

# Southwestern Area Workforce Development Board

## Board Meeting Agenda

### Virtual Meeting via Zoom or Phone

To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 822 7590 5481

To join meeting online via Zoom, go to: <https://us02web.zoom.us/j/82275905481>

**Thursday, December 9, 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 October 14, 2021 meeting minutes **pg. 3**
- VI. Professional Development**
  - a) Mary Ulrich – Career and Life Skills Academy **pg. 8**
- VII. Discussion, Consideration and Possible Action Regarding**
  - a) Resolution 21 – 17 approves the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 3 **pg. 20**
  - b) Resolution 21 – 18 approves an amendment to contract agreement number PY21-WIOA-02 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Adult & Dislocated Worker 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. 24**
  - c) Resolution 21 – 19 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. 32**
- VIII. Reports and Information Items**
  - a) Committees Reports: **pg. 39**
    - i. Monitoring Committee
  - b) Updates from DWS Liaison – Christina Garcia-Tenorio

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c) Administrative and Financial Reports *pg. 44*

**IX. Other**

a) Member Input

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

**XI. Next Meeting**

a) Thursday, February 10, 2022 at 10:00 a.m. via Zoom

**XII. Adjournment**

\*Public comments can be emailed to [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com) before December 9, 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.

**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 **Virtual Meeting Via Zoom or Phone**

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

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

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

7 **MEETING MINUTES DRAFT**

8 **I. Call to Order**

- 9 a. Chairman Juarez-Infante called the meeting to order at 10:08 a.m. and welcomed all  
 10 attendees.

11 **II. Roll Call and Abstentions**

- 12 a. Ms. Longovia called roll.

13 **Present:**

14 Cassie Arias-Ward  
 15 Alisa Estrada  
 16 Joe Gristy  
 17 Mario Juarez-Infante  
 18 Rebecca Lescombes  
 19 Debbie Maldonado  
 20 Marcos Martinez  
 21 Michael Olguin  
 22 Joshua Orozco  
 23 Anton Salome  
 24 Debbie Schoonover  
 25 Sharon Thomas  
 26 Marlene Thomas-Herrera  
 27 Mary Ulrich  
 28 Gary Whitehead

**Absent:**

Chris Boston  
 Mary Ann Chavez-Lopez  
 Jacqueline Fryar  
 Robert Hawkins  
 Erik Padilla  
 Steve Siañez  
 Kim Skinner

29 **Staff:**

30 Jay Armijo, SCCOG Executive Director  
 31 Skylar Arnold, Fiscal Administrator  
 32 Angela Longovia, Communications Manager  
 33 Diana Luchini, Fiscal Clerk  
 34 Angela Rael, SCCOG RTP Program Manager  
 35 Krisye Shook, WIOA Program Specialist  
 36 Jaymi Simms, WIOA Program Manager

**Guests:**

Veronica Alonzo  
 Yvette Bayless  
 Robert Chavez  
 Kathryn Collins  
 Concha Cordova  
 Alma Franzoy  
 Diego Gallegos  
 Mary Gandara  
 Yvette Gutierrez  
 Jeramey Harrison  
 Andy Huls  
 JoAnn Lopez  
 Peter Martinez  
 Annette Montoya  
 Erin Oldham  
 Camille Padilla  
 Cindy Quillin  
 Eric Rivera

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### III. Public Comment

- a. No public comment

### IV. Approval of Agenda

Approval of the agenda includes approval of the Consent Agenda Items. Ms. Estrada made a motion to approve the agenda; seconded by Mr. Gristy. Motion passed. Roll call vote was as follows:

Ms. Estrada – Yes	Mr. Orozco – Yes
Mr. Gristy – Yes	Mr. Salome – Yes
Mr. Juarez-Infante – Yes	Ms. Schoonover – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes

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

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

### V. 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 (NMWCOS) for online referrals between organizations in the workforce system. This item was presented and discussed at the August 12, 2021 board meeting and was tabled pending more information. The concern is who will be responsible for cyber security issues for the external partners.

Mr. Armijo stated he contacted the Board's insurance agent, the Leavitt Group, and Ms. Alma Franzoy was in attendance to provide some guidance. Ms. Alonzo with DWS also provided some information for clarification. The SAWDB has a grant agreement with DWS, and the agreement states if the SAWDB requests access to WCOS for their service providers to perform their work, then the SAWDB is responsible for those individuals. However, this request is for workforce partners who are not service providers and Ms. Alonzo suggested an MOU be created with them. Ms. Franzoy recommended having Technical Professional Liability insurance. Mr. Whitehead suggested having policies and procedures in place.

Mr. Whitehead made a motion to approve Resolution 21 – 12 with an amendment that would require the administrative entity to present a clear and defined policy and procedure manual for the Board to adopt within 90 days, which would include insurance and liability coverage; seconded by Ms. Arias-Ward. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Estrada – Yes	Mr. Salome – Yes
Mr. Gristy – Yes	Ms. Schoonover – Yes
Mr. Juarez-Infante – Yes	Ms. Thomas – Yes
Ms. Lescombes – Yes	Ms. Thomas-Herrera – Yes
Ms. Maldonado – Yes	Ms. Ulrich – Yes
Mr. Martinez – Yes	Mr. Whitehead – Yes
Mr. Olguin – Yes	

- b. Resolution 21 – 03 approves the PY21 Outreach Plan.

Ms. Longovia stated the Local Four-Year Plan states we will create an Outreach Plan for

95 the region. The objective of the Outreach Plan is to have a strategic approach to the  
 96 integrated system that we have with our partners in the workforce system. This plan is a  
 97 framework and contains an Outreach Activity Calendar for PY21 and Activity Sheets. The  
 98 Outreach Plan will have revisions throughout the year. Activity Sheets will show a dollar  
 99 amount as a way of tracking the monetary investment. Workforce partners have indicated  
 100 they have dollars built into their contract for outreach activities. We are not asking the  
 101 Board for dollars to fund these events. From the Outreach Committee, Committee Chair Mr.  
 102 Whitehead stated this is a nonbinding attempt to identify ways to bring in more participants  
 103 to the programs. In a prior committee meeting, we saw we did not have enough activity in  
 104 the smaller rural communities, and this calendar helps us see that. The One-Stop Operator  
 105 met with the workforce partners to add more activities for rural communities. It was also  
 106 mentioned that the One-Stop Operator has funding for an Awareness Campaign that she  
 107 can use to help promote activities.

