

MEETING SUMMARY

Meeting	: Special Executive Committee
Date and time	: February 7, 2020 at 4:00 p.m.
Location of Meeting	: Mesilla Community Center 2251 Calle de Santiago Mesilla, NM
Chair Person	: Joshua Orozco
Members Attending	: Present: Marcos Martinez (by phone), Michael Olguin (by phone), Joshua Orozco, Erik Padilla (by phone), Kim Skinner, Debbie Schoonover, Gary Whitehead Absent: None Staff: Steve Duran, Angela Longovia
Guests in Attendance	: Eric Rivera, ResCare A/DW; Patrick Madrid, ResCare A/DW
Summary submitted by/Signature	: Angela Longovia, Communications Specialist
Next Meeting	: No date set

#	Agenda Item	Summary
1.	Call to order	Meeting was called to order at 4:03 p.m. by Mr. Orozco
2.	Welcome and Introductions	Mr. Orozco welcomed the attendees and asked for introductions
3.	Roll Call & Abstentions	Ms. Longovia called roll a) Ms. Schoonover made a motion to allow members to participate telephonically, seconded by Mr. Orozco. By unanimous consent, motion passed.
4.	Public Comment	No public comment
5.	Approval of Agenda	Ms. Schoonover made a motion to approve the agenda, seconded by Mr. Martinez. By unanimous consent, motion passed.
6.	Discussion or Motion for Recommendation Items	a) Approval of the December 31, 2019 meeting summary <ul style="list-style-type: none"> • Ms. Schoonover made a motion to accept the summary, seconded by Mr. Padilla. Mr. Orozco abstained. By unanimous consent, motion passed. b) Resolution 19 – 35 approves the Board Chair’s committee appointments, per SAWDB Bylaws <ul style="list-style-type: none"> • Mr. Duran presented the need to add committee members to the Planning Committee prompted the action of adding members to other committees, including new Policy Committee and ad-hoc Outreach Committee. • Mr. Martinez made a motion to approve Resolution 19 – 35, seconded by Ms. Padilla. By unanimous consent, motion passed. • Approved appointments are as follows: <ul style="list-style-type: none"> i. Planning Committee: Joe Gristy, Michael Olguin ii. Monitoring Committee: Alonzo Gonzales, Gary Whitehead iii. Policy Committee: Christ Boston, Erik Padilla, Sharon Thomas iv. Outreach Committee: Jacqueline Fryar, Gary Whitehead

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		<p>c) Resolution 19 – 36 approves the amendment to the Electronic Files Content & Records Retentions Management Policy, 17 – 19.1</p> <ul style="list-style-type: none"> • Mr. Duran indicated that this is a policy revision to comply with the USDOL monitoring requirements • Ms. Schoonover made a motion to approve Resolution 19 – 36, seconded by Mr. Whitehead. By unanimous consent, motion passed. <p>d) Resolution 19 – 37 authorizes the SAWDB to cost share security guard services for the New Mexico Workforce Connection center in Las Cruces</p> <ul style="list-style-type: none"> • Mr. Duran and Ms. Lopez, One-Stop Operator presented information on the need and costs for the security guard services for co-located partners at the Las Cruces office • The Department of Workforce Solutions is seeking to invoke its part of its in-kind credit of \$27,100 to pay for its share of \$16,073 for the security guard services. • The Board would pay \$16,073 with its administrative funds to not impact the other co-located partners with additional costs. • Member discussion included exploring to see if a security guard policy may need to be adopted, training staff, and determining whether security guard services need to be provided at the other workforce centers in the region • Mr. Whitehead joined the meeting in-person during the discussion. Ms. Schoonover made a motion to approve Resolution 19 – 37, seconded by Mr. Padilla. Mr. Martinez abstained. Motion passed.
7.	Member Input	No member input
8.	Public Comment	No public comment
9.	Adjournment	Meeting was adjourned at 4:34 p.m.

Attested: _____

Date _____