

# Southwestern Area Workforce Development Board

## Board Meeting Agenda - Amended

### Virtual Meeting via Zoom or Phone

To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 859 4208 6257

To join meeting online via Zoom, go to: <https://us02web.zoom.us/j/85942086257>

**Thursday, October 14, 2021 at 10:00 a.m. (MDT)**

*Mr. Mario Juarez-Infante—Board Chair*

*Ms. Alisa Estrada—Board Vice-Chair*

#### **I. Call to Order**

#### **II. Roll Call and Abstentions**

#### **III. \*\*Public Comment (3-Minute Limit)**

#### **IV. Approval of Agenda** *(Items marked with an asterisk \* are considered consent agenda items as shown in the consent agenda section below. These items are approved with the motion to approve of the agenda unless a member requests that a specific item be removed for its own action. There is no discussion on these items)*

#### **V. Consent Agenda Items**

- a) \*Approval of the September 16, 2021 meeting minutes **pg. 3**
- b) \*Resolution 21 – 13 approves an amendment to the Follow-Up Services Policy **pg. 8**
- c) \*Resolution 21 – 14 approves an amendment to the Supportive Services Policy **pg. 11**

#### **VI. Discussion, Consideration and Possible Action Regarding**

- a) Resolution 21 – 12 approves the issuance of external partner access to the New Mexico Workforce Connection Online System for online referrals between organizations in the workforce system **pg. 19**
- b) Resolution 21 – 03 approves the PY21 Outreach Plan **pg. 20**
- c) Resolution 21 – 15 authorizes the administrative entity to issue a Request for Proposals for WIOA Youth services as a one-year contract for PY22 (July 1, 2022 – June 30, 2023), with up to three years of renewals/extensions **pg. 65**
- d) Resolution 21 – 10 approves an amendment to contract agreement number PY21-WIOA-04 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop Operator Services for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement **pg. 66**
- e) Resolution 21 – 16 authorizes the Board Chair and Board Vice-Chair as signatory on the Southwestern Area Workforce Development Board bank accounts **pg. 67**
- f) Presentation on Career Pathways Plan **pg. 68**

- g) Meeting Packets **pg. 105**

**VII. Reports and Information Items *pg. 106***

- a) Committees Reports:
- i. One-Stop Committee
  - ii. Policy Committee
  - iii. Outreach Committee
- b) Service Provider Reports: Alamo Navajo Schools, Equus, YDI **pg. 108**
- c) Administrative and Financial Reports **pg. 128**
- d) Updates from DWS Liaison – Christina Garcia-Tenorio

**VIII. Other**

- a) Member Input

**IX. \*\*\*Public Comment (3-Minute Limit)**

**X. Next Meeting**

- a) Thursday, December 9, 2021 at 10:00 a.m. via Zoom

**XI. Adjournment**

\*Public comments can be emailed to [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com) before October 14, 2021 at 10:00 a.m. All public comments will be read at the meeting in the order received.

\*\*\*Public comments may also be emailed during the meeting to [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com). All public comments will be read at the meeting in the order received.

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**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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The Southwestern Area Workforce Development Board is an Equal Opportunity Employer and will make every effort to provide reasonable accommodations for people with disabilities who wish to attend a public meeting. Please provide notification at least 72 hours before the meeting by calling (575) 744-4857. WIOA Title I-financially assisted programs and activities are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY). Funded by the U.S. Department of Labor.

1 **Southwestern Area**  
2 **Workforce Development Board**  
3 **Special Virtual Meeting Via Zoom or Phone**

4 To join meeting by phone, dial: (346) 248-7799, then enter Webinar ID: 841 1572 9086

5 To join meeting online via Zoom, go to: <https://us02web.zoom.us/j/84115729086>

6 **Thursday, September 16, 2021 at 10:00 a.m. (MDT)**

7 **DRAFT MEETING MINUTES**

8 **I. Call to Order**

- 9 a. Chairman Juarez-Infante called the meeting to order at 10:13 a.m. and welcomed all  
10 attendees.

11 **II. Roll Call and Abstentions**

- 12 a. Ms. Longovia called roll. There were no abstentions.

13 **Present:**

14 Alisa Estrada  
15 Jacqueline Fryar  
16 Joe Gristy  
17 Robert Hawkins  
18 Mario Juarez-Infante  
19 Michael Olguin  
20 Josh Orozco  
21 Erik Padilla  
22 Steve Siañez  
23 Kim Skinner  
24 Sharon Thomas  
25 Mary Ulrich  
26 Gary Whitehead  
27

**Absent:**

Cassie Arias-Ward  
Chris Boston  
Mary Ann Chavez-Lopez  
Rebecca Lescombes  
Debbie Maldonado  
Marcos Martinez  
Anton Salome  
Debbie Schoonover  
Marlene Thomas-Herrera

28 **Staff:**

29 Jay Armijo, SCCOG Executive Director  
30 Skylar Arnold, Fiscal Administrator  
31 Angela Longovia, Communications Manager  
32 Krisye Shook, WIOA Program Specialist  
33 Jaymi Simms, WIOA Program Manager

**Guests:**

Veronica Alonzo  
Margarito Aragon  
Anissa Baldonado  
Mayor Nora Barraza  
Yvette Bayless  
Steven Chavira  
Concha Cordova  
Mary Gandara  
Yvette Gutierrez  
Jeramey Harrison  
Andy Huls  
Darleen Lopez  
Annette Montoya  
Camille Padilla  
Marcos Peña  
Cindy Quillin  
Eric Rivera  
Monica

48 **III. Public Comment**

49 a. No public comment

50 **IV. Approval of Agenda**

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

- |    |                          |                     |
|----|--------------------------|---------------------|
| 54 | Ms. Estrada – Yes        | Mr. Padilla – Yes   |
| 55 | Ms. Fryar – Yes          | Mr. Siañez – Yes    |
| 56 | Mr. Gristy – Yes         | Ms. Skinner – Yes   |
| 57 | Mr. Hawkins – Yes        | Ms. Thomas – Yes    |
| 58 | Mr. Juarez-Infante – Yes | Ms. Ulrich – Yes    |
| 59 | Mr. Olguin – Yes         | Mr. Whitehead – Yes |
| 60 | Mr. Orozco – Yes         |                     |

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

62 a. \*Approval of the August 12, 2021, meeting minutes

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

64 a. Resolution 21 – 10 approves an amendment to the contract agreement number PY21-  
65 WIOA-04 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop  
66 Operator Services for the period of July 1, 2021 through June 30, 2022, and authorizes the  
67 board chair or vice-chair to sign the agreement. Ms. Longovia stated that this contract  
68 amendment includes an increase of \$400,000.00 in the One-Stop Operator contract for a  
69 total contract amount of \$725,745.00. The amendment includes approving a  
70 recommendation from the One-Stop/Agency Coordination Committee to approve the One-  
71 Stop Operator Staffing Plan. The new staffing plan will keep temporary Customer  
72 Engagement Specialists on staff and add two new temporary Welcome Function staff  
73 through June 30, 2022. In addition to the new staffing plan, increases will be made to the  
74 Awareness Campaign and other line items outlined in the presentation.

75 Ms. Ulrich, Chair of the One-Stop/Agency Coordination Committee, stated that they  
76 listened to the staffing plan presentation, reviewed the information, and feel this is a good  
77 use of the funds, and recommend the staffing plan for approval.

78 Ms. Padilla, Regional Director for Equus Workforce Solutions, stated that this plan was  
79 developed by Ms. Lopez, the One-Stop Operator for the Southwestern area, and Ms.  
80 Padilla with input and approval from the co-located partners who will benefit from the plan.  
81 It is based on a model used in the Central region. Ms. Padilla stated that Equus uses this  
82 model in other states where they provide One-Stop Operator services.

83 Ms. Padilla presented the proposed staffing plan, described the Customer Flow Chart and  
84 the steps and services provided to a customer as they enter a New Mexico Workforce  
85 Connection center. Customers will meet with a Welcome Function Team Member, who will  
86 register them into the Workforce Connection Online System (WCOS), assist them in the  
87 resource room such as providing access to computers, inform them of events and  
88 workshops, and provide any referrals to programs. These team members are also  
89 responsible for maintaining the front desk, the partner-shared calendar, schedule  
90 customers into appointments and workshops, ensure welcome area and resource room is  
91 clean, and more. Front desk coverage is currently shared by partners co-located at the  
92 workforce centers. Hiring staff to assist walk-in customers, answer phones, and maintain  
93 the resource room will alleviate workforce partners from these responsibilities and allow  
94 them to focus on their participants.

95 Ms. Padilla also described the roles of current Customer Engagement Specialists who are  
96 working with customers by phone, and not in-person. Their key responsibilities are to pull  
97 211 referral reports from WCOS, use the Eligibility Explorer Application in WCOS, call

98 participants to refer them to programs, follow up with employers who attended hiring events  
99 to gather data such as application submissions and who was hired, and more.

100 The current Customer Engagement Specialists are temporary staff and only budgeted  
101 through October 2021. This staffing plan includes keeping the current staff and hiring three  
102 new temporary staff through June 2022. The total cost for the five staff is \$254,318.00. Ms.  
103 Padilla stated the reason for hiring temporary staff is that they do not know what the  
104 funding will look like in July 2022. They would prefer not to hire full time employees with the  
105 possibility of laying them off at the end of the program year. At the end of this program  
106 year, this structure will be evaluated and discussions will include if they want to continue,  
107 how to modify it, and how to pay for it.

108 Ms. Padilla provided a total cost breakdown for the \$400,000.00 requested contract  
109 increase. In addition to salaries for the five temporary staff, funds would go to travel, office  
110 supplies, office rent, insurance, Awareness Campaign, profit incentives, and other items.

111 Chairman Juarez-Infante requested Ms. Padilla go over the scope of work. Ms. Padilla  
112 stated that it is being updated, but a simplified version was presented.

113 Ms. Lopez stated that discussion for this structure began a year ago. She provided some  
114 background about the need for Welcome Function staff as requested by workforce partners  
115 because the time they spend managing the front desk and assisting walk-in customers  
116 takes away from their current caseload. There has also been a large increase in walk-in  
117 customers who received unemployment and now need to visit a workforce center for  
118 RESEA (Remployment Services and Eligibility Assessment) services.

119 Ms. Thomas commented that we are spending about 60% of our budget on administration  
120 and the state is asking that we reduce our admin expenses to no more than 40%. If this  
121 staffing plan is approved, it will add to admin expenses and we need to be aware of what  
122 we're going to cut to have this plan in place. Ms. Thomas asked Ms. Lopez about the  
123 Career Pathways Plan and if she is aware of her role. Ms. Lopez replied that she is and  
124 that she and the partners developed a logic form that is used internally to help funnel  
125 customers down a pathway leading them from one program to another based on the career  
126 pathway or in-demand field selected. Ms. Thomas asked Ms. Lopez if she has met with  
127 various business sectors. Ms. Lopez stated she met with employers from the agriculture  
128 industry and that lead to the development of an employer forum planned for October. Ms.  
129 Thomas stated she thinks we should implement the career strategies program first. She  
130 doesn't think anyone on the board has ever seen the Career Pathways Plan and she would  
131 like to present it to the board at the next meeting. She thinks we should table this staffing  
132 plan until the board has more information about the Career Pathways Plan and talk about  
133 how to implement it.

134 Mr. Orozco stated he would like to see a profit incentive schedule for the new staff for this  
135 contract, showing what kind of performance we want to see from them.

136 Mr. Aragon, WIOA Operations and Performance Manager for the State, offered some  
137 information for the board. He talked about how none of the roles of the One-Stop Operator  
138 provide direct services to customers. He also advised the board to be cognizant of how  
139 everything is structured to avoid the OSO and staff performing functions that are outside of  
140 their scope of work as defined in WIOA. Mr. Aragon also suggested a cost allocation plan  
141 to calculate the percentages expended from each program.

142 Ms. Thomas made a motion to bring this item to the floor for discussion; seconded by Ms.  
143 Fryar. After additional discussion, members indicated there is not enough information to  
144 approve this item. Ms. Thomas **made a motion to table Resolution 21 – 10 until the next**  
145 **board meeting on October 14, 2021; seconded by** Mr. Orozco. Motion passed. Roll call  
146 vote was as follows:

- |     |                   |                   |
|-----|-------------------|-------------------|
| 147 | Ms. Estrada – Yes | Mr. Padilla – Yes |
| 148 | Ms. Fryar – Yes   | Mr. Siañez – Yes  |
| 149 | Mr. Gristy – Yes  | Ms. Skinner – Yes |

150	Mr. Hawkins – Yes	Ms. Thomas – Yes
151	Mr. Juarez-Infante – Yes	Ms. Ulrich – Yes
152	Mr. Olguin – Yes	Mr. Whitehead – Yes
153	Mr. Orozco – Yes	

154 **VI. Reports and Information Items**

- 155 a. Administrative Updates
- 156 Mr. Armijo provided an update on the hiring process for the WIOA Administrator position. The
- 157 position has been advertised and the closing date has been extended to October 4, 2021 and
- 158 the salary range was adjusted. A hiring committee will include Mr. Armijo, SAWDB Chair Mr.
- 159 Juarez-Infante, South Central Council of Governments Board Chair Mayor Barraza, and a
- 160 representative from the New Mexico Department of Workforce Solutions. He hopes to finalize
- 161 the process by the third week of October and begin the onboarding process.
- 162 b. Update from DWS Liaison
- 163 Mr. Aragon stated that Ms. Garcia-Tenorio is in another meeting and he does not have any
- 164 updates.

165 **VII. Other**

- 166 a. Member Input
- 167 i. Mr. Orozco congratulated Mr. Juarez-Infante on chairing his first board meeting.
- 168 ii. Ms. Ulrich stated that as Chair of the One-Stop Committee that recommended the
- 169 Staffing Plan to the board for approval, the committee did not have all the information
- 170 that was presented at today’s meeting such as the amended contract. For future
- 171 committee meetings, she would like to have a bigger picture and invite other people
- 172 who can explain the ins and outs of funding.
- 173 iii. Ms. Thomas stated that when we address items that involve funding, she would like to
- 174 know the impact on all the programs. She’d like a bigger picture explaining if this is new
- 175 money and if this request is possible.
- 176 iv. Ms. Thomas commented getting the meeting packet the day before is too late. She
- 177 suggested maybe doing a resolution to get the packet at least three days before the
- 178 meeting.

179 **VIII. Public Comment**

- 180 a. Ms. Lopez asked Ms. Thomas about meeting to further discuss the Career Pathways Plan.

181 **IX. Next Meeting**

- 182 a. Thursday, October 14, 2021, at 10:00 a.m.

183 **X. Adjournment**

- 184 a. Mr. Gristy **made a motion to adjourn the meeting; seconded by** Mr. Hawkins. Motion
- 185 passed. Meeting adjourned at 11:38 a.m. Roll call vote was as follows:

186	Ms. Estrada – Yes	Mr. Orozco – Yes
187	Ms. Fryar – Yes	Mr. Padilla – Yes
188	Mr. Gristy – Yes	Mr. Siañez – Yes
189	Mr. Hawkins – Yes	Ms. Skinner – Yes
190	Mr. Juarez-Infante – Yes	Ms. Thomas – Yes
191	Mr. Olguin – Yes	Ms. Ulrich – Yes
192		

193

**ATTESTED**

194  
195

\_\_\_\_\_

\_\_\_\_\_

**Date**

DRAFT

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## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	October 14, 2021
<p><b>Consent Agenda Item</b> *Resolution 21 – 13 approves an amendment to the Follow-Up Services Policy</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>This item is presented for your review and consideration to approve the Policy Committee's recommendation to amend the Follow-Up Services Policy 17-18.1.</p> <p>The amendment provides a definition on when to do follow-ups and the procedures, and what is allowed during follow-ups for Youth, Adult and Dislocated Worker.</p> <p>The following pages contain the policy and show edits in comment boxes. Staff will stand for questions.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to approve Resolution 21 – 13.</p> <p><b>BOARD'S OPTIONS ARE TO</b></p> <ul style="list-style-type: none"> <li>• Accept the recommendation</li> <li>• Amend the recommendation</li> <li>• Reject the recommendation</li> <li>• Table the item</li> <li>• Take no action on the item</li> </ul> <p><b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b></p> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul> <p><b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b></p> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul> <p><b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b></p> <ul style="list-style-type: none"> <li>• Follow-Up Services Policy</li> </ul>	



SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

FOLLOW-UP SERVICES  
POLICY 17-18.2

DATE OF ISSUE  
September 16, 2021

EFFECTIVE DATE  
October 4, 2021

APPLICABILITY  
This applies to Southwestern Area Workforce Development Board (SAWDB) providers of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Workers and Youth providers.

PURPOSE  
To provide Southwestern Area Workforce Development Board service providers with the guidance needed to do follow up services for WIOA Adult, Dislocated Workers, and Youth providers.

BACKGROUND  
This Follow-Up Service policy provides guidance for those customers accessing services through the Southwestern Region Service Providers: see TEGL 19-16 and CFR 681.580.

ACTION REQUIRED  
Adult/Dislocated Workers  
In an effort to clarify Adult/Dislocated Worker follow-up services for the WIOA program, upon employment participants assessed as in need, a follow-up service will be provided, supportive services are not allowed during Exit for Adult/Dislocated see TEGL 19-16. Follow-up activity known as data entry in our state data base system New Mexico Workforce Connection Online System (NMWCOS) is required. Information from the follow-ups must be entered into the State data base called the NMWCOS, quarterly following exit. All contacts and attempts to contact an individual for a follow up must be entered into NMWCOS. Evidence of a minimum of 2 attempts to contact an individual not available must be documented in NMWCOS to constitute a follow-up.

For those customers who have completed education and training services, secured unsubsidized employment, and are assessed as in need of such follow-up services, the services will be made available. The Adult/Dislocated Worker Follow-Up services include but are not limited to the following:

- A. Additional career planning and counseling
- B. Contact with the participant's employer including assistance with work-related problems
- C. Peer support groups
- D. Information about additional educational opportunities
- E. Referral to other community services

SAWDB must provide follow-up services for Adult/Dislocated Worker participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Follow-up services do not extend the date of exit in performance reporting see TEGL 10-16.

ACTION REQUIRED  
Youth  
Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise see CFR 681.580. Information from the Youth follow-ups must be entered into the State data base called New Mexico Workforce Connection Online System (NMWCOS), quarterly following exit. All contacts and attempts to contact an individual for a follow up must be entered into NMWCOS. Evidence of a minimum of 2 attempts to contact an individual not available must be documented in NMWCOS to

**Commented [JS4]:** Replaced referral to supportive service to meet the participants employment goals, Supportive services are not allowed during follow-ups for a A/DW participant

**Commented [JS1]:** Added references to TEGL and CFR

**Commented [JS5]:** Added the verbiage of TEGL to indicate the performance reporting that is required by the DOL

**Commented [JS2]:** Added TEGL reference

**Commented [JS3]:** Youth was in this paragraph that is specifically geared toward A/DW

**Commented [JS6]:** Added CFR reference

constitute a follow-up.

FOLLOW-UP SERVICES POLICY 17-18.2  
Effective October 4, 2021  
Page 2

Follow-up services for youth also may include the following program elements:

- A. Supportive Services;
- B. Adult mentoring;
- C. Financial literacy education;
- D. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- E. Activities that help youth prepare for and transition to postsecondary education and training.

SAWDB must provide follow-up services that align with their individual services strategies. Follow-up services must be provided for all Youth participants for up to 12 months unless participant declines or cannot be located. Follow-ups do not extend the exit in performance reporting see TEGL 10-16.

INQUIRIES

Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

ATTESTED

This policy was reviewed and approved by the SAWDB on: \_\_\_\_\_

\_\_\_\_\_  
SAWDB Chair

**Commented [JS7]:** Added TEGL reference to indicate performance reporting

## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	October 14, 2021
<p><b>Consent Agenda Item</b> *Resolution 21 – 14 approves an amendment to the Supportive Services Policy</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>This item is presented for your review and consideration to approve the Policy Committee’s recommendation to amend the Supportive Services Policy 17 – 09.5.</p> <p>The amendment provides a definition to Participants on a “Hold” Status and defines the use of supportive services during follow-ups for Adult and Dislocated Worker as defined in TEGL 19 – 16.</p> <p>The following pages contain the policy and show edits in comment boxes. Staff will stand for questions.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to approve Resolution 21 – 14.</p> <p><b>BOARD’S OPTIONS ARE TO</b></p> <ul style="list-style-type: none"> <li>• Accept the recommendation</li> <li>• Amend the recommendation</li> <li>• Reject the recommendation</li> <li>• Table the item</li> <li>• Take no action on the item</li> </ul> <p><b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b></p> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul> <p><b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b></p> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul> <p><b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b></p> <ul style="list-style-type: none"> <li>• Supportive Services Policy</li> </ul>	

SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

SUPPORTIVE SERVICES  
POLICY 17-09.6

DATE OF ISSUE

September 16, 2021

EFFECTIVE DATE

October 4, 2021

APPLICABILITY

This applies to Southwestern Area Workforce Development Board (SAWDB), providers of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, out-of-school youth employment, and training services.

