

# **Southwestern Area Workforce Development Board**

## **Special Executive Committee Meeting Agenda**

**Mesilla Community Center**  
2251 Calle de Santiago  
Mesilla, NM 88046

**Tuesday, December 31, 2019 at 3:00 pm**

*Mr. Joshua Orozco—Chair*  
*Mr. Michael Olguin, Jr.—Vice Chair*

- I. Call to Order**
- II. Welcome and Introductions**
- III. Roll Call and Abstentions**
- IV. Public Comment (3-Minute Limit)**
- V. Approval of Agenda**
- VI. Discussion, Consideration and Possible Action Regarding**
  - a. Motion to accept the summary from the December 21, 2018 special meeting
  - b. Motion to accept the summary from the April 3, 2019 special meeting
  - c. Resolution 19 – 23 approves an amendment to Contract No. PY19-WIOA-02 between Arbor E & T, LLC dba 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
- VII. Member Input**
- VIII. Public Comment (3-Minute Limit)**
- IX. Adjournment**

## DRAFT OF MEETING SUMMARY

Meeting	:	<b>Special Executive Committee</b>
Date and time	:	December 21, 2018 at 10:00 am
Location of Meeting	:	Elephant Butte City Hall 103 Water Avenue Elephant Butte, NM
Chair Person	:	Michael Olguin
Members Attending	:	<b>Present:</b> Marcos Martinez (by phone), Michael Olguin, Debbie Schoonover, Kim Skinner, Gary Whitehead (by phone) <b>Absent:</b> Kathie Davis, Erik Padilla <b>Staff:</b> Steve Duran, Joe McClintock
Guests in Attendance	:	Yvette Bayless, ResCare; Eric Rivera, ResCare; Miguel Martinez, HELP-NM; Jeanette Dunn, ResCare
Summary submitted by/Signature	:	Angela Longovia, Communications Specialist
Next Meeting	:	No date has been set

#	Agenda Item	Summary
1.	<b>Call to order</b>	Meeting was called to order at 10:08 a.m. by Mr. Olguin
2.	<b>Welcome and Introductions</b>	Mr. Olguin welcomed everyone.
3.	<b>Roll Call &amp; Abstentions</b>	Mr. Whitehead made a motion to allow committee members to participate by phone, seconded by Ms. Skinner. Ms. Longovia called roll.
4.	<b>Public Comment</b>	No public comment
5.	<b>Approval of Agenda</b>	Ms. Skinner made a motion to approve the agenda, seconded by Mr. Whitehead. By unanimous consent, motion carried.
6.	<b>Discussion or Motion for Recommendation Items</b>	<p>(a) Approval of the November 19, 2018 meeting summary. Mr. Whitehead made a motion to approve the summary, seconded by Ms. Skinner. By unanimous consent, motion carried.</p> <p>(b) Resolution 18-26 extends the term of the Youth Career Academy contract with ResCare Workforce Services from December 31, 2018 to February 28, 2019, modifies the scope of work, and authorizes the Chair or Vice-Chair to sign the contract amendment. Mr. Whitehead made a motion to approve Resolution 18-26, seconded by Ms. Skinner. By unanimous consent, motion carried.</p> <ul style="list-style-type: none"> <li>Mr. Duran stated in the original contract with ResCare to provide the Youth Career Academy program, the targeted out-of-school youth were those who do not have a high school diploma or high school equivalency. With a target of enrolling 111 eligible youth, only 62 have been enrolled at this time. ResCare is requesting a modification to the eligibility. They would like to serve all out-of-school youth eligible under WIOA, accepting youth who already have a high school diploma or high school equivalency, but are not in post-secondary education.</li> </ul>

#	Agenda Item	Summary
		<ul style="list-style-type: none"> <li>Ms. Bayless shared that during recruitment efforts, they had turned away about 25% of interested youth because they already have a high school diploma.</li> </ul>
7.	<b>Public &amp; Member Comments</b>	Ms. Skinner wished everyone a happy and safe Thanksgiving.
8.	<b>Next Meeting</b>	No date has been set.
9.	<b>Adjournment</b>	Meeting was adjourned at 10:21 am

