

**Southwestern Area  
Workforce Development Board  
Virtual Meeting Via Zoom or Phone**

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**Thursday, June 10, 2021 at 10:00 a.m. (MDT)**

**MEETING MINUTES**

**I. Call to Order**

- a. Chairman Orozco called the meeting to order at 10:03 a.m. and welcomed all attendees.

**II. Roll Call and Abstentions**

- a. Ms. Longovia called roll. Ms. Thomas-Herrera abstained from voting on items related to Alamo Navajo School Board and the Youth program.

**Present:**

Cassie Arias-Ward  
Chris Boston  
Jacqueline Fryar  
Joe Gristy  
Robert Hawkins  
Debbie Maldonado  
Michael Olguin  
Joshua Orozco  
Erik Padilla  
Anton Salome  
Debbie Schoonover  
Kim Skinner  
Sharon Thomas  
Marlene Thomas-Herrera  
Mary Ulrich  
Gary Whitehead

**Staff:**

Jay Armijo, SCCOG Executive Director  
Skylar Arnold, Fiscal Administrator  
Steve Duran, WIOA Administrator  
Angela Longovia, Communications Manager  
Krisye Shook, WIOA Program Specialist  
Jaymi Simms, WIOA Program Manager

**Absent:**

Mary Ann Chavez-Lopez  
Alisa Estrada  
Alonzo Gonzales  
Glenda Greene  
Mario Juarez-Infante  
Rebecca Lescombes  
Steve Siañez

**Guests:**

Veronica Alonzo  
Margarito Aragon  
Yvette Bayless  
Concha Cordova  
Maria Ethier  
Mary Gandara  
Darleen Lopez  
Jo Ann Lopez  
Marcos Peña  
Cindy Quillin  
Eric Rivera

**III. Public Comment**

- a. No public comment

**IV. Approval of Agenda**

- a. Approval of the agenda includes approval of the Consent Agenda Items. Ms. Maldonado made a motion to approve the agenda; seconded by Mr. Hawkins. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Mr. Boston – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Gristy – Yes	Ms. Skinner – Yes
Mr. Hawkins – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

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

- a. \*Approval of the April 8, 2021, meeting minutes
- b. \*Resolution 20 – 40 approves the PY21 Open Meetings Act Resolution

**V. Discussion, Consideration and Possible Action Regarding**

- a. Resolution 20 – 41 approves the PY21 Southwestern Area Workforce Development Board Budget. Mr. Duran stated that the total proposed budget is \$8,504,386.00 of which \$1,068,185.00 is reserved for the first quarter of the next program year. Mr. Duran stated that the PY21 award is \$5,340,926 and with a carry-in of \$3,163,460 from the current year, we have a total budget of \$8,504,386. Chairman Orozco reminded members that we have two years to spend the \$5,340,926, but 80% is supposed to be spent in the first year with the remaining 20% spent in the second year.

Mr. Duran showed the allocations for each program and indicated that these amounts are the same as this current year because the State just provided us with our allocations last week. Our service providers needed more time to prepare their scope of work and budget, so we asked them to prepare their scope of work and budget based on last year’s allocations. Between now and the next board meeting in August, Mr. Duran will work with Chairman Orozco and the service providers to amend this budget to align it with the PY21 allocation.

Ms. Thomas asked how the scope of work will be modified. Mr. Duran replied that we will look at what the State is requesting and come up with different methods of delivering services to spend the 80% and include discussion of the Four-Year Plan.

Mr. Padilla had to leave the meeting temporarily at 10:20 a.m. Mr. Boston made a motion to approve Resolution 20 – 41; seconded by Ms. Fryar. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Salome – Yes
Mr. Boston – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Gristy – Yes	Ms. Thomas – Yes
Mr. Hawkins – Yes	Ms. Thomas-Herrera – Abstain
Ms. Maldonado – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

- b. Resolution 20 – 42 approves a government-to-government contract agreement with Alamo Navajo Schools to provide WIOA Youth Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement. Mr. Duran stated that the contract amount of \$195,000.00 is the same as in PY20. The number of individuals to be served is 33 participants, a 10% increase from the previous year.