108 Ms. Lescombes left the meeting during this discussion. Mr. Whitehead made a **motion to**  
 109 **approve Resolution 21 – 03; seconded by** Ms. Estrada. Motion passed. Roll call vote  
 110 was as follows:

111	Ms. Arias-Ward – Yes	Mr. Orozco – Yes
112	Ms. Estrada – Yes	Mr. Salome – Yes
113	Mr. Gristy – Yes	Ms. Schoonover – Yes
114	Mr. Juarez-Infante – Yes	Ms. Thomas – Yes
115	Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
116	Mr. Martinez – Yes	Ms. Ulrich – Yes
117	Mr. Olguin – Yes	Mr. Whitehead – Yes

118 c. Resolution 21 – 15 authorizes the administrative entity to issue a request for Proposals for  
 119 WIOA Youth services as a one-year contract for PY22 (July 1, 2022 – June 30, 2023), with  
 120 up to three years of renewals/extensions. Ms. Longovia stated we are currently in the third  
 121 and final year of contracts with Youth Development, Inc. (YDI) under an RFP that was  
 122 issued in August 2018. The Board is required to authorize the issuance of an RFP.

123 Mr. Gristy made a **motion to approve Resolution 21 – 15; seconded by** Ms. Estrada. By  
 124 unanimous consent, motion passed. Roll call vote was as follows:

125	Ms. Arias-Ward – Yes	Mr. Orozco – Yes
126	Ms. Estrada – Yes	Mr. Salome – Yes
127	Mr. Gristy – Yes	Ms. Schoonover – Yes
128	Mr. Juarez-Infante – Yes	Ms. Thomas – Yes
129	Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
130	Mr. Martinez – Yes	Ms. Ulrich – Yes
131	Mr. Olguin – Yes	Mr. Whitehead – Yes

132 d. Resolution 21 – 10 approves an amendment to contract agreement number PY21-WIOA-  
 133 04 with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop  
 134 Operator Services for the period of July 1, 2021 through June 30, 2022, and authorizes the  
 135 board chair or vice-chair to sign the agreement. Ms. Longovia stated this item was tabled at  
 136 the September 16, 2021 special meeting. It is not ready to present at this time. The  
 137 recommendation to the Board is to take no action on this item.

138 Mr. Gristy made a **motion to take no action on Resolution 21 – 10; seconded by** Mr.  
 139 Orozco. Motion passed. Roll call vote was as follows:

140	Ms. Arias-Ward – Yes	Mr. Orozco – Yes
141	Ms. Estrada – Yes	Mr. Salome – Yes
142	Mr. Gristy – Yes	Ms. Schoonover – Yes
143	Mr. Juarez-Infante – Yes	Ms. Thomas – Yes
144	Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
145	Mr. Martinez – Yes	Ms. Ulrich – Yes
146	Mr. Olguin – Yes	Mr. Whitehead – Yes

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

149 Mr. Orozco made **a motion to approve Resolution 21 – 16; seconded by Mr. Gristy**. By  
150 unanimous consent, motion passed. Roll call vote was as follows:

151	Ms. Arias-Ward – Yes	Mr. Orozco – Yes
152	Ms. Estrada – Yes	Mr. Salome – Yes
153	Mr. Gristy – Yes	Ms. Schoonover – Yes
154	Mr. Juarez-Infante – Yes	Ms. Thomas – Yes
155	Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
156	Mr. Martinez – Yes	Ms. Ulrich – Yes
157	Mr. Olguin – Yes	Mr. Whitehead – Yes

158 f. Presentation on Career Pathways  
159 Board member Sharon Thomas stated that when the USDOL performed an audit in 2019,  
160 Finding #1 was Career Pathways. The SAWDB needed to develop and implement a Career  
161 Pathways Plan. The plan was developed but not implemented. Ms. Thomas shared the  
162 contents of the Career Pathways Plan and stated that some meetings had taken place with  
163 those in the medical field. Ms. Thomas met with the One-Stop Operator and other Equus  
164 staff, including Jeramey Harrison and Andrew Huls, to discuss their strategies nationwide  
165 for One-Stop Operations. Ms. Thomas asked Mr. Huls to present on Career Pathways and  
166 Sector Strategies. Mr. Huls defined Career Pathways and Sector Strategies, shared the  
167 Career Pathway Model and Key Elements of Successful Career Pathways based on the  
168 toolkit provided by the USDOL.

169 Ms. Thomas stated she feels the plan needs to be reviewed and revised and she will take it  
170 back to the Planning Committee.

171 g. Meeting Packets  
172 For the September 16, 2021 special meeting, the meeting packet was emailed the day  
173 before the meeting because of the short window between a special committee meeting and  
174 the special board meeting. Ms. Thomas requested to receive the items in time to review  
175 before a meeting. Chairman Juarez-Infante acknowledged her request.

176 Ms. Longovia stated that a member left, and we no longer have a quorum. With only  
177 informational items left on the agenda, Chairman Juarez-Infante did not want to end the  
178 meeting.

## 179 VI. Reports and Information Items

### 180 a. Committee Reports:

- 181 i. One-Stop/Agency Coordination Committee  
182 Ms. Ulrich reported that the topic of their last meeting was the One-Stop Operator's  
183 new staffing plan, and it was discussed at the September special meeting.
- 184 ii. Policy Committee  
185 Ms. Thomas shared that the Policy Committee reviewed amendments to the Follow-Up  
186 Services Policy and Supportive Services Policy. She added that DWS is reviewing their  
187 policies, and we will need to update ours to align with their changes.
- 188 iii. Outreach Committee  
189 Mr. Whitehead stated the Outreach Plan was the topic of their committee meetings,  
190 and it was already discussed earlier in today's meeting.