Attested: \_\_\_\_\_

Date \_\_\_\_\_

## DRAFT OF MEETING SUMMARY

Meeting	:	<b>Special Executive Committee</b>
Date and time	:	April 3, 2019 at 1:30 pm
Location of Meeting	:	New Mexico Workforce Connection at the Gardner Learning Center 601 Sunset Street Truth or Consequences, NM
Chair Person	:	Michael Olguin
Members Attending	:	<b>Present:</b> Marcos Martinez (by phone), Michael Olguin, Kim Skinner (by phone), Gary Whitehead (by phone) <b>Absent:</b> Erik Padilla, Debbie Schoonover <b>Staff:</b> Carol Craft, Steve Duran, Katherine Gervasio
Guests in Attendance	:	Yvette Bayless, ResCare; Eric Rivera, ResCare; Darleen Lopez, ResCare
Summary submitted by/Signature	:	Angela Longovia, Communications Specialist
Next Meeting	:	No date has been set

#	Agenda Item	Summary
1.	<b>Call to order</b>	Meeting was called to order at 1:30 p.m. by Mr. Olguin
2.	<b>Welcome and Introductions</b>	Mr. Olguin welcomed everyone.
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Davis made a motion to allow committee members to participate by phone, seconded by Mr. Olguin.
4.	<b>Public Comment</b>	No public comment
5.	<b>Approval of Agenda</b>	Ms. Davis made a motion to approve the agenda, seconded by Mr. Olguin. By unanimous consent, motion carried.
6.	<b>Discussion or Motion for Recommendation Items</b>	a) Resolution 18-33 approves local board policies <ul style="list-style-type: none"><li>Ms. Craft presented the Incentive Policy</li><li>Ms. Gervasio presented the Program Income Policy</li></ul> b) Resolution 18-34 approves a modification to the Southwestern Area Workforce Development Board's budget <ul style="list-style-type: none"><li>No action was taken on this item</li></ul>
7.	<b>Other</b>	a) Board Training Modules <ul style="list-style-type: none"><li>Mr. Duran gave a presentation</li></ul> b) Youth Career Academy Presentation <ul style="list-style-type: none"><li>Ms. Lopez gave a presentation</li></ul> c) Member Input <ul style="list-style-type: none"><li>No member input</li></ul>
8.	<b>Public Comments</b>	No public comment
9.	<b>Next Meeting</b>	No date has been set
10.	<b>Adjournment</b>	Meeting was adjourned at 2:45 p.m.

Attested: \_\_\_\_\_

Date \_\_\_\_\_

## AGENDA ITEM SUMMARY

Special Executive Committee Meeting

December 31, 2019

### Agenda Item

Resolution 19 – 23 approves an amendment to Contract No. PY19-WIOA-02 between Arbor E & T, LLC dba 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

### SUMMARY OF AGENDA ITEM

- This resolution is submitted for your consideration to approve an amendment for WIOA Adult & Dislocated Workers services with ResCare Workforce Services.
- The amendment does not increase funding to the original contract, but transfers funds from the Dislocated Worker program to the Adult program in the amount of \$1,190,642.00, as shown on the contract cover sheet.
- This contract amendment was passed by the board at their last meeting, pending approval of a funds transfer request from the State. That request has been approved.
- This contract amendment now reflects language describing the specifics of the transfer and signature page (view pages 2 and 3).

### RECOMMENDATION

- Approve Resolution 19 – 23

### DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO

- Accept the recommendation
- Accept the recommendation with changes
- Reject the recommendation
- Table the item
- Take no action on the item

### THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)

- Supports all strategic plan goals

### LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW

- Contract Amendment for ResCare Workforce Services

WIOA SERVICES CONTRACT COVER SHEET	1. CONTRACT/MODIFICATION NO. PY19-WIOA-02/No.1	CONTRACT PERIOD July 1, 2019 - June 30, 2020
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This Contract Amendment is made and entered into by the **Southwestern Area Workforce Development Board**, hereinafter referred to as the **LWDB**, and **ResCare Workforce Services**, hereinafter referred to as the **Sub-Grantee**. The Sub-Grantee agrees to provide WIOA Adult and Dislocated Worker services in the geographic area within the State of New Mexico, as stated in the scope of work, pursuant to the provisions of the Workforce Innovation and Opportunity Act (WIOA), and in accordance with the provisions of this Agreement.

This Agreement consists of this WIOA Contract Cover Sheet; Sub-Grant Agreement Provisions; Scope of Work; Budget; and Exhibits.

