

# Southwestern Area Workforce Development Board

## Special Virtual Meeting Via Zoom or Phone

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**Wednesday, November 9, 2022, at 4:30 p.m. (MDT)**

## MEETING MINUTES

### I. Call to Order

- a. Chairman Estrada called the meeting to order at 4:36 p.m.

### II. Roll Call and Abstentions

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

#### **Present:**

Cassie Arias-Ward  
Mary Ann Chavez-Lopez  
Alisa Estrada  
Jacqueline Fryar  
Robert Hawkins  
Magdaleno Manzanárez  
Michael Olguin  
Joshua Orozco  
Erik Padilla  
Anton Salome  
Debbie Schoonover  
Steve Siañez  
Kim Skinner  
JC Trujillo  
Mary Ulrich  
Gary Whitehead

#### **Staff:**

Jay Armijo, SCCOG Executive Director  
Skylar Arnold, Fiscal Administrator  
Glory Juarez, WIOA Administrator  
Angela Longovia, Communications Manager  
Diana Luchini, Fiscal Clerk  
Krisye Shook, Program Specialist

#### **Absent:**

Rebecca Lescombes  
Marcos Martinez  
Marlene Thomas-Herrera

#### **Guests:**

Kerena Barron  
Colton Bjerke  
Consuelo Flores  
Cindy Gallegos  
Andy Huls  
Peter Martinez  
Marissa Molano  
Giselle Palomares  
Marcos Peña  
Monica Silva

### III. Public Comment

- a. No public comment

### IV. Approval of Agenda

Ms. Arias-Ward **made a motion to approve the agenda; seconded by** Ms. Chavez-Lopez. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes  
Ms. Chavez-Lopez – Yes  
Ms. Estrada – Yes

Mr. Padilla – Yes  
Ms. Schoonover – Yes  
Mr. Siañez – Yes

Ms. Fryar – Yes  
Mr. Hawkins – Yes  
Mr. Manzanárez – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Ms. Skinner – Yes  
Mr. Trujillo – Yes  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

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

### a. Approval of the October 20, 2022, meeting minutes

Ms. Fryar **made a motion to accept the October 20, 2022, meeting minutes; seconded by Ms. Schoonover. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes  
Ms. Chavez-Lopez – Yes  
Ms. Estrada – Yes  
Ms. Fryar – Yes  
Mr. Hawkins – Yes  
Mr. Manzanárez – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Mr. Padilla – Yes  
Ms. Schoonover – Yes  
Mr. Siañez – Yes  
Ms. Skinner – Yes  
Mr. Trujillo – Yes  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

### b. Resolution 22 – 08 approves the PY22 Southwestern Area Workforce Development Board Budget Amendment No. 1. The amendment provides for carryover funding to be utilized by the Board to fund future contract amendments and other projects that may be considered throughout the program year. The amendment increases Equus' Adult & Dislocated Worker contract by \$117,060.29, increases Equus' Youth Services contract by \$430,000.00, and increases Equus' One-Stop Operator contract by \$1,397.48. Ms. Juarez presented the proposed budget and a budget sheet showing the difference between the current budget and the proposed budget.

Mr. Siañez asked for clarification on the source of the presented dollar amounts and asked if there is a plan for spending the requested funds. Ms. Juarez replied that we have carryover funds from the previous program year that needs to be spent and these are the amounts requested by Equus. The plans for spending these funds will be presented in upcoming resolutions for each contract amendment.

Mr. Salome joined the meeting during this presentation.

Mr. Orozco **made a motion to approve Resolution 22 – 08; seconded by Ms. Fryar. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes  
Ms. Chavez-Lopez – Yes  
Ms. Estrada – Yes  
Ms. Fryar – Yes  
Mr. Hawkins – Yes  
Mr. Manzanárez – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Mr. Padilla – Yes  
Mr. Salome – Yes  
Ms. Schoonover – Yes  
Mr. Siañez – Yes  
Ms. Skinner – Yes  
Mr. Trujillo – Yes  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

### c. Resolution 22 – 05 approves an amendment to contract agreement number PY22-WIOA-02 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Adult & Dislocated Worker Services for the period of July 1, 2022, through June 30, 2023, and authorizes the board chair or vice-chair to sign the agreement. Ms. Juarez stated the additional \$117,060.29 requested breaks down with \$65,000.00 going to Adult funds, \$45,000.00 going to Dislocated Worker funds, and \$7,060.29 for indirect costs. Indirect costs include operational and profit. Ms. Juarez presented a budget worksheet highlighting that the additional funds will go to Participant Training Services. Ms. Peña, the Adult & Dislocated Worker Project Director said that they have seen a large number of individuals request assistance. The additional funding will help provide services to more customers and increase services to current participants. Funds will be divided across all seven

counties. Ms. Juarez added that staff will also work on increasing ITA enrollments.