### 191 b. Service Provider Reports:

- 192 i. Alamo Navajo Schools – Youth Services  
193 Monique Jake, the Youth Services Case Manager, presented their Goals for PY21,  
194 shared the status on Current Enrollments, Placements and Trainings, Outreach  
195 Activities, and Outreach Strategies.
- 196 ii. Equus – Adult & Dislocated Worker Services

197 Yvette Bayless, Director for the Adult and Dislocated Worker Programs, presented their  
 198 current enrollment numbers and provided an update on performance. She said she  
 199 attended some meetings where it was stated that the Southwestern region ranks last in  
 200 performance. The most recent federal report card shows the Southwestern region's  
 201 Adult & Dislocated Worker programs rank second in the state. Mr. Rivera, Quality  
 202 Assurance Analyst, presented and explained the final PY20 performance numbers.

203 iii. YDI – Youth Services  
 204 Concha Cordova, Vice-President for YDI, presented data on enrollments and  
 205 placements, shared their challenges and successes and what they are working on next.

206 c. Administrative and Financial Report  
 207 Mr. Armijo stated the position of WIOA Administrator has closed, and résumés are in  
 208 reviewed. Someone from the SAWDB, the CEO board, and DWS will be on the hiring  
 209 committee. Mr. Armijo also said that we need to have a special SAWDB meeting in the first  
 210 week of November to address contract amendments.

211 Financial Report  
 212 Ms. Arnold, the Fiscal Administrator, reported the financial statements through June 30,  
 213 2021, the final numbers for PY20. She also presented on the current financials for July and  
 214 August 2021. Ms. Arnold presented the balance sheet, statement of revenues, expenditures,  
 215 and changes in fund balances. She also showed the expenditures by fund and by county.

216 d. Update from DWS Liaison  
 217 Ms. Garcia-Tenorio provided an update on the Community Input Sessions for the potential re-  
 218 designation. She is gathering the input received from all the sessions and will compile them  
 219 into one report. That report will be available to the public.

220 **VII. Other**

- 221 a. Member Input  
 222 i. No member input

223 **VIII. Public Comment**

- 224 a. No public comment

225 **IX. Next Meeting**

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

227 **X. Adjournment**

- 228 a. Chairman Juarez-Infante adjourned the meeting at 12:46 p.m.

229 **ATTESTED**

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**Date**

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***Professional  
Development:  
DACC Career and  
Life Skills Academy***  
***Mary Ulrich***





# Doña Ana Community College Three Workforce Training Initiatives

Fall 2021 and January 2022

# A snapshot of DACC

- 6 Campus Locations in Las Cruces, Chaparral, Anthony, and Sunland Park
- 100+ Certificates and Associate Degrees
- 7250 credit and non-credit students
- Adult Education (ESL and HSE/GED) at the Centers for Education and Career Development
- Workforce and Customized Training, Internships and Recruiting, Job Placement
- 55% female, 45% male
- Average age: 23.5



# Doña Ana Community College Sunland Park Industrial Careers Academy



**NMSU** Doña Ana Community College  
Workforce Development & Career Readiness



- Short-Term Technical Training for new and incumbent workers
  - Foundational Computer Skills
  - Welding
  - Logistics
  - Manufacturing & Automation
  - CDL
  - OSHA 10 & Forklift
- English language skills specific to workplace and technical training
- Job Coaching and Professional Skills

# DACC Career & Life Skills Academy



- Est. 2021 by the INSPIRE Coalition
- Mission: to foster the self-reliance and independence of individuals with developmental or intellectual disabilities through a variety of educational, vocational, and work-based opportunities that lead to inclusivity.
- Vision: A strong, diverse workforce for our community.

# Career and Life Skills Academy



- four-month program
- career exploration and self-discovery
- work and professional skill development
- technical skills development
- and work-life balance.
- job-shadowing
- internship

# Participant Outcomes

Program Participants will...

- develop a vision for their future based on a deeper understanding of their personal skills, attributes, and experiences as well as knowledge about available jobs and careers and career pathways.
- develop and practice employer-valued work skills of teamwork, problem-solving, communication, and customer service.
- develop and practice personal habits to enhance their well-being especially in the world of work.
- obtain practical work experience in a supportive setting that will lead to employment in their chosen career area.



# Digital Skills Lab @ DACC Workforce Training Center

- Computer Basics with Northstar Literacy Assessment and Certifications
- Digital Foundations with IC3 Certification
- Microsoft Office Specialist Certifications in Excel and Word

# WAYS to GET INVOLVED



Mentoring and  
Networking with  
participants



Offer Internships, Job  
Shadowing



Funding



Learn more about  
projects



Join the steering  
committees



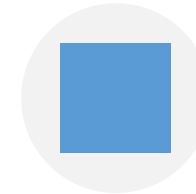
Offer tours of your facility



Be a guest speaker or  
trainer



Assist us in promoting  
these programs to the  
community



Contact Mary Ulrich  
(575)527-7526  
[mulrich@dacc.nmsu.edu](mailto:mulrich@dacc.nmsu.edu)



# OUR VISION: A STRONG AND DIVERSE WORKFORCE FOR DONA ANA COUNTY

The INSPIRE Coalition is a partnership among students and their families, agencies, instructors and teachers, organizations, business partners, and Doña Ana Community College. We work together to foster self-reliance and independence of individuals with exceptionalities through education, training, and work-based opportunities.

## STUDY AND WORK WITH US

DACC Workforce Center  
2345 E. Nevada Ave  
Las Cruces, NM 88011  
575-527-7776  
[mulrich@dacc.nmsu.edu](mailto:mulrich@dacc.nmsu.edu)

# FIND YOUR FUTURE

THE  
INSPIRE COALITION  
**CAREER AND LIFE  
SKILLS ACADEMY**

# PROGRAM DESCRIPTION

The INSPIRE Coalition's Career and Life Skills Academy is a four-month program for career exploration and self-discovery, professional and technical skills development, and life-work balance.

**FIND YOUR FUTURE**



Employment in a chosen career area is the desired outcome of the program.



## COURSES

### Personal Development

16 hour course includes developing a vision for the future, personal exploration, self-confidence, goal-setting & motivation, locating and using resources.