2. NAME OF PROVIDER Arbor E&T, LLC dba ResCare Workforce Services	3. NAME OF PROVIDERS POINT OF CONTACT Mark Douglass
ADDRESS 805 N. Whittington Pkwy	TITLE OF POINT OF CONTACT President
CITY, STATE & ZIP Louisville, KY 40222	TELEPHONE/FAX/EMAIL Phone: 714-349-9739 Fax: Email:
4. FUNDING TYPE(S) (Check those that apply) TITLE I <input checked="" type="checkbox"/> Adult <input checked="" type="checkbox"/> Dislocated Worker <input type="checkbox"/> Youth <input type="checkbox"/> Administration	5. TYPE OF CONTRACT ACTION <input type="checkbox"/> New <input checked="" type="checkbox"/> Modification/Amendment <input type="checkbox"/> Other

AMOUNT OF CONTRACT				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$1,560,000.00	\$2,007,000.00	\$0.00	\$3,567,000.00
AMOUNT OF MODIFICATION				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$1,190,642.00	-\$1,190,642.00	\$0.00	\$0.00
AMOUNT OF TOTAL CONTRACT				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$2,750,642.00	\$816,358.00	\$0.00	\$3,567,000.00

**FIRST AMENDMENT  
TO THE  
SUB RECIPIENT AGREEMENT No. PY19-WIOA-02  
BETWEEN  
SOUTHWESTERN WORKFORCE DEVELOPMENT BOARD  
AND  
RESCARE WORKFORCE SERVICES**

This Contract Amendment to the Grant Agreement ("Agreement") is between the Southwestern Workforce Development Board (LWDB), and Rescare Workforce Services (SUBRECIPIENT) under the Workforce Innovation and Opportunity Act (WIOA) Adult & Dislocated Worker Program.

WHEREAS, LWDB and SUBRECIPIENT are parties to the Agreement effective as of July 1, 2019; and

WHEREAS, the LWDB has reviewed the SUBRICIPIENT'S budget adjustment; and

WHEREAS, the Agreement contains provisions to allowing the modification of the Agreement when agreeable to both parties; and

NOW THEREFORE, in consideration of the forgoing premises, the LWDB and SUBRECIPIENT agree to the following on the effective date of this Contract Amendment, which is on the most recent date of signature of the LWDB and SUBRECIPIENT;

1. Budget Amount

- (a) Attachment A – Budget is removed from the current contract agreement and replaced with Attachment A-1 Amended Budget.

Attachment A-1 reflects that:

- i. The WIOA Adult funds is increased in the amount of \$1,190,642.00 from \$1,560,000.00 to \$2,750,642.00; and the total amount of Dislocated Worker funds is decreased in the amount of \$1,190,642.00 from \$2,007,000.00 to \$816,358.00.
- ii. The total contract amount of \$3,567,000.00 remains unchanged.

2. Modification

(a) Except as modified by this Amendment, the terms and conditions of the Agreement, remain in full force and effect.

LWDB  
SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

SUBRECIPIENT  
RESCARE WORKFORCE SERVICES

By: \_\_\_\_\_

By:  \_\_\_\_\_

\_\_\_\_\_  
Name

Mark Douglass  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

President  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

12/12/19  
\_\_\_\_\_  
Date

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**WIOA - Adult and Dislocated Worker Services**

**Attachment A-1 / Cost Response Form - Proposed Budget**

Sub-grant Number PY19 WIOA-1	Contract Period	ResCare Inc.
WIOA - Adult and Dislocated Worker Services	07/01/2019 - 6/30/2019	

Budget Category		Adult	Dislocated Worker	Total
<b>Staff Salaries</b>	Wage x % of Program			
See attached Staff Cost Plan	See attached Staff Cost Plan	\$ 736,610	\$ 213,805	\$ 950,415
<b>Total Staff Salaries</b>		\$ 736,610	\$ 213,805	\$ 950,415

<b>Fringe Benefits</b>	Percentage or Cost			
FICA/Medicare	7.65%	\$ 56,351	\$ 16,356	\$ 72,707
FUTA	0.30%	\$ 967	\$ 281	\$ 1,248
SUTA	0.33%	\$ 2,455	\$ 712	\$ 3,167
Workmans Comp. Ins.	3.43%	\$ 32,999	\$ 9,579	\$ 42,578
Health Care Ins.	10.72%	\$ 78,963	\$ 22,920	\$ 101,883
Retirement		\$ 4,157.00	\$ 5,348.00	\$ 9,505
<b>Total Fringe Benefits</b>		\$ 175,892	\$ 55,196	\$ 231,088