PURPOSE

To provide SAWDB contractors of WIOA, Adult, Dislocated Worker and Youth supportive services with a supportive services policy.

BACKGROUND

To provide the Southwestern Area Workforce Development Board (SAWDB) WIOA contractors with a guideline for determining supportive services, the restrictions hereto, and eligibility criteria and procedures for payment of supportive services to participants enrolled into WIOA programs see TEGL 19-16.

To provide guidance regarding the roles of the training institution(s), local Board and/or service providers with respect to tracking certification of participant time, attendance, and other related issues as applicable to payment to supportive services.

ACTION

Southwestern Area Workforce Development Board Service Providers shall adopt this Supportive Services Policy and forms as referenced herein.

GENERAL PROVISIONS

- A. All WIOA program applicants and participants shall be informed by their case manager of paid and unpaid supportive services available through the local One-Stop system including the One-Stop partners, Service Providers, and any applicable community resources.
- B. Supportive services may only be provided to individuals who are: (a) participating in career or training services, to include training in any WIOA program (Title I, II, III, and IV), and other trainings that are not within the WIOA programs, or (b) unable to obtain supportive services through other programs providing such services. Additionally, supportive services may only be provided when they are necessary to enable individuals to participate in Title I activities.
- C. To ensure successful participation in the appropriate employment or training activities, program staff shall determine the supportive service needs of each individual to be enrolled. Such determination shall be based

**Commented [JS1]:** Added reference to TEGL

**Commented [JS2]:** Added or

on the comprehensive assessment along with the documented justification and approval of supportive services as outlined in the participant's Individual Employment Plan (IEP)

- D. As a requirement for applying for supportive services, service providers must first explore to see if the needed services are available through other agencies in the local area. Participants shall secure documentation of at least one denial letter from other agencies or a case note in the participant's NMWCOS file showing due diligence. To prevent the duplication of costs and efforts, participants first must exhaust related available services before WIOA services will be authorized.
- E. Service providers will review the participant's need for, and the receipt of supportive services, and will document actions in the participant online files (case note, etc.). Changes in supportive service needs are to be reflected in the assessment Objective Assessment Summary (OAS), and case noted appropriately. Sound case management and timely participant follow ups are essential to ensuring completion of activities, and in meeting IEP goals and objectives.
- F. Authorization of supportive service payments shall be made using the appropriate local board supportive service forms to request approval of supportive service payments for groups of participants. A modification to the supportive services form is required when there are changes in payment amounts or duration.
- G. All required documents must be uploaded in New Mexico Workforce Connection Online System (NMWCOS) and appropriate service activity created in NMWCOS; vouchers shall be created at that time. Youth payment of supportive service will be made directly by the youth provider in agreement with the youth contract scope of work. Payments issued shall have copies of the checks uploaded to participant files. For payments issued directly to participants, proof of receipt of payment, such as copy of the check signed and dated by participant and uploaded to the electronic record.
- H. Service Providers are responsible for tracking participant attendance, time keeping, and related duties. For On-the-Job Training (OJT) employers, the reimbursement negotiated in each contract includes time keeping, reporting, and other related duties as specified in the OJT contract.
- I. Provision of paid WIOA supportive services shall be limited to twelve months after the date of WIOA exit.
- J. Supportive services request and payment forms or their subsequent replacements are located on Employnm.com. SAWDB forms shall not be modified without prior written authorization from SAWDB staff.
- K. Supportive Services shall not be provided during Follow-Ups for Adult and Dislocated Worker.

**Commented [JS3]:** Added K to reflect the follow up policy for A/DW as supportive services are not allowed during follow-ups

#### ALLOWABLE WIOA PAID SUPPORTIVE SERVICES

Transportation and Temporary Shelter Allowable Supportive Services include the following:

##### Transportation Mileage/Commuting assistance Determination

To compute distance for transportation assistance, participants may determine actual point-to-point mileage between locations traveled to (i.e. city-to-city, etc.), or the local board may establish a standard methodology. The Southwestern Area Workforce Development Board will allow career and training participants living 25 (rounded to nearest mile) or more miles from the training site to receive \$0.25 per mile for travel for attendance. This need must be verified and documented by the case manager in the participant's counseling record and must be maintained in the participant's online file.

##### A. Bus Passes

Bus passes will be provided based on scheduled days and will be supported by a class schedule, work schedule or attendance log. Passes may be obligated for the duration of the training, not to exceed a

semester. Passes may be distributed no more than 30 days at a time. Daily bus passes may be issued for job search; a job search log will be needed to support the voucher.

B. Vehicle Repair

Vehicle repair costs may be provided but must be directly linked to an allowable activity. Required documentation includes: 1) copy of title or registration showing the client or their spouse, parent/guardian legally owns the vehicle; 2) proof of car insurance. No cosmetic repairs will be paid using WIOA funds.

The participant cannot receive mileage reimbursement and vehicle repairs during the same week. If vehicle repairs are paid, no transportation will be paid concurrently.

Other Supportive Services

1. Background check/finger printing

This service must be work or education related in order for the participant to obtain employment or for admission in post-secondary education. Documentation must include a statement from the employer or educational institution indicating the requirement.

2. Clothing and footwear assistance

The clothing items must be directly related to their occupation goal. Clothing that can be purchased includes uniforms and footwear required as a condition of training or employment. No undergarments, makeup, hair accessories, or personal hygiene items are allowed. Clothing is limited to \$300.00 per program year. The participant must submit proof from the employer or training site the items are required.

3. Tools or equipment

The participant must submit proof that the employer or training provider requires the participant to have specific tools or equipment to perform job duties or complete training. The participant must submit documentation from the employer or training institute that the items are required.

4. Rent assistance

The participant must indicate a need and sign an applicant statement requesting the assistance. Rent assistance is limited to one time per household per program year. Deposits are not allowable since the amount may be reimbursed to a participant at a later date. Payment of late fees or interest charges are not allowable. Required documentation for payment includes a copy of a signed lease with the participant's signature; monthly amount due; and a notice of late payment from the landlord.

If the lease is not in the participant's name, an applicant statement must be made explaining the relationship between the participant and person named in the lease.

5. Gas or electric utilities assistance

The participant must indicate a need and sign an applicant statement requesting the assistance. Gas or electric utilities assistance is limited to one time per household per program year. Deposits or startup costs are not acceptable. Required documentation include shut off notice and a service note documenting that the participant attempted to receive this assistance elsewhere but was determined ineligible.

6. Car insurance assistance

Documentation of linkage to authorized activity must be in case note; the participant must complete an applicant statement and indicate a need. Car insurance assistance is limited to one time and only for one-month premium. No pre-payment of premiums is allowable. Required documentation include copy

of title or registration showing that participant or their parent/guardian legally owns the vehicle and invoice from insurance provider.

7. Vehicle registration renewal  
 Documentation of linkage to authorized activity must be in case note; the participant must complete an applicant statement and indicate a need. Vehicle registration is limited to one time per household. Required documentation includes a copy of renewal letter and proof of insurance showing that the participant or their parent/guardian legally owns the vehicle.

8. Laptop and software purchase assistance  
 Participants that need laptops, internet service, and other supportive services must provide written documentation from the training site indicating the need for these services. The laptop may be retained by the participant after the completion of training. Laptop assistance may not exceed \$1,000.00 and will only be provided one time per participant. Internet services shall not exceed \$100.00 per month. These supportive services for internet are limited to the time that the individual is in a training activity.

The need for the above services must be necessary and the cost reasonable to the purpose of the program defined by the Service Provider unless otherwise stated.

Other Supportive Services: Supportive services not listed in other sections of this policy may be paid to allow an individual participating in a WIOA or non-WIOA training to obtain or retain employment. Such items include, but are not limited to:

- Medical exams or tests
- State licensing fees
- Application or exam fees
- Government Issued Driver's License
- Government Issued Identification Card
- Government Issued Birth Certificate

#### Temporary Housing/Emergency Shelter

Participants that need temporary housing/shelter - The service provider must document that the service is necessary and that the cost is reasonable. Participants must provide appropriate documentation to verify no other sources of temporary housing/emergency shelter are available.

- A. Training Related Short-term Housing Assistance  
 Short-term housing assistance may be provided to individuals that are attending training more than 60 miles from their permanent residence. The amount paid to the participant shall not exceed the participant's balance of unmet need as reflected on the ITA cost sharing document.
- B. Emergency Shelter  
 Assistance may be provided to participants who are in need to enable them to attend career or training activities. The amount paid must be reasonable and for no more than seven consecutive (7) days.

#### CHILD CARE

Childcare assistance may be provided to eligible participants who require such assistance in order to participate in a WIOA activity and whose need has been identified in their IEP. To qualify, participants must have legal responsibility or custody of the children thirteen (13) years of age or younger and must furnish documentation that they do not have any other source available to care for the child(ren), which include immediate family members. Children placed in a licensed day care facility, or with a certified day care provider as verified by the case manager must furnish documentation of a paid receipt in order to continue to receive childcare payment

at this level. A participant may receive thirty-five dollars (\$35.00) per day per child for certified or licensed childcare. Service providers must verify the participant’s children’s age(s). Days of childcare will be determined by the participant’s timesheet.

MEDICAL AND HEALTH CARE SUPPORTIVE SERVICES

Minor medical and health care services that may be provided include, but are not limited to:

- A. Physical examinations
- B. Eye and/or ear examinations
- C. Filling of eyeglass prescriptions
- D. Purchase of hearing aids
- E. Purchase of orthopedic devices (must refer to Vocational Rehabilitation)

Other minor medical or health care services not listed herein that are necessary in order for the individual to participate in the program. With the exception of hearing aids, a one-time maximum of five hundred dollars (\$500.00) for minor health or medical care services may be provided to participants enrolled in a WIOA funded training activity that require such assistance in order to participate in the program. The participant must provide proof of need (statement from health care or medical practitioner). The participant shall only be eligible for this assistance if he/she cannot obtain such services from other available resources as documented in the participant file by the case manager (i.e. One-Stop partners, local community health care programs, etc.). Payment for services shall be made directly to the vendor or provider upon receipt of billing. Participants shall not be paid directly or reimbursed after-the-fact for these services.

Participants in the "HOLD" status are not eligible to receive payments for this service. HOLD status is based on an individual who is not in a training activity, not receiving services but not exiting or becomes ill and cannot complete their activity.

Documentation should be tracked by a case manager in a participant’s online file based on their minimum need. The ~~amount~~ must be greater than or equal to the amount of supportive services that will be received.

NEEDS-RELATED PAYMENTS

Needs-related payments provide financial assistance for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIOA. Eligibility requirements for adult and dislocated worker to receive needs-related assistance are as follows: §CFR680.950 – 680.990

Adults must: (a) be unemployed due to no fault of their own, and (b) not qualify for or have ceased qualifying for unemployment compensation, and (c) be enrolled in a program of training services.

Commented [JS4]: Added and

Commented [JS5]: Added and

Dislocated Workers must: (a) be unemployed, and (1) have ceased to qualify for unemployment compensation or trade adjustment allowance under the Trade Adjustment Assistance Act (TAA) or the North American Free Trade Agreement (NAFTA)-TAA due to no fault of their own, and (2) be enrolled in a program of training services by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in a determination of the worker’s eligibility as a dislocated worker, or if later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed 6 months; or (b) be unemployed and did not qualify for unemployment compensation or trade adjustment assistance under TAA or NAFTA-TAA.

Local boards may submit a written request to the SAE for a 30-day extension to this time limitation to address appropriate circumstances.



#### DETERMINATION OF THE LEVEL OF NEED-RELATED PAYMENTS §680-970

The level of needs related payments shall be determined as follows:

- A. The level for adults will be the same as the level for dislocated workers
- B. For dislocated workers, payments must not exceed the greater of either of the following levels:
  - 1) For participants who were eligible for unemployment compensation as a result of the qualifying dislocation, the payment may not exceed the applicable weekly level of the unemployment compensation benefit for the participant's situation (such as working at spot jobs or part time) or
  - 2) For participants who did not qualify for unemployment compensation as a result of the qualifying layoff, the weekly payment may not exceed the poverty level based on family size for an equivalent period. The weekly payment level must be adjusted to reflect changes in total family income.

Supportive Services for Youth Supportive services are one of the 14 required program elements for youth and shall be made available to all WIOA youth participants, and may include the following:

- A. Linkages to community services
- B. Assistance with transportation costs
- C. Assistance with childcare and dependent care costs
- D. Assistance with housing costs
- E. Referrals to medical services
- F. Assistance with uniforms or other appropriate work attire and work-related tool costs, including items such as eyeglasses and protective eye gear.
- G. Needs related payment for youth 18-24 years of age

#### SUPPORTIVE SERVICES PAYMENT PROCESS

Timesheets need to be completed and sent to the Fiscal Agent's office following the WIOA supportive service payment schedule developed by the Fiscal Agent.

- A. Fiscal Agent processes timesheets for payment
- B. Payment is then sent to the Workforce Connection Center office

#### DIRECT PAYMENT TO PARTICIPANTS

The appropriate Supportive Services Request and Approval forms shall be used to authorize supportive services payments for participants. Supporting payment documentation e.g. timesheets, paystubs and receipts shall be uploaded in NMWCOS.

PAYMENT TO VENDORS AND SERVICES PROVIDERS

For payment to vendors and providers of medical care, and other health care services, the supportive service forms approved by the SAWDB are available at www.employnm.com.

GENERAL LIMITATIONS

A. Time Limits

For eligible Adults and Youth, supportive services may be provided for a period of time required to complete the IEP objectives; however, shall not exceed the participation time limitations established in the Southwestern Area plan or board policy.

B. Budget Limitations

The amount and types of supportive services in each local area is based on funding available to the local boards. No supportive services in any WIOA title is to be considered an entitlement.

C. Participants in "Hold" Status.

Participants who are in a "Hold" Status, for whom continued training is scheduled, will not be eligible for health care and minor medical services, group services and/or other supportive services that are not paid directly to the participant during this "hold" status.

Commented [JS6]: Added the meaning of HOLD Status

SERVICE PROVIDER AND TRAINING INSTITUTION TIME AND ATTENDANCE REPORTING AND RELATED RESPONSIBILITIES/ROLES

Service providers are responsible for overall tracking and reporting on participant activities as specified in their sub grants or contracts. They are also responsible for coordinating with area training institutions on time and attendance for those participants concurrently enrolled in classroom training, WE, OJT, or enrolled in a customized training activity and receiving supportive services. As part of the ITA agreements, training institutions are required to track and report participant time and attendance. In order to help defray some of the administrative overhead associated with additional responsibilities including item keeping and reporting, training institutions may charge a reasonable administrative cost normally charged for performing related functions. WE and OJT employers are responsible for tracking/reporting time and attendance of participants assigned to them. WIOA program staff shall be available to assist employers as necessary.

INQUIRIES

Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

ATTESTED

This policy was reviewed and approved by the SAWDB on: \_\_\_\_\_

\_\_\_\_\_  
SAWDB Chairman

## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	October 14, 2021
<p><b>Agenda Item</b> Resolution 21 – 12 approves the issuance of external partner access to the New Mexico Workforce Connection Online System for online referrals between organizations in the workforce system</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>This item was presented and discussed at the August 12, 2021 board meeting. After discussion, the board voted to table this item pending more information.</p> <p>This is a discussion item for the board to make a determination on whether it will carry the responsibility and liability for workforce partners who use the New Mexico Workforce Connection Online System (WCOS) for the referral of participants. The workforce partners that would have access to WCOS are Adult Education Services, Division of Vocational Rehabilitation, TANF, as well as other partners who may opt to participant in training and supporting their staff as users in the system.</p> <p>The alternative is for the NM Department of Workforce Solutions to be responsible for the access and management of the aforementioned partners as they do with existing users of the system, such as Title IB and Title III partners. The department has security protocol and training in place for all users in the system. The SAWDB do not have IT staff or protocols for such activity.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to approve Resolution 21 – 12.</p> <p><b>BOARD'S OPTIONS ARE TO</b></p> <ul style="list-style-type: none"> <li>• Accept the recommendation</li> <li>• Amend the recommendation</li> <li>• Reject the recommendation</li> <li>• Table the item</li> <li>• Take no action on the item</li> </ul> <p><b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b></p> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul> <p><b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b></p> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul> <p><b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	October 14, 2021
<b>Agenda Item</b> Resolution 21 – 03 approves the PY21 Outreach Plan	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>This item is presented for your review and consideration to approve the Outreach Committee's recommendation to adopt the PY21 Outreach Plan.</p> <p>The objective of the Outreach Plan is to have a strategic approach to the integrated system that we have with our partners in the workforce system. This plan is a framework and contains an Outreach Activity Calendar for PY21 and Activity Sheets for big-ticket items. Big-ticket items are not regular day-to-day activities, but larger activities that allow the partners to work together and leverage their resources and their staff. The Outreach Plan will have revisions throughout the year.</p> <p>Activity Sheets will show a dollar amount as a way of tracking the monetary investment. Workforce partners have indicated they have dollars built into their contract for outreach activities. We are not asking the board for dollars to fund these events.</p> <p>The Outreach Committee will introduce this item and the Assistant One-Stop Operator will present and stand for questions.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to approve Resolution 21 – 03.</p> <p><b>BOARD'S OPTIONS ARE TO</b></p> <ul style="list-style-type: none"> <li>• Accept the recommendation</li> <li>• Amend the recommendation</li> <li>• Reject the recommendation</li> <li>• Table the item</li> <li>• Take no action on the item</li> </ul> <p><b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b></p> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul> <p><b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b></p> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul> <p><b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b></p> <ul style="list-style-type: none"> <li>• PY21 Outreach Plan</li> </ul>	

Connecting  
EMPLOYERS  
with  
JOB SEEKERS



Southwestern Area  
Workforce Development Board

**DRAFT** PY21 Outreach Plan

July 2021 – June 2022

New Mexico   
Workforce Connection

*A Proud Partner of the American Job Center Network*

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# Introduction

The Southwestern Area Workforce Development Board's (Board) Local Four-Year Plan states the Board's vision for outreach is for workforce partners to have a targeted and coordinated Outreach Plan to address the needs of the region's communities. The Board's Outreach Committee convened and presented this plan to the Board for adoption and implementation by the One-Stop Operator.

According to the U.S. Department of Labor, WIOA was signed into law to amend the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.

WIOA brings together, in strategic coordination, the core programs of Federal investment in skill development:

- Employment and training services for adults, dislocated workers, and youth and Wagner-Peyser employment services administered by the U.S. Department of Labor (DOL) through formula grants to states; and
- Adult education and family literacy programs as well as State Vocational Rehabilitation Services programs that assist eligible individuals with disabilities in obtaining employment; both core programs are administered by the U.S. Department of Education.
- WIOA also authorizes programs for specific vulnerable populations, including the Job Corps, Youth Build, Indian and Native Americans, and Migrant and Seasonal Farmworker programs as well as evaluation and multistate projects administered by DOL. In addition, WIOA authorizes other programs administered by the U.S. Department of Education and the U.S. Department of Health and Human Services.<sup>1</sup>

This plan was developed through the coordination of federally funded workforce partners to satisfy the intentions and purpose of the Workforce Innovation and Opportunity Act (Act). The Schedule of Activities may be modified by the One-Stop Operator at any time during the program year to incorporate additional "BIG TICKET" items that the partners believe to be beneficial to those it serves and the Act. This plan also includes agricultural outreach activities for migrant and seasonal farmworkers<sup>2</sup>, ranch workers, dairy workers, and agricultural employers.

In addition to workforce services for employers, partners within the workforce system in Southwestern New Mexico also target the following populations:

- Adults
- Dislocated Workers
- Individuals with Disabilities
- Low Income
- Low Literacy

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<sup>1</sup> United States, Department of Labor, Bureau of Labor Statistics. "WIOA Programs." About, 6 Jun. 2021, <https://www.dol.gov/agencies/eta/wioa/about>

<sup>2</sup> WorkforceGPS. "National Farmworker Jobs Program (NFJP) Partnerships and Service Delivery Day 5 10-20-2020." Vimeo, 31 Mar. 2021, [vimeo.com/471064667](https://vimeo.com/471064667).