### Career Exploration

16 hour course includes career exploration, world of work, career pathways, managing stress, wellness and well-being, life-work balance, and money management.

### Digital Literacy and Computer Skills

16 hour course helps participants take their technology skills to the next level and includes personal computers, tablets, smartphones, safe internet and social media use, word processing, spreadsheets, presentation software.

### Customer Service in the Workplace

16 hour course develops good customer service skills such as listening and questioning skills, customer expectations, rapport building, customer appreciation, and service culture.

## INTERNSHIP

Participants will have a practical experience in a workplace in a career area of interest to them. The practical experience is supported by the program instructors and staff, and they will also prepare for the experience with topics such as communication, time-management, work habits, and team work. Participants will engage in instructor-led reflective activities to process and learn from the work-based experience.

## SCHEDULE

Coursework: Monday - Thursday 10:00 - 12:30

\*For FALL 2021 - coursework will offered in a hybrid style with online and classroom components.



**NMSU** Doña Ana Community College  
Workforce Development & Career Readiness



# *Discussion, Consideration and Possible Action*

## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	December 9, 2021
<p><b>Agenda Item</b> Resolution 21 – 17 approves the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 3</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>The following budget amendment is provided for your consideration to:</p> <ol style="list-style-type: none"> <li>1) Update Carry in amounts from prior year.</li> <li>2) Transfer Funds from Dislocated Worker to Adult</li> <li>3) Increase Adult &amp; Dislocated Worker contract amount from \$3,100,000 to \$3,520,500</li> <li>4) Increase One-Stop Operator contract from \$325,745 to \$370,745</li> </ol> <p>Staff will provide a presentation on the attached budget sheets.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to accept Resolution 21 – 17.</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>• Current Budget; Proposed Budget Amendment; Differences Between the Current Budget and the Proposed Budget Amendment</li> </ul>	



Southwestern Area Workforce Development Board  
**Workforce Innovation and Opportunity Act**  
 Program Year 2021 / Fiscal Year 2022  
 Proposed Budget - Amendment No. 3

112,831,111

Program Revenue	Total	Administration	Adult	Dislocated Worker	Youth	Percent of Total
Administration	\$ 534,092	\$ 534,092				6%
Adult	\$ 1,216,353		\$ 1,216,353			14%
Dislocated Worker	\$ 1,691,740			\$ 1,691,740		20%
Youth	\$ 1,898,741				\$ 1,898,741	22%
<b>Sub-total</b>	<b>\$ 5,340,926</b>	<b>\$ 534,092</b>	<b>\$ 1,216,353</b>	<b>\$ 1,691,740</b>	<b>\$ 1,898,741</b>	<b>62%</b>
Prior Year Balances	\$ 3,293,892	\$ 476,753.22	\$ 387,938.86	\$ 1,116,789.06	\$ 1,312,410.36	38%
Additional Funds Awarded	\$ 18,285	\$ 1,829.00		\$ 16,456.00		0%
Transfer from Dislocated Worker to Adult	\$ -		\$ 975,000.00	\$ (975,000.00)		0%
<b>Total</b>	<b>\$ 8,653,103</b>	<b>\$ 1,012,674.22</b>	<b>\$ 2,579,291.86</b>	<b>\$ 1,849,985.06</b>	<b>\$ 3,211,151.36</b>	<b>100%</b>

Program Allocations	Total	Administration	Adult	Dislocated Worker	Youth	Percent of Total
Adult & Dislocated Worker Provider	\$ 3,520,500	\$ -	\$ 2,163,452.00	\$ 1,357,048.00		41%
Youth Service Providers (YDI)	\$ 2,386,000				\$ 2,386,000.00	28%
Youth Service Providers (Alamo Navajo)	\$ 195,000				\$ 195,000.00	2%
Administrative Entity	\$ 600,000	\$ 510,000.00	\$ 25,000.00	\$ 30,000.00	\$ 35,000.00	7%
One Stop Operator	\$ 370,745		\$ 134,579.00	\$ 113,335.00	\$ 122,831.00	4%
Fiscal Agent	\$ 200,000	\$ 200,000.00				2%
Board & CEO	\$ 170,856	\$ 170,855.82				2%
Special Projects	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Security	\$ 58,000	\$ 25,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	1%
Reserve (July 1, 2021 - June 30, 2022)	\$ 83,816	\$ -	\$ 1,990.26	\$ 254.06	\$ 81,572.16	0.97%
Reserve (July 1, 2022 - Sept. 30, 2022)	\$ 1,068,185	\$ 106,818.40	\$ 243,270.60	\$ 338,348.00	\$ 379,748.20	12.34%
<b>Total</b>	<b>\$ 8,653,103</b>	<b>\$ 1,012,674.22</b>	<b>\$ 2,579,291.86</b>	<b>\$ 1,849,985.06</b>	<b>\$ 3,211,151.36</b>	<b>100%</b>

<b>Unobligated Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
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Southwestern Area Workforce Development Board  
**Workforce Innovation and Opportunity Act**  
 Program Year 2021 / Fiscal Year 2022  
 Differences Between Current and Proposed Budget

Program Revenue	Total	Administration	Adult	Dislocated Worker	Youth
Administration	\$ -	\$ -	\$ -	\$ -	\$ -
Adult	\$ -	\$ -	\$ -	\$ -	\$ -
Dislocated Worker	\$ -	\$ -	\$ -	\$ -	\$ -
Youth	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Prior Year Balances	\$ 130,432	\$ (1,828)	\$ (27,654)	\$ 207,321	\$ (47,408)
Additional Funds Awarded	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Dislocated Worker to Adult	\$ -	\$ -	\$ 550,000	\$ (550,000)	\$ -
<b>Total</b>	<b>\$ 130,432</b>	<b>\$ (1,828)</b>	<b>\$ 522,346</b>	<b>\$ (342,679)</b>	<b>\$ (47,408)</b>

