

# Southwestern Area Workforce Development Board

## Special Monitoring & Performance Committee Meeting Agenda

### Virtual Meeting via Zoom or Phone

To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 825 6609 7572

To join meeting online via Zoom, go to: <https://us02web.zoom.us/j/82566097572>

**Tuesday, June 16, 2020 at 10:00 am**

*Ms. Kim Skinner—Chair  
Mr. Anton Salome—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. Approval of Summary for January 29, 2020**
- VII. Reports and Discussion**
  - a. PY19 Service Provider Deliverables
  - b. Update and Discussion on Administrative Entity/Fiscal Monitoring
  - c. Technical Assistance and Trainings
- VIII. Member Input**
- IX. The next meeting needs to be scheduled**
- X. Adjournment**

\*\*Public comments can be emailed to [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com) before June 16, 2020 at 10:00 am. All public comments will be read at the meeting in the order received.

## DRAFT OF MEETING SUMMARY

<b>Meeting</b>	: <b>Monitoring Committee</b>
Date and time	: January 29 at 10:00 am
Location of Meeting	: T or C Workforce Connection Center 601 Sunset Truth or Consequences, NM 87901
Chairperson	: Kim Skinner
Members Attending	: <b>Present:</b> Kim Skinner, Anton Salome & Susana Santillan by phone <b>Absent:</b> Marlene Herrera <b>Staff:</b> Carol Craft, Yvonne Rios, Katherine Gervasio, Joe McClintock
Guests in Attendance	: Cindy Quillin, Eric Rivera, Yvette Bayless, Patrick Martinez, Monica Ontiveros, Darleen Lopez, James Fielder
Summary submitted by/Signature	: Carol Craft, Program Manager
Next Meeting	: March 25, 2020 at 10:00 am, T or C Workforce Connection Center

#	Agenda Item	Summary
1.	<b>Call to order</b>	Meeting called to order at 10:00.am by Ms. Skinner
2.	<b>Welcome and Introductions</b>	Ms. Skinner welcomed all attendees
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Craft called roll
4.	<b>Approval of Agenda</b>	Mr. Salome made a motion to approve the agenda, seconded by Ms. Santillan. By unanimous consent, motion carried.
5.	<b>Discussion or Motion for Recommendation Items</b>	<p>Approval of Summary September 16, 2019 Mr. Salome made a motion to approve the summary, seconded by Ms. Santillan. By unanimous consent, motion carried.</p> <p>Report and Discussion</p> <p>a) PY19 1<sup>st</sup> quarter Performance Measures Ms. Craft gave a report on the PY19 Performance Measures for all Service Providers. She stated that the concern at the last Committee Meeting was that the Credentials were not being met due to the new way of entering them into the system. Since the training that the AE gave to the Service Providers the Credentials are looking better, although they still have some work to do.</p> <p>b) Update and Discussion on Administrative Entity and Fiscal Monitoring Ms. Craft explained that they were sending the last of the information that the Feds have requested on Friday January 31, 2020. She also explained that the AE and Fiscal were doing their annual monitoring at the present. Ms. Gervasio explained to the Committee that the AE and Fiscal Administrator are working together on the monitoring and will be sending out only one report to the Service Providers. We are using the Feds and State tools this year.</p> <p>c) Technical Assistance and Monthly Summary Reports</p>

#	Agenda Item	Summary
		<p>Ms. Rios gave the report on the Technical Assistance and Training. Ms. Craft gave the report on the Monthly Summary Letters and the Corrective Action Plans from the One Stop Operator and YDI.</p> <p>d) Service Providers Reports            ResCare Adult/DW Service Provider gave their report on the Performance Measures and what they are doing to meet their goals. They talk to the Committee Members about a program they would like to introduce to the Board called Sara.            YDI gave their report on the enrollments that they have in each of their counties.            Alamo was not present to give a report.            One Stop Operator gave a report on how partners are working together. Presented a dashboard. She stated that they are still waiting on the opening of the Sunland Park office.</p> <p>Member Input – No member input</p>
6.	<b>Public &amp; Member Comments</b>	No Public Comment
7.	<b>Adjournment</b>	Meeting was adjourned at 12:03 pm

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

Date \_\_\_\_\_

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals** for the period  
 of July 1, 2019 – April 30, 2020

**Alamo Navajo School Board Youth**

<b>Program</b>	<b>Annual Participant Goals</b>	<b>Actual Participants Enrolled in Training YTD</b>	<b>Percent</b>
Youth In-School	10	10	100%
Youth Out-of-School	20	16	80%

**SUMMARY**

	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Balance</b>	<b>Percent</b>
In School	\$36,125.00	\$27,538.00	\$8,587.00	76%
Out of School	\$108,875.00	\$82,613.94	\$26,261.06	76%
<b>Total Budget</b>	<b>\$145,000.00</b>	<b>\$110,151.94</b>	<b>\$34,848.06</b>	<b>76%</b>

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals**  
 for the period of July 1, 2019 – April 30, 2020

**Youth Development, Inc. Youth**

<b>Program</b>	<b>Annual Participant Goals</b>	<b>Actual Participants Enrolled in Training YTD</b>	<b>Percent</b>
Youth In-School	78	29	37%
Youth Out-of-School	222	70	32%

