

**Southwestern Area  
Workforce Development Board  
Virtual Meeting Via Zoom or Phone**

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**Thursday, December 9, 2021 at 10:00 a.m. (MDT)**

**MEETING MINUTES**

**I. Call to Order**

- a. Chairman Juarez-Infante called the meeting to order at 10:02 a.m. and welcomed all attendees.

**II. Roll Call and Abstentions**

- a. Ms. Longovia called roll.

**Present:**

Cassie Arias-Ward  
Mary Ann Chavez-Lopez  
Alisa Estrada  
Joe Gristy  
Robert Hawkins  
Mario Juarez-Infante  
Rebecca Lescombes  
Debbie Maldonado  
Marcos Martinez  
Michael Olguin  
Joshua Orozco  
Erik Padilla  
Anton Salome  
Debbie Schoonover  
Mary Ulrich  
Gary Whitehead

**Staff:**

Jay Armijo, SCCOG Executive Director  
Skylar Arnold, Fiscal Administrator  
Angela Longovia, Communications Manager  
Diana Luchini, Fiscal Clerk  
Sabrina Scott, Administrative Specialist  
Krisye Shook, WIOA Program Specialist  
Jaymi Simms, WIOA Program Manager

**Absent:**

Chris Boston  
Jacqueline Fryar  
Steve Siañez  
Kim Skinner  
Sharon Thomas  
Marlene Thomas-Herrera

**Guests:**

Veronica Alonzo  
Concha Cordova  
Christina Garcia-Tenorio  
Mary Gandara  
Andy Huls  
Peter Martinez  
Camille Padilla  
Giselle Palomares  
James Paxon  
Cindy Quillin  
Eric Rivera  
Leslie Schroeder  
Monica Silva

**III. Public Comment**

- a. No public comment

#### IV. Approval of Agenda

Approval of the agenda includes approval of the Consent Agenda Items. Mr. Gristy made a **motion to approve the agenda; seconded by** Ms. Schoonover. **Motion passed.** Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Mr. Gristy – Yes	Mr. Padilla – Yes
Mr. Juarez-Infante – Yes	Mr. Salome – Yes
Ms. Lescombes – Yes	Ms. Schoonover – Yes
Ms. Maldonado – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes

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

- a. \*Approval of the October 14, 2021, meeting minutes

#### V. Professional Development

- a. Mary Ulrich, Director of Workforce Development and Career Readiness for Doña Ana Community College (DACC) provided a snapshot of DACC's locations and programs. She presented information about three workforce training initiatives including the Sunland Park Industrial Careers Academy, the Career and Life Skills Academy, and the Digital Skills Lab at the DACC Workforce Training Center. Ms. Ulrich also explained how interested members could get involved.

Ms. Chavez-Lopez, Mr. Hawkins, and Mr. Martinez joined the meeting during the presentation.

#### VI. Discussion, Consideration and Possible Action Regarding

- a. Resolution 21 – 17 approves the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 3. Ms. Arnold, the WIOA Fiscal Administrator, stated that the budget amendment contained the following items: an update in the carry-in amounts from the previous year; a transfer of funds from the Dislocated Worker line item to the Adult; an increase in the Adult & Dislocated Worker contract amount from \$3,100,000.00 to \$3,520,500.00; and an increase to the One-Stop Operator contract from \$325,745.00 to \$370,745.00.

Mr. Gristy **made a motion to approve Resolution 21 – 17; seconded by** Ms. Chavez-Lopez. **Motion passed.** Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Olguin – Yes
Ms. Chavez-Lopez – Yes	Mr. Orozco – Yes
Mr. Gristy – Yes	Mr. Padilla – Yes
Mr. Hawkins – Yes	Mr. Salome – Yes
Mr. Juarez-Infante – Yes	Ms. Schoonover – Yes
Ms. Lescombes – Yes	Ms. Ulrich – Yes
Ms. Maldonado – Yes	Mr. Whitehead – Yes
Mr. Martinez – Yes	

- b. Resolution 21 – 18 approves an amendment to contract agreement number PY21-WIOA-02 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Adult & Dislocated Worker Services for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement.

Ms. Arnold stated that as of November 1, 2021, Equus Workforce Solutions had obligated 89% of their Adult Participant Training Dollars. Equus requested a transfer of \$113,452.00 in operational expenses from the Dislocated Worker program to the Adult program. The overall operational budget will stay the same. Equus also requested a transfer of \$129,500.00 from the Dislocated Worker program's Participant Training Costs to the Adult program. The goal for the number of Dislocated Worker participants to be served will stay

the same. Equus requested \$420,500.00 to add to the Adult program for Participant Training Expenses. This will fund an estimated 30 additional participants. Eric Rivera Quality Assurance Analyst for the Adult and Dislocated Worker program shared that there are 60 participants currently enrolled in a training program and awaiting funding for the spring semester or additional training. There are another 124 individuals on a waitlist.

Ms. Lescombes asked if this increase in funding will take us through the rest of the year and asked where the additional \$420,500.00 is coming from. Mr. Rivera replied that this is all the money available for them to request and he anticipates they will be close to maxing out their obligations by February. Ms. Arnold stated these dollars are coming from the board's reserves.

With over 100 individuals on a waitlist, Ms. Maldonado asked if these dollars will mostly be spent in Doña Ana County. Mr. Rivera shared that Equus has goals they need to meet for each county, and they plan to spread the funds across all counties as evenly as possible.