Program Allocations	Total	Administration	Adult	Dislocated Worker	Youth
Adult & Dislocated Worker Provider	\$ 420,500	\$ -	\$ 663,452	\$ (242,952)	\$ -
Youth Service Providers (YDI)	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Service Providers (Alamo Navajo)	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Entity	\$ -	\$ -	\$ -	\$ -	\$ -
One Stop Operator	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
Fiscal Agent	\$ -	\$ -	\$ -	\$ -	\$ -
Board & CEO	\$ (1,828)	\$ (1,828)	\$ -	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve (July 1, 2021 - June 30, 2022)	\$ (333,240)	\$ -	\$ (141,106)	\$ (99,727)	\$ (92,408)
Reserve (July 1, 2022 - Sept. 30, 2022)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 130,432</b>	<b>\$ (1,828)</b>	<b>\$ 522,346</b>	<b>\$ (342,679)</b>	<b>\$ (47,408)</b>
<b>Unobligated Balance</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>

## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	December 9, 2021
<p><b>Agenda Item</b> Resolution 21 – 18 approves an amendment to contract agreement number PY21-WIOA-02 with Arbor E&amp;T, LLC dba Equus Workforce Solutions to provide WIOA Adult &amp; Dislocated Worker 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></p> <p>This item is presented for you review and consideration to approve a Contract Amendment for Arbor E &amp; T, LLC dba Equus Workforce Solutions to provide WIOA Adult &amp; Dislocated Worker services.</p> <p>As of November 1, 2021, Equus Workforce Solutions had obligated 89% of their Adult Participant Training Dollars. Equus is requesting a transfer of \$113,452.00 in operational expenses from the Dislocated Worker program to the Adult program. The overall operational budget will stay the same.</p> <p>Equus is also requesting a transfer of \$129,500.00 from the Dislocated Worker program’s Participant Training Costs to the Adult program. The goal for the number of Dislocated Worker participants to be served will stay the same.</p> <p>Equus is requesting \$420,500.00 to add to the Adult program for Participant Training Expenses. This will fund 30 additional participants.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to accept Resolution 21 – 18</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>• Contract Cover Sheet; Budget Adjustment Request; Contract Amendment; Budget; Profit Incentives Schedule</li> </ul>	



WIOA SERVICES  CONTRACT COVER SHEET	I. CONTRACT/MODIFICATION NO.  PY21-WIOA-02 / Amendment No. 1	CONTRACT PERIOD  July 1, 2021 - June 30, 2022		
<p>This Contract Amendment is made and entered into by the <b>Southwestern Area Workforce Development Board</b>, hereinafter referred to as the <b>LWDB</b>, and <b>Arbor E&amp;T, LLC dba Equus Workforce Services</b>, hereinafter referred to as the <b>Sub-Grantee</b>. The Sub-Grantee agrees to provide WIOA Adult and Dislocated Worker services in the geographic area within the State of New Mexico, as stated in the scope of work, pursuant to the provisions of the Workforce Innovation and Opportunity Act (WIOA), and in accordance with the provisions of this Agreement.</p> <p>This Agreement consists of this WIOA Contract Cover Sheet; Sub-Grant Agreement Provisions; Scope of Work; Budget; and Exhibits.</p>				
2. NAME OF PROVIDER Arbor E&T, LLC dba Equus Workforce Services		3. NAME OF PROVIDERS POINT OF CONTACT Camille Padilla		
ADDRESS 805 North Whittington Parkway		TITLE OF POINT OF CONTACT Regional Director		
CITY, STATE & ZIP Louisville, KY 40222		TELEPHONE/FAX/EMAIL 949-637-2491  Email: camille.padilla@equusworks.com		
4. FUNDING TYPE(S) (Check those that apply) TITLE I <input checked="" type="checkbox"/> <b>Adult</b> <input checked="" type="checkbox"/> <b>Dislocated Worker</b> <input type="checkbox"/> <b>Youth</b> <input type="checkbox"/> <b>Administration</b>		5. TYPE OF CONTRACT ACTION <input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Modification/Amendment</b> <input type="checkbox"/> <b>Other</b>		
AMOUNT OF CONTRACT				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$1,500,000.00	\$1,600,000.00	\$0.00	\$3,100,000.00
AMOUNT OF MODIFICATION				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$663,452.00	-\$242,952.00	\$0.00	\$420,500.00
AMOUNT OF TOTAL CONTRACT				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$2,163,452.00	\$1,357,048.00	\$0.00	\$3,520,500.00



# EQUUS

## WORKFORCE SOLUTIONS

11/08/2021

This letter is reference to the WIOA OSS budget adjustment request. After reviewing our current budget we have determined that we have obligated 89% of our Adult Participant Budget as of 11/1/2021. As such, we are requesting an additional \$550,000.00 Adult funds to be entirely utilized as participant training and supportive service expenditures. We anticipate a needing additional Adult funds in both the participant budget and the operational budget which necessitates also moving \$242,952 Dislocated Worker funds to Adult funds. \$129,500.00 of that will be Participant training cost and \$113,452.00 will be operational funds. We feel this will allow us to effectively provide services to the Adult community in all counties for the remainder of the Program Year, as well as meet the needs for the Statewide Department of Corrections Initiative, while minimally impacting the ability to serve the Dislocated Worker community.

Participant Dollars request is as follows:

1. Dislocated Worker Participant Training: Decreased by \$129,500.00
2. Adult Participant Training: Increased by \$550,000.00

Please let me know if there are any questions or concerns.

Camille Padilla  
Regional Director  
WIOA Adult/Dislocated Worker

**FIRST AMENDMENT  
TO THE  
SUB RECIPIENT AGREEMENT No. PY21-WIOA-02  
BETWEEN  
SOUTHWESTERN WORKFORCE DEVELOPMENT BOARD  
AND  
EQUUS WORKFORCE SERVICES**

This Contract Amendment to the Grant Agreement ("Agreement") is between the Southwestern Workforce Development Board (LWDB), and Arbor E&T, LLC dba Equus Workforce Services (SUBRECIPIENT) under the Workforce Innovation and Opportunity Act (WIOA) Adult & Dislocated Worker Programs.

