

Joint Meeting
of the
Region IV, Chief Elected Officials
and the
Southwestern Area Workforce Development Board

Socorro County Annex
198 Neel Ave.
Socorro, NM 87801

Wednesday, June 22, 2022, at 3:00 p.m.

MEETING MINUTES

I. Call to Order

- a. Chief Hand called the joint meeting to order at 3:30 p.m. with Chairman Estrada.

II. Pledge of Allegiance

- a. Chief Hand asked Mayor Rumpf to lead in the Pledge of Allegiance

III. Roll Call and Abstentions

- a. Chief Elected Officials (CEO)
 - i. Ms. Juarez called roll for the Chief Elected Officials (CEO); there were no abstentions.
 - ii. Commissioner Sanchez **made a motion to allow CEO members to participate in the meeting telephonically, seconded by** Commissioner Malott. **The motion passed.**
- b. Southwestern Area Workforce Development Board (SAWDB)
 - i. Ms. Longovia called roll for the Southwestern Area Workforce Development Board (SAWDB); Ms. Thomas-Herrera abstained from voting on items related to Alamo Navajo School Board, Inc. and Youth Services.
 - ii. Ms. Lescombes **made a motion to allow SAWDB members to participate in the meeting telephonically, seconded by** Mr. Padilla. **The motion passed.**

Voting CEO Members Present

Commissioner Anita A. Hand
Commissioner Art Malott
Commissioner Jim Paxon*
Commissioner Manny Sanchez
Commissioner Linda Smrkovsky*

Non-Voting CEO Members Present

Mayor Pro Tem Kasandra Gandara*
Mayor Richard Rumpf

Voting CEO Members Absent

Commissioner Manuel Anaya
Commissioner Chris Poncé

Non-Voting CEO Members Absent

Chapter Vice-President Jeremiah Apachito
Mayor Richard Bauch
Mayor Jacob Biggler
Mayor Chon Fierro
Mayor Amanda Forrister
Trustee Veronica Garcia
Mayor Pro Tem Gordy Hicks
Mayor Benny Jasso
Mayor Hilda Kellar
Mayor Ken Ladner
Councilor Alfredo Morelos
Mayor Phil Mortensen

Mayor Diana Murillo-Trujillo
Mayor Javier Perea
Mayor Esequiel Salas
Mayor Ed Stevens
Mayor Deb Stubblefield
Mayor James "Slim" Whitlock

SAWDB Members Present

Cassie Arias-Ward*
Mary Ann Chavez-Lopez
Alisa Estrada
Rebecca Lescombes
Erik Padilla
Anton Salome*
Debbie Schoonover
Steve Siañez
Kim Skinner*
Marlene Thomas-Herrera
Gary Whitehead*

Staff Present:

Skylar Arnold, Fiscal Administrator
Jay Armijo, SCCOG Executive Director*
Glory Juarez, WIOA Administrator
Angela Longovia, Communications Manager
Diana Luchini, Fiscal Clerk
Krisye Shook, WIOA Program Specialist
Jaymi Simms, WIOA Program Manager
Angela Rael, RTPO Planner*

*Via telephone

SAWDB Members Absent

Chris Boston
Jacqueline Fryar
Joe Gristy
Robert Hawkins
Marcos Martinez
Michael Olguin
Joshua Orozco
Sharon Thomas
Mary Ulrich

Guests:

Veronica Alonzo
John Casado
Robert Chavez
Monique Jake
Peter Martinez
Giselle Palomares
Marcos Peña

IV. Public Comment

- a. No public comment

V. Approval of Agenda

- a. Ms. Juarez stated there are two typographical errors on the agenda. Item VII.f. SAWDB Resolution 21 – 30 and CEO Resolution 21 – 28 state through June 30, 2023. It should state through June 30, 2024. Item VII.h. says Resolution 21 – 29. It should say CEO Resolution 21 – 29.
 - i. Chief Elected Officials Approval of Agenda.
Mayor Rumpf **made a motion to approve the agenda as amended; seconded by Commissioner Sanchez. By unanimous consent, the motion passed.** The CEO members who voted by phone were as follows:

