.</p> <ul style="list-style-type: none"> • Ms. Juarez reported that the YDI contract ended; however, there is still a pending payment on the last invoice from June 2022. During the review of the eligibility documentation, it was discovered that there were missing documents, missing signatures, and incomplete packets for participants. This made the participants not eligible for reimbursement, according to board policy. However, YDI has paid out their participants. The next step is for the Administrative Entity to reimburse YDI for these participants. Ms. Juarez stated that payment has been withheld until the process of confirming 35 participants' eligibility was complete. She stated that Mr. Aragon has been influential in resolving this matter. • Ms. Juarez explained that the Administrative Entity required that the participant sign the documents. However, the federal guidelines do not require a signature, only for the participant documentation to be uploaded into the system. The Administrative Entity has ensured that the participants' documentation was uploaded into the system. Ms. Juarez is asking that the board waive the signature requirement and allow for the reimbursement of the 35 participants. • Mr. Orozco asked about the total that is pending reimbursement. Ms. Juarez said that approximately \$150,000 payment is still missing. Mr. Whitehead asked if the \$150,000 is a total for the waiver and if there will be more to pay out. Ms. Juarez reported that the waiver will not approve paying out for the individuals that do not have the correct documentation. It only provides the authority to pay out for the participants who did not sign their documentation. Ms. Arnold said that the amount still pending is \$154,766.34 and that \$205,001.85 has been paid out already. Mr. Whitehead asked if more reimbursement is required to resolve the YDI reimbursements. Ms. Juarez reported that this allows the payout of the majority of the participants; however, this is not the full amount. The urgency of approaching the Executive Committee is due to the Administrative Entity being six months past the deadline for the YDI reimbursement. • The Administrative Entity is still waiting on YDI to complete some documentation needed to approve the reimbursement for the remaining amount. She stated that the board will not need to approve the reimbursement of the remaining funds.

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		<ul style="list-style-type: none"> Mr. Whitehead mentioned that the Board's policy requiring a signature is not the same as the state and federal regulations. Ms. Juarez agreed that the difference in the regulations has made reimbursement difficult for the Administrative Entity. Mr. Whitehead proposed that the guidelines be presented to the Policy Committee to review and possibly match the state and federal guidelines. Ms. Schoonover made a motion to approve Resolution 22 – 01, seconded by Mr. Padilla. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> Alisa Estrada – yes Joshua Orozco – yes Erik Padilla – yes Debbie Schoonover – yes Kim Skinner – yes Mary Ulrich – yes Gary Whitehead - yes
g)	Reports and Information Items	<p>a) Department of Workforce Solutions</p> <ul style="list-style-type: none"> Mr. Aragon reported that upon the state's review, at this time, there needs to be 80% obligated, and 40% needs to be expended. He stated that the state looks at the allocations and compares them to the performance measure attached to the dollars that have been awarded. He said that last year's allocations still had \$680,000 that still needed to be spent. This meant this year's allocations would not be met since last year's funds were not yet spent. This deals specifically with the Youth Program. Mr. Aragon said last year's funds were not spent completely due to the provider change, and the previous youth provider slowed down spending their funds. Since the previous year's funds must be spent before the current year's money, the state will recapture last year's funds so that the current funds could be spent appropriately and not continue falling behind. Mr. Aragon said that it would not reflect negatively on the board. He said Equus is spending according to plan and at an appropriate rate. \$1.459 million should be spent by the end of the 1st Quarter, and at the current rate, he anticipates that he will spend accordingly. Mr. Aragon encouraged the urgency of paying the YDI invoices so that the funds used are from the corresponding year and contract. Mr. Aragon stated that \$466,000 is the amount that the state will recapture. He further explained the process of spending the funds from the new cash requests. The recapture is planned to occur in early to mid-February; however, Mr. Aragon will give the board notice prior to the recapture. Mr. Whitehead asked Mr. Aragon what happens to the monies that are recaptured. Mr. Aragon explained that they are redistributed to other programs throughout New Mexico if they qualify.
h)	Member Input	No member input.

#	Agenda Item	Summary
i)	Public Comment	No public comment.
j)	Next Meeting	No date set.
k)	Adjournment	Ms. Estrada adjourned the meeting at 10:40 a.m.

Attested: _____

Date _____