

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

Planning Committee Special Meeting Agenda

Mesilla Town Hall
2231 Avenida de Mesilla
Mesilla, NM

Thursday, October 3, 2019 at 10:00 a.m.

*Vacant – Chair
Vacant – Vice Chair*

- I. Call to Order**
- II. Welcome**
- III. Roll Call and Abstentions**
If necessary, motion to allow committee members to participate in the meeting telephonically
- IV. Approval of Agenda**
- V. Discussion or Motion for Recommendation Items**
 - a) Approval of Summary for January 17, 2019
 - b) Career Pathways
 - c) Update Four-Year Plan
 - d) Sector Strategies
 - e) Election of Officers
- VI. Public & Member Comments**
- VII. Next Meeting**
- VIII. Adjournment**

DRAFT OF MEETING SUMMARY

Meeting	: Planning Committee
Date and time	: January 17, 2019 at 3:30 pm
Location of Meeting	: Mesilla Town Hall 2231 Avenida de Mesilla Mesilla, NM 88046
Chair	: Kathie Davis
Members Attending	: Present: Cassie Arias (by phone), Kathie Davis, Joshua Orozco, Angelo Vega Absent: Gary Whitehead Staff: Steve Duran, Angela Longovia
Guests in Attendance	: Debbie Maldonado, WNMU; Dave Reiff, Workforce Connection; Victoria Mares, HELP-NM; Teresa Vasquez, HELP-NM; Tracey Bryan, The Bridge of SNM
Summary submitted by/Signature	: Angela Longovia, Communications Specialist
Next Meeting	: April 18, 2019

#	Agenda Item	Summary
1.	Call to order	Meeting called to order at 3:30 pm by Kathie Davis
2.	Welcome and Introductions	Mr. Orozco made a motion to allow committee members to attend the meeting telephonically, seconded by Mr. Vega.
3.	Roll Call & Abstentions	Ms. Davis asked for introductions. Introductions also served as roll call.
4.	Approval of Agenda	Ms. Longovia stated that there is a typographical error on the agenda for item V.a. The summary for May 31, 2017 needs approval, not May 31, 2018. A motion was made by Mr. Orozco to approve the agenda with the update for item V.a., seconded by Ms. Davis. By unanimous consent, motion carried.
5.	Discussion or Motion for Recommendation Items	<p>Approval of Summary for May 31, 2017 meeting and October 11, 2018 meeting</p> <ul style="list-style-type: none"> Mr. Orozco made a motion to accept both meeting summaries, seconded by Mr. Vega. By unanimous consent, motion carried. <p>Approved Modification to the Four-Year Plan Awareness Campaign</p> <ul style="list-style-type: none"> The State Administrative Entity has approved the Modification to the Four-Year Plan Mr. Duran shared that for a homework assignment, he would like the Committee to develop objectives for each of the goals in the Four-Year Plan. For each objective, staff will create the action steps <p>Community Workforce Action Plans by County</p> <ul style="list-style-type: none"> Mr. Duran provided an update to the Committee stating the Board made a resolution to issue the Request for Proposals for the Community Workforce Action Plans. Mr. Duran stated that the RFP will be issued in February of 2019. Ms. Arias will assist with reviewing the RFP and Mr. Duran would like more committee members to be on the RFP Evaluation Committee The committee discussed the framework of the Action Plans and how they will be used. Action Plans will contain objectives customized for the

#	Agenda Item	Summary
		<p>needs of each county and must include goals, objectives, action steps, timelines, and outcomes</p> <p>Recommendation of TWC Team</p> <ul style="list-style-type: none"> • Staff and board members who attended the 2018 Texas Workforce Conference brought back recommendations they would like to see implemented on our region • The Planning Committee discussed the recommended items and shared ideas <ul style="list-style-type: none"> ○ Mr. Duran stated he would like to contract with an organization to develop local board trainings for new and sitting board members to be available online
6.	Public & Member Comments	<ul style="list-style-type: none"> • Mr. Reiff commented that in regard to training for board members, he would like us to keep in mind the training for workforce partners as well. • Ms. Bryan, also a State board member, shared that staff has been tasked with preparing board trainings
7.	Next Meeting	April 18, 2019 3:30 pm at the Mesilla Town Hall in Mesilla, NM.
8.	Adjournment	Meeting was adjourned at 5:16 pm

Attested: _____

Date _____

2019

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Holidays