**SUMMARY**

	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Balance</b>	<b>Percent</b>
In-School Youth	\$379,794.00	\$142,452.56	\$237,230.44	35%
Out of School Youth	\$1,582,206.00	\$432,859.67	\$1,149,346.33	27%
<b>Total Budget</b>	<b>\$1,962,000.00</b>	<b>\$575,312.23</b>	<b>\$1,386,686.77</b>	<b>29%</b>

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals**  
 for the period of July 1, 2019 – April 30, 2020

**ResCare Adult & Dislocated Worker**

Program	Annual Participant Goals	Actual Participants Enrolled in Training YTD	Percent
Adult	214	172	80%
Dislocated Worker	237	67	28%

**SUMMARY**

Program	Participant Training Line Item Budget	Obligations	Balance	Percent
Adult	\$1,539,100.00	\$1,280,017.03	\$259,081.97	83%
Dislocated Worker	\$398,200.00	\$259,535.79	\$156,463.43	65%
<b>WIOA Adult Program</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Balance</b>	<b>Percent</b>
Participant Training	\$1,539,100.00	\$987,057.94	\$552,042.06	64%
Operating	\$1,361,542.00	\$838,938.51	\$522,603.49	62%
Total Budget	\$2,900,642.00	\$1,825,996.45	\$1,074,645.55	63%
<b>WIOA Dislocated Worker Program</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Balance</b>	<b>Percent</b>
Participant Training	\$398,200.00	\$169,686.26	\$228,513.74	43%
Operating	\$418,158.00	\$424,438.08	\$(6,280.08)	102%
Total Budget	\$816,358.00	\$594,124.34	\$222,233.66	73%

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Service Provider Goals vs. Actuals**  
 for the period of July 1, 2019 – April 30, 2020

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**ResCare One-Stop Operator**

**SUMMARY**

WIOA Adult Program	Budget	YTD Expenditures	Balance	Percent
Adult	\$135,000.00	\$94,745.33	\$40,254.67	70%
Dislocated Worker	\$85,000.00	\$25,825.23	\$59,174.77	30%
Youth	\$50,000.00	\$42,232.95	\$8,767.05	82%
Total Budget	\$270,000.00	\$161,803.51	\$108,196.49	60%

## PY19 Service Provider Monitoring Results

### ResCare Adult/DW

4 Findings and 1 Observation- All resolved

30 files reviewed with the following findings

Finding #1 19 had eligibility/application issues consisting of documents not scanned, wrong persons documents scanned, signed and dated application not scanned

Finding #2 5 did not have follow-ups completed

Finding #3 6 did not have activities entered or were system closed

Finding #4 12 did not have the IEP/OAS signed and scanned

Observation: Case notes are not good

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### YDI Youth

5 Findings and 1 Observation – All resolved

37 files reviewed with the following findings

Finding #1 33 had eligibility/application issues consisting of documents not scanned, wrong persons documents scanned, signed and dated application not scanned, information on the document and what was entered didn't match

Finding #2 7 had work experience/tutoring issues consisting of contract dates and activity dates didn't match, evaluation report on timesheet was not completed, activity was system closed, contract date was incorrect, contract was not signed by Manager.

Finding #3 12 did not have follow-ups completed

Finding #4 18 had OAS/IEP issues consisting of OAS/IEP not signed and scanned, IEP not completed, two OAS's but not IEP, didn't close the IEP when they completed program

Finding #5 10 had testing issues consisting of no test name, date or participant name on the BSD scan, no testing being done, test not being scanned

Observation: Case notes are not good

### Alamo/Socorro County

3 Findings and 1 Observation– All resolved

12 files reviewed with the following findings



Finding #1 7 had eligibility/application issues consisting of documents not scanned, participant agreement showing they had a conflict of interest, selective service information not entered

Finding #2 4 had work experience/tutoring issues consisting of documents not scanned

Finding #3 6 did not have follow-ups completed

Observation: Case notes are not good

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
Adult & Dislocated Worker Services and Youth Services  
**Technical Assistance and Trainings**  
for the period of July 1, 2019 –May 31,2020

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**TECHNICAL ASSISTANCE**

<u>Program</u>	<u>Sessions</u>	<u>Hours</u>
Adult & Dislocated Worker	952	238
Youth	337	94.25
Alamo Youth	99	24.75

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## TRAININGS

<u>Program</u>	<u>Dates of Trainings</u>	<u>Training Topics</u>
WIOA Adult & Dislocated Worker	August 14, 2019	State provided Supportive Service Training
Youth	August 15, 2019	State provided Supportive Service Training
WIOA Adult, DW and Youth	October 10, 2019	Customer Relationship Management (NMWCOS)
WIOA Adult & Dislocated Worker	March 10, 2020	OJT, ITA, OAS/IEP, Participant Agreement, and Supportive Service Forms
WIOA Youth/ WebEx	March 18, 2020	Work Experience, Incentives, OAS/IEP, Supportive Service and Participant Agreement Forms
WIOA Adult, DW and Youth Zoom	May 27, 2020	Supportive Service Policy, Supportive Service Guidance Letter, Supplemental Wage Data Policy, and Transitional Jobs Policy

# 2020

## JANUARY

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## FEBRUARY

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## MARCH

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## APRIL

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## MAY

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31						

## JUNE

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28	29	30				

## JULY

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## AUGUST

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## SEPTEMBER

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## OCTOBER

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25	26	27	28	29	30	31

## NOVEMBER

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## DECEMBER

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27	28	29	30	31		

Holidays