Ms. Estrada joined the meeting during this presentation. Mr. Gristy made **a motion to approve Resolution 21 – 18; seconded by** Mr. Hawkins. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Martinez – Yes
Ms. Chavez-Lopez – Yes	Mr. Olguin – Yes
Ms. Estrada – Yes	Mr. Orozco – Yes
Mr. Gristy – Yes	Mr. Padilla – Yes
Mr. Hawkins – Yes	Mr. Salome – Yes
Mr. Juarez-Infante – Yes	Ms. Schoonover – Yes
Ms. Lescombes – Yes	Ms. Ulrich – Yes
Ms. Maldonado – Yes	Mr. Whitehead – Yes

Ms. Maldonado left the meeting after the vote.

- c. Resolution 21 – 19 approves an amendment to contract agreement number PY21-WIOA-04 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop Operator Services for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement. Ms. Arnold stated that amendment would increase the One-Stop Operator's contract by \$45,000.00 for a total contract amount of \$370,745.00. The additional \$45,000.00 will help the Awareness Campaign provide additional outreach to the youth population within our region. The Awareness Campaign is designed to increase enrollments through awareness of WIOA programs.

Andy Huls National Manager for One-Stop Operations with Equus stated that in reviewing some of the past approaches they have taken for the awareness campaign and the return on investment, they agreed they would like to explore new and different ways to increase their reach. He said Equus has Youth programs in other parts of the country, and they reached out to them about their successes. He said they need to have a social media presence but want to do projects like hosting various events such as a career exploration fair, giving tours of businesses in differing industries, and more.

Ms. Ulrich stated that she would like Equus to identify specific outcomes of the Awareness Campaign that can be tracked. Mr. Huls added that they want to take a step back and strategize well with other partners, youth providers to identify those outcomes, and put that into a plan to present to the board.

Mr. Orozco made **a motion to approve Resolution 21 – 19; seconded by** Mr. Salome. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Olguin – Yes
Ms. Chavez-Lopez – Yes	Mr. Orozco – Yes
Ms. Estrada – Yes	Mr. Padilla – Yes
Mr. Gristy – Yes	Mr. Salome – Yes
Mr. Hawkins – Yes	Ms. Schoonover – Yes
Mr. Juarez-Infante – Yes	Ms. Ulrich – Yes

Ms. Lescombes – Yes  
Mr. Martinez – Yes

Mr. Whitehead – Yes

## **VII. Reports and Information Items**

### **a. Committee Reports:**

#### **i. Monitoring Committee**

Ms. Longovia shared that the Monitoring Committee met on November 8, 2021 and provided some background information. At the October 14, 2021 SAWDB board meeting, Ms. Skinner presented the draft Administrative Entity Monitoring Tool and Process. She asked members to review the information and contact her with any questions, comments, or suggestions. On November 8, Ms. Skinner reported to the Monitoring Committee that she had not received any responses. After discussing the next steps, the committee voted to wait for the incoming WIOA Administrator to review everything before moving forward. Reports were presented to the committee, including Service Provider Contract Deliverables, Service Provider Contract Indicators, and the Technical Assistance and Trainings.

### **b. Update from DWS Liaison**

The WIOA Youth program is required to spend 25% of its funds on in-school youth and 75% of funds on out-of-school youth. Meeting the 75% requirement has been challenging. Ms. Garcia-Tenorio stated that a few months ago, a waiver was sent to the USDOL requesting to change the 25/75 to 50/50, and it was approved. Ms. Garcia-Tenorio said the SAWDB Grant Agreement needs to be modified, and they hope to have the SAWDB and CEO Chairs sign them before the end of the year.

Ms. Garcia-Tenorio stated that the USDOL approved another waiver. Under the On-the-Job Training program, businesses with 50 employees or fewer can receive a reimbursement of up to 75% of an employees' wages during their training. The waiver has temporarily increased the limit to 90%. This temporary increase will expire on June 30, 2022.

### **c. Administrative and Financial Reports**

#### **i. Technical Assistance and Trainings**

Ms. Simms, WIOA Program Manager, presented the Technical Assistance and Trainings she provided to service providers from July 1, 2021 through September 30, 2021.

#### **ii. Financial Report**

Ms. Arnold presented the financials for October 31, 2021. She presented the balance sheet, statement of revenues, expenditures, and changes in fund balances. She also showed the expenditures by fund and by county.

#### **iii. Administrative Report**

SCCOG Executive Director Jay Armijo announced that the position of WIOA Administrator has been filled. After interviews, the hiring committee made their recommendation to Mr. Armijo. Glory Juarez accepted the position and is scheduled to start on Monday, December 13, 2021. Mr. Armijo invited members to reach out to him with any questions.

## **VIII. Other**

### **a. Member Input**

- i.** Chairman Juarez-Infante stated that the incoming WIOA Administrator Glory Juarez is his spouse and resigned his position as board chair. He shared that he would be more than happy to continue as a member or not at all and will step down if asked to do so.
- ii.** As a hiring committee member, Mr. Orozco shared that after reviewing all the applicants, they were really excited to have Ms. Juarez come on board. He thinks she will be a huge asset to the local area.
- iii.** Mr. Whitehead thanked Chairman Juarez-Infante for all the work he had done during

his short tenure.

**IX. Public Comment**

a. No public comment

**X. Next Meeting**

a. Thursday, February 10, 2022, at 10:00 a.m. via Zoom

**XI. Adjournment**

a. Chairman Juarez-Infante adjourned the meeting at 11:42 p.m.

**ATTESTED**

*Chae Estrada*

02/11/2022

**Date**

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