- Migrant and Seasonal Farmworkers
- Native Americans
- Older Individuals
- Veterans
- Youth

The workforce partners establish activities that include but are not limited to the targeted industries identified in the Board's Four-year Plan. These industries are aerospace, agriculture, education, health care, logistics and warehousing, manufacturing, mining, hospitality, tourism, and information technology.

As part of the Board's continuous improvement process, the plan incorporates data-driven strategies to depict a trend and to set goals for PY21. Each activity carries its own set of expected outcomes to measure return on investment. These outcomes will help partners within the system determine adjustments in future outreach activities. A particular activity is the Board's Community Outreach Campaign that supports the activities provided through title IB. The Community Outreach Campaign offers various media promotion activities using billboards, radio, the internet, and other written promotional materials. This messaging is not activity-specific but general and is why it is listed separately in the outreach budget. In PY19 and PY20, approximately \$40,000 and \$60,000 were available through the One-Stop Operator for the Board's community outreach campaign, respectively. For PY21, we anticipate investing 100% of the \$60,000 allotted. Some of the key items paid for with these dollars are:

1. Billboard promotion of programs and services in all seven counties
2. Radio promotion of services and awareness around events and activities
3. Social Media material development and commercial digital promotion space
4. Flier and other material development for activities

These services are contracted via an MOU with a regional media vendor. The cost for technical support and strategy development (person-hours) is calculated into the overall expenditures. These dollars support the system as a whole and use different techniques to inform job seekers and employers of the services we provide. Pre COVID, our number of individual employer services was 2,211 for February of 2020. In April and May of 2020, those numbers dropped to the 500's. Once our campaign launched and we began doing virtual recruiting events, those services jumped back to 1,282 in June 2020 in an entirely virtual environment. This number of services to employers has grown steadily since then, and numbers are almost pre-pandemic at this point.

The awareness campaign was designed to bring greater visibility to the New Mexico Workforce Connection one-stop system throughout the seven-county southwestern region to reach both urban and rural communities. The campaign is designed to bring greater awareness of the resources and services to locations where community members frequent. The desired outcome is to link job seekers and employers to workforce investment and education programs that increase enrollment rates, training expenditures, support services, and the desired results that increase expenditure rates and contribute to economic growth and self-sufficiency.

The OSO or the Partners may request outreach funding from the Board throughout the program year; this allows the Board to be flexible to support the system's needs to reach and serve more customers through strategic and coordinated activities.

The workforce partners provided input on creating this Outreach Plan, including that it can serve as a catalog of "some" upcoming events. Partners can see if there are activities they would like to participate in and contact the Lead Partner. The Outreach Plan will also help partners plan for their activities. Partners can request items in advance and be more prepared with a list of needed items for each activity.

**\*This is not a comprehensive list of activities and is only a small portion of the activities that partners will partake in throughout the year. Events may be added without any change to this plan. We will request that partners make every attempt to help keep the regional calendar up to date to be used as a more comprehensive tool for tracking activities across the region. The activities in this plan will be reviewed and evaluated by the Board at six months and nine months from inception for monitoring purposes. The One-Stop Operator will provide data to include: the number of activities executed, number of participants, job seekers or employers served, any notable changes in the number of services delivered, job placements, program enrollments, and other pertinent information related to the activity.**

[Calendars | EmployNM](#)

See List of Workforce Partner Services Following the Activity Sheets

## Schedule of Outreach Activities

The following activities were submitted by New Mexico Workforce Connection partners in the Southwestern region. They are organized by month and include the location and the lead partner responsible for managing the activity.

### July 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
23	Regional Town Hall: Employer Services	Region Wide	Darleen Lopez	\$500	\$200

### August 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
04	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
13	Reopen Las Cruces Career and Resource Fair	Las Cruces	Darleen Lopez	\$500	\$4200
14	Early Childhood Education Hiring Event	Las Cruces	Peter Martinez	\$185	
20	Western New Mexico University Career Fair	Silver City	Marivel "MJ" Medel	\$50	

### September 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
10	Grant County Job Fair	Silver City	Tommy/MJ	\$500	\$168
13	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
15	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

### October 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	Transition Fair	TBD	Erik Padilla	\$100	
TBD	WIOA Youth Kick-off event	TorC	Marcos Peña	\$50	\$1000
TBD	Regional Employer Forum	Region Wide	Darleen Lopez	\$500	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
13	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	
18	Fall First Light Federal Credit Union Financial Literacy Event	Las Cruces			

### November 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
EOM	WIOA Fall Youth Academy	Silver City	Marcos Peña		\$1000
TBD	Alamo Community College and Career Fair	Alamo Res.	Sylvia Monte	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
04	NMWC+CLC Job Fair	Las Cruces	Darleen Lopez	\$500	\$4000
17	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

### December 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	Work Search Skills Enhancement Program	Hatch	Victor Cabrera	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
15	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	
25	WIOA Fall Youth Academy	Deming	Marcos Peña	\$50	\$1000

## January 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	WIOA Spring Youth Academy	Socorro	Marcos Peña	\$50	
TBD	Work Search Skills Enhancement Program	Deming	Victor Cabrera	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
12	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

## February 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	Mock It Til You Rock It 3 <sup>rd</sup> Annual Event	Las Cruces	Darleen Lopez	\$-0-	
TBD	Mock It Til You Rock It 3 <sup>rd</sup> Annual Event	Gadsden	Darleen Lopez	\$-0-	
TBD	Mock It Til You Rock It 3 <sup>rd</sup> Annual Event	Hatch	Darleen Lopez	\$-0-	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
16	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

## March 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	Transition Fair	TBD	Erik Padilla	\$100	
TBD	On-site Youth Job Fair with LCPS	Las Cruces	Darleen Lopez	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
16	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

## April 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	WIOA Youth Kick-off event	Hidalgo	Marcos Peña	\$50	
TBD	Alamo Community College and Career Fair	Alamo Res.	Sylvia Monte	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	

## May 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
24	In-person Youth Career and Resource Fair	Catron County	Darleen Lopez	\$1000	

## June 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	

**\*Projected expenditures based on the current list of activities is approximately \$17,000. This amount is an estimate and is likely to be much higher but could also be less based on the ability to execute in person events due COVID-19. This is not a cap. This also does not include the broader ongoing awareness campaign funded by the Board under the One Stop Operator.**

**\*To see a real time list of previous and future (big and small events), please visit our regional calendar on [employnm.com](http://employnm.com)**

# Outreach Activity Sheet

New Mexico  
Workforce Connection

A Proud Partner of the American Job Center Network

*This activity/event supports the scope of work of one or more partner programs and the mission of the Workforce Innovation and Opportunity Act. The Four-year plan of the Southwestern Area Workforce Development Board and New Mexico's Combined Workforce Plan focuses on communication and coordination among partner programs to leverage and align resources for the benefit of the targeted populations and the system. This activity plan provides workforce partners and stakeholders with a brief description on the proposed outreach activity/event and is an integral part of the Southwestern Area Outreach Plan. The One-Stop Operator will lead in the implementation of the activity/event with the lead partner.*

**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER: Youth Development Inc. (Title I WIOA Youth)**

**CONTACT: Marcos Peña**

**CONTACT'S EMAIL: [mpena@ydinm.org](mailto:mpena@ydinm.org)**

**CONTACT'S CELL NUMBER: 505-238-1729**

**A. What is the name of the outreach activity/event?**

WIOA Youth Kick-off event

**B. What is the proposed outreach activity/event and who is the target population?**

Staff will do an outreach event at different locations throughout the New Mexico Southwestern region to inform community members about the WIOA Youth Program. The actual days of activities will depend on the community's back to school events. The targeted population are in and out of school youth ages 16 through 24.

**C. Who are the partner programs involved?**

- WIOA Youth
- AES programs
- WIOA Adult/DW
- Local post-secondary institutes

**D. How will other partners be informed of the activity/event?**

Upon approval the dates and times of this event will be finalized. Fliers would be created and sent out to the partners via email.

**E. When will this activity/event take place?**

A schedule is yet to be determined, but this even will happen prior to school starting in each county from July to March 2022.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This event will take place in each of the WIOA Youth counties. (Dona Ana, Luna, Sierra, Hidalgo, Grant, Catron, Socorro & Sierra).

**G. How will the activity/event be promoted?**

This event will be promoted through social media platforms from a month prior when possible and we will ask all community providers to promote it within their communities.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

This event will be funded through Title I WIOA Youth Program. The estimated cost is \$600 to \$1000 for promotional materials.

**I. What are the desired results?**

We want to see an improvement in enrollments throughout the Southwestern region (In and Out of school youth) WIOA Youth staff will set initial enrollment meetings at the events with the intent to eliminate basic barriers such as transportation. WIOA staff will log how many appointments/referrals were made throughout these events.

**J. How will the results be measured?**

Staff will log how many individuals are enrolling into the program. Staff will provide a daily update to the program management team to ensure that follow up meetings are happening. Each County staff will be responsible to keep track of their referrals and enrollments.

For participants that did not attend to any of the events and are interested to learn more about the program, an online link will be provided to schedule an appointment to discuss the benefits of the program.

**K. What resources are needed for this activity/event, if any?**

We will be needing a table to take to each site. We would like a NMWC table cover and outreach materials. Raffle prizes will be needed to give out at each site. WIOA Youth referral forms and fliers will be needed as well. \$50 for brochures provided by SAWDB

# Outreach Activity Sheet

New Mexico  
Workforce Connection

A Proud Partner of the American Job Center Network

*This activity/event supports the scope of work of one or more partner programs and the mission of the Workforce Innovation and Opportunity Act. The Four-year plan of the Southwestern Area Workforce Development Board and New Mexico's Combined Workforce Plan focuses on communication and coordination among partner programs to leverage and align resources for the benefit of the targeted populations and the system. This activity plan provides workforce partners and stakeholders with a brief description on the proposed outreach activity/event and is an integral part of the Southwestern Area Outreach Plan. The One-Stop Operator will lead in the implementation of the activity/event with the lead partner.*

**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER: DWS (NM Workforce Connection-Silver City)**

**CONTACT: Marivel "MJ" Medel**

**CONTACT'S EMAIL: Marivel.medel@state.nm.us**

**CONTACT'S CELL NUMBER: 575-956-7525**

**A. What is the name of the outreach activity/event?**

Western New Mexico University Career Fair

**B. What is the proposed outreach activity/event and who is the target population?**

As a precursor to the "Back Together Bash" for WNMU, the college is holding an in-person career fair, outdoors near old James Stadium, where the focus of which will be resources for training and education.

**C. Who are the partner programs involved?**

Will notify Title 1.

- WIOA Adult/DW
- WIOA Youth

As well as WIOA title 4 VR

I have shared this event with the full partner Outreach Team

**D. How will other partners be informed of the activity/event?**

Will send registration link to WNMU career fair to partners ASAP.

**E. When will this activity/event take place?**

Friday, August 20<sup>th</sup>, 2021, from 5:30 PM -7:00 PM

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

WNMU Campus- Booth to be set up at Old James Stadium, Silver City, Grant County, and surrounding areas. 1000 W College Ave.

**G. How will the activity/event be promoted?**

I will share event info with all job seekers as well as partner staff and coworker/cohorts

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

WNMU

**I. What are the desired results?**

To inform job seekers, students entering the workforce of our resources. Hopefully this will translate into these individuals utilizing our services in the office or through referrals to our partners.

**J. How will the results be measured?**

Number of people in attendance

**K. What resources are needed for this activity/event, if any?**

Booth: table, chairs, pamphlets & information to give to job seekers/ students

\$50 for brochures provided by SAWDB

DRAFT



# Outreach Activity Sheet

New Mexico  
Workforce Connection

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**LEAD PARTNER:** One Stop Operator

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [darleen.lopez@equusworks.com](mailto:darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** (575) 649-1580

**A. What is the name of the outreach activity/event?**

Reopen Las Cruces Career and Resource Fair

**B. What is the proposed outreach activity/event and who is the target population?**

NMWC in partnership with City of Las Cruces will be co-hosting an in-person job fair at the convention center.

**C. Who are the partner programs involved?**

- WIOA Adult/DW
- WIOA Youth
- WIOA title 3 Wagner Peyser
- WIOA title 4 VR
- NMSU/DACC
- OSO Team
- NFJP
- WCA
- L&I

**D. How will other partners be informed of the activity/event?**

Via communication from the OSO via email and save the date notification. Work sessions will be scheduled for participating partners.

**E. When will this activity/event take place?**

Tentatively August 13<sup>th</sup> from 10am-3pm. Convention center is reserved but event is tentative on DWS release of staff for in person event sponsorship.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This is primarily aimed at the Las Cruces area but is open to all businesses and job seekers region wide.

**G. How will the activity/event be promoted?**

Via various mediums through our awareness campaign with sinuate media on social media, LinkedIn, FB etc. Using NMSU, CLC, Chambers and Workforce mediums.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The city of Las Cruces will be covering the cost for the convention center, COVID sanitation stations and water stations and projector for workshops. OSO will cover the promotion costs. CLC -4,000 Venue OSO \$500 in radio promo 200 DVR-ASL Interpreters.

**I. What are the desired results?**

Maximize connectivity between employers and job seekers, get as many job placements as possible as well as get connected with more employers and individuals who may be new to our system by getting them registered and following up with triage for services.

**J. How will the results be measured?**

We will be collecting individual info via a sign in sheet as well as gathering registration info via short forms to be filled and held in a lock box by staff during the event. We will also be collecting digital surveys via tablets from both job seekers and Employers and will be keeping track of the number of employers and job seekers who attended. There will be a 30 day follow up to review how many applicants and placements were made as a result of this event.

**K. What resources are needed for this activity/event, if any?**

Tablets for job seeker/employer surveys, brochures, pop up banners, banner for outside, table covers, print outs for sign in and registration sheets, workshops signs, printers, computers and signs for resume printing station, paper, and signs for employers for each station.

# Outreach Activity Sheet

New Mexico  
Workforce Connection

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**LEAD PARTNER: Youth Development Inc. (Title I WIOA Youth)**

**CONTACT: Marcos Peña & Mary Gandara**

**CONTACT'S EMAIL: [mpena@ydinm.org](mailto:mpena@ydinm.org)/[mgandara@ydinm.org](mailto:mgandara@ydinm.org)**

**CONTACT'S CELL NUMBER: 505-238-1729**

**A. What is the name of the outreach activity/event?**

WIOA Fall Youth Academy

**B. What is the proposed outreach activity/event and who is the target population?**

During August through November, staff will do a youth employment academy throughout the New Mexico Southwestern region to learn the Fundamentals of the Workplace and to promote and implement Youth/Community partnerships. WIOA Fall Youth Academy consists of learning the fundamental expectations that employers have with employees, such as: dressing appropriately for the job, arriving at work ahead of time, notifying the employer of an absence or tardiness, as well as how to work with others. This event benefits in school and out of school youth ages 16-24.

**Who are the partner programs involved?**

- WIOA Youth
- ABE programs
- WIOA Adult/DW
- Local post-secondary institutes

**C. How will other partners be informed of the activity/event?**

Upon approval the dates and times of this event will be finalized. Fliers would be created and send them to the partners via email.

**D. When will this activity/event take place?**

A schedule is yet to be determined, but this even will happen prior to school starting in each county from August to November 2021.

**E. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This event will take place at each of the WIOA Youth counties. (Dona Ana, Luna, Sierra, Hidalgo, Grant, Catron, Socorro & Sierra).

**F. How will the activity/event be promoted?**

This event will be promoted through social media platforms from August through November and ask all community providers to promote it within their communities.

**G. Who will fund the activity/event, promotions, and what is the estimated cost?**

This event will be funded through Title I WIOA Youth Program. The estimated cost is \$600 to \$1000 for promotional materials.

**H. What are the desired results?**

We want to see an improvement in enrollments and work site placements throughout the Southwestern region (In and Out of school youth) WIOA Youth staff will set initial placement package meetings at their communities with the intent to eliminate basic barriers such as transportation. WIOA staff will log how many appointments/referrals made throughout this event.

**I. How will the results be measured?**

WIOA staff will log how many new placement packages are getting into the program. Staff will provide a daily update to the program management team to ensure that follow up meetings are happening. Each County staff will be responsible to keep track their new placements.

For participants that did not attend to any of the invents and are interested to learn more about the program, an online link will be provided to schedule an appointment to discuss the benefits of the program. **Measurable Skills Gain Certificates** are given to Youth Participants while completing the Fall Youth Academy (CPR & Food Handlers Card).

**J. What resources are needed for this activity/event, if any?**

Promotional outreach material will be needed to share with community members.  
\$50 for brochures provided by SAWDB

# Outreach Activity Sheet

New Mexico  
Workforce Connection

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**LEAD PARTNER: New Mexico Division of Vocational Rehabilitation**

**CONTACT: Erik Padilla**

**CONTACT'S EMAIL: [erik.padilla@state.nm.us](mailto:erik.padilla@state.nm.us)**

**CONTACT'S CELL NUMBER: 575-520-5473**

**A. What is the name of the outreach activity/event?**

Multiple transition fairs throughout the year, which is tied to the public-school calendar. The name of the transition event is tied to the school district, which there is one held for school districts for the region to include Lincoln and Otero counties.

**B. What is the proposed outreach activity/event and who is the target population?**

The transition events are to provide information and resources to students and youth with disabilities and their families, so that they can understand the various programs that can assist them with reaching their employment goal and to begin planning for the next steps after graduation. These events are held during the Fall and Spring terms.

**C. Who are the partner programs involved?**

NM DVR and any other WIOA programs that are willing to participate and share information about their programs, which I would say at a minimum should include WIOA Youth.

**D. How will other partners be informed of the activity/event?**

Via flyers, e-mail invitations, shared in meetings, and face to face communications with school contacts

**E. When will this activity/event take place?**

At this time, it's uncertain, but usually these events take place in the Fall around October or November, and in the Spring around March and April.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

These events are for all counties in the southwest region to include Lincoln and Otero counties

**G. How will the activity/event be promoted?**

Via flyers, e-mail invitations, shared in meetings, and face to face communications with school contacts

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

There is no cost for these events, other than interpreters which will be provided by NM DVR

**I. What are the desired results?**

To be able to inform the community of the resources available to them, so that they can get connected with those programs to receive services that are beneficial to helping them reach their goals.

**J. How will the results be measured?**

Via reports in measuring the number of referrals that are students or youth with disabilities as well as new referrals in general. Long term factors measured would be measurable skills gains and successful closures.

**K. What resources are needed for this activity/event, if any?**

None that we know of the venue will be virtual or on school district premises, organizations that are participating will provide their own information to provide to attendees and a tablecloth, etc. Student organizations provide refreshments and food. \$100 for brochures provided by SAWDB

# Outreach Activity Sheet

New Mexico  
Workforce Connection

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**LEAD PARTNER:** ANSB Division of Community Services

**CONTACT:** Sylvia Monte

**CONTACT'S EMAIL:** "Sylvia Monte" <[smonte@ansbi.org](mailto:smonte@ansbi.org)>

**CONTACT'S office NUMBER:** (575) 854-2609 extension 1400

**A. What is the name of the outreach activity/event?**

Community College and Career Fair

**B. What is the proposed outreach activity/event and who is the target population?**

College and Career Fair. The target population is the Alamo Community including Adult, Youth and Student Population

**C. Who are the partner programs involved?**

WIOA SAWDB  
NACTEP  
Alamo Navajo School Board

**D. How will other partners be informed of the activity/event?**

As soon as the dates and time of the activity or event are approved, fliers will be created emails and letters will be sent out to all College/Career presenters.

**E. When will this activity/event take place?**

Alamo Community Wellness Center  
MM 29; Alamo, NM 87825

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Proposed Dates and time November 10, 2021, 10:00 AM to 2:00 PM &  
April 13, 2022, 10:00 AM to 2:00 PM

**G. How will the activity/event be promoted?**

The College Career Fairs will be promoted through social media, Emails, Phone calls, Letters, and Fliers

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

WIOA Title I-financially assisted programs and activities are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY).

FUNDED BY THE U.S. DEPARTMENT OF LABOR.

The activity will be funded through Community Services Sponsors and partners

**I. What are the desired results?**

Increased enrollment in all programs

**J. How will the results be measured?**

Increased participant population in NACTEP and WIOA participation

**K. What resources are needed for this activity/event, if any?**

Tables and Chairs as well as the use of the Wellness Center where the activity will take place.