Chairman Orozco asked what is the State's requirement on Operational versus Participant dollars. Mr. Duran stated what is proposed is a 60% requirement on participant training expenditures and 40% on operational expenditures. There are concerns about being able to deliver the amount of funding on hand with the amount of staff required to provide the services.

Ms. Thomas asked if we typically do one-year contacts and if service providers are evaluated annually. Mr. Duran replied yes, we normally do one-year contracts, and each year we conduct an Annual Monitoring Review for each program. Ms. Thomas stated she would like to have the annual reviews for each service provider presented to the board before deciding whether or not to approve their contract.

Chairman Orozco stated that for 33 participants, this comes out to \$5,900 per participant and asked how this compares to the other regions. Mr. Duran stated we feel this number is acceptable. We will research data for other regions, the State, and nationally.

Mr. Padilla returned to the meeting during this discussion. Mr. Gristy made a **motion to approve Resolution 20 – 42; seconded by Mr. Salome**. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes  
Mr. Boston – Yes  
Ms. Fryar – Yes  
Mr. Gristy – Yes  
Mr. Hawkins – Yes  
Ms. Maldonado – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Mr. Padilla – Yes  
Mr. Salome – Yes  
Ms. Schoonover – Yes  
Ms. Skinner – Yes  
Ms. Thomas – Abstain  
Ms. Thomas-Herrera – Abstain  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

- c. Resolution 20 – 43 approves a government-to-government contract agreement with the South Central Council of Governments to provide WIOA Administrative Entity Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement. Mr. Duran stated the contract amount of \$600,000.00 is the same contract amount as in PY20. The scope of work provides services that include, but are not limited to, issuing sub-recipient agreements, providing technical assistance, training, monitoring, reporting, developing policy and strategies, administering services in accordance with federal, state, and local regulations, and closing sub-recipient contracts.

Mr. Thomas stated that this seems to be a personnel matter and should be done in a closed meeting with a review of the administrative entity and she has not seen a review provided. Mr. Duran clarified that this is a contractual agreement and if the board employed its own staff, then this would be a personnel matter. This situation is treated similarly to the contracts with our sub-recipients and we do not evaluate their staff because that is done within their organization. We evaluate the scope of work and deliverables in the contract.

For the coming year, Chairman Orozco asked the Monitoring Committee to develop a monitoring tool for the administrative entity and that will be done at their next meeting. Mr. Whitehead stated that the South Central Council of Governments is audited every year and we have a Four-Year Plan which contains set goals.

**Mr. Skinner called the question.** A Yes vote is to end the discussion. A No vote is to continue the discussion. By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes  
Mr. Boston – Yes  
Ms. Fryar – Yes  
Mr. Gristy – Yes  
Mr. Hawkins – Yes  
Ms. Maldonado – Yes

Mr. Padilla – Yes  
Mr. Salome – Yes  
Ms. Schoonover – Yes  
Ms. Skinner – Yes  
Ms. Thomas – Yes  
Ms. Thomas-Herrera – Yes

Mr. Olguin – Yes  
Mr. Orozco – Yes

Ms. Ulrich – Yes  
Mr. Whitehead – Yes

Ms. Arias-Ward made a **motion to approve Resolution 20 – 43; seconded by Mr. Gristy**. By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes  
Mr. Boston – Yes  
Ms. Fryar – Yes  
Mr. Gristy – Yes  
Mr. Hawkins – Yes  
Ms. Maldonado – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Mr. Padilla – Yes  
Mr. Salome – Yes  
Ms. Schoonover – Yes  
Ms. Skinner – Yes  
Ms. Thomas – Abstain  
Ms. Thomas-Herrera – Abstain  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

- d. Resolution 20 – 44 approves a second-year contract agreement with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Adult & Dislocated Worker Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, with an option to renew annually for a total of three years, and authorizes the board chair or vice-chair to sign the agreement. Mr. Duran stated the contract amount of \$3,100,000.00 is the same amount as in PY20. The scope of work provides WIOA Adult and Dislocated Worker Services for individuals within the seven-county region. The number of individuals to be served is 398 participants, a 10% increase from the previous year.