Commissioner Smrkovsky – Yes
 - ii. Southwestern Area Workforce Development Board Approval of Agenda.
Ms. Arias-Ward **made a motion to approve the agenda as amended; seconded by Ms. Schoonover. By unanimous consent, the motion passed.** The SAWDB members who voted by phone were as follows:

Ms. Arias-Ward – Yes
Mr. Salome – Yes
Ms. Skinner – Yes
Mr. Whitehead – Yes

VI. Consent Agenda Items – (These items were approved when the agenda was approved)

- a. Southwestern Area Workforce Development Board Consent Agenda Items
 - i. *Approval of the June 9, 2022, meeting minutes
 - ii. *Resolution 21 – 22 approves the PY22 Open Meetings Act Resolution

- b. Chief Elected Officials Consent Agenda Items
 - i. *Approval of the March 18, 2022, meeting minutes
 - ii. *Resolution 21 – 17 concurs with the Southwestern Area Workforce Development Board to approve the scope of work for the agreement between the Administrative Entity and the One-Stop Operator
 - iii. *Resolution 21 – 18 concurs with the Southwestern Area Workforce Development Board to award the Request for Proposals for the WIOA Youth services as a one-year contract for PY22 (July 1, 2022 – June 30, 2023), with up to three years of renewals/extensions, and authorizes the SAWDB Chair or Vice-Chair to sign the agreement
 - iv. *Resolution 21 – 19 concurs with the Southwestern Area Workforce Development Board to approve the PY22 WIOA Youth Services Contract
 - v. *Resolution 21 – 20 concurs with the Southwestern Area Workforce Development Board to approve travel, meals, hotel, and conference fees for SAWDB board members to attend the 2022 Texas Workforce Conference on November 30 – December 2, 2022, in Dallas, TX
 - vi. *Resolution 21 – 21 appoints members to the Southwestern Area Workforce Development Board for terms beginning on July 1, 2022
 - vii. *Resolution 21 – 22 approves the PY22 Open Meetings Act Resolution

VII. Discussion, Consideration, and Possible Action Regarding

- a. SAWDB Resolution 21 – 25 and CEO Resolution 21 – 23 approve the PY22 Budget for the period of July 1, 2022, through June 30, 2023. Ms. Juarez stated the proposed budget for the next funding cycle beginning July 1, 2022, is \$6,930,757.00. The total amount contains prior year balances of \$2,534,741. A pie chart illustrated the four funding streams and their allocations. The Adult program is allocated \$1,587,538; \$1,969,325 is allocated to the Dislocated Worker program; the Youth program will receive \$2,469,146; and \$904,748 is for Administration. Ms. Juarez stated there was a statewide reduction in the grant amount and the numbers allocated to each program are lower than last year's.

Commissioner Sanchez commented that this is the second year in a row where we are carrying over a large number of funds and asked why. For the prior year, it was stated the pandemic was the reason. He is concerned the funds are not being utilized in our area. Ms. Arnold stated that we are playing catch-up from the pandemic. Dollars are going to the participants first and foremost. Many of the dollars not spent and that are being carried over are administrative dollars because we are not traveling like we used to. Ms. Juarez added that staff vacancies also contribute to the available admin dollars.

Ms. Lescombes stated that we are more than doubling the money under Administration and asked what the additional money will be used for and how are we going to sustain it next year when we don't have the extra \$400,000+. Ms. Arnold showed a breakdown of the Admin funds on the Proposed Budget spreadsheet: the funds allocated for the Administrative Entity contract, Fiscal Agent contract, funds for the Board & CEO (for travel, per diems, annual audit), and two pots of Reserves, one through June 30, 2023, and one through September 30, 2024, for items that may come up expectedly throughout the year

including contract amendments with sub-contractors where the board may want to give them more money to carry out more services.