Mr. Orozco commented that the legislature has requested a statewide increase in the number of individuals served and that this will help that effort.

Mr. Orozco **made a motion to approve Resolution 22 – 05; seconded by Mr. Manzanárez. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Chavez-Lopez – Yes	Mr. Salome – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Mr. Siañez – Yes
Mr. Hawkins – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Mr. Trujillo – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

- d. Resolution 22 – 06 approves an amendment to contract agreement number PY22-WIOA-06 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Youth Services for the period of July 1, 2022, through June 30, 2023, and authorizes the board chair or vice-chair to sign the agreement. Ms. Juarez stated that the \$430,000.00 in additional funds come from PY21 carryover money. \$260,467.30 is for participant dollars and \$169,532.70 is for operational dollars. Ms. Juarez showed a breakdown of how the funding will be used. Mr. Peña said they will use the 50/50 waiver allowing them to enroll more in-school youth. Right now, they only have one case manager covering both Luna and Hidalgo counties. The increase in funds will allow them to hire a case manager to cover Hidalgo County only. They will also hire another case manager for Doña Ana County. The additional staff will help increase enrollments. Ms. Juarez showed the new enrollment goals can be found under Final Budget on the Budget Worksheet.

Chairman Estrada asked to confirm if there will be a case manager for each county. Mr. Peña stated that will be one case manager in each county, except for Catron county. They will divide Catron county between two case managers; the case manager in Silver City will cover the Reserve half, and the case manager in Socorro will cover the Pie Town half.

Work Experience is listed in the breakdown as part of how the funding will be used. Mr. Siañez asked for more information. Mr. Peña stated that youth participants can get a total of 240 hours of work experience at \$11.50 an hour. Staff work with local employers to place participants at worksites related to what they want to do for a career. This opportunity helps eliminate the barrier of having no work experience. Chairman Estrada asked if this applies to both in-school and out-of-school youth. Mr. Peña replied yes. They plan to serve 185 in-school youth and 185 out-of-school youth with the 50/50 waiver, not including the carryover participants.

Ms. Ulrich asked about the 50/50 waiver because she thought the ratio is 75/25. Mr. Peña stated that spending only 25% of their funding on in-school youth has prevented them from helping youth with a need for the services. Last program year, a waiver was created allowing service providers to spend 50% on in-school youth, giving them the funding they needed to serve additional participants. Ms. Juarez added that the waiver came from USDOL and was supposed to be for the last program year only. A month into this program year, we learned the waiver was still intact. DWS confirmed it may be available through the rest of the program year, but changes could come at any time. Ms. Ulrich requested background information on the waiver. Ms. Juarez said information will be sent to the board.

Mr. Orozco **made a motion to approve Resolution 22 – 06; seconded by Mr. Salome. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Chavez-Lopez – Yes	Mr. Salome – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes

Ms. Fryar – Yes  
Mr. Hawkins – Yes  
Mr. Manzanárez – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Mr. Siañez – Yes  
Ms. Skinner – Yes  
Mr. Trujillo – Yes  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

- e. Resolution 22 – 09 approves an amendment to contract agreement number PY22-WIOA-04 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop Operator Services for the period of July 1, 2022, through June 30, 2023, and authorizes the board chair or vice-chair to sign the agreement. Ms. Juarez stated that the budget line-item adjustments decrease advertising by \$1,000.00, increase dues and subscriptions by \$1,000.00, and increase additional funds to help support an increase in the indirect rate from 9.77% to 10.43% for a total increase of \$1,397.48

Mr. Manzanárez **made a motion to approve Resolution 22 – 09; seconded by Mr. Orozco. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes  
Ms. Chavez-Lopez – Yes  
Ms. Estrada – Yes  
Ms. Fryar – Yes  
Mr. Hawkins – Yes  
Mr. Manzanárez – Yes  
Mr. Olguin – Yes  
Mr. Orozco – Yes

Mr. Padilla – Yes  
Mr. Salome – Yes  
Ms. Schoonover – Yes  
Mr. Siañez – Yes  
Ms. Skinner – Yes  
Mr. Trujillo – Yes  
Ms. Ulrich – Yes  
Mr. Whitehead – Yes

#### VI. Other

- a. Member Input
- Ms. Juarez thanked everyone for taking time out of their busy schedules to address these important items.
  - Chairman Estrada also thanked everyone and said she is looking forward to the Texas Workforce Conference at the end of November.

#### VII. Public Comment

- a. No public comment

#### VIII. Next Meeting

- a. Thursday, December 15, 2022, at 10:00 a.m. via Zoom

#### IX. Adjournment

- a. Chairman Estrada adjourned the meeting at 5:18 p.m.

#### ATTESTED

*Alisa Estrada*

12/20/2022

Date

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