

**Southwestern Area
Workforce Development Board**

Grant County Veterans Memorial Business and Conference Center
3031 Highway 180 East
Silver City, NM 88061

Thursday, October 20, 2022, at 10:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a) Chairman Estrada called the meeting to order at 10:21 a.m. She welcomed all attendees and asked for introductions. Due to an initial lack of a quorum, Service Provider Reports were presented first.

II. Roll Call and Abstentions

- a) Ms. Raney called roll. There were no abstentions.

Present:

Cassie Arias-Ward*
Alisa Estrada
Jacqueline Fryar
Robert Hawkins
Rebecca Lescombes*
Magdaleno Manzanárez*
Joshua Orozco
Erik Padilla
Anton Salome*
Mary Ulrich*
Gary Whitehead

Staff:

Skylar Arnold, Fiscal Administrator*
Glory Juarez, WIOA Administrator
Angela Longovia, Communications Manager*
Diana Luchini, Fiscal Clerk
Sarah Raney, Administrative Specialist
Krisye Shook, WIOA Program Specialist
Jaymi Simms, WIOA Program Manager

*Via telephone

Absent:

Chris Boston
Mary Ann Chavez-Lopez
Marcos Martinez
Michael Olguin
Debbie Schoonover
Steve Siañez
Kim Skinner
Marlene Thomas-Herrera
JC Trujillo

Guests:

Peter Martinez
Marissa Molano
Marcos Pena
Monica Silva

III. Public Comment

- a) No public comment

IV. Reports and Information Items

- a) Service Provider Reports:
 - i. Youth Program: Alamo Navajo School Board, Inc.
This report was not presented because Alamo staff were not in attendance.
 - ii. Youth Program: Equus
Ms. Molano shared the challenges and successes of PY22. Mr. Pena also reported on the extensive follow-ups for participants who leave the program, and/or the state. Mr. Whitehead pointed out that the previous provider struggled in the first year and the

monitoring committee put together a strategy to help. He encouraged the board to not put those strategies on the new provider, but to look at them to make sure that the new provider is moving beyond those marks and measures.

iii. Adult & Dislocated Worker Programs: Equus

Ms. Molano reported on performance measures, first-quarter milestones, and successes and challenges in the Adult & Dislocated Worker Program.

A quorum was established during this presentation.

V. Approval of Agenda

- a) Ms. Juarez requested Resolution 22 – 05 which approves an amendment to the contract agreement number PY22-WIOA-02 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Adult & Dislocated Worker Services for the period of July 1, 2022, through June 30, 2023, and authorizes the board chair or vice-chair to sign the agreement and Resolution 22 – 06 which approves an amendment to contract agreement number PY22-WIOA-06 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Youth Services for the period of July 1, 2022, through June 30, 2023, and authorizes the board chair or vice-chair to sign the agreement be tabled because additional information is pending and these items are not ready to present. Mr. Manzanarez **made a motion to approve the agenda tabling Resolution 22 – 05 and Resolution 22 – 06; seconded by Ms. Fryer. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Hawkins – Yes
Ms. Lescombes – Yes
Mr. Manzanárez – Yes

Mr. Orozco – Yes
Mr. Padilla – Yes
Mr. Salome – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

VI. Discussion, Consideration, and Possible Action Regarding

- a) Approval of the August 25, 2022, meeting minutes.

Mr. Whitehead **made a motion to approve the August 25, 2022, meeting minutes; seconded by Ms. Fryer. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Hawkins – Yes
Ms. Lescombes – Yes
Mr. Manzanárez – Yes

Mr. Orozco – Yes
Mr. Padilla – Yes
Mr. Salome – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

- b) Resolution 22 – 07 approves the modifications to the Local Four-Year Plan and authorizes the administrative entity to format and finalize it for official publication. Ms. Juarez reported that there was no public comment made to the plan, but there was input from other partners. She also stated that numerous revisions were made including the COVID information, Migrant Farmworkers, OSO, Adult Education and Family Literacy Act, Workforce Talent Collaborative, and more. Additional information still needs to be added for the Adult & Dislocated Worker follow-up services, LACES data, and Alamo Navajo Schools sections.

Ms. Fryar **made a motion to approve Resolution 22 – 03; seconded by Ms. Thomas-Herrera. By unanimous consent, the motion passed.** The members that voted by telephone are as follows:

Ms. Arias-Ward – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Hawkins – Yes
Ms. Lescombes – Yes
Mr. Manzanárez – Yes

Mr. Orozco – Yes
Mr. Padilla – Yes
Mr. Salome – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

VII. Reports and Information Items

b) Administrative and Financial Reports

i. Administrative Report

- a. Ms. Juarez reported that they have been working on the last and final quarterly report, closing out the year. They are still working on the transition in the youth services department. They are also working on the annual report. Ms. Juarez attended a Future of Workforce Summit in Las Cruces, facilitated by the Las Cruces Chamber of Commerce.
- b. Ms. Simms presented the Adult & Dislocated Worker Services and Youth Services Technical Assistance Trainings for the period of July 1, 2022, through September 30, 2022.

ii. Financial Report

- a. Ms. Arnold reported on the balance sheet, statement of revenues, expenditures, and changes in fund balances for the Fiscal Year 21 – 22.

c) Updates from DWS Liaison

- i. Ms. Gallegos reported that DWS is in the process of hiring a program monitor.

VIII. Other

a) Member Input

- i. Mr. Whitehead requested the board consider a hybrid model for future meetings. He recommended utilizing the Owl.

IX. Public Comment

a) No public comment

X. Next Meeting

a) December 15, 2022, at 10:00 a.m. in person. Location to be determined.

XI. Adjournment

a) Chairman Estrada adjourned the meeting at 11:35 a.m.

ATTESTED

Misa Estrada

11/10/2022

Date

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