\$50 for brochures provided by SAWDB

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# Outreach Activity Sheet

New Mexico  
Workforce Connection

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**LEAD PARTNER:** MET, Inc.

**CONTACT:** Victor M. Cabrera

**CONTACT'S EMAIL:** [cabrera@metinc.org](mailto:cabrera@metinc.org)

**CONTACT'S CELL NUMBER:** (505) 220-0103

**A. What is the name of the outreach activity/event?**

WSSEP in Hatch, NM and Deming, NM  
"Work Search Skills Enhancement Program"

**B. What is the proposed outreach activity/event and who is the target population?**

WSSEP Event for the farm working community/agricultural workers.

**C. Who are the partner programs involved?**

WIOA-Adult and Dislocated Program  
YDI- Youth Program  
Ben Archer- Promotor's  
Deming Public School's  
NMSU CAMP  
US DOL- Wage and Hour  
Attorneys for farm worker program  
NM Legal Aid  
Consolado de Mexico  
NM Center Law &Poverty  
CYFD  
NM Depart of Health (WIC)  
Tierra del Sol  
NM Depart of Workforce Wage & Hour  
NM Depart of Workforce Solutions Child Labor

**D. How will other partners be informed of the activity/event?**

Dissemination of information will be through email

**E. When will this activity/event take place?**

December 2021/January 2022

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

The counties are Dona Ana and Luna County. Event address is 117 Hartman St. Hatch, NM, & 322 E Oak St. Deming, NM

**G. How will the activity/event be promoted?**

Word of mouth, email, phone calls, fliers

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

No funding is necessary for the activity the church donates the meeting room and there is no cost at the present time

**I. What are the desired results?**

To assist the farming community with the services that every mentioned agency has to offer and gain self-sufficiency

**J. How will the results be measured?**

Internal program assessments of each participant that enrolls as well as monitoring the log for attendance.

**K. What resources are needed for this activity/event, if any?**

\$50 for brochures provided by SAWDB

# Outreach Activity Sheet

New Mexico  
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**LEAD PARTNER:** OSO

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [darleen.lopez@equusworks.com](mailto:darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** (575) 649-1580

**A. What is the name of the outreach activity/event?**

LCPS/GISD/Hatch Schools Mock It Til You Rock it 3<sup>rd</sup> Annual Event

**B. What is the proposed outreach activity/event and who is the target population?**

A third annual mock interview event held in partnership with multiple districts to support students in their Junior and Senior year get experience interviewing. NMWFC will be supporting the event by assisting with business outreach registration, venue setup, getting partners to support day of with either doing interviews or just assisting with logistics.

**C. Who are the partner programs involved?**

- WIOA Adult/DW
- WIOA Youth
- WIOA title 3 Wagner Peyser
- WIOA title 4 VR
- OSO Team
- Public Schools around the region

**D. How will other partners be informed of the activity/event?**

As soon as schools approve the dates and times of the activity and fliers are finalized, we will send them to the partners via email invitation; then have a Zoom meeting to set goals and assignments.

**E. When will this activity/event take place?**

A scheduled is yet to be determined, but the month is February 2022.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This event will take place in Las Cruces most likely at Arrowhead on the NMSU Campus but is open to any school in the region that wishes to participate. Other MITYRI Events will be held independently in areas unable to participate here.

**G. How will the activity/event be promoted?**

Promotion will occur through NMWFC channels, OSO awareness campaign, LCPS, Workforce Talent Collaborative, chambers, and other public school's outreach. We will use physical fliers, digital fliers on social media and email distribution for employer/agency solicitation.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The OSO, the public schools, talent collaborative and other partner agencies. Cost is contained within available funding; no additional cost will be requested from the Board. \$500 radio promo.

**I. What are the desired results?**

To prepare students for real interviews to hopefully take place in the following summer or post-graduation. The target is to prepare them for a real job fair in the following month. Also, to connect students to New Mexico Workforce Connection Services before they begin their career and job seeking activities.

**J. How will the results be measured?**

The public schools will be working to get students registered prior to the event and will have a list for us at the event so that we will have a headcount of participants as well as contacts for follow up to triage for needed services and build that relationship. We will also be collecting the business registrations and will have a count of participating businesses and a contact list for follow up and triage for other employer services.

**K. What resources are needed for this activity/event, if any?**

Employer table signs, NMWFC tablecloths, brochures, and business cards.

# Outreach Activity Sheet

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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** OSO

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [Darleen.lopez@equusworks.com](mailto:Darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** 575-649-1580

**A. What is the name of the outreach activity/event?**

On site Youth Job Fairs with LCPS

**B. What is the proposed outreach activity/event and who is the target population?**

In partnership with LCPS, we will host 4 on site job fairs at each of the main high schools in Las Cruces. Our role will be to assist with employer outreach and registration and to host a booth (table) for workforce services. The target is all working age students who are interested in short term, internship, apprenticeship, summer, part time or full-time work. This is for real employment opportunities and resources available to students. During Student lunch hours.

**C. Who are the partner programs involved?**

- ADW
- Youth
- Wagner Peyser
- DVR
- NFJP
- NMSU/DACC

**D. How will other partners be informed of the activity/event?**

Via email notification, save the date and work sessions scheduled for those who will be participating.

**E. When will this activity/event take place?**

The schedule is not yet set, but the target month is March 2022.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Las Cruces

**G. How will the activity/event be promoted?**

Promotion will occur through NMWFC channels, OSO awareness campaign, LCPS, Workforce Talent Collaborative and Chambers. We will use physical fliers, digital fliers on social media and email distribution for employer/agency solicitation.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

LCPS responsible for tables, supplies and misc. items and some of the promotion to employers. OSO will support outreach activities through awareness campaign. Cost is built into available funding no additional funds will be requested from the Board. \$500 radio promo.

**I. What are the desired results?**

To connect students of working age to employers in need of filling positions and hopefully getting some placements. Also, to connect students to Workforce Services and create awareness about the services available to them.

**J. How will the results be measured?**

Students will be pre-registered in WCOS by LCPS, and a list of participants will be collected from LCPS and participating partners. Follow ups will be conducted to determine if any placements were made. A survey will be sent out to students to determine their knowledge gain based on their interaction with workforce partners during the event. We will gather info on employer attendance as well.

**K. What resources are needed for this activity/event, if any?**

NMWC Tablecloths, a tablet for those that want to see if they are already registered, brochures and employer signs.

# Outreach Activity Sheet

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**LEAD PARTNER:** OSO

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [Darleen.lopez@equusworks.com](mailto:Darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** 575-649-1580

**A. What is the name of the outreach activity/event?**

In person Youth Career and Resource Fair in Catron County

**B. What is the proposed outreach activity/event and who is the target population?**

In partnership with CHI, Reserve Schools and Quemado Schools, we will host an event along with our partners to make all available resources known to students as they transition either from graduating into the workforce or into summertime looking for summer work and training. We will assist with soliciting to employers for participation and holding a booth for workforce services.

**C. Who are the partner programs involved?**

- ADW
- Youth
- Wagner Peyser
- DVR
- NFJP
- WNMU
- PNM
- Public Schools from the area

**D. How will other partners be informed of the activity/event?**

Via email notification, save the date and work sessions scheduled for those who will be participating.

**E. When will this activity/event take place?**

The schedule is not yet set, but the target month is May 2022.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Catron County and surrounding areas. Reserve Schools Cafeteria/GYM.

**G. How will the activity/event be promoted?**

Promotion will occur through NMWFC channels, OSO awareness campaign, public schools, chambers, and economic dev bodies from the area. We will use physical fliers, digital fliers on social media and email distribution for employer/agency solicitation.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

PNM, Reserve & Quemado Schools will have tables, supplies and misc. items and will handle some of the promotion to employers. OSO will support outreach activities through awareness campaign. This cost is built into available funding no additional funds will be requested from the Board. \$1,000:

Some items that may be requested:

- Gas or mileage reimbursement for DWS for the mobile unit Approx. \$500
- Considering location, bag lunches for employers and agencies in attendance? Perhaps an in-kind exchange with a partner.
- Radio promotion for this event exclusively in that area-\$500

**I. What are the desired results?**

To connect students of working age to employers in need of filling positions and hopefully to get some placements. Also, to connect students to Workforce Services and create awareness about the services available to them.

**J. How will the results be measured?**

We will work with the school to get partial registrations started for 18+ students and will receive a list of participants. Follow ups will be conducted to determine if any placements were made. A survey will be sent out to students to determine their knowledge gain based on their interaction with workforce partners during the event. We will gather info on employer attendance as well.

**K. What resources are needed for this activity/event, if any?**

NMWC Tablecloths, a tablet, brochures, folders, employer signs and banner for directing traffic from the road and pop-up banners.



# Outreach Activity Sheet

New Mexico  
Workforce Connection

A Proud Partner of the American Job Center Network

*This activity/event supports the scope of work of one or more partner programs and the mission of the Workforce Innovation and Opportunity Act. The Four-year plan of the Southwestern Area Workforce Development Board and New Mexico's Combined Workforce Plan focuses on communication and coordination among partner programs to leverage and align resources for the benefit of the targeted populations and the system. This activity plan provides workforce partners and stakeholders with a brief description on the proposed outreach activity/event and is an integral part of the Southwestern Area Outreach Plan. The One-Stop Operator will lead in the implementation of the activity/event with the lead partner.*

**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER: NMDWS**

**CONTACT: Peter Martinez**

**CONTACT'S EMAIL: [peter.martinez2@state.nm.us](mailto:peter.martinez2@state.nm.us)**

**CONTACT'S CELL NUMBER: 505-238-6536**

**A. What is the name of the outreach activity/event?**

Southwest NM Workforce Connection on site recruitment event-Las Cruces

**B. What is the proposed outreach activity/event and who is the target population?**

The targeted population is job seekers and unemployment claimants.

**C. Who are the partner programs involved?**

- WIOA title 3 Wagner Peyser

**D. How will other partners be informed of the activity/event?**

Partners will be emailed a listing of employers to be present at the Workforce Connection Center.

**E. When will this activity/event take place?**

Activity will take place monthly throughout the Southwest Region

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This event will take place throughout the Southwest Region at the NM Workforce Connection Center's.

**G. How will the activity/event be promoted?**

Flier will be created and promoted on DWS website, employnm.com and social media platforms

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The event promotional cost will be managed by Communication Manager and One Stop Operator via the Awareness campaign

**I. What are the desired results?**

Connect employers to job seekers. Reduce the number of claimants on unemployment by connecting them with an employer.

**J. How will the results be measured?**

We will utilize a sign-in sheet as well as register individuals in the Workforce Connection Online System. Follow-up will be completed with employers to determine job placements.

**K. What resources are needed for this activity/event, if any?**

N/A

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# Outreach Activity Sheet

New Mexico  
Workforce Connection

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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** NMDWS

**CONTACT:** Peter Martinez/Michelle Velarde

**CONTACT'S EMAIL:** peter.martinez@state.nm.us

**CONTACT'S CELL NUMBER:** 505-238-6536

**A. What is the name of the outreach activity/event?**

Early Childhood Education Hiring Event

**B. What is the proposed outreach activity/event and who is the target population?**

The ECED wants to help childcare facilities fill vacancies. These facilities will be asked to attend the hiring event to seek possible candidates

**C. Who are the partner programs involved?**

Possibly Title 1

**D. How will other partners be informed of the activity/event?**

Through email

**E. When will this activity/event take place?**

August 14, 2021, 10am-1pm at the Las Cruces Workforce Connection

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Las Cruces

**G. How will the activity/event be promoted?**

Marketing, social media, Hot jobs, flyers, and NMDWS website

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

SAWDB will provide security guard on Saturday

**I. What are the desired results?**

To have a viable talent pool for the early childhood education facilities to hire from.

**J. How will the results be measured?**

By the vacancy fill rate of the employers, we are assisting

**K. What resources are needed for this activity/event, if any?**

Possibly tables

Cubicle for interviewing

Copy machine

Security guard for outside normal business hours

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# Outreach Activity Sheet

New Mexico  
Workforce Connection

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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** NM Workforce Connection- Silver City

**CONTACT:** Marivel "MJ" Medel & Tommy Villalobos

**CONTACT'S EMAIL:** [marivel.medel@state.nm.us](mailto:marivel.medel@state.nm.us) & [tommy.villalobos@state.nm.us](mailto:tommy.villalobos@state.nm.us)

**CONTACT'S CELL NUMBER:** 575-956-7525 & 575-313-3019

**A. What is the name of the outreach activity/event?**

Grant County Job Fair

**B. What is the proposed outreach activity/event and who is the target population?**

Job and resource fair where job seekers can meet with prospective employers from all around the Grant County area to find job openings, education and training opportunities and encourage a return to the workforce.

**C. Who are the partner programs involved?**

WIOA Adult/ DW

WIOA Youth

WIOA Title 3 Wagner Peyser

WIOA Title 4 VR

**D. How will other partners be informed of the activity/event?**

As soon as flyers are approved, we will send those out to partners via email and alert partners and supervisors via our weekly Southwest business team meeting and Weekly Outreach Huddle.

**E. When will this activity/event take place?**

Friday, September 10<sup>th</sup> from 9:00 AM- 2:00 PM, Grant County Business and Conference Center

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Grant County Business and Conference Center

County wide

3031 US-180, Silver City, NM 88061

**G. How will the activity/event be promoted?**

Flyers, social media, radio, newspaper and official registration page

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The County has waived the fee for the convention center. Estimated cost is \$0.00. The Town of Silver City has also agreed to pay any fees that we may need to incur. Equipment Delivery by OSO \$168. \$500 Radio promo.

**I. What are the desired results?**

Good turnout of job seekers and about 20-25 employers to be present, resources in the community to be available to job seekers and ample job placements.

**J. How will the results be measured?**

By capturing the number of employers and number of jobseekers in attendance. Any job placements from event.

**K. What resources are needed for this activity/event, if any?**

Tables and chairs will be provided by the Convention Center. Each partner including ourselves, will need to bring tables clothes/ promotional materials/ any signage they may need to promote services.

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# Outreach Activity Sheet

New Mexico  
Workforce Connection

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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** NFJP

**CONTACT:** Victor Cabrera

**CONTACT'S EMAIL:** [cabrera@metinc.org](mailto:cabrera@metinc.org)

**CONTACT'S CELL NUMBER:** 575-644-6636

**A. What is the name of the outreach activity/event?**

NFJP/MSFW Road Runner Food Bank Distribution Event

**B. What is the proposed outreach activity/event and who is the target population?**

The population is the migrant and seasonal farm worker in the Luna County area. The purpose is to increase awareness about the MSFW and NFJP programs as well as all WIOA services. Additionally, the intention is to partner with other agencies to ensure wrap around services are made available to those in the most rural areas.

**C. Who are the partner programs involved?**

DWS

MSFW

NFJP

Road Runner Food Bank

**D. How will other partners be informed of the activity/event?**

Using the regional calendar, email and fliers and announcements via partner meetings.

**E. When will this activity/event take place?**

September 15, 2021, October 13<sup>th</sup>, 2021, November 17<sup>th</sup>, 2021, and December 15, 2021, Jan 12, 2022, Feb 16<sup>th</sup>, 2022 and March 16<sup>th</sup>, 2022

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Luna, NM

**G. How will the activity/event be promoted?**

Using Roadrunner foodbank resources, word of mouth and fliers amongst the farm workers and their families.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

WIOA Title I-financially assisted programs and activities are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY).

FUNDED BY THE U.S. DEPARTMENT OF LABOR.

Built into awareness dollars for each individual partners programs. \$100 each event.

**I. What are the desired results?**

To increase awareness of the NFJP and MSFW programs and increase enrollments for all programs involved.

**J. How will the results be measured?**

Monitoring the number of enrollments in MSFW, NFJP and any other WIOA programs.

**K. What resources are needed for this activity/event, if any?**

A table, fliers, and brochures.

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# Outreach Activity Sheet

New Mexico  
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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** OSO

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [darleen.lopez@equusworks.com](mailto:darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** (575) 649-1580

**L. What is the name of the outreach activity/event?**

Regional Untapped Talent Employer Seminar (Finding ways to be inclusive and broaden candidate pools)

**M. What is the proposed outreach activity/event and who is the target population?**

Gather the subject matter experts to come and present powerful information on how to help close the gap in staffing needs for employers across the region. Looking to do a virtual event, approx. 4 hours with Q&A from the attendees and testimonials from employers who currently employ those with health and social barriers. The target is employers, law enforcement and organizations.

**N. Who are the partner programs involved?**

- WIOA Adult/DW
- WIOA Youth
- WIOA title 3 Wagner Peyser
- WIOA title 4 VR
- DACC
- Ideal Options/CHI
- DOH
- DVR
- DAC LEAD DOT Program
- Tresco Inc.

**O. How will other partners be informed of the activity/event?**

As soon as the agenda topics are approved and the key speakers are secured, the dates and times of the activity and fliers are finalized, we will send them to the partners via email invitation; then have a Zoom meeting to set goals and assignments.

**P. When will this activity/event take place?**

TBD-We hope to do this early Oct. Just after UI benefits have ended and the job seeker pool become re-saturated (hopefully).

**Q. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This will be a virtual event. Open to the entire region.

**R. How will the activity/event be promoted?**

The activities will be promoted through social media from finalization of event details until the day of. Will use all resources available through the awareness campaign and promote via social media, partners, and chambers.

**S. Who will fund the activity/event, promotions, and what is the estimated cost?**

The New Mexico Workforce Connection system and OSO will support the event. No cost is expected outside of promo materials covered by the OSO awareness campaign. \$500 radio promo.

**T. What are the desired results?**

We hope to open the door to many participants already in our programs who just need a chance to gain meaningful employment. Also, to educate employers on how their staffing needs can be met immediately by changing their hiring practices. Ultimately we hope this results in placements and increased performance for all programs involved.

**U. How will the results be measured?**

We will get all employers to register and then follow up to engage them for services as well as get feedback on surveys. We will take a list of employers who attended at the door and follow up about a month later to see if any employment opportunities were expanded due to the new information they learned from the seminar.

**V. What resources are needed for this activity/event, if any?**

Digital fliers, radio ads and possibly an in-kind exchange from a partner for prizes for employers on the panel.

# Outreach Activity Sheet

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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** WIOA Youth Program

**CONTACT:** Vanessa Gomez

**CONTACT'S EMAIL:** [vgomez@ydinm.org](mailto:vgomez@ydinm.org)

**CONTACT'S CELL NUMBER:** 505-238-2553

**W. What is the name of the outreach activity/event?**

Fall First Light Federal Credit Union Financial Literacy Event

**X. What is the proposed outreach activity/event and who is the target population?**

Youth enrolled in the WIOA youth program. To help participants enroll in new accounts and to provide financial literacy and set the importance of building relationships with financial institutions.

**Y. Who are the partner programs involved?**

- WIOA Youth
- First Light Federal Credit Union

**Z. How will other partners be informed of the activity/event?**

Via email.

**AA. When will this activity/event take place?**

October 18, 2021 and October 19, 2021

**BB. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

505 S Main St Suite 134 Las Cruces 88001

**CC. How will the activity/event be promoted?**

Flyer provided by First Light Credit Union, case managers to provide information to their participants.

**DD. Who will fund the activity/event, promotions, and what is the estimated cost?**

No cost.

**EE. What are the desired results?**

Participation from participants. Skill gains.

**FF. How will the results be measured?**

Each case manager will take count of how participants enrolled at the event and depending on results, we will look to carry out events in different counties.

**GG. What resources are needed for this activity/event, if any? None**

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# Attachment A - Workforce Services Offered

**The Adult program** serves individuals and helps employers meet their workforce needs. It enables workers to obtain good jobs by providing them with job search assistance and training opportunities.

(source: <https://www.dol.gov/agencies/eta/workforce-investment/adult>)

**The Dislocated Worker program** is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce.

source: <https://www.dol.gov/agencies/eta/workforce-investment/dislocated-workers>)

**The Youth program** provides services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities.

(source: <https://www.dol.gov/agencies/eta/youth>)

**Job Corps** is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16-24 improve the quality of their lives by empowering them to get great jobs and become independent. Services include Career Preparation, Career Development, Career Transition.