Commissioner Sanchez **made a motion to approve CEO Resolution 21 – 23; seconded by Mayor Rumpf. By unanimous consent, the motion passed.** The CEO members who voted by phone were as follows:

Commissioner Paxon – Yes

Commissioner Smrkovsky – Yes

Mr. Padilla **made a motion to approve SAWDB Resolution 21 – 25; seconded by Ms. Chavez-Lopez. By unanimous consent, the motion passed.** The SAWDB members who voted by phone were as follows:

Ms. Arias-Ward – Yes

Ms. Skinner – Yes

Mr. Salome – Yes

Mr. Whitehead – Yes

- b. SAWDB Resolution 21 – 26 and CEO Resolution 21 – 24 approve a government-to-government contract agreement with the South Central Council of Governments to provide WIOA Administrative Entity Services for the period of July 1, 2022, through June 30, 2023, and authorizes the SAWDB Chair or Vice-Chair to sign the agreement. The Administrative Entity services include but are not limited to issuing sub-recipient agreements, providing technical assistance, training, monitoring, developing policy, and administering services in accordance with federal, state, and local regulations. Ms. Juarez stated that this contract amount of \$580,000 is reduced from last year's amount of \$600,000.

Commissioner Malott **made a motion to approve CEO Resolution 21 – 24; seconded by Mayor Rumpf. By unanimous consent, the motion passed.** The CEO members who voted by phone were as follows:

Commissioner Paxon – Yes

Commissioner Smrkovsky – Yes

Ms. Lescombes **made a motion to approve SAWDB Resolution 21 – 26; seconded by Ms. Thomas-Herrera. By unanimous consent, the motion passed.** The SAWDB members who voted by phone were as follows:

Ms. Arias-Ward – Yes

Ms. Skinner – Yes

Mr. Salome – Yes

Mr. Whitehead – Yes

- c. SAWDB Resolution 21 – 27 and CEO Resolution 21 – 25 approve a government-to-government contract agreement with Alamo Navajo Schools to provide WIOA Youth Services for the period of July 1, 2022, through June 30, 2023, and authorizes the SAWDB Chair or Vice-Chair to sign the agreement. Ms. Juarez stated that this contract is essentially the same as last year. The contract amount is the same at \$195,000.00. The only change is the number of participants to be served. Instead of serving 11 in-school youth, the goal is 10. Instead of 21 out-of-school youth, this year's goal is 20. She also shared that the Alamo Navajo Reservation has faced significant challenges with COVID. They have stricter guidelines on the reservation than the rest of the state.

Commissioner Sanchez **made a motion to approve CEO Resolution 21 – 25; seconded by Commissioner Malott. By unanimous consent, the motion passed.** The CEO members who voted by phone were as follows:

Commissioner Paxon – Yes

Commissioner Smrkovsky – Yes

Ms. Chavez-Lopez **made a motion to approve SAWDB Resolution 21 – 27; seconded by Mr. Salome. Ms. Thomas-Herrera abstained. The motion passed.** The SAWDB members who voted by phone were as follows:

Ms. Arias-Ward – Yes

Ms. Skinner – Yes

Mr. Salome – Yes

Mr. Whitehead – Yes

- d. SAWDB Resolution 21 – 28 and CEO Resolution 21 – 26 approve a third-year contract agreement 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 SAWDB Chair or Vice-Chair to sign the agreement. Ms. Juarez shared that the proposed contract amount is \$2,700,000 with \$1,200,000 allocated for Adult services and \$1,500,000 going to Dislocated Worker services. Staff is still working on the statement of insurances and liabilities with Equus and that is not included in the packet. Equus is still working on its budget breakdown because they received the numbers late.

Commissioner Sanchez asked when looking at performance measures, are we actively looking at whether or not Equus met their target numbers in the previously issued contract. Ms. Juarez stated that we review their performance on a monthly basis. This contract comes with a profit incentive. If they do not meet expectations, they do not receive the profit incentives. Commissioner Sanchez asked how was their performance last year. Mr. Peña, Project Director for the programs, stated that he will go over their performance indicators when he presents his report which is included in the packet. Commissioner Sanchez voiced he is hesitant to approve the contract without seeing their budget and how they plan to spend their funds.

