

**Southwestern Area
Workforce Development Board**

Board Meeting Minutes

WNMU-Silver City

Besse-Forward Global Resource Center
(corner of 12th St. & Kentucky St.)

Silver City, NM 88061

Friday, January 10, 2020 at 10:00 a.m.

MEETING MINUTES

I. Call to Order

- a. Chairman Orozco called the meeting to order at 10:05 a.m.

II. Welcome and Introductions

- a. Chairman Orozco welcomed everyone and asked for introductions

III. Roll Call and Abstentions

- a. Ms. Longovia called roll
- b. Mr. Boston made a **motion to allow board members to participate in the meeting telephonically, seconded by Ms. Thomas. Motion passed. Ms. Herrera abstained from voting on issues related to youth services.**

Present:

Cassie Arias*
Chris Boston
Alisa Estrada*
Jacqueline Fryar*
Joe Gristy
Marlene Herrera
Michael Olguin*
Joshua Orozco
Erik Padilla*
Steve Siañez
Sharon Thomas
Mary Ulrich
*Via telephone

Absent:

MaryAnn Chavez-Lopez
Deborah Dean
Alonzo Gonzales
Marcos Martinez
Anton Salome
Debbie Schoonover
Kim Skinner
Gary Whitehead

Staff:

Jay Armijo, Executive Director, SCCOG*
Steve Duran, WIOA Administrator
Katherine Gervasio, Fiscal Administrator
Angela Longovia, Communications Specialist
Joe McClintock, Project Manager

Guests:

Alix King, NMDWS (by phone)
Eric Rivera, A/DW
Patrick Madrid, A/DW
Yvette Bayless, A/DW
Monica Silva, A/DW
Maria Ethier, DACC
Valerie Trujillo, A/DW
Frank Meza, A/DW

James Fielder, A/DW
Concha Cordova, YDI
Debbie Maldonado, WNMU, AES
Priscilla Lucero, SWNMCOOC
Darleen Lopez, NMWFC
Cindy Quillin, NMWFC
Roberto Montoya, DWS Deming & Silver

IV. Public Comment

- a. No public comment

V. 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).*

- a. Ms. Thomas made **a motion to remove consent agenda items b. Resolution 19 – 24, and item c. Resolution 19 – 25 for discussion; seconded by Mr. Gristy. By unanimous consent, motion passed.** The members that voted by telephone are as follows:
Ms. Arias – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Olguin – Yes
Mr. Padilla – Yes

VI. Consent Agenda Items

- a. *Motion to accept the minutes from the November 7, 2019 meeting.
- b. *Resolution 19 – 26 authorizes travel, meals, hotel and conference fees for board members to attend the 2020 New Mexico Workforce Conference
- c. *Resolution 19 – 27 authorizes travel, meals, hotel and conference fees for board members to attend the 2020 Texas Workforce Conference on December 2 – 4, 2020 in San Antonio, TX

Mr. Boston made **a motion to approve the Consent Agenda Items with the removal of item b. Resolution 19 – 24 and items c. Resolution 19 – 25 for discussion; seconded by Ms. Herrera. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Olguin – Yes
Mr. Padilla – Yes

VII. Professional Development

- a. Maria Ethier with DACC presented on DACC Adult Education Services and Integrated Education and Training (IET)

VIII. Discussion, Consideration and Possible Action Regarding

- a. Resolution 19 – 24 authorizes the Administrative Entity to issue a Request for Proposals for WIOA Adult & Dislocated Worker Services for the period of July 1, 2020 through June 30, 2021, with an option to renew annually for a maximum of three years.

- b. Resolution 19 – 25 authorizes the Administrative Entity to issue a Request for Proposals for WIOA One-Stop Operator Services for the period of July 1, 2020 through June 30, 2021, with an option to renew annually for a maximum of three years. Ms. Thomas asked if evaluations are done prior to renewals. Mr. Duran shared that monthly desk reviews and on-site monitoring reviews are done by administrative staff. Ms. Gervasio monitors the financials, and Ms. Craft and Ms. Rios monitor the program side. Ms. Thomas asked if the current service provider is eligible to submit proposals and Mr. Duran replied they are eligible.