(source: <https://www.dol.gov/agencies/eta/jobcorps>)

**Career Services** consist of three types:

(a) Basic career services must be made available and, at a minimum, must include the following services, as consistent with allowable program activities and Federal cost principles:

(b) Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:

(c) Follow-up services must be provided, as appropriate, including Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment opportunities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

(source: <https://www.law.cornell.edu/cfr/text/20/678.430>)

**Supportive Services** means services that are necessary to enable an individual to participate in WIOA Activities. These services may include, but are not limited to, the following:

- (1) Linkages to community services;
- (2) Assistance with transportation;
- (3) Assistance with child care and dependent care;
- (4) Assistance with housing;
- (5) Needs-related payments;
- (6) Assistance with educational testing;
- (7) Reasonable accommodations for individuals with disabilities;
- (8) Referrals to health care;
- (9) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as

eyeglasses and protective eye gear;

(10) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and

(11) Payments and fees for employment and training-related applications, tests, and certifications.

(source: <https://www.law.cornell.edu/cfr/text/20/680.900> <https://www.law.cornell.edu/cfr/text/20/681.570>)

### **Adult Education and Literacy**

**Adult Education-** This is academic preparation and offers adults instruction in basic skills, such as reading, writing, arithmetic, and other skills required to function in society.

**High School Equivalency Preparation-** This is academic preparation toward readiness for the **high school equivalency (HSE) examination**. HSE preparation can be delivered in a traditional classroom, via distance learning or through a combination of both, known as hybrid education.

**English as a Second Language (ESL) and English Literacy and Civics (EL Civics)-** ESL courses teach **English literacy** to individuals with languages other than English as their primary language. These courses are often paired with **Civics courses** which inform individuals on United States history, culture, and practice in preparation for citizenship. Some ESL courses offer workplace (vocational) language training that places their new English skills in the context of their work environment.

**Combined High School Equivalency (HSE) & Workforce Skills Training-** Traditional HSE **preparation** with concurrent skills training offered to also prepare the learner with occupational skills toward improved employment opportunities. This can occur in a number of different ways and can be brief (weeks) or take more time (months). Longer programs will generally lead to more marketable skills and may result in industry-recognized certifications.

(source: <https://www.wfsolutions.org/how-we-help/education-training/adult-education-and-literacy.html#Services>)

**Employment Services** focuses on providing a variety of employment-related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, reemployment services and recruitment services to employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services and staff assisted service delivery approaches. Depending on the needs of the labor market other services such as jobseeker assessment of skill levels, abilities and aptitudes, career guidance when appropriate, job search workshops and referral to training may be available. The services offered to employers, in addition to referral of job seekers to available job openings, include assistance in development of job order requirements, matching job seeker experience with job requirements, skills and other attributes, assisting employers with special recruitment needs, arranging for Job Fairs, assisting employers analyze hard-to-fill job orders, assisting with job restructuring and helping employers deal with layoffs.

(source: <https://www.mc-americanjobcenter.com/title-iii-wagner-peyser>)

**The National Farmworker Jobs Program** (NFJP) provides grants to community-based organizations and public agencies that assist migrant and seasonal farmworkers (MSFWs), and their families attain greater economic stability. The program helps farmworkers acquire the skills they need to retain agricultural jobs or start new careers.

**Career Services** - including outreach, skills assessment, labor market information, job search, program eligibility determination and placement assistance, individual employment plans developed through a case management-based service strategy, group and individual counseling, and short-term prevocational services, such as workplace readiness training. MSFWs can also access the other services of the American Job Center.

**Training Services** - including occupational skills and job training, on-the-job training opportunities, programs that combine workplace training with related instruction, skills upgrading and retraining, entrepreneurial training, and other training activities.

**Youth Services** – including tutoring, dropout prevention, paid and unpaid work experiences, occupational skills training, certain education, leadership development opportunities, mentoring, comprehensive guidance and counseling, financial literacy training, and entrepreneurial skills training.

**Related Assistance Services** - including short-term direct assistance that helps farmworkers and their family members to retain their agricultural employment or to participate in intensive or training services.

**Housing Assistance** - helps to meet a critical need for the availability and quality of farmworker housing, and supports better economic outcomes for MSFWs and their families. Housing assistance includes direct payments for emergency and temporary housing and for direct investments in housing assistance for MSFWs at their permanent residence. Other indirect assistance includes leveraging services to increase or maintain housing stock available to farmworkers and housing development designed to improve living conditions for underserved farmworker communities.

(source: <https://www.dol.gov/agencies/eta/agriculture>)

**The Division of Vocational Rehabilitation** services include Vocational Counseling and Guidance, Job Search Assistance/Job Development/Job Placement Assistance, Pre-Employment Transition Services, Disability Determination Services, Vocational Rehabilitation Technology, Employment Training, Post-Employment Services. See expanded list of services in attachment provided by NMDVR.

(Source: <https://www.dvr.state.nm.us/>)

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**Contact information**

Darleen Lopez, One-Stop Operator  
darleen.lopez@equusworks.com  
(575) 649-1580

Angela Longovia, Communications Manager  
angela1@sccog-nm.com  
(575) 740-6484

Steve Duran, WIOA Administrator  
steve@employnm.com  
(575) 740-5381

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## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	October 14, 2021
<p><b>Agenda Item</b> Resolution 21 – 15 authorizes the administrative entity to issue a Request for Proposals for WIOA Youth services as a one-year contract for PY22 (July 1, 2022 – June 30, 2023), with up to three years of renewals/extensions</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>This item is presented for your review to authorize the Administrative Entity to issue the Workforce Innovation and Opportunity Act Youth Request for Proposals (RFP) for the period of July 1, 2022 – June 30, 2023, with an option to renew annually for three additional years.</p> <p>We are currently in the third and final year of contracts with Youth Development, Inc. (YDI) under an RFP that was issued in August 2018.</p> <p>The Board is required to authorize the issuance of an RFP.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to approve Resolution 21 – 15.</p> <p><b>BOARD’S OPTIONS ARE TO</b></p> <ul style="list-style-type: none"> <li>• Accept the recommendation</li> <li>• Amend the recommendation</li> <li>• Reject the recommendation</li> <li>• Table the item</li> <li>• Take no action on the item</li> </ul> <p><b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b></p> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul> <p><b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b></p> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul> <p><b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	October 10, 2021
<p><b>Agenda Item</b> Resolution 21 – 10 approves an amendment to contract agreement number PY21-WIOA-04 with Arbor E&amp;T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop Operator Services for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement</p>	
<p><b>SUMMARY OF AGENDA ITEM</b> This item was tabled at the September 16, 2021 special meeting. It is not ready to present.</p> <p><b>RECOMMENDATION</b> A motion to take no action on the item.</p> <p><b>BOARD'S OPTIONS ARE TO</b></p> <ul style="list-style-type: none"> <li>• Accept the recommendation</li> <li>• Amend the recommendation</li> <li>• Reject the recommendation</li> <li>• Table the item</li> <li>• Take no action on the item</li> </ul> <p><b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b></p> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul> <p><b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b></p> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul> <p><b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

**AGENDA ITEM SUMMARY**

Southwestern Area  
Workforce Development Board

October 14, 2021

**Agenda Item**

Resolution 21 – 16 authorizes the Board Chair and Board Vice-Chair as signatory on the Southwestern Area Workforce Development Board bank accounts

**SUMMARY OF AGENDA ITEM**

This item is presented for your review and consideration to authorize Board Chair Mario Juarez-Infante and Board Vice-Chair Alisa Estrada as a signatory on all the Southwestern Area Workforce Development Board's bank accounts.

**RECOMMENDATION**

A motion to approve Resolution 21 – 16.

**BOARD'S OPTIONS ARE TO**

- Accept the recommendation
- Amend the recommendation
- Reject the recommendation
- Table the item
- Take no action on the item

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

- Staff or committee, as directed.

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

- Supports all strategic plan goals

**LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW**

- None



# *Presentation on Career Pathways Plan*

*Sharon Thomas  
Jeramey Harrison*



# Career Pathways Plan PY 2019



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## Executive Summary

The Southwestern Area Workforce Development Board continues the process of improving its service delivery model to support economic development through workforce development. A key pillar to this process is the career pathways system and how employers are directly in developing solutions to their workforce needs within their industry.

This career pathways plan was developed in consideration of the U.S. Department of Labor Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development and the sector partnership strategies model that is being implemented throughout New Mexico. The toolkit provides the teams with a variety of tools to use to strengthen its processes and the development of career pathways. It calls for the alignment of cross-agency planning, performance, and strategies resulting in a skilled and ready workforce.

A two-pronged approach describes how the traditional roundtable and the sector partnership strategies models will be used in PY19. The sector partnership strategies model will first be used with the healthcare and education industries. In future program years, the other priority industries of the board will also use the sector partnership strategy model.

As described in the plan, the building of cross-agency partnerships will help organize partners to be an integral part of the process that leads to the engagement of businesses within their respective industries. This group is referred to as the Core Team. The Core Team consisting of businesses, workforce development, economic development, and education all working together to develop training programs that meet the needs of the employers. The Core Team also works together developing the career pathway information that will be used within the workforce centers and system. The braiding of programs and services also leads to the search for additional funding and other resources to support the training needs of the industry. The Southwestern Area Workforce Development Board will also work with the Core Team to align policies and programs that will improve services. The leadership team will measure change and report its conclusions to business, its partners, the Southwestern Area Workforce Development Board and the Chief Elected Officials on a quarterly basis.

To truly change the economy, those involved in the career pathways systems must align their strategies and resources to build upon traditional approaches that result in more effective programs. By implementing the career pathways plan, our local economy becomes stronger as education, workforce development and industry connect to address the workforce readiness of the region.



## Introduction to Career Pathways

This plan has been created to support the workforce system and local leaders in the Southwestern area of New Mexico. It outlines the process of the career pathways system: who is involved; what is produced; and how change is measured and reported to benefit employers within industries, job seekers, and youth. This plan underscores the participation of business leaders through industry meetings, needs assessments, measuring, and reporting process. The Southwestern Area Workforce Development Board has chosen to use a model provided by the U.S. Department of Labor (USDOL), The Career Pathways Toolkit, that is organized around the Six Key Elements of Career Pathways (Appendix A).

### What are Career Pathways?

According to the information in the Toolkit,

Career pathways are the new way of doing business and they operate at two levels—a system level and an individual program level. At the systems level, career pathways development is a broad approach for serving populations that may experience significant barriers to employment and can substantially alter the way the workforce system delivers its services and its relationship with partner organizations and stakeholders. Career pathways programs offer a clear sequence, or path, of education course and/or training credential aligned with employ-validated work readiness standards and competencies (Introduction p.6).

### What is the Relationship Between Career Pathways and Sector Strategies?

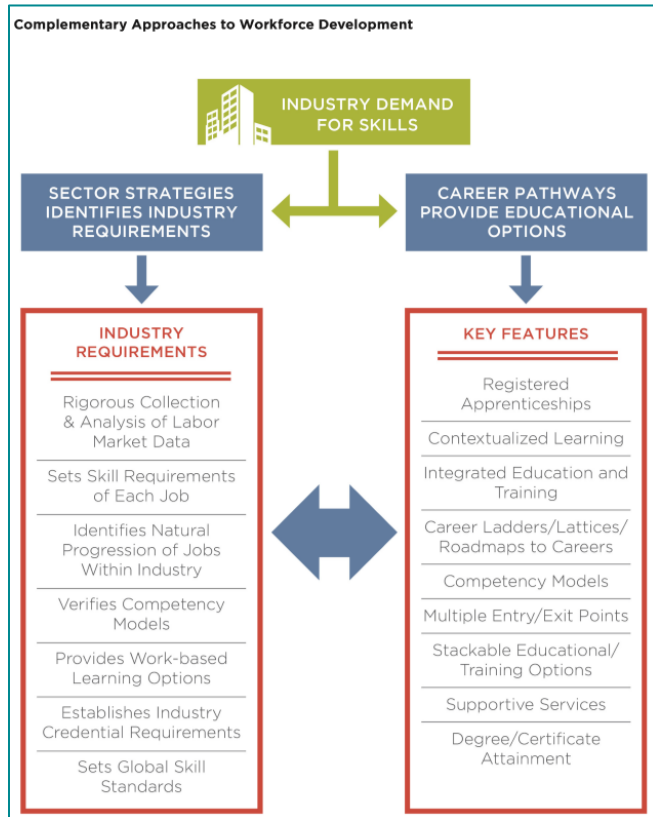
Career Pathways are complementary to Sector Strategies. Using the Industry Demand for Skills, Sector Strategies are used to identify industry requirements. Then the sector strategy information is used to develop career pathways to provide educational options (Toolkit p.8). The work with industries is ongoing so Career Pathways are continually being updated based on new information from the particular industry sector.

Career Pathways and Sector Strategy Partnerships are new to the New Mexico public workforce system. In the SAWDB's contract with the State of New Mexico, two industries must be identified to use the sector strategy partnership model during PY19. The SAWDB Planning Committee has chosen Healthcare and Education as the two industries for sector partnership strategies. The partners may also opt to join existing roundtable discussions or convenings within the region. The benefits are that time and resources do not have to be expensed to invent a "new wheel" and businesses leaders do not have to attend multiple meetings to discuss similar meeting topics – minimizing employer fatigue.

The State Administrative Entity of the NM Department of Workforce Solutions has contracted with a trainer to assist the four local workforce boards in New Mexico with the deployment of the sector strategy model.

This sector approach is different than the traditional industry partnership model that has been used with the Board's priority industries in the past. The traditional model uses an Employer Needs Guide (Attachment B) to engage employers and to open discussions. This guide seeks to learn about the

industry needs for entry, technical, and supervisory positions. Under this approach, each industry



partnership will have a business leader as its chair and have a process to sustain and grow the partnership.

The advantage of the traditional approach is that Career Pathways could be developed quickly for the eight Priority Industries selected by the board in 2018. However, the traditional industry partnership model may only be used as an interim approach during PY2019. This approach may allow for the development of career pathways more quickly, but those career pathways would not be informed by any sector strategies work and would, therefore, need to be revisited. According to the Toolkit, in order for the career pathways to reflect the needs of local and regional businesses and industries, the sector strategies work should occur first. (Toolkit: Complementary Approaches to Workforce Development, p. 8.)

## A Two-pronged Approach

In order to satisfy the SAWDB's contract with the State of New Mexico to identify two industries for the sector strategy partnership model during PY19 and to quickly develop Career Pathways for the Priority Industries, a two-pronged approach should be attempted. First, use the traditional approach to produce the initial Career Pathways for the eight Priority Industries. Then, use the sector partnership strategy approach from the Toolkit to revisit and update the Healthcare and Education Career Pathways.

### Initial Career Pathways

In November 2019, the partners will convene to identify its leadership team (Team) and begin their work on developing the Career Pathways for the eight Priority Industries. A Leadership Team (WIOA Project Manager [Lead], SAWDB Chair [or his appointed representative], WIOA Administrator, and One Stop Operator) will identify entry points, recruitment strategies, career ladders, and lattices. Industry leaders will be involved in the design process of the career pathways system.

Based on this information, the leadership team will develop and disseminate info sheets for each industry throughout the region. Partners and educational providers will be encouraged to post a link to the career pathways webpage and provide hardcopy info sheets to the public and their staff. The

leadership team will provide a quarterly webcast on the career pathway system and info sheets to the public and other stakeholders.

### **Sector Partnership Strategies (Toolkit)**

After developing the Initial Career Strategies, developing and disseminating information, and training service providers, work can then begin on using the Toolkit to develop the Sector approach for Education and Healthcare. Fortunately, the Toolkit integrates sector strategies and career pathways. In addition, the final section of the Toolkit is the ETA Sector Strategies Technical Assistance Initiative, which is a Guide for Action for Sector Partnerships, so the Toolkit could easily be used to develop Sector Partnerships in the Healthcare and Education sectors.

The focus is to organize the program partners identified by the Workforce Innovation and Opportunity Act (Act) across the region. The region consists of the following seven counties in Southwestern New Mexico: Catron, Doña Ana, Grant, Hidalgo, Luna, Sierra, and Socorro.

The core team for each industry will be drawn from cross-agency partners and employers in the region:

- 1) WIOA Project Manager (Lead)
- 2) SAWDB Chair
- 3) WIOA Administrator
- 4) One Stop Operator Manager
- 5) Employers
- 6) Core program partners
  - a. WIOA Adult program
  - b. WIOA Dislocated Worker program
  - c. WIOA Youth program
  - d. WIOA Wagner-Peyser program
  - e. WIOA Adult Education Services program
  - f. WIOA Vocational Rehabilitation program
- 7) Education (K-12 and higher education)
- 8) Economic Development
- 9) Community based organizations

The Team will use the process described in the Six Key Elements in the Toolbox to create their shared vision, mission, and strategies for the two chosen industries—Healthcare and Education. The Leadership team should begin with the Six Key Elements Readiness Assessment (Toolkit, p. 10) and the Next Steps Action Planning Tool (Toolkit, p.16). “The flexible action-planning tool . . . can help the team carry out prioritized actions steps identified in the Six Key Elements Readiness Assessment. It may help the team decide which key element to concentrate on first (Toolkit, p. 17).

The goal for this work is to obtain Optimal Alignment. When Optimal Alignment is achieved, the following statements will describe the work of the SAWDB region.

Leadership vision and strategy is operational. System focuses on targeted sector strategy,

engages employers, and reflects clear pathways education components. State-level policies support long-term sustainability with federal and/or state funding plan. Metrics and outcomes reflect evidence-based evaluation processes and continuous improvement” (Toolkit, p. 11).

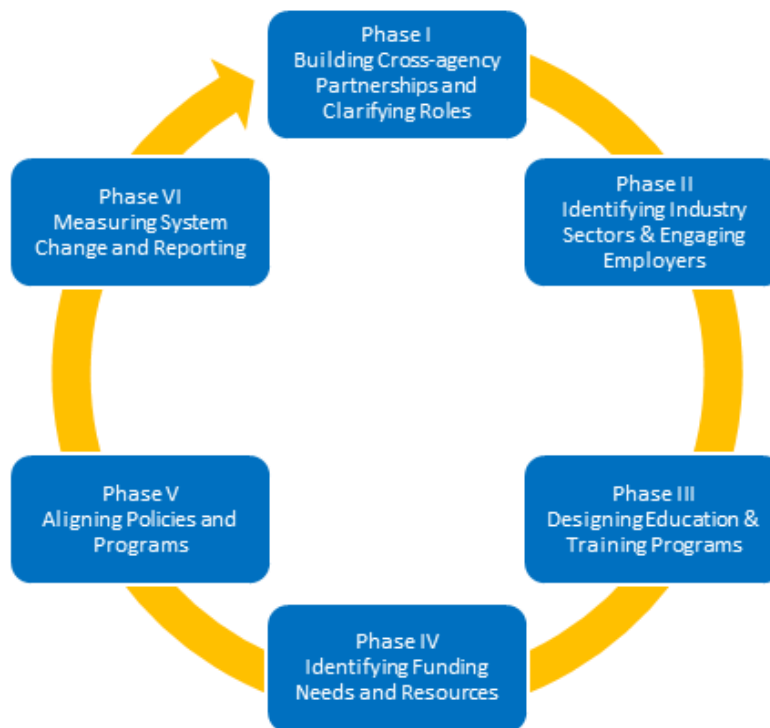
## Using the Toolkit

### Six Key Elements of Career Pathways

Career pathways are developed through collaboration of partners and industry, who gather and analyze information to help customers make informed career choices. A key goal is to engage workforce partners, businesses, and education to form a team that work together to meet the workforce needs of the industry through workforce development.

The six elements are a guide for the following:

1. Building cross-agency partnerships and clarifying roles within the workforce system
2. Identifying industry sectors and engaging employers
3. Designing education and training programs to meeting the needs of employers
4. Identifying funding needs and sources
5. Aligning policies and programs
6. Measuring system change and performance



## Phase I: Building Cross-Agency Partnerships and Clarifying Roles

Key Element Components:

- Engage cross-agency partners and employers.
- Establish a shared vision, mission, and set of goals.
- Define the roles and responsibilities of all partners.
- Develop a work plan and/or Memorandum of Understanding for the partnership.

### Organizing the Partners and Clarifying their Roles

In this phase of the process, the focus is to organize the program partners identified by the Workforce Innovation and Opportunity Act (Act) across the region. The region consists of the following seven counties in Southwestern New Mexico: Catron; Doña Ana; Grant; Hidalgo; Luna; Sierra; and Socorro. The public workforce system's structure under the Act intends to braid a variety of partners' resources and specialties into one system to coordinate services to customers.