Commissioner Paxon **made a motion to approve CEO Resolution 21 – 26; seconded by Commissioner Sanchez.** With three affirmatives, the motion passed. The CEO members who voted by phone were as follows:

Commissioner Paxon – Yes

Commissioner Smrkovsky – Abstain

Ms. Chavez-Lopez **made a motion to approve SAWDB Resolution 21 – 28; seconded by Mr. Padilla. By unanimous consent, the motion passed.** The SAWDB members who voted by phone were as follows:

Ms. Arias-Ward – Yes
Mr. Salome – Yes

Ms. Skinner – Yes
Mr. Whitehead – Yes

- e. SAWDB Resolution 21 – 29 and CEO Resolution 21 – 27 approve a third-year contract agreement with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop Operator Services for the period of July 1, 2022, through June 30, 2023, and authorizes the SAWDB Chair or Vice-Chair to sign the agreement. Ms. Juarez stated that this year's contract amount of \$250,000 is significantly lower than last year's amount of \$325,745.00. Equus has not expended all of last year's budget. They still have \$88,000 and she feels this is an accurate amount for the next year.

Commissioner Sanchez **made a motion to approve CEO Resolution 21 – 27; seconded by Commissioner Malott. By unanimous consent, the motion passed.** The CEO members who voted by phone were as follows:

Commissioner Paxon – Yes

Commissioner Smrkovsky – Yes

Ms. Schoonover **made a motion to approve SAWDB Resolution 21 – 29; seconded by Ms. Thomas-Herrera. By unanimous consent, the motion passed.** The SAWDB members who voted by phone were as follows:

Ms. Arias-Ward – Yes
Mr. Salome – Yes

Ms. Skinner – Yes
Mr. Whitehead – Yes

- f. SAWDB Resolution 21 – 30 and CEO Resolution 21 – 28 approve a contract grant agreement with the New Mexico Department of Workforce Solutions and the Southwestern Area Workforce Development Board to provide Workforce Innovation and Opportunity Act services from July 1, 2022, through June 30, 2024, and authorizes the SAWDB and CEO Chairs or Vice-Chairs to sign the agreement. All sub-recipient contracts for the program year are funded through this contract. Ms. Juarez stated this year's contract amount of

\$4,396,016.00 is a decrease from last year's amount of \$5,340,926.00. There are a few changes in this year's contract. NMDWS conducted a risk assessment to determine the organization's overall ability to administer federal funds. The SAWDB was determined to be low risk. That letter is in the meeting packet.

Mr. Siañez asked why the budget was reduced. Ms. Juarez stated that the reduction is nationwide and comes from the US Department of Labor. Ms. Alonzo with NMDWS added that after the funds are sent to the State, there is a formula that is used to determine how much is allocated to each board. All the WIOA Title I funding is federal dollars. The State does not contribute any money to the programs. The pandemic did not impact the reduction in funding.

Commissioner Sanchez made a motion to approve **CEO Resolution 21 – 28; seconded by Commissioner Malott. By unanimous consent, the motion passed.** The CEO members who voted by phone were as follows:

Commissioner Paxon – Yes

Commissioner Smrkovsky – Yes

Ms. Lescombes made a motion to approve **SAWDB Resolution 21 – 30; seconded by Mr. Padilla. By unanimous consent, the motion passed.** The SAWDB members who voted by phone were as follows:

Ms. Arias-Ward – Yes

Ms. Skinner – Yes

Mr. Salome – Yes

Mr. Whitehead – Yes

- g. SAWDB Resolution 21 – 31 approves the SAWDB meeting calendar through June 30, 2023. Ms. Juarez stated this calendar is similar to this year's calendar, meeting on the second Thursday of every other month, with the exception of June. This year the SAWDB met in June and again for the Joint Meeting. For next year, we are proposing having only the Joint Meeting in June and not asking the board to meet twice in one month.