WHEREAS, LWDB and SUBRECIPIENT are parties to the Agreement effective as of July 1, 2021; and

WHEREAS, the LWDB has reviewed the SUBRICIPIENT'S profit incentive schedules; and

WHEREAS, the Agreement contains provisions to allowing the modification of the Agreement when agreeable to both parties; and

NOW THEREFORE, in consideration of the forgoing premises, the LWDB and SUBRECIPIENT agree to the following on the effective date of this Contract Amendment, which is on the most recent date of signature of the LWDB and SUBRECIPIENT;

1. Budget

- (a) Attachment A-1 Budget is removed form the current contract agreement and replaces with Attachment A-1 Amended Budget.

Attachment A-1 reflects that:

- I. Transferring \$113,452 Operation expenses from Dislocated Worker to Adult Program
- II. Transferring \$129,500 Participant Training Expenses from Dislocated Worker to Adult Program
- III. Awarding an additional \$420,500 to the Adult Program for Participant Training Expenses

IV. The Additional funds as stated in the budget will allow 30 additional Adult Participants to receive services while maintaining the same amount of Dislocated Worker Participants as original contract.

2. Modification

(a) Except as modified by this Amendment, the terms and conditions of the Agreement, remain in full force and effect.

LWDB  
SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

SUBRECIPIENT  
EQUUS WORKFORCE SERVICES

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**PROFIT INCENTIVE SCHEDULE**

Attachment A-1 Revised Profit Incentive Schedules

<b>WIOA PROGRAM</b>	<b>PROFIT INCENTIVE</b>
Dislocated Worker	\$ 56,452

**PROFIT INCENTIVE GOALS - WIOA ADULT PROGRAM**

<b>Outreach (Prorated)</b>	<b>Target</b>	<b>Percentage Allocation</b>	<b>Amount</b>
Employer	500	3%	\$ 1,693.56
Job Seekers	900	3%	\$ 1,693.56
Agricultural Employers	100	3%	\$ 1,693.56
Agricultural Farmworkers	60	3%	\$ 1,693.56
<b>Total</b>		12%	\$ 6,774.24

**Small Community Participant Training Participants (Prorated)**

Catron	2	4%	\$ 2,258.08
Grant	24	4%	\$ 2,258.08
Hidalgo	3	4%	\$ 2,258.08
Luna	26	4%	\$ 2,258.08
Sierra	8	4%	\$ 2,258.08
Socorro	9	4%	\$ 2,258.08
<b>Total</b>	72	24%	\$ 13,548.48

**Performance Measures (Prorated)**

Employment Rate at Date of Exit	75%	6.50%	\$ 3,669.38
Median Earnings at Date of Exit	\$ 7,400	6.50%	\$ 3,669.38
Credential Attainment at Training Completion	70%	7.00%	\$ 3,951.64
Customer Satisfaction Rate	85%	4.00%	\$ 2,258.08
<b>Total</b>		24.00%	\$ 13,548.48

**Contractual Obligations and Expenditure Rates**

Obligate not less than 80% and Expend 40% of the contract amount by March 31, 2021. (Pass or Fail)	30%	\$ 16,935.60
Expend not less than 95% of the contract amount by June 30, 2021 (Prorated at 80% or higher) (Fail if less than 80%)	10%	\$ 5,645.20
<b>Total</b>	40%	\$ 22,580.80

<b>Overall Total</b>	<b>100%</b>	<b>\$ 56,452.00</b>
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(1) Profit incentives will be reported quarterly not later than October 15, 2021, January 15, 2022, April 15, 2022, and July 15, 2022. A one time (year-end) payment for the profit incentives will be paid no later than August 31, 2022.

(2) **Prorated amounts**, as indicated above, are a product of the actual amount of target units delivered divided by the target goal. (Example: Catron Participant Training Expenditures -  $\$27,000/\$30,000 = 90\%$ ;  $\$1,899.36 \times 90\% = \$1,709.42$ .) **Pass or Fail amounts**, as indicated above, are not prorated, and the actual amount of the target units delivered must meet or exceed the target goal to receive the incentive.)

(3) The sub-recipient will measure performance indicators using their internal tracking and reporting system for participants who exit during the 2021 Program Year, July 1, 2021 through June 30, 2022. Credential Attainment will be measured for participants ending relevant training with no intention of resuming, based on case management findings documented via case notes. The information will be submitted to the administrative entity of the SAWDB on a quarterly basis starting October 15, 2021.

(4) Profit incentives earned will be paid after the close-out report is accepted by the administrative entity and will be paid no later than August 31, 2022.

**PROFIT INCENTIVE SCHEDULE**

Attachment A-1 Revised Profit Incentive Schedules

<b>WIOA PROGRAM</b>	<b>PROFIT INCENTIVE</b>
Adult	\$ 71,848

**PROFIT INCENTIVE GOALS - WIOA ADULT PROGRAM**

<b>Outreach (Prorated)</b>	<b>Target</b>	<b>Percentage Allocation</b>	<b>Amount</b>
Employer	500	3%	\$ 2,155.44
Job Seekers	900	3%	\$ 2,155.44
Agricultural Employers	100	3%	\$ 2,155.44
Agricultural Farmworkers	60	3%	\$ 2,155.44
<b>Total</b>		12%	\$ 8,621.76
<b>Small Community Participant Training Participants (Prorated)</b>			
Catron	3	4%	\$ 2,873.92
Grant	17	4%	\$ 2,873.92
Hidalgo	3	4%	\$ 2,873.92
Luna	15	4%	\$ 2,873.92
Sierra	7	4%	\$ 2,873.92
Socorro	10	4%	\$ 2,873.92
<b>Total</b>	55	24%	\$ 17,243.52
<b>Performance Measures (Prorated)</b>			
Employment Rate at Date of Exit	77%	6.50%	\$ 4,670.12
Median Earnings at Date of Exit	\$ 7,800	6.50%	\$ 4,670.12
Credential Attainment at Training Completion	63%	7.00%	\$ 5,029.36
Customer Satisfaction Rate	85%	4.00%	\$ 2,873.92
<b>Total</b>		24.00%	\$ 17,243.52
<b>Contractual Obligations and Expenditure Rates</b>			
Obligate not less than 80% and Expend 40% of the contract amount by March 31, 2021. (Pass or Fail)		30%	\$ 21,554.40
Expend not less than 95% of the contract amount by June 30, 2021 (Prorated at 90% or higher) (Fail if less than 90%)		10%	\$ 7,184.80
<b>Total</b>		40%	\$ 28,739.20
<b>Overall Total</b>		<b>100%</b>	<b>\$ 71,848.00</b>

(1) Profit incentives will be reported quarterly not later than October 15, 2021, January 15, 2022, April 15, 2022, and July 15, 2022. A one time (year-end) payment for the profit incentives will be paid no later than August 31, 2022.