Chairman Orozco stated that for 398 participants, this comes out to \$7,700 per participant and asked if we are in the ballpark with that amount. Mr. Duran stated it is acceptable and we will bring forward some comparisons. He added this also depends on the contractor's service delivery model. Models differ from region to region and contractor to contractor. It depends on an area's goals and how they want to address specific populations.

Ms. Arias-Ward made a **motion to approve Resolution 20 – 44; seconded by Ms. Fryar**. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes  
Mr. Boston – Yes  
Ms. Fryar – Yes  
Mr. Gristy – Yes  
Mr. Hawkins – Yes  
Ms. Maldonado – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Mr. Padilla – Yes  
Mr. Salome – Yes  
Ms. Schoonover – Yes  
Ms. Skinner – Yes  
Ms. Thomas – Abstain  
Ms. Thomas-Herrera – Yes  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

- e. Resolution 20 – 45 approves a second-year contract agreement with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop Operator Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement. Mr. Duran stated the contract amount of \$325,745.00 is the same amount as in PY20. The scope of work provides WIOA One-Stop Operator services for operations within the seven-county region. The One-Stop Operator is in charge of operations at New Mexico Workforce Connection centers on behalf of the board. Ms. Arias-Ward made a **motion to approve Resolution 20 – 45; seconded by Mr. Whitehead**. By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes  
Mr. Boston – Yes  
Ms. Fryar – Yes  
Mr. Gristy – Yes  
Mr. Hawkins – Yes  
Ms. Maldonado – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Mr. Padilla – Yes  
Mr. Salome – Yes  
Ms. Schoonover – Yes  
Ms. Skinner – Yes  
Ms. Thomas – Abstain  
Ms. Thomas-Herrera – Yes  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

- f. Resolution 20 – 46 approves a third-year contract agreement with Youth Development, Incorporated to provide WIOA Youth Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement. Mr. Duran stated the contract amount of \$2,100,000.00 is the same amount as in PY20. The scope of work provides WIOA Youth Services for individuals within the seven-county region. The number of individuals to be served is 370 participants, a 10.45% increase from the previous year.

Mr. Whitehead reminded the board that we had issues with this contract at the end of the first year, goals were set for the second year, and he feels it would be relevant to ask where they stand before approving the contract. Mr. Duran showed the current performance schedule and reminded the board that 75% of the youth expenditures are required to be on out-of-school youth. The color-coded schedule showed a lot of green which indicates YDI is meeting goals.

Chairman Orozco stated that for 370 participants, this comes out to \$5,600 per participant and asked if we are in the ballpark with that amount. Mr. Duran stated it is acceptable and we will bring information forward to do comparisons.

Ms. Thomas stated she would like the service providers to include in their reports how their activities are connected to the goals and objectives in the Four-Year Plan. Ms. Skinner commented Ms. Thomas's request is a terrific idea and asked Mr. Duran to incorporate the Four-Year Plan into the reports for the Monitoring Committee.

Mr. Boston made **a motion to approve Resolution 20 – 46; seconded by Mr. Gristy.** Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Mr. Boston – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Gristy – Yes	Ms. Skinner – Yes
Mr. Hawkins – Yes	Ms. Thomas – Abstain
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

- g. Resolution 20 – 47 amends the Southwestern Area Workforce Development Board Bylaws to include and cite sections of Code of Federal Regulation under the Workforce Innovation and Opportunity Act. Mr. Duran stated that the State Monitors have indicated that these items are necessary to make the bylaws compliant. The State Monitor has reviewed this and indicated that the proposed bylaws now meet the requirements. The bylaws were presented to the board with markup. Chairman Orozco stated that because these edits are required and are minor, we did not take them before the Bylaws Committee. Ms. Skinner made **a motion to approve Resolution 20 – 47; seconded by Mr. Gristy.** By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Mr. Boston – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Gristy – Yes	Ms. Skinner – Yes
Mr. Hawkins – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