As part of developing a career pathways process, the partners will provide input based on their individual experiences. This type of input is essential to understanding each other's roles and how they can better serve customers with the board's priority industries. The Act requires that each local workforce board, like the SAWDB, have set of core program and other required partners who bring their special skills and resources to the table to better serve the needs of each individual or employer. Their role of the partners is to develop a pipeline for skilled workers through training opportunities that meet the workforce needs of businesses.

The administrative entity and one-stop operator of the Southwestern Area Workforce Development Board will lead in the initial phase of forming the leadership team.

### WIOA Core Program Partners

The core program partners work in collaboration in various areas of the public workforce system. Working together as part of the career pathways process provides the system with a variety of perspectives that enhance the quality of services to employers, job seekers, and youth.

The core programs consist of:

- 1) WIOA Title I – Adult Program (funding by the SAWDB)
- 2) WIOA Title I – Dislocated Worker Program (funded by the SAWDB)
- 3) WIOA Title I – Youth Program (funded by the SAWDB)
- 4) WIOA Title II – Adult Education Services (funded by the NM Department of Higher Education)
- 5) WIOA Title III – Wagner-Peyser Employment Program (funded by NM Department of Workforce Solutions)
- 6) WIOA Title IV – Vocational Rehabilitation Program (funded by the NM Department of Education)

## WIOA Additional Partners

The Code of Federal Register, 20 CFR § 678.400, as listed below, identify the additional partners who have a role in the public workforce system. Like the core programs under the Act, these partners specialize in providing employment or education to specific populations within our communities. Their rolls are essential to addressing the unique and diverse needs of those within our workforce system.

- 1) The Senior Community Service Employment Program authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056et seq.);
- 2) Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301et seq.);
- 3) Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271et seq.);
- 4) Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.;
- 5) Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901et seq.);
- 6) Employment and training activities carried out by the Department of Housing and Urban Development;
- 7) Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);
- 8) Programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and
- 9) Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601et seq.), unless exempted by the Governor under § 678.405(b).

In addition to the core and additional partners under WIOA, K-12 education providers are additional partner that have an important role in the process. The region has over 20 public school districts and numerous private schools that will be invited to convene and participate in both the sector partnership strategy process and industry roundtable discussions. Having K-12 education providers provides a sound balance and adds value to the workforce system.

Community based organizations and government agencies that are not WIOA or K-12 partners should also be invited to partner depending on the value that they can bring to the workforce system. Such partners are valuable as they can potentially fill gaps in the delivery of wrap-around services for individuals or their families.

## Phase II - Identifying Industry Sectors & Engaging Employers

Key Element Components:

- Conduct labor market analysis to target high demand and growing industries
- Survey and engage key industry leaders from targeted industries and sector partnerships.
- Clarify the role of employers in the development and operation of programs.
- Identify existing training systems within industry as well as the natural progression and/or mobility (career ladders/lattices)

- Identify the skill competencies and associated training needs
- Sustain and expand business partnerships.

### **Priority Industries**

This identification of industry sectors was completed in 2018 with the modification to the SAWDB's four-year plan. The SAWDB's priority industries are:

- Aerospace
- Agricultural
- Education
- Health care
- Logistic and warehousing
- Manufacturing
- Mining
- Hospitality and tourism

In addition to the priority industries, other industries that are emerging in the region can also be engaged to develop sector strategy partnerships or through industry roundtables discussions. The leadership team will make this determination on a case-by-case basis.

### **Self-assessment**

In **December of 2019**, the Leadership Team (Team) will conduct a self-assessment using a career pathways tool (View Attachment A). The self-assessment gauges how the workforce system in the Southwestern area of New Mexico if it is a high-performing sector-focused organization. Based on the results of the self-assessment, the Leadership Team and develop strategies to improve its performance.

In addition, the Team will begin reviewing labor market information for the career pathways that will also be used for the modification of the 2020 Four-year plan by analyzing labor market information and identifying high-demand industries with family sustaining wages. The labor market analysis for the career pathway will also be used for the four-year plan to support the targeted high demand industries. The labor market information will be drawn from the Bureau Labor Statistic and LASER to search for industry projections and occupations in demand, as well as industry concentrations within the region.

### **Career Pathway System Objectives**

The career pathway partners will have key tasks that are measurable indicators of the progress within the region. The Toolkit provides 20 key elements of a high-performing sector-focused workforce system.

### **High-performing Sector-focused Workforce System**

The following are a list of the areas for assessment from the Employment Training Administration (ETA) Sector Technical Assistance Initiative Sector Strategies Organizational Self-Assessment tool (Attachment A):

### **Data-Informed Decision Making**

Is your organization/partnership using rigorous data to make decisions about target industries and education and training investments?

- 1) Understanding of the region's most important industry sector(s) through use of rigorous economic, industry and labor market data collection and analysis.
- 2) Process in place to identify specific skill needs, level of demand, and area education and training program gaps within target industry sector(s)
- 3) Provision of data that is understandable and shared across partners to enable joint, collaborative decision-making

### **Industry Engagement**

How broad and deep is the involvement of targeted industry sector(s) employers in designing and delivering programs and services?

- 1) Regional influence to bring key industry leaders to the table and understand the needs of their businesses
- 2) Industry as a strategic partner in designing and executing services and programs
- 3) Capability to take on the sector partnership intermediary role if required

### **Sector-Based Service Delivery**

How effectively are you and your partners facilitating the development and delivery of workforce opportunities that are responsive to the needs of an entire targeted industry?

- 1) Capability to fill the industry's near-term workforce needs
- 2) Capability to meet the industry's longer-term pipeline needs across a range of skill levels
- 3) Ability to overcome barriers for lower-wage workers in order to facilitate employment and career advancement within the targeted sector(s)
- 4) Experience with and capability to develop effective, employer-validated career pathways in support of the target sector(s)
- 5) Experience with and capability to design and implement, with employers, work-based learning models in targeted sector(s)
- 6) Partnerships with the right regional organizations to deliver comprehensive solutions in response to target industry sector(s) needs—while minimizing the duplication of services
- 7) Willingness and ability to respond to non-workforce needs directly related to the industry's economic development or growth opportunities



### **Sustainability & Continuous Improvement**

Is your organization able to measure sector strategy outcomes and sustain sector work overtime?

- 1) Ability to “build the buzz” about the value of sector partnerships as a means to continuously secure stakeholder buy-in
- 2) Sector partnership measures of success identified and tracked with continuous improvement processes built in
- 3) Sustainable funding source(s) to establish and expand sector partnerships

### **Organizational Capacity & Alignment**

Does your organization have the personnel, policies, vision, and resources in place to support sector strategy outcomes?

- 1) Organizational commitment to bring partners to a shared vision
- 2) Organizational culture that promotes a demand-driven approach within a sectors framework
- 3) Organizational structure (administrative policy, committee structure) that supports industry engagement within a sectors framework
- 4) Staff have expertise about current target industries and have opportunities to hone knowledge as targets change”

### **Roundtables**

In **January of 2020**, the Team will conduct industry round table discussions with businesses and industry leaders from the areas of Workforce and Education to inventory of training systems and career ladders and lattices, and to identify skill competencies. In this process, the Team will not only learn about the industry’s needs, but their interests in other areas of the workforce system.

### **Phase III - Designing Education & Training Programs**

#### **Key Element Components**

- Identify and engage education and training partners.
- Identify target populations, entry points, and recruitment strategies. Review, develop, or modify competency models with employers and develop and validate career ladders/lattices.
- Analyze the State’s and region’s education and training resources and response capability.
- Research and promote work-based learning opportunities within business and industry.
- Develop integrated, accelerated, contextualized learning strategies.
- Provide flexible delivery methods.
- Provide career services, case management, and comprehensive support services. Provide employment assistance and retention services.

## Benefits of Existing Partnership with Education

The benefit of having education partners for various industries in the sector partnership strategies and career pathways process is that they will be involved in understanding the needs of the industry and be a part of designing the solution that will fill the skill gaps of individuals. In 2000, the Workforce Investment Act (WIA) included a workforce system that established relationships between workforce boards and education. The reauthorization of WIA, the Workforce Innovation and Opportunity Act (WIOA), continued the same framework to assist job seekers with training. Accordingly, the SAWDB has established relationship with various eligible training providers within the its public workforce systems and in **January 2020** the Core Team will work with cross-agency partners and employers from Healthcare and Education to develop new or modify existing educational programs to bridge the workforce gaps within the industries.

## Phase IV - Identifying Funding Needs and Resources

### Key Element Components

- Identify the costs associated with system and program development and operations.
- Identify sources of funding available from partner agencies and related public and private resources and secure funding.
- Develop long-term sustainability plan with state or local partners.

**In January 2020**, the Team will explore how it will braid its funding, measure performance, and establish a strategy for the long-term sustainability of newly funded projects.

### Braided Funding

A key step that the Team will examine is it funding needs for future services related to program development cost and participant costs. The Team will identify its existing sources of funding and how it can best braid them to meet its needs and how it will deliver services more effectively and efficiently.

Beyond the existing sources of funding, the Team will explore addition sources of funding, both public and private. Private organizations provide start-up funding for new concept ideas that help special populations. The advantage to having an existing partnership with so many organizations is the ability to be more competitive in the application process for funding. This consortium model typically leads to higher points of a proposal during the evaluation process and results in an award.

### Measuring the Return on Investment

The partners in the public workforce system measure their performance at different levels, one being after the participant exits the program. WIOA Title I service providers examine whether a participant was employed after the second quarter and fourth quarter after exit. It also measures the median earnings of the participants after exit. By taking median earning of the number of individuals in the measure, a computation can be made relative to annual earnings over the cost of the training. Taking this measure on an annual basis can establish a barometer of how the public workforce system is performing year to year.

## Long-term Sustainability for New Projects

A major area of consideration when applying for new project funds, whether public or private, is how will the project be sustained beyond the start-up period? Funding is typically the main issue for sustainability. An advantage to the Team is having access to a consortium of partners that can set aside and commit funds from their respective organizations to support the project beyond the start-up period. This places the SAWDB in a good position for the sustainability for future projects with its partners.

## Phase V - Aligning Policies and Programs

### Key Element Components

- Identify state and local policies necessary to implement career pathways systems.
- Identify and pursue needed reforms in state and local policy.
- Implement statutory and administrative procedures to facilitate cross-agency collaboration.

### Strategies for Aligning Policies and Programs

The SAWDB has and is now more geared to consider the effects of its policies with workforce partners. One example is the supportive service policy that helps those in training programs pay for transportation, childcare, and medical costs that are barriers to education or training.

In **February 2020**, the Team will work with the administrative policy committee to examine the SAWDB's and partners' policies for policies changes that can improve the service delivery model and career pathways for customers. The Team will examine how it can promote better program alignment among the partners in the workforce system and how it will measure the outcomes.

High schools, community colleges, and other post-secondary schools are an important part of this examination for alignment. This holistic view involves a cross-section of partner who are all involved and have an important role in the career pathways process.

The Team will produce a report no later than **February 29, 2020** with its recommendations.

## Phase VI - Measuring System Change and Reporting

### Key Element Components

- Define desired system program, and participant outcomes.
- Identify the data needed to measure system, program, and participant outcomes.
- Implement a process to collect, store, track, share, and analyze data.
- Design and implement a plan for reporting system and program outcomes.

Measuring system change is an important part of examining how a program is improving its services. In respect the career pathway system, the Team will identify the desired outcomes for participants and the overall system. It will identify what type of data will be collected and analyzed to establish conclusions and how it will report this information to the partnering programs and SAWDB.

## Measuring Change

### Quarterly Basis

On a quarterly basis, the leadership team will submit a report called, Career Pathways Quarterly Brief that summarizes the career pathway activities and progress of the quarter. The first report will be for the period of October through December and published on February 1, 2020. Subsequent reports will be on:

<b>Period</b>	<b>Publication Date</b>
January 1 – March 31, 2020	May 1, 2020
April 1 – June 30, 2020	August 1, 2020
July 1 – September 30, 2020	December 1, 2020

### Biannual Basis

On a biannual basis, the leadership team will measure the overall system change of each industry by comparing baseline workforce data to current data. The leadership team will, at a minimum, measure and report on changes on:

- 1) Funding resources
- 2) Activities and services
- 3) Outputs
- 4) Outcomes
- 5) Impacts

In this process, the leadership team will involve its partners and employers who are willing to assist in measuring change. The leadership team will at a minimum submit its report to the following bodies:

- 1) Businesses/Employers
- 2) Workforce partners
- 3) Education (Higher Education and K-12)
- 4) Economic development
- 5) Local elected officials and local government managers
- 6) Cabinet Secretary of the NM Department of Workforce Solutions





# SAWDB Career Pathways Plan

October 14, 2021

# DOL Audit Findings 2019

- Career Pathways
- Grievance & Complaint Procedures
- Adult and Dislocated Worker Training Services
- Youth Follow-up Services
- Required Information in Public Communications
- Records Retention
- Participation Period and Exit
- Service Provision and Reporting
- Financial Policies and Procedures
- Interest Bearing Account



# Career Pathways

- **Finding #1: Career Pathways**
- WIOA “. . . stipulates the local board, with representatives of secondary and post-secondary education programs, must lead efforts in the local area to
  - develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services needed by adults and youth, particularly individuals with barriers to employment.

## **Corrective Action**

- The SAWDB must develop career pathways strategies for its workforce investment activities and submit a summary that outlines its plan and Implementation strategy.



Southwestern Area  
Workforce Development Board

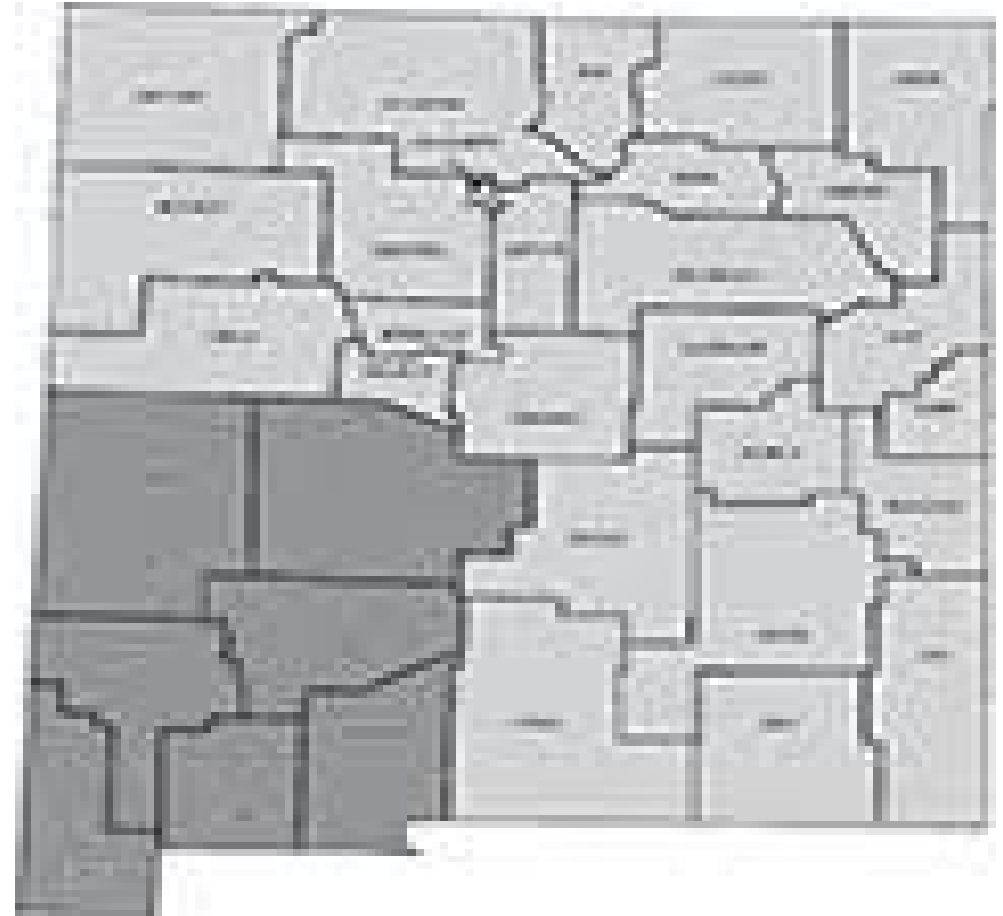


**Career Pathways Plan  
PY 2019**



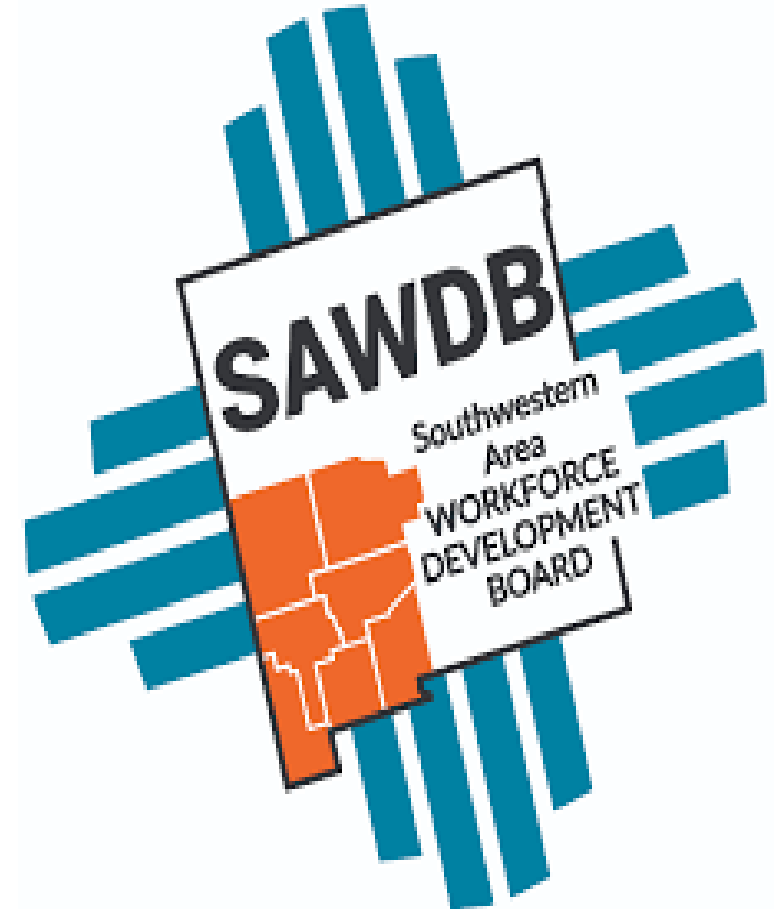
# Priority Industries

- Aerospace
- Agriculture
- Education
- Health Care
- Logistics and Warehousing
- Manufacturing
- Mining
- Hospitality and Tourism



# Two-Pronged Approach

1. Start on sector strategies and career planning with Healthcare and Education
2. Continue current approach with the other priority industries
3. Move to other industries after partnerships and career pathways have been implemented for the first two areas.