Ms. Thomas **made a motion to approve both Resolution 19 – 24 and Resolution 19 – 25 with one motion; seconded by Mr. Boston. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- c. Resolution 19 – 28 ratifies the Executive Committee’s resolution approving an amendment to Contract No. PY19-WIOA-02 between Arbor E & T, LLC dba ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment. Mr. Boston **made a motion to approve Resolution 19 – 28; seconded by Ms. Herrera. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- d. Resolution 19 – 29 approves the Financial Policies Manual with policy modifications based on recommendations from the US Department of Labor. Ms. Gervasio presented. Ms. Thomas **made a motion to approve Resolution 19 – 29; seconded by Mr. Gristy. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- e. Resolution 19 – 30 approves modifications to the Follow-Up Services Policy 17 – 18 based on recommendations from the US Department of Labor. Mr. McClintock presented. Mr. Boston **made a motion to approve Resolution 19 – 30; seconded by Mr. Siañez. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- f. Resolution 19 – 31 amends the PY19/FY20 Board Budget. Ms. Thomas **made a motion to approve Resolution 19 – 31; seconded by Ms. Herrera. ResCare Workforce Services has requested a fund increase to their contract in the amount of \$150,000.00 to provide additional Adult services. The current contract amount is \$3,567,000.00. If approved the new contract amount would increase to \$3,717,000.00. The overall budget remains**

unchanged. It is a balanced budget with zero unobligated balances. **Ms. Herrera abstained from voting. Motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes
Ms. Fryar – Yes
Mr. Olguin – Yes
Mr. Padilla – Yes

- g. Resolution 19 – 32 approves an amendment to Contract No PY19-WIOA-02 between ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment. Mr. Boston made **a motion to approve Resolution 19 – 32; seconded by Mr. Gristy. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Olguin – Yes
Mr. Padilla – Yes

- h. Resolution 19 – 33 approves an amendment to Contract No. PY19-WIOA-05 between the South Central Council of Governments and the Southwestern Area Workforce Development Board for WIOA Administrative Entity Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment. Mr. Duran presented. Mr. Gristy made **a motion to approve Resolution 19 – 33; seconded by Mr. Boston. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Olguin – Yes
Mr. Padilla – Yes

- i. Resolution 19 – 34 establishes a Policy Committee and ad hoc Outreach Committee of the Southwestern Area Workforce Development Board. Chairman Orozco presented. Ms. Thomas made **a motion to approve Resolution 19 – 34; seconded by Mr. Siañez. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Olguin – Yes
Mr. Padilla – Yes

IX. Reports and Information Items

- a. One-Stop Operator Report and Site Manager's Reports: Deming; and Silver City
- i. Ms. Lopez presented her One-Stop Operator report
 - ii. Mr. Montoya provided an update on activities at the workforce centers in both Deming and Silver City
- b. Administrative and Financial Reports:
- i. Mr. McClintock presented the Technical Assistance and Trainings information that was provided to service provider staff. He also shared the Service Provider Goals vs. Actuals and Expenditures for Alamo Navajo School Board Youth; Youth Development, Inc. Youth; ResCare Adult & Dislocated Worker; and ResCare One-

Stop Operator.

- ii. Ms. Gervasio presented the Balance Sheet as of November 30, 2019. She also shared the Expenditures by Fund, and Expenditures by County. Ms. Gervasio also reported that the independent auditors have completed their visit. A report is expected to be presented to the board around January or February.
- iii. Mr. Duran provided some updates
 - a) On November 7, 2019, the Board approved a Career Pathways Plan which included Sector Strategies. There was a meeting with a consultant from Maher & Maher on January 9, 2020 who helped delineate a process of how to work with the communities in our region to do the Sector Strategies. The Planning Committee will be involved with this process.
 - b) Just before this board meeting, there was a meeting with a group from Grant County who would like to work with the Southwestern Area Workforce Development Board to develop their own a county-level workforce plan.
 - c) New Mexico State University has an initiative to get individuals into the agricultural industry.
 - d) A trip to El Paso for a Peer-to-Peer Site Visit with Workforce Solutions Borderplex is scheduled for January 15, 2020. Members are also invited to attend the Workforce Solutions Borderplex's board meeting on January 16, 2020.
- c. Alix King – DWS Liaison
 - i. Ms. King invited board members and board staff to the State workforce board meeting on February 6, 2020 in Albuquerque at 1:30pm.
 - ii. There will be a Community Stakeholder Meeting on February 27, 2020 in Las Cruces. The purpose is to receive public feedback on the State's Four-Year Plan.
 - iii. There is a new state-wide initiative called Mock It Til You Rock It. Goal is to have mock interviews in every high school in the state. There is a website where volunteers are asked to sign up to help with the mock interviews.
 - iv. In response to requests for data during the meeting, Ms. King shared where to find In-Demand and STAR Occupations on the State's New Mexico Workforce Connection website.

X. Other

- a. Member Input
 - i. Chairman Orozco would like to start providing a report to the Board about what he is doing that is workforce related.

XI. Public Comment (3-Minute Limit)

- a. No public comment

XII. Next Meeting

- a. Thursday, March 5, 2020 at 10:00 a.m.

XIII. Adjournment

- a. Meeting was adjourned at 12:59 p.m.

ATTESTED

Date

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