(2) **Prorated amounts**, as indicated above, are a product of the actual amount of target units delivered divided by the target goal. (Example: Catron Participant Training Expenditures -  $\$27,000/\$30,000 = 90\%$ ;  $\$1,899.36 \times 90\% = \$1,709.42$ .) **Pass or Fail amounts**, as indicated above, are not prorated, and the actual amount of the target units delivered must meet or exceed the target goal to receive the incentive.)

(3) The sub-recipient will measure performance indicators using their internal tracking and reporting system for participants who exit during the 2021 Program Year, July 1, 2021 through June 30, 2022. Credential Attainment will be measured for participants ending relevant training with no intention of resuming, based on case management findings documented via case notes. The information will be submitted to the administrative entity of the SAWDB on a quarterly basis starting October 15, 2021.

(4) Profit incentives earned will be paid after the close-out report is accepted by the administrative entity and will be paid no later than August 31, 2022.

## AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	December 9, 2021
<p><b>Agenda Item</b> Resolution 21 – 19 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></p> <p>This item is presented for your review and consideration to approve an increase of \$45,000.00 in the One-Stop Operator contract for a total contract amount of \$370,745.00.</p> <p>The \$45,000.00 will help the Awareness Campaign provide additional outreach to the youth population within our region. The Awareness Campaign is designed to increase enrollments through awareness of WIOA programs, in return, delivering a trained and ready workforce.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to accept Resolution 21 – 19</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>• Contract amendment</li> </ul>	



WIOA SERVICES  CONTRACT COVER SHEET	I. CONTRACT/MODIFICATION NO.  PY21-WIOA-04 / Amendment No. 1	CONTRACT PERIOD  July 1, 2021 - June 30, 2022		
<p>This Contract Amendment is made and entered into by the <b>Southwestern Area Workforce Development Board</b>, hereinafter referred to as the <b>LWDB</b>, and <b>Arbor E&amp;T, LLC dba Equus Workforce Solutions</b>, hereinafter referred to as the <b>Sub-Grantee</b>. The Sub-Grantee agrees to provide WIOA One Stop Operator services in the geographic area within the State of New Mexico, as stated in the scope of work, pursuant to the provisions of the Workforce Innovation and Opportunity Act (WIOA), and in accordance with the provisions of this Agreement.</p> <p>This Agreement consists of this WIOA Contract Cover Sheet; Sub-Grant Agreement Provisions; Scope of Work; Budget; and Exhibits.</p>				
2. NAME OF PROVIDER Arbor E&T, LLC dba Equus Workforce Services (previously Rescare Workforce Solutions)		3. NAME OF PROVIDERS POINT OF CONTACT Camille Padilla		
ADDRESS 805 North Whittington Parkway		TITLE OF POINT OF CONTACT Regional Director		
CITY, STATE & ZIP Louisville, KY 40222		TELEPHONE/FAX/EMAIL Phone: (949) 637-2491  Email: camille.padilla@equusworks.com		
4. FUNDING TYPE(S) (Check those that apply) TITLE I <input checked="" type="checkbox"/> <b>Adult</b> <input checked="" type="checkbox"/> <b>Dislocated Worker</b> <input checked="" type="checkbox"/> <b>Youth</b> <input type="checkbox"/> <b>Administration</b>		5. TYPE OF CONTRACT ACTION <input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Modification/Amendment</b> <input type="checkbox"/> <b>Other</b>		
AMOUNT OF CONTRACT				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$134,579.00	\$113,335.00	\$77,831.00	\$325,745.00
AMOUNT OF MODIFICATION				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00
AMOUNT OF TOTAL CONTRACT				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$134,579.00	\$113,335.00	\$122,831.00	\$370,745.00

**FIRST AMENDMENT  
TO THE  
SUB RECIPIENT AGREEMENT No. PY21-WIOA-04  
BETWEEN  
SOUTHWESTERN WORKFORCE DEVELOPMENT BOARD  
AND  
EQUUS WORKFORCE SOLUTIONS**

This Contract Amendment to the Grant Agreement ("Agreement") is between the Southwestern Workforce Development Board (LWDB), and Arbor E&T, LLC dba Equus Workforce Solutions (SUBRECIPIENT) for Workforce Innovation and Opportunity Act (WIOA) One Stop Operator services.

WHEREAS, LWDB and SUBRECIPIENT are parties to the Agreement effective as of July 1, 2021; and

WHEREAS, the LWDB has reviewed the SUBRECIPIENT'S request for additional funding and budget adjustment; and

WHEREAS, the Agreement contains provisions to allowing the modification of the Agreement when agreeable to both parties; and

NOW THEREFORE, in consideration of the forgoing premises, the LWDB and SUBRECIPIENT agree to the following on the effective date of this Contract Amendment, which is on the most recent date of signature of the LWDB and SUBRECIPIENT;

1. Budget

- (a) Attachment A-1 – Budget is removed from the current contract agreement and replaced with Attachment A-1 Amended Budget.

Attachment A-1 Amendment reflects that:

- i. The contract amount of \$325,745.00 is increased in the amount of \$45,000.00 for a total contract amount of \$370,745.00.
- ii. The WIOA Youth funds are increased in the amount of \$45,000.00.

2. Modification

(a) Except as modified by this Amendment, the terms and conditions of the Agreement, remain in full force and effect.

LWDB  
SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

SUBRECIPIENT  
EQUUS WORKFORCE SOLUTIONS

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# EQUUS@

## WORKFORCE SOLUTIONS

11/23/2021

This letter is reference to the WIOA OSO budget adjustment request. We are requesting an additional \$45,000.00 Youth funds. With the additional funds our focus would be outreach to the Youth.