<b>Travel</b>	Descriptions			
Hotel	\$150 per night for 24 nights	\$ 2,790	\$ 810	\$ 3,600
Meals	\$50 per meal for 30	\$ 1,162	\$ 338	\$ 1,500
Airfare	\$750 per per trip for 4	\$ 2,325	\$ 675	\$ 3,000
Rental Car	\$300 per per trip for 6	\$ 1,395	\$ 405	\$ 1,800
Mileage	\$0.32 per mile for 114,600	\$ 31,521	\$ 9,099	\$ 40,620
<b>Total Travel</b>		\$ 39,193	\$ 11,327	\$ 50,520

<b>Materials &amp; Supplies</b>	Descriptions			
Office Supplies	\$1,038.36 per Employee	\$ 17,705	\$ 5,139	\$ 22,844
Postage/Courier	\$184 per month x 12 months	\$ 1,711	\$ 497	\$ 2,208
TABE Testing	\$2040 per year			\$ -
Sales Tax	8.3125% x Total Funding	\$ 90,183	\$ 26,192	\$ 116,375
<b>Total Materials &amp; Supplies</b>		\$ 109,599	\$ 31,828	\$ 141,427

<b>Property</b>	Descriptions			
Furniture, Fixtures & Equipment				
<b>Total Facility Rental</b>		\$ -		\$ -

<b>Facility Rental</b>	Descriptions			
Las Cruces	\$900 per month for 12 months	\$ 8,370	\$ 2,430	\$ 10,800
Sunland	1344.70 per month for 12 months	\$ 12,506	\$ 3,630	\$ 16,136
Deming	\$525 per month for 12 months	\$ 4,883	\$ 1,417	\$ 6,300
Silver City	\$600 per month for 12 months	\$ 4,366	\$ 2,834	\$ 7,200
Business Office (Las Cruces)	15.53 Per Square foot - 1900 Sq Ft	\$ 18,200	\$ 5,254	\$ 23,454
Socorro	14.99 Per Square foot - 467 Sq	\$ 5,425	\$ 1,575	\$ 7,000
T or C		\$ 4,693	\$ 1,353	\$ 6,046
<b>Total Facility Rental</b>		\$ 58,443	\$ 18,493	\$ 76,936

Miscellaneous	Descriptions			
General & Professional Liability	\$5.46 per \$1,000 of revenue	\$	7,194	\$ 2,088 \$ 9,282
Cell Phone Stipend	\$75 per month allowance for Cell	\$	5,587	\$ 1,613 \$ 7,200
Community Outreach	\$980 per month for 12 months	\$	9,112	\$ 2,644 \$ 11,756
Job Fairs				\$ -
Dues & Subcriptions	\$90 per quarter for 4 quarters	\$	279	\$ 81 \$ 360
Profit	9% of Operating Cost	\$	80,200	\$ 40,800 \$ 121,000
Equipment Rental	245.00 per month for 12 months	\$	2,328	\$ 672 \$ 3,000
Equipment Repair & Maint		\$	1,164	\$ 336 \$ 1,500
Total Miscellaneous		\$	105,864	\$ 48,234 \$ 154,098

Professional Services	Descriptions			
Audit	20% of revenue	\$	2,945	\$ 855
Payroll Services	\$249 per month for FTE for 11FTEs	\$	2,125	\$ 617
User Fees	\$384 per user for 15 users	\$	4,464	\$ 1,296
SaaS - SERA				\$ -
Background Check/Drug Screens	\$70 per check for 12 checks	\$	651	\$ 189
Janitorial Services	545.00 per month for 12 months	\$	5,226	\$ 1,314
Sercurity Guard		\$	9,300	\$ 2,700
Total Professional Services		\$	24,711	\$ 6,971
				\$ 31,682

Indirect Costs		Descriptions			
Indirect Costs	10.33% x operating costs		\$	111,230	\$ 32,304 \$ 143,534
					\$ -
Total Indirect Cost Rate			\$	111,230	\$ 32,304 \$ 143,534

Participant Services	Descriptions			
On-the-Job Training		\$	803,400	\$ 241,800 \$ 1,045,200
Incumbent/Customized /Employee Training		\$	10,100	\$ 10,100
Individual Training Accounts		\$	281,600	\$ 62,400 \$ 344,000
Career Services/Supportive Services		\$	105,000	\$ 35,000 \$ 140,000
Supportive Services		\$	189,000	\$ 59,000 \$ 248,000
Total Participant Services				\$ -
TOTAL BUDGET EXPENSE		\$	1,389,100	\$ 398,200 \$ 1,787,300
		\$	2,750,642	\$ 816,358 \$ 3,567,000