Ms. Lescombes said she will not be able to meet on the second Thursday due to a conflicting meeting and proposed meeting on the third Thursday of each month listed. Other members stated that was okay with them.

Ms. Lescombes made a motion to approve **SAWDB Resolution 21 – 31 as amended; seconded by Mr. Padilla. By unanimous consent, the motion passed.** The SAWDB members who voted by phone were as follows:

Ms. Arias-Ward – Yes

Ms. Skinner – Yes

Mr. Salome – Yes

Mr. Whitehead – Yes

- h. CEO Resolution 21 – 29 approves a government-to-government contract agreement between the Chief Elected Officials and the South Central Council of Governments to provide fiscal agent services from July 1, 2022, to June 30, 2023, and authorizes the Chief Lead CEO or Vice-Chief Lead CEO to sign the agreement. The scope of work in the contract provides for general and specific fiscal agent services including the processing of payments and invoicing, accounting, and reporting services consistent with federal, state, and local regulations, as well as monitoring sub-recipient contracts. It also includes processing tax forms, providing information to the independent auditor, and other items as stated in the scope of work. Ms. Juarez stated this contract amount of \$190,000 is a decrease from last year's contract amount of \$200,000.

Commissioner Sanchez made a motion to approve **CEO Resolution 21 – 29; seconded by Commissioner Malott. By unanimous consent, the motion passed.** The CEO members who voted by phone were as follows:

Commissioner Paxon – Yes

Commissioner Smrkovsky – Yes

iii. Ms. Arnold presented the financials through May 31, 2022. She presented the balance sheet, statement of revenues, expenditures, and changes in fund balances. She also showed the expenditures by fund, and by county. New reports included obligation reports broken down by county and by program.

c. Updates from DWS

- i. Ms. Alonzo stated the State Administrative Entity held a couple of federal regulations training because they noticed there were a lot of leadership transitions across the state. They will continue to provide those federal regulations trainings. They have been without a Board Liaison for a few months. They made an offer to someone and are waiting for all the proper steps and paperwork to be completed. They still have two vacancies in their monitoring department. They had one fiscal monitor and one program monitor, but they are making a change. The fiscal department will take over the fiscal monitoring and they are looking at hiring two program monitors.
- ii. Mr. Casado the State Workforce Board Administrator, said the State just completed modifications to their workforce plan and it has been approved by DOL. The local workforce boards need to work on their modifications. He will send an email with the information. Mr. Casado said he met with commissioners last week at a Commissioners Conference. They want to continue engagement with commissioners and county managers to get them more familiar and involved with WIOA.

IX. Other

- a. SAWDB member input
 - i. No member input
- b. CEO member input
 - i. Commissioner Sanchez thanked Chief Hand for chairing the CEO board.
 - ii. Mayor Rumpf thanked everyone in the room for all their work and stated he has a vacancy for a Clerk/Treasurer.
 - iii. Commissioner Smrkovsky thanked Chief Hand for taking on the challenge of chairing the CEO board and welcomed Glory on board.

X. Public Comment (3-Minute Limit)

- a. No public comment

XI. Next Meetings

- a. The next SAWDB meeting is scheduled for Thursday, August 18, 2022, at 10:00 a.m.
- b. The next CEO meeting is scheduled for Friday, September 9, 2022, at 10:00 a.m.

XII. Adjournment

Chief Hand adjourned the meeting at 6:01 p.m.

ATTESTED

Alisa Estrada

08/25/2022

Signature

Date

Mission: The Southwestern Area Workforce Development Board's mission is to empower individuals in the region by providing them with the tools and training they need to acquire higher paying jobs based on the needs of local businesses. With an emphasis on economic and employer-driven goals, SAWDB's cooperative programs will cater to the region's unique employment needs, allowing for more effective distribution of federal funds and serving local employers by cultivating a highly skilled workforce.

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XII. Adjournment

Chief Hand adjourned the meeting at 6:01 p.m.

ATTESTED



Signature

9/9/22

Date

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