The adjustment will be as follows:

1. Office Supplies: Increased by \$3481.47
2. General & Professional Liability Insurance: Increased by \$359.27
3. Awareness Campaign: Increased by \$35,000.00
4. Sales Tax: Increased by \$3,293.53
5. Audit: Increased by \$241.49
6. Indirect Costs: Increased by \$2624.24

Please let me know if there are any questions or concerns.

Camille Padilla  
Regional Director





# *Reports & Information Items*



***Committee Reports:***  
***Monitoring / Performance***  
***Committee***

***Ms. Skinner***

## DRAFT MEETING SUMMARY

<b>Meeting</b>	: <b>Monitoring / Performance Committee</b>
Date and time	: November 8, 2021 at 10:00 a.m.
Location of Meeting	: Virtual via Zoom or Phone To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 818 0805 5490 Or to join meeting online via Zoom, go to: <a href="https://us02web.zoom.us/j/81808055490">https://us02web.zoom.us/j/81808055490</a>
Chairperson	: Kim Skinner
Members Attending	: <b>Present:</b> Anton Salome, Kim Skinner, Marlene Thomas-Herrera, Susana Santillan <b>Absent:</b> Gary Whitehead <b>Staff:</b> Skylar Arnold, Angela Longovia, Diana Luchini, Sabrina Scott, Krisye Shook, Jaymi Simms
Guests in Attendance	: Concha Cordova, Vanessa Gomez, Andy Huls, Marcos Peña, Cindy Quillin, Eric Rivera
Summary submitted by/Signature	: Angela Longovia, Communications Manager
Next Meeting	: February 14, 2022 at 10:00 a.m.

#	Agenda Item	Summary
1.	<b>Call to order</b>	Ms. Skinner called the meeting to order at 10:01 a.m.
2.	<b>Welcome and Introductions</b>	Ms. Skinner welcomed all attendees and asked for introductions
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Longovia called roll, there were no abstentions
4.	<b>*Public Comment</b>	No public comment
5.	<b>Approval of Agenda</b>	Mr. Salome made a motion to approve the agenda, seconded by Ms. Thomas-Herrera. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> <li>• Mr. Salome – Yes</li> <li>• Ms. Skinner – Yes</li> <li>• Ms. Santillan – Yes</li> <li>• Ms. Thomas-Herrera – Yes</li> </ul>
6.	<b>Reports, Discussion and Recommendations</b>	Approval of the August 9, 2021 Meeting Summary <ul style="list-style-type: none"> <li>• Mr. Salome made a motion to approve the summary, seconded by Ms. Thomas-Herrera. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> <li>○ Mr. Salome – Yes</li> <li>○ Ms. Skinner – Yes</li> <li>○ Ms. Santillan – Yes</li> <li>○ Ms. Thomas-Herrera – Yes</li> </ul> </li> </ul> Administrative Entity Monitoring Tool <ul style="list-style-type: none"> <li>• Ms. Skinner provide an update on the AE Monitoring Tool process. She reminded the members that she provided a report at the last SAWDB board meeting and invited all members to contact her with any questions and provide input on the draft monitoring tool and process.</li> <li>• Ms. Skinner stated she did not receive input from anyone. She asked the committee members if they had any input or questions. There were none.</li> </ul>



#	Agenda Item	Summary
		<ul style="list-style-type: none"> <li>• When discussing the next steps, the committee stated they would like to wait for the incoming WIOA Administrator to review the draft process and monitoring tool before moving forward.</li> <li>• Mr. Salome made a motion to wait for the incoming WIOA Administrator to review the draft process and monitoring tool before moving forward, seconded by Ms. Thomas-Herrera. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> <li>○ Mr. Salome – Yes</li> <li>○ Ms. Skinner – Yes</li> <li>○ Ms. Santillan – Yes</li> <li>○ Ms. Thomas-Herrera – Yes</li> </ul> </li> </ul> <p>Service Provider Contract Deliverables</p> <ul style="list-style-type: none"> <li>• Ms. Arnold presented the PY21 Service Provider Budget and Expenditures for the first quarter, July 1, 2021 through September 30, 2021. She also presented the Adult &amp; Dislocated Worker Participant Training Obligations by County and by Program.</li> <li>• Ms. Cordova with Youth Development, Inc. presented the Performance Activities Report for the first quarter.</li> <li>• Ms. Santillan made a motion to approve the Service Provider Contract Deliverables report, seconded by Mr. Salome. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> <li>○ Mr. Salome – Yes</li> <li>○ Ms. Skinner – Yes</li> <li>○ Ms. Santillan – Yes</li> <li>○ Ms. Thomas-Herrera – Yes</li> </ul> </li> </ul> <p>Service Provider Contract Indicators</p> <ul style="list-style-type: none"> <li>• Mr. Rivera with Equus presented the Performance Indicators for the Adult and Dislocated Worker programs. He showed the local board Goals and Actuals for Employment in PY20 Q2 and Q4, as well as the Credential, Skill Gains, and Median Earnings. Mr. Rivera also presented the Participant Summary for PY21 Q1.</li> <li>• For the Youth program's Performance Indicators, both Ms. Thomas-Herrera with Alamo Navajo School Board and Ms. Cordova with YDI spoke about the reported numbers. They also presented the Participant Summaries for PY21 Q1.</li> <li>• Mr. Salome made a motion to approve the Service Provider Contract Indicators report, seconded by Ms. Thomas-Herrera. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> <li>○ Mr. Salome – Yes</li> <li>○ Ms. Skinner – Yes</li> <li>○ Ms. Santillan – Yes</li> <li>○ Ms. Thomas-Herrera – Yes</li> </ul> </li> </ul> <p>Technical Assistance and Trainings</p> <ul style="list-style-type: none"> <li>• Ms. Simms presented the number of training sessions and hours provided to service provider staff from July 1, 2021 through September 30, 2021. She also described the trainings that she conducted.</li> <li>• Mr. Salome made a motion to approve the Technical Assistance