# Healthcare Sector

- 2021
- Worked with Center for Health Innovation (Susan Wilger).
- Six counties participated (Doña Ana County did not participate)
- Greatest need for staff
  - Behavioral Health
  - Nurses



# Workforce Talent Collaborative

## Doña Ana County



- Greater Las Cruces Chamber of Commerce and The Bridge of Southern New Mexico
- Chose eight industries with the greatest potential to succeed

- Healthcare
- Digital Media
- Advanced Manufacturing
- Transportation and Logistics
- Energy
- Aerospace
- Defense
- Value-Added agriculture

# Doña Ana County/Borderplex Joint Regional Workforce Talent Development Strategic Plan

- One-page handouts for each industry
- Strategic Plan
- Industry roundtables, surveys, etc.
- Report for each industry on the skills needed for their in-demand jobs

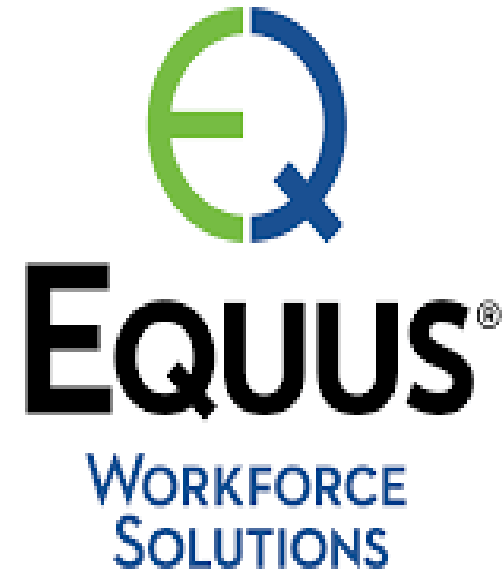


Jeramey Harrison

- National Director
- One Stop Operations

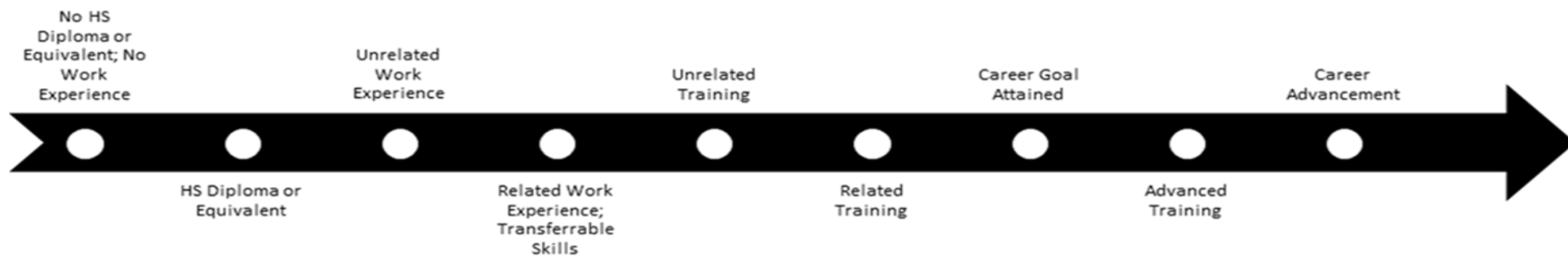
Andrew Huls

- National Manager
- One Stop Operations





# Career Pathways and Sector Strategies



# Sector Strategies and career pathways – common goals

## Both intended to:

- Result in systems change;
- Meet the skill needs of employers in in-demand industries and occupations;
- Restructure education and training in ways that encourage accelerated attainment of industry credentials and family sustaining employment.



# What are Sector Strategies and Career Pathways

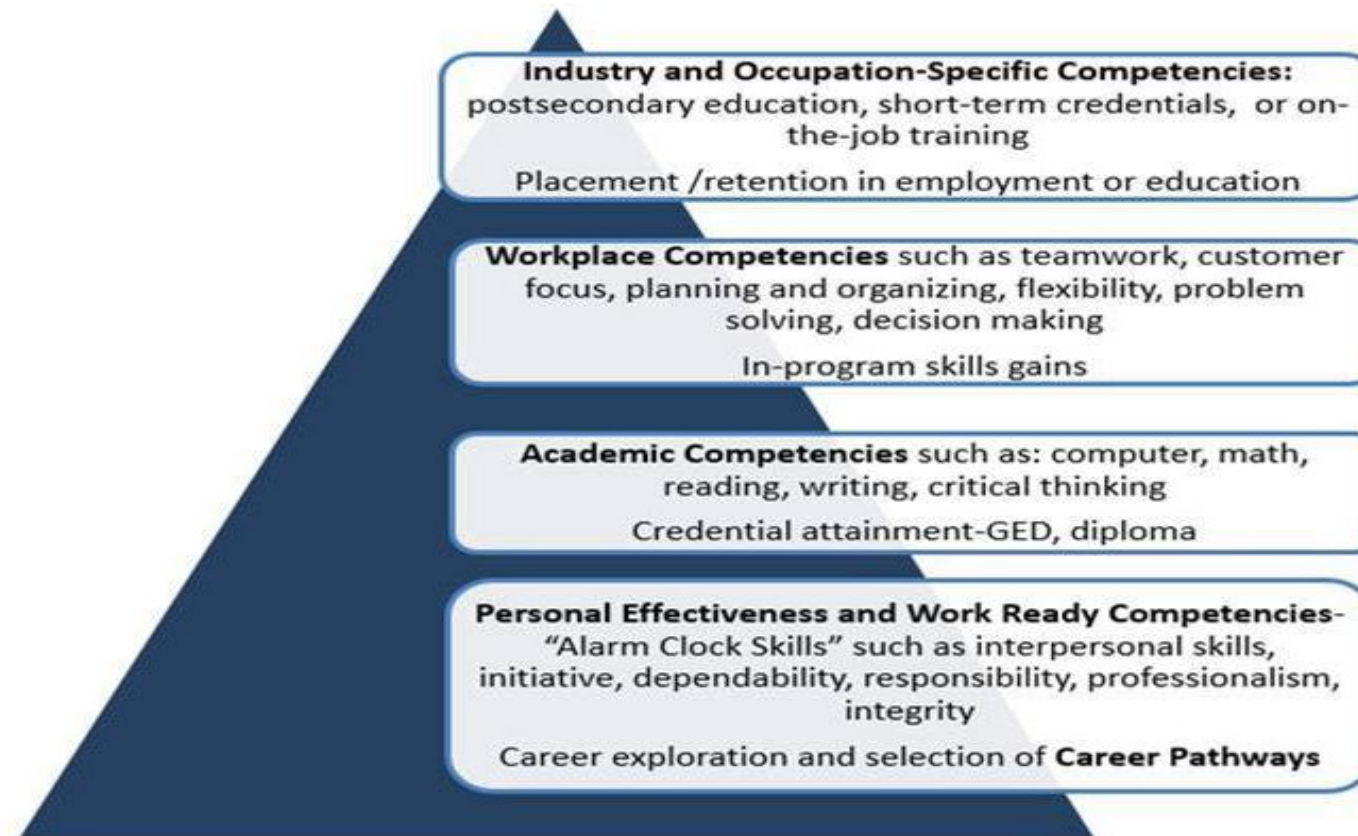
## SECTOR STRATEGIES

- Regional, industry-focused approaches to building skilled workforces
- Sector partnerships convene multiple employers from targeted industries – working with workforce, education, economic development, labor, and community partners to:
  - Identify industry skill needs;
  - Design education and training programs; and
  - Build skilled worker pipelines.

## CAREER PATHWAYS

- Align education, training, and support services in ways that enable individuals, including those who are underprepared, to attain the skills and credentials needed for in-demand, family supporting careers.
- Offer multiple entry and exit points aligned with stackable credentials.
- Carefully articulate each educational level to the next.
- Offer contextualized learning, acceleration strategies, work-based learning, and extensive counseling.

# CAREER PATHWAY MODEL



# Approach to Career Pathways/Sector Strategies



# Key Elements of Successful Career Pathways



Built around great data and guided by industry

In-demand, middle class wages, clear credential/skill pathway, industry buy-in.



Transform Service Delivery

Assessment, skill development, credential attainment, college credit, supportive services, allow entry/exit, funding opportunities.



Strategically Aligned, supportive partnerships, shared vision

Multiple entry/access points, ability to enter and exit, workforce organizations and industry are cohesive, ongoing support for job seekers.

# KEY FINDINGS IN CAREER PATHWAY RESEARCH



*CAREER PATHWAY PARTICIPANTS EARN HIGHER WAGES.*



*MORE LIKELY TO COMPLETE A TRAINING-RELATED CREDENTIAL.*



*CAREER PATHWAY APPROACHES ARE ADVANTAGEOUS FOR INDIVIDUALS WITH SIGNIFICANT BARRIERS TO EMPLOYMENT.*



*ACHIEVE HIGHER SKILLS GAINS*



*COMPLETE COLLEGE COURSES AT A GREATER COMPLETION RATE*



*MORE LIKELY TO OBTAIN EMPLOYMENT IN DESIRED INDUSTRY*

- In **Louisville, KY -- KentuckianaWorks** has created two industry-focused One-Stop Career Centers.
- The Kentucky Manufacturing Career Center, with Jefferson Community and Technical College, Jefferson County Public Schools (JCPS) Adult Education, JCPS Career and Technical Education, and JCPS Iroquois High School Magnet Career Academy partner to offer manufacturing skills training that leads to certifications and college credit hours.
- The center provides a single location for employers to advertise manufacturing jobs, carry out assessments, and provide specialized training for job seekers and existing employees. Training is offered through Career Pathways approaches.







# *Meeting Packets*



# Reports & Information Items



# Committee Reports:

*One-Stop/Agency Coordination Committee*

*Policy Committee*

*Outreach Committee*



# *Service Providers Reports*



# *Service Providers Reports:*

## *Youth Services*

*Alamo Navajo School Board, Inc.*

# Alamo Navajo School Board, Inc.

## WIOA Youth Provider In-School & Out-of-School Youth

October 14, 2021

# Goals for PY21

- To enroll 11 In-School (ISY); 21 Out of School (OSY) Participants
- Total enrollment – **32 Participants**
- Add new activities (i.e. 417 Comprehensive Guidance & Counseling, 442 Financial Literacy, 407 Work Experience-dependending on health order, work-sites are identified in the Magdalena/Socorro area)
- Activity 406 Study Skills Tutoring/Training for all new enrollees
- Measurable Skill Gains (Pre and Post TABE tests)- Eligibility for basic skills deficiency and English language learner
- Career Pathways – help youth transition to post-secondary education/training/employment
- Alternative secondary school or dropout recovery (Activity 415 Youth Alternative Secondary School Service)

# Current Enrollments, Placements, Trainings

As of July 1, 2021:

- Seven (7) In-School Youth are Roll Overs from PY20 working on different activities such as postsecondary planning, financial literacy. Three (3) enrolled in postsecondary education
- **Enrolled one (1) NEW In-School Youth**
- Nine (9) Out-of-School Youth all Roll Overs from PY20 working on enrollment in adult education programs, financial literacy. Three (3) enrolled in postsecondary education.
- Four (4) WIOA participants exited the program and follow-ups were recently conducted. All are not employed nor enrolled in postsecondary.

New enrollees currently in process....



# OUTREACH ACTIVITIES

- Outreach- radio announcements, flyers, job fairs, social media i.e. facebook, and other platforms
- Work experience, employability skills, essential education, digital literacy (WNMU)
- Create individual educational plan to help youth increase basic skills in preparation for workforce training or post-secondary and/or make level gains; conduct ZOOM meetings
- Guidance counselor works one-on-one with youth for Post-Secondary planning and preparation, Financial Literacy, Career Readiness, Job Search, Assessment, and placement, along with virtual tours of campus
- Essential Education HiSET online program to help prepare students for the actual test in order for students to obtain their high school diploma

# Outreach Strategies

- Set up a table at the Mini Market to recruit students for enrollment
  - ❖ Target population is the Alamo Community youth, young adults, and community to prepare for future employment training and/or post-secondary opportunities.
- College and Career Fair
  - ❖ Target population is the Alamo Community youth, young adults, and community to prepare for future employment training and/or post-secondary opportunities. November 10, 2021 date for Virtual College/Career Fair

**Alamo Navajo School Board, Inc.**  
**Division of Community Service**  
**P.O. Box 5907**  
**Alamo, New Mexico 87825**  
**(575) 854-2609 ext. 1400**

Marlene Thomas-Herrera: [marleneh@ansbi.org](mailto:marleneh@ansbi.org)

Sherri Bennett: [sbennett@ansbi.org](mailto:sbennett@ansbi.org)

Monique Jake: [mjake@ansbi.org](mailto:mjake@ansbi.org)

Sylvia Monte: [smonte@ansbi.org](mailto:smonte@ansbi.org)

**THANK YOU!**



***Service Providers  
Reports:  
Adult & Dislocated Worker  
Services  
Equus Workforce Solutions***

# WIOA Adult and Dislocated Worker

7/1/2021-10/7/2021



WIOA Title I-financially assisted programs and activities are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY). FUNDED BY THE U.S. DEPARTMENT OF LABOR

New Mexico  
Workforce Connection

A Proud Partner of the American Job Center Network



## ON-THE-JOB TRAINING

Since July 1, we have placed **90** participants in an OJT for permanent employment.

Industries and occupations vary but are all intermediate, mid-level or Executive positions. High focus on meaningful placements with higher wages.

Since July 1 we have assisted **110** students with Tuition Assistance (ITA).

All students are pursuing degrees or certificates in our region's "Occupations in Demand".



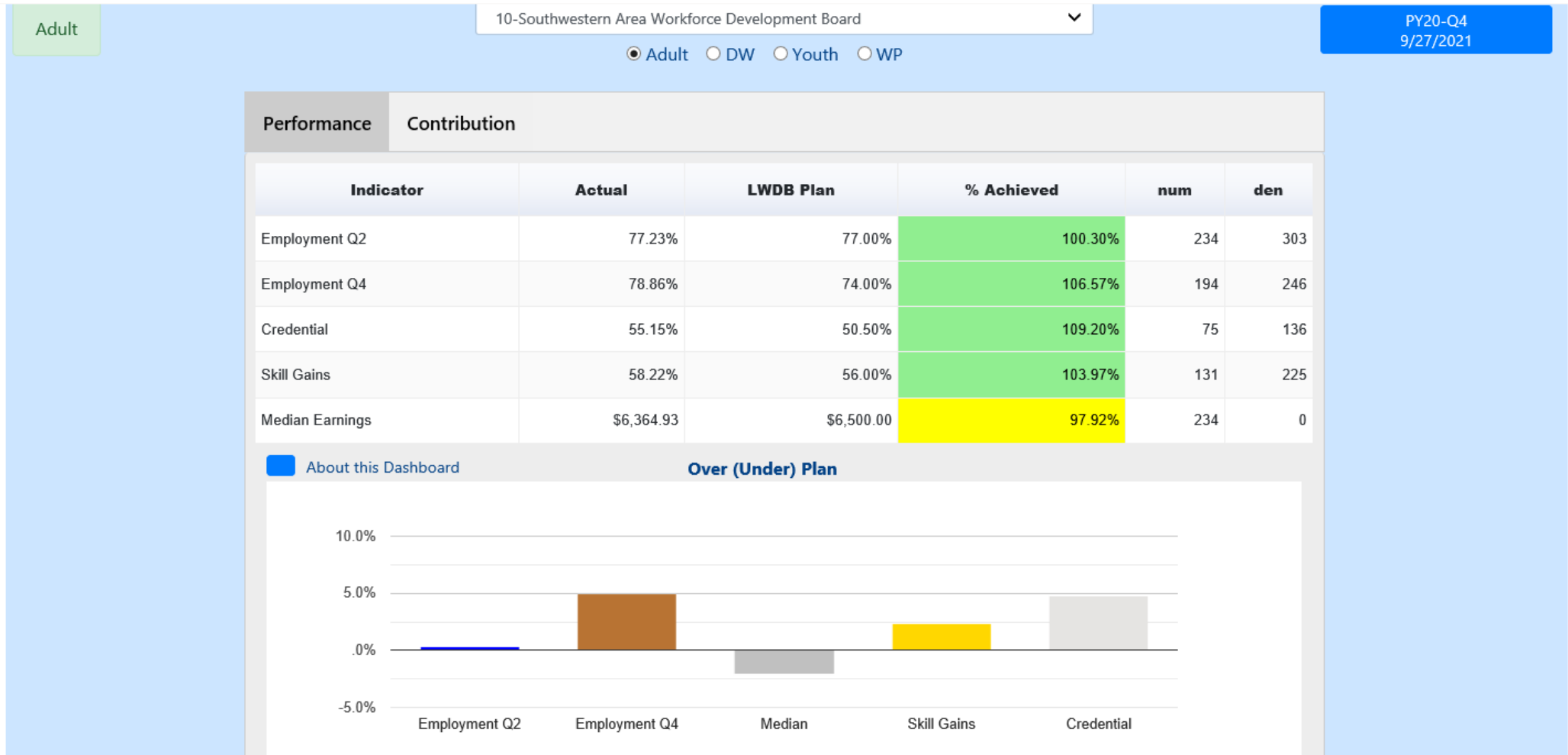
According to the most recent Federal reports, the Southwest Region is performing at its highest level since performance has been recorded in SW.



Southwest Region ranks second, just behind the Central Region in Adult and Dislocated Worker. Please see State Workforce Board Packet in the performance slides.



# ADULT: Federal Performance Measures



Connecting EMPLOYERS with JOB SEEKERS

# Dislocated Worker

Connecting EMPLOYERS with JOB SEEKERS

Dislocated Worker

10-Southwestern Area Workforce Development Board

PY20-Q4  
9/27/2021

Adult
  DW
  Youth
  WP

Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	68.42%	68.00%	100.62%	65	95
Employment Q4	70.97%	68.50%	103.60%	44	62
Credential	35.48%	53.00%	66.95%	11	31
Skill Gains	53.76%	50.50%	106.46%	50	93
Median Earnings	\$5,658.49	\$6,100.00	92.76%	65	0

About this Dashboard
**Over (Under) Plan**

Indicator	Deviation (%)
Employment Q2	0.42%
Employment Q4	2.47%
Median	-4.51%
Skill Gains	6.96%
Credential	-17.52%



# *Service Providers Reports:*

## *Youth Services*

*Youth Development, Inc.*

# WIOA Youth Services

**Provider: Youth Development, Inc. (YDI)**

The WIOA Youth Program is a comprehensive youth employment program for eligible youth ages 14-24 who face barriers to education, training, and employment. The program provides a range of services including 14 Youth Elements that will assist youth with completing their education, gain valuable work and occupational skills and enter a career pathway toward self-sufficiency.

Contact:

Concha Cordova, Vice-President

[ccordova@ydinm.org](mailto:ccordova@ydinm.org)

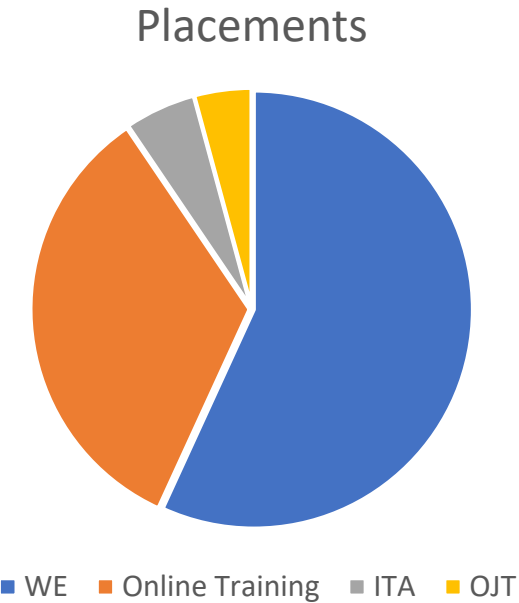
Cell: 505-977-3216

# WIOA Youth Services – Data as of 9/30/21

COUNTY	# ENROLLMENTS	# PLACEMENTS
CATRON	1	1
DONA ANA	42	40
GRANT	11	22
HIDALGO	6	12
LUNA	4	6
SIERRA	3	3
SOCORRO	1	3
<b>TOTAL</b>	<b>68</b>	<b>87</b>

In-school = 25%

Out-of-School = 75%



Participant Obligations: \$244,075

# WIOA Youth Services

## Successes:

- Staffing
  - *Great staff retention in 1<sup>st</sup> quarter (1 vacancy at the end of quarter-Luna YDP)*
- Outreach events
  - *Holding/attending outreach events in the communities for recruitment/partnership*
- Launched 14 Elements through Success Training Institute
  - *Online training that combines soft skills training with a virtual experience in technical areas that build career skills for employment*
- Work Experience
  - *Placements have significantly increased with businesses openings and more jobs available; 54 placements in 1<sup>st</sup> quarter.*
- On-the-Job Training (OJTs)
  - *Three OJT's in the 1<sup>st</sup> quarter: Child Care Worker, Customer Service, Landscape Technician*
- Mentoring Component
  - *Working with 14 mentors and 23 participants in the 1<sup>st</sup> quarter*
- Supportive Services
  - *Requests for rental assistance, mileage/bus pass, laptops, uniforms, fingerprinting, utilities, tools*

# WIOA Youth Services

YOUTH SERVICES



## Questions?

WIOA Title I-financially assisted programs and activities are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY). FUNDED BY THE U.S. DEPARTMENT OF LABOR

New Mexico  
Workforce Connection

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# *Administrative & Financial Reports*





# *Administrative & Financial Reports*

**Workforce Innovation and Opportunity Act**  
**Southwestern Area Workforce Development Board**  
**Balance Sheet**  
**June 30, 2021 Final**

**WIOA**

**ASSETS:**

Cash and cash equivalents	\$	-
Accounts Receivable-Grants		1,076,383
Total assets	\$	<u><u>1,076,383</u></u>

**LIABILITIES AND FUND BALANCE:**

Accounts payable	\$	1,065,404
Deferred Revenue		10,979
Total liabilities		<u><u>1,076,383</u></u>