- h. Resolution 20 – 48 amends the Southwestern Area Workforce Development Fiscal Policies to reflect the approval of Senate Bill 345 related to Sections 10-8-1 through 10-8-8 NMSA 1978, cited as the "Per Diem and Mileage Act". Mr. Duran requested that the board takes no action on this item because there is a recent change that was signed into statute by the governor on Senate Bill 345 that will allow virtual meetings to be reimbursable. Mr. Duran indicated we would like the Policy Committee to review this amendment and have the

Department of Workforce Solutions review it as well. Mr. Boston made **a motion to Table the Item for the June 24, 2021 meeting; seconded by** Ms. Fryar. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Mr. Boston – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Gristy – Yes	Ms. Skinner – Yes
Mr. Hawkins – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Abstain

## VI. Reports and Information Items

### a. Committee Reports:

#### i. Youth and Young Adult Committee

Ms. Schoonover reported that at their last meeting, Mr. Duran presented service provider reports for YDI and Alamo Navajo Schools. The committee was excited that YDI was doing so much better.

#### ii. Disabilities Committee

Mr. Padilla reported there were discussions about challenges, progress, and initiatives for serving people with disabilities related to employment and for employers who employ people with disabilities. Mr. Padilla added that a lot of progress has been made in the year. They have close to 100 people with disabilities co-enrolled within workforce programs.

#### iii. One-Stop / Agency Coordination Committee

Ms. Ulrich reported that the committee discussed the nature of the committee's work and was reminded their work is connected to the Four-Year Plan. There was discussion about the need for additional space for New Mexico Workforce Connection services and the search continues to find a solution.

#### iv. Monitoring / Performance Committee

Mr. Salome reported that the committee reviewed YDI's progress and it has been moving in a positive direction. There was discussion about their expenditures and a question was asked if the dollars for each participant were built into the report fairly. The committee decided to have encumbered funds included in YDI's report. There was also a discussion about monitoring the administrative entity and the Monitoring Committee will meet on June 15, 2021 to discuss a monitoring tool.

#### v. Planning Committee

Mr. Whitehead stated that the Planning Committee discussed how to measure the outcomes of the eight goals in the Four-Year Plan. The committee requested input from the service providers on how they would like to be measured and it was later suggested that input expand to include other workforce partners. A plan to measure the outcomes of the goals should be in place on August 1, 2021.

### b. Administrative Report

Mr. Duran shared a PowerPoint showing Active, Closed, and Exit Cases for the Adult and Dislocated Worker programs. The Adult program has 242 active cases and the Dislocated Worker program has 139 active cases. Mr. Duran also showed that YDI has 102 in-school enrollments and 209 out-of-school enrollments.

### c. Financial Report

Ms. Arnold, the Fiscal Administrator, reported on the financial statements through April 30, 2021. Ms. Arnold presented the balance sheet, statement of revenues, expenditures, and changes in fund balances. Ms. Arnold also showed the expenditures by fund and by county. Under the Expenditures for Program Year 19/Fiscal Year 20, Ms. Arnold stated that the dollar amounts shown under Variance for Dislocated Worker and Youth were expended during May

and the Administration balance will be down to zero before the end of June.

d. Update from DWS Liaison

Mr. Aragon shared that the State is taking a closer look at one of the provisions in the grant agreement that says 40% of the year's allocation needs to be expended and 80% obligated by the end of the third quarter. In the Southwestern region, only 13% had been expended. The State is concerned because the unspent amount will carry over into the next year, adding to the new allocation, and the total that needs to be expended will be greater. Mr. Duran stated we were doing very well investing in participant training before the pandemic. The pandemic stifled the process. With business closures, trainings were mostly provided to individuals going to school. We will work on investing training funds with businesses now that they are opening up. We will work with our contractors and the State to come up with an action plan to expend these funds.

**VII. Other**

- a. Member Input
  - i. No member input

**VIII. Public Comment**

- a. No public comment

**IX. Next Meeting**

- a. Joint CEO and SAWDB Meeting on Thursday, June 24, 2021, at 10:00 a.m.

**X. Adjournment**

- a. Chairman Orozco adjourned the meeting at 12:06 p.m.

**ATTESTED**

  
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06/24/2021

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**Date**

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