

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

Planning Committee Special Meeting Agenda

Mesilla Town Hall
2231 Avenida de Mesilla
Mesilla, NM

Thursday, February 20, 2020 at 3:30 p.m.

*Gary Whitehead – Chair
Sharon Thomas – Vice Chair*

- I. Call to Order**
- II. Welcome**
- III. Roll Call and Abstentions**
If necessary, motion to allow committee members to participate in the meeting telephonically
- IV. Approval of Agenda**
- V. Discussion or Motion for Recommendation Items**
 - a) Approval of Summary for October 31, 2019
 - b) Update Sector Strategy Industries
 - c) Four-year Plan for PY2020 - 2023
- VI. Public & Member Comments**
- VII. Next Meeting**
- VIII. Adjournment**

DRAFT OF MEETING SUMMARY

Meeting	: Planning Committee
Date and time	: October 31, 2019 at 1:30 p.m.
Location of Meeting	: Mesilla Town Hall 2231 Avenida de Mesilla Mesilla, NM 88046
Chair	: Gary Whitehead
Members Attending	: Present: Sharon Thomas, Gary Whitehead Absent: Cassie Arias Staff: Steve Duran, Angela Longovia, Joe McClintock
Guests in Attendance	: Fred Owensby, DACC; Yvette Bayless, NMWC; Carrie Hernandez, LCPS; Sara Patricolo, NMSU Engineering; Tracey Bryan, The Bridge of SNM; Cindy Quillin, DWS; Patrick Madrid, ResCare, Erik Rivera, ResCare; Sandra Castillo, DACC; Teresa Vasquez, HELP-NM; Victoria Mares, HELP-NM; Jeff Waugh, LCPS; Darleen Lopez, NMWC; Griselda Martinez, City of Las Cruces Econ. Dev.; Teresa Sanchez, The Bridge of SNM
Summary submitted by/Signature	: Angela Longovia, Communications Specialist
Next Meeting	: No date set

#	Agenda Item	Summary
1.	Call to order	Meeting called to order at 1:43 p.m. by Mr. Whitehead
2.	Welcome and Introductions	Mr. Whitehead welcomed everyone and asked for introductions
3.	Roll Call & Abstentions	Ms. Longovia called roll.
4.	Approval of Agenda	A motion was made by Ms. Thomas to approve the agenda, seconded by Mr. Whitehead. Motion passed.
5.	Discussion or Motion for Recommendation Items	<p>Approval of Summary for October 18, 2019</p> <ul style="list-style-type: none"> Mr. Whitehead made a motion to approve the summary, seconded by Ms. Thomas. Motion passed. <p>Career Pathways Plan Approval</p> <ul style="list-style-type: none"> Mr. Duran summarized that this revised plan has been developed utilizing a toolkit from the US Department of Labor There was discussion about the contents in the plan and Ms. Thomas stated she is not comfortable recommending this plan to the Board Ms. Thomas made a motion that she would like the plan to state that this plan is temporary, for the interim, through the end of the program year 2019, and that moving forward, the committee and staff will continue to develop a plan that uses sector strategies to form career pathways, seconded by Mr. Whitehead. Motion passed.

#	Agenda Item	Summary
		Sector Strategy Industries Recommendations <ul style="list-style-type: none"> • Mr. Duran stated that two industries need to be selected for recommendation to the Board for Sector Strategies. • Based on Industry Projections, Current Supply and Demand, and Occupational Wages provided by Labor Market Information, Health Care and Social Assistance, and Accommodation and Food Services (Hospitality and Tourism) are the two sectors that were spotlighted. • After some discussion, Ms. Thomas made a motion to select Health Care and Social Assistance, and Education for the two industries to present to the Board. Motion passed.
6.	Public & Member Comments	<ul style="list-style-type: none"> • No comments
7.	Next Meeting	No meeting date set
8.	Adjournment	Meeting was adjourned at 3:40 p.m.

Attested: _____

Date _____

AGENDA ITEM SUMMARY

Special Planning Committee Meeting

February 20, 2020

Agenda Item

Update Sector Strategy Industries

SUMMARY OF AGENDA ITEM

- On January 9, 2020 the AE conducted a sector strategies technical assistance meeting in the city of Las Cruces, NM.
- This session was for all invited partners, board members and staff to provide an overview of the program.
- The group of attendees performed an assessment of current resources and developed an action plan for program implementation within the workforce region.
- Staff of the AE developed the framework consisting of six elements to start executing the programs activities.
- Staff and partners have developed a data tool to analyze and communicate data through collaborative channels. This tool is in draft form and will need impute from all partners.

LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW

- SAWDB Sector Strategies Action Steps
- Sector Strategies Data Alignment Metrics
- (7) Industry Spotlight Data Tool for each county

AGENDA ITEM SUMMARY

Special Planning Committee Meeting

February 20, 2020

Agenda Item
Four Year Plan

SUMMARY OF AGENDA ITEM

Developing Questions for Input

At the meeting, the committee will develop questions that will be asked at the Community Input Forum and the online survey. Staff will facilitate the process.

The Community Input Forums will be held in every county of the region to provide an opportunity for input. An online survey will also be available for individuals to provide their input after the forums, or for individuals that were unable to attend the forum.

Forum Dates and Locations

Monday, March 16 at 10:00 am	Reserve, NM
Tuesday, March 17 at 10:00 am	Silver City, NM
Wednesday, March 18 at 10:00 am	Lordsburg, NM
Thursday, March 19 at 10:00 am	Deming, NM
Tuesday, March 24 at 10:00 am	Elephant Butte, NM
Wednesday, March 25 at 10:00 am	Socorro, NM
Thursday, March 26 at 1:00 pm	Las Cruces, NM

Process

- The local Four-year Plan is required under WIOA and contains labor market information, strategies for the delivery of services, and how partners will coordinate services to meet the workforce needs of the region.
- As part of our process for updating our plan, input from the public is essential to having a plan that represents the priorities and interests of the public. The public consists of many different bodies, such as, employers, economic development, education, youth, job seekers, disabled, workforce partners, and other stakeholders.
- Labor market information and the conclusion drawn from their analysis are another component to include in a workforce plan. The data only paints one part of the picture – the community will help paint the rest.
- Based on this information, the planning committee will establish goals and strategies to address how the federal funds will be used in conjunction with other workforce resources. Once the plan is complete, it will go out for a 30-day public comment period. The planning committee will then analyze the comments and determine if any changes are needed to the plan before going to the SAWDB for approval.
- The chief elected officials are also involved in the development of the plan and its final approval before it is submitted to the Governor.

Projected Timeline

Feb 2020	Developing questions for public input and surveys; Issue public notices for forums
Mar 2020	Public Forums by County; Labor Market Information analysis
Apr 2020	Analyzing the data and public input with workforce partners; Begin writing plan
May 2020	Submit plan to State for review; followed by 30-day public comment
Jun 2020	Approval by SAWDB and CEOs

MARCH 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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15	10:00 am Reserve, NM	10:00 am Silver City, NM	10:00 am Lordsburg, NM	10:00 am Deming, NM		
16	17	18	19	20	21	
22	23	10:00 am Elephant Butte, NM	10:00 am Socorro, NM	1:00 pm Las Cruces, NM	26	27
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2020

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 Holidays