**Fund Balance**

Unreserved and designated for future expenditures		-
Total fund balance		<u>                  </u>
Total liabilities and fund balance	\$	<u><u>1,076,383</u></u>

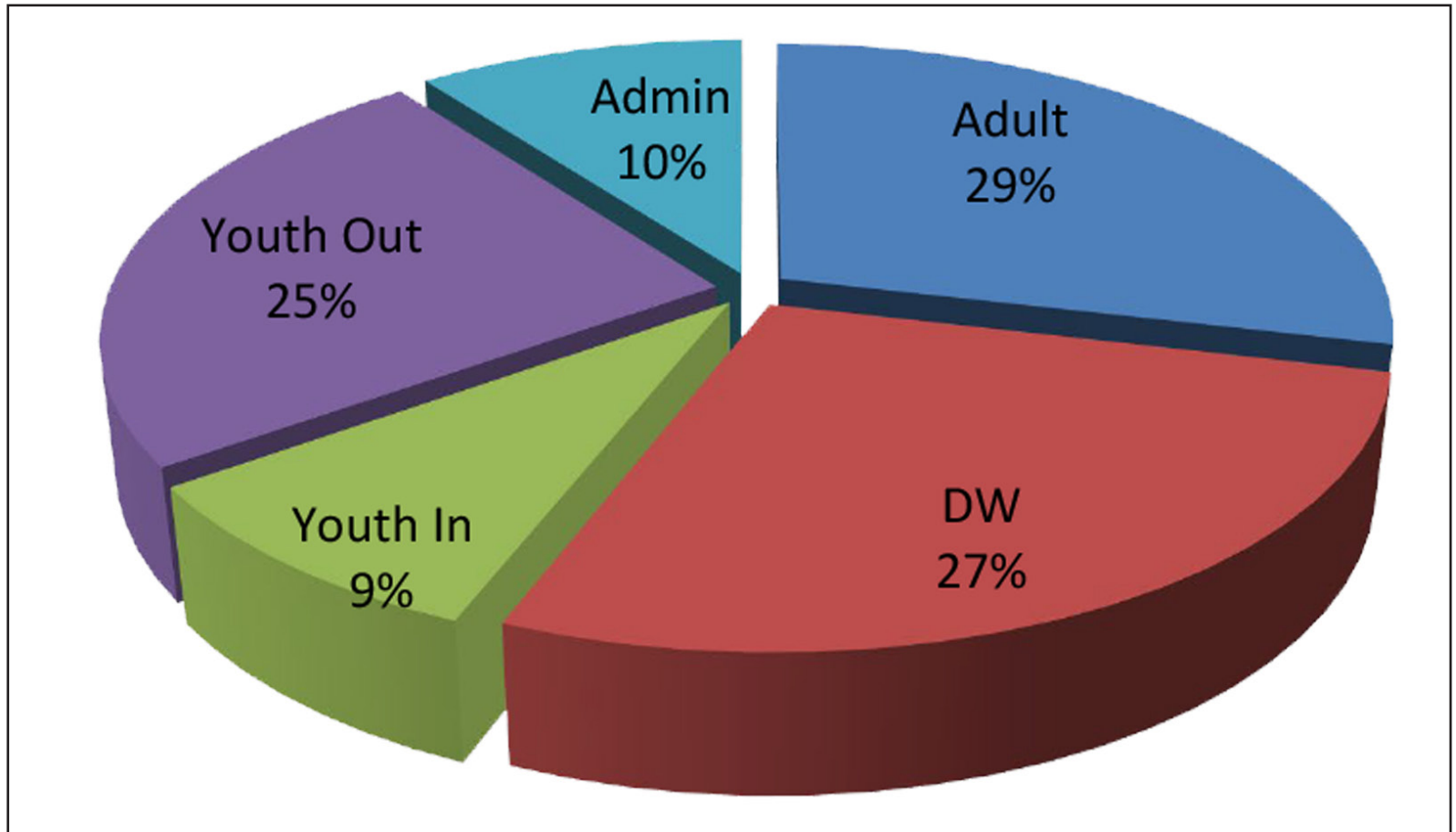
**Workforce Innovation and Opportunity Act  
Southwestern Area Workforce Development Board  
Statement of Revenues, Expenditures, and  
Changes in Fund Balances - Budget (GAAP Basis) and Actual  
For the Fiscal Year 20-21  
June 30, 2021 Final**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues:</b>			
Federal grants	\$ 8,548,335	5,254,443	3,293,892
<b>Expenditures:</b>			
Employment services:			
Program Year 20/Fiscal Year 21			
Adult	1,170,085	782,146	387,939
Dislocated Worker	1,969,906	853,117	1,116,789
Youth	1,839,130	526,720	1,312,410
Administration	562,281	85,528	476,753
Program Year 19/Fiscal Year 20			
Adult	723,516	723,516	0
Dislocated Worker	583,390	583,390	0
Youth	1,187,938	1,187,938	-
Administration	454,867	454,867	-
Program Year 18			
Youth	57,221	57,221	-
Total general governmental	<u>8,548,335</u>	<u>5,254,443</u>	<u>3,293,892</u>
Excess (deficiency) of revenues over expenditures	-	-	-
Fund balance, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance, end of year	<u>\$ -</u>	<u>-</u>	<u>-</u>

Southwestern Area Workforce Development Board  
 Workforce Innovation and Opportunity Act  
 June 30, 2021 Final

**Expenditures by Fund**

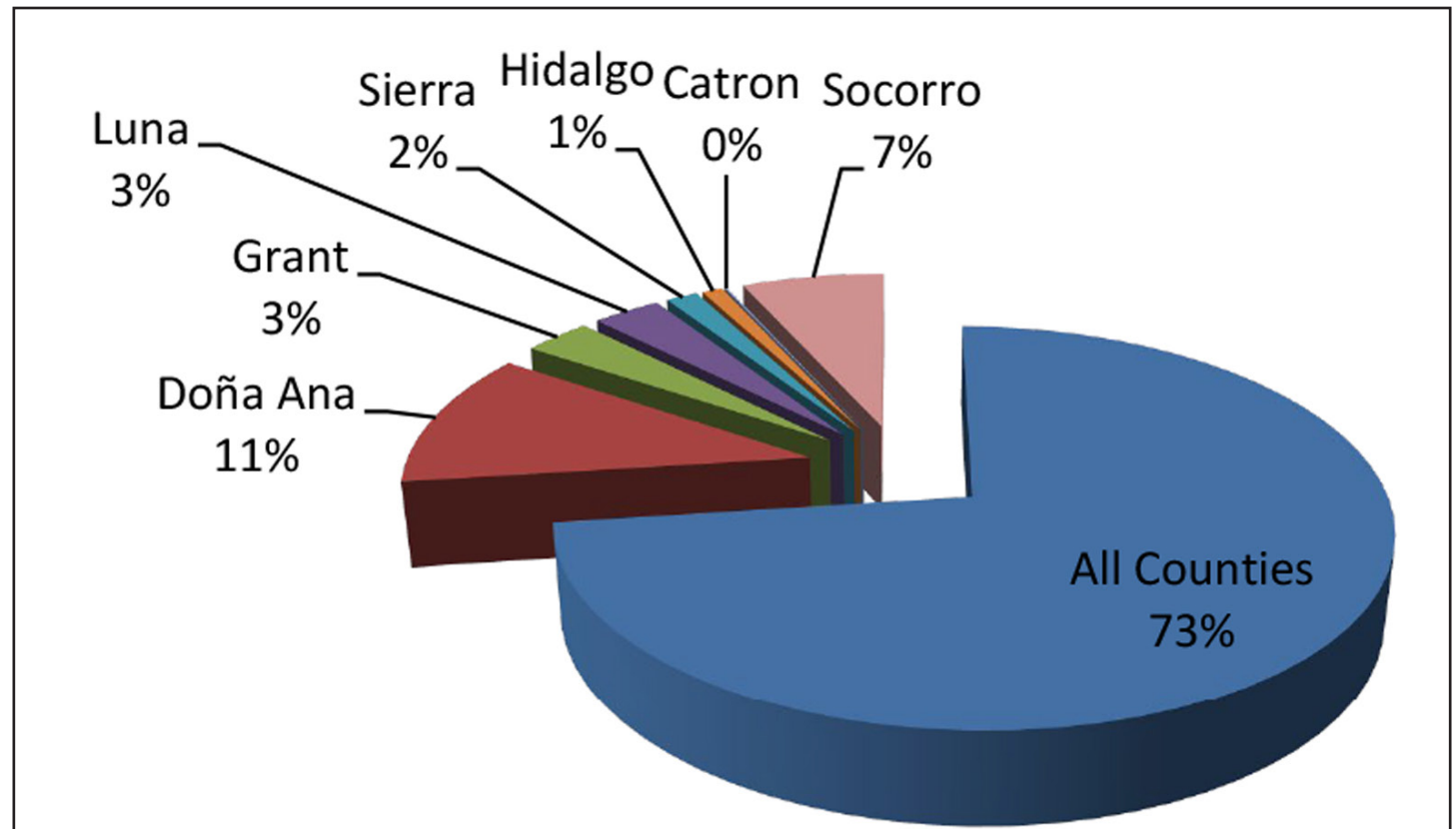
<u>Adult</u>	<u>DW</u>	<u>Youth In</u>	<u>Youth Out</u>	<u>Admin</u>
\$ 1,505,662	\$ 1,436,507	\$ 480,533	\$ 1,291,346	\$ 540,395



Southwestern Area Workforce Development Board  
 Workforce Innovation and Opportunity Act  
 June 30, 2021 Final

**Expenditures by County**

<u>All Counties</u>	<u>Doña Ana</u>	<u>Grant</u>	<u>Luna</u>	<u>Sierra</u>	<u>Hidalgo</u>	<u>Catron</u>	<u>Socorro</u>
\$ 3,833,751	\$ 598,783	\$ 166,666	\$ 168,248	\$ 78,476	\$ 51,101	\$ 5,703	\$ 351,714



**Workforce Innovation and Opportunity Act**  
**Southwestern Area Workforce Development Board**  
**Balance Sheet**  
**August 31, 2021**

	<u>WIOA</u>
<b>ASSETS:</b>	
Cash and cash equivalents	\$ 40,679
Accounts Receivable-Grants	486,886
Total assets	\$ <u>527,565</u>
<b>LIABILITIES AND FUND BALANCE:</b>	
Accounts payable	\$ 527,565
Deferred Revenue	-
Total liabilities	<u>527,565</u>
<b>Fund Balance</b>	
Unreserved and designated for future expenditures	<u>-</u>
Total fund balance	<u>-</u>
Total liabilities and fund balance	\$ <u>527,565</u>

**Workforce Innovation and Opportunity Act  
Southwestern Area Workforce Development Board  
Statement of Revenues, Expenditures, and  
Changes in Fund Balances - Budget (GAAP Basis) and Actual  
For the Fiscal Year 20-21  
August 31, 2021**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues:</b>			
Federal grants	\$ 8,634,818	567,229	8,067,589
<b>Expenditures:</b>			
Employment services:			
Program Year 21/Fiscal Year 22			
Adult	1,216,353		1,216,353
Dislocated Worker	1,691,740		1,691,740
Youth	1,898,741		1,898,741
Administration	534,092		534,092
Program Year 20/Fiscal Year 21			
Adult	387,939	87,616	300,323
Dislocated Worker	1,116,789	69,927	1,046,862
Youth	1,312,410	344,092	968,318
Administration	476,753	65,593	411,160
			-
Total general governmental	<u>8,634,818</u>	<u>567,229</u>	<u>8,067,589</u>
Excess (deficiency) of revenues over expenditures	-	-	-
Fund balance, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance, end of year	\$ <u>-</u>	<u>-</u>	<u>-</u>

Southwestern Area Workforce Development Board  
Workforce Innovation and Opportunity Act  
August 31, 2021

**Expenditures by Fund**

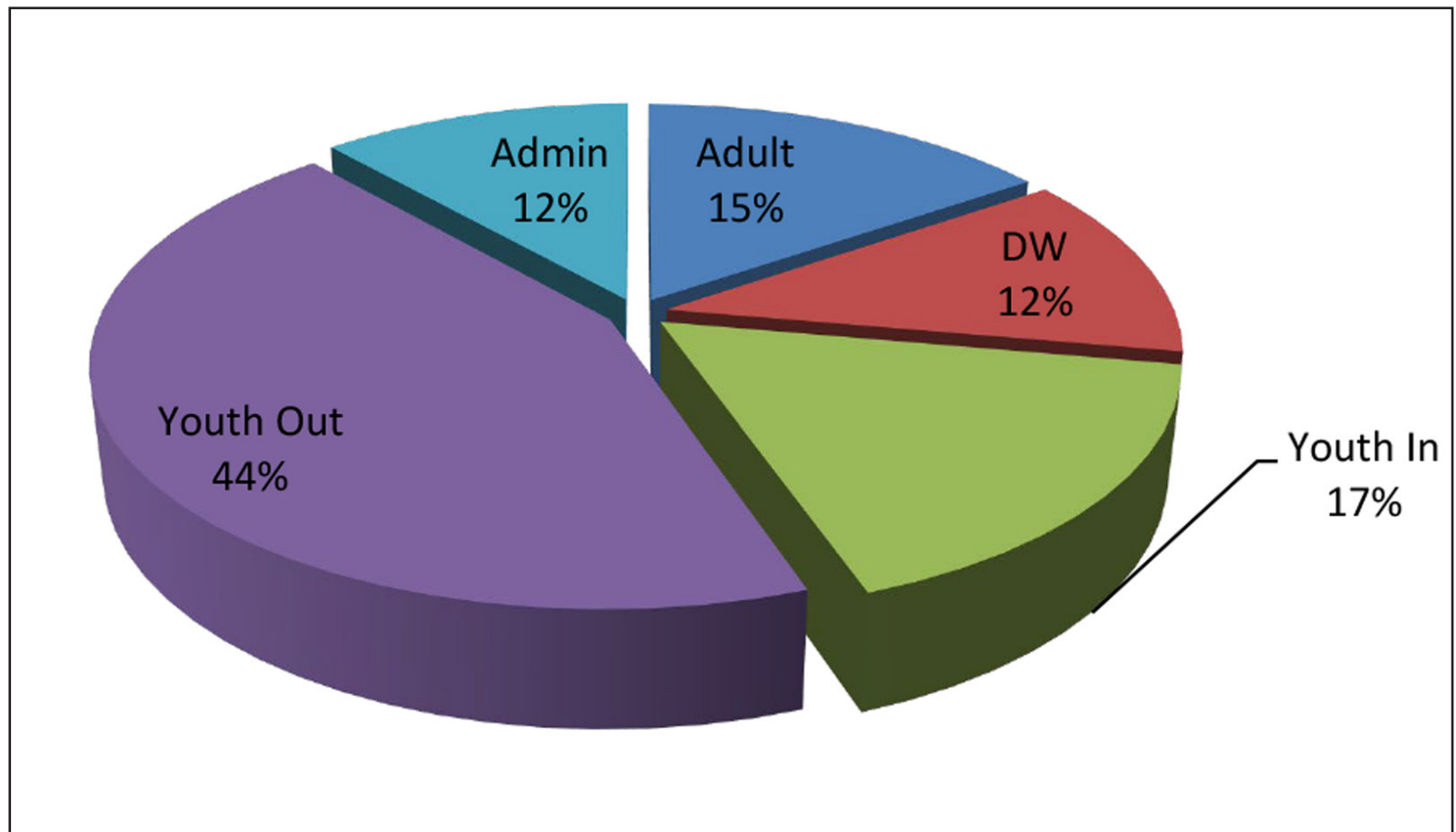
**Adult**  
\$ 87,616

**DW**  
\$ 69,927

**Youth In**  
\$ 95,775

**Youth Out**  
\$ 248,316

**Admin**  
\$ 65,593

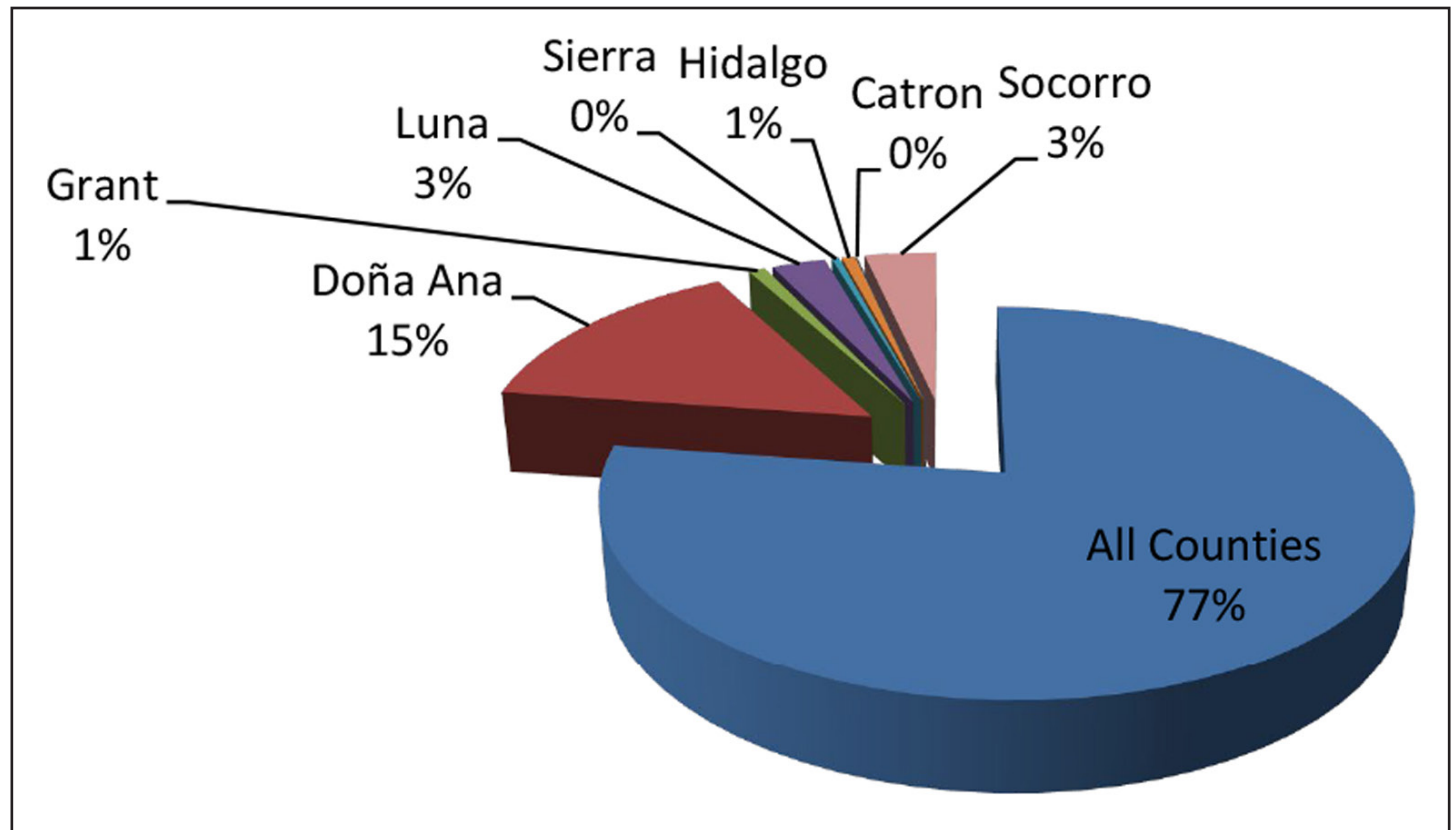




Southwestern Area Workforce Development Board  
 Workforce Innovation and Opportunity Act  
 August 31, 2021

**Expenditures by County**

<u>All Counties</u>	<u>Doña Ana</u>	<u>Grant</u>	<u>Luna</u>	<u>Sierra</u>	<u>Hidalgo</u>	<u>Catron</u>	<u>Socorro</u>
\$ 438,458	\$ 83,705	\$ 4,678	\$ 14,806	\$ 2,111	\$ 3,740	\$ 0	\$ 19,731





# *Updates from DWS Liaison*

*Christina Garcia-Tenorio*



# *Member Input*



# *Public Comment*



***Next Meeting:***

***Thursday, December 9, 2021  
at 10:00 a.m.***

# Program Year 21

<p style="text-align: center;"><b>JULY</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p style="text-align: center;"><b>AUGUST</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="text-align: center;"><b>SEPTEMBER</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
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***Meeting Adjourned***

***Thank You for  
Attending***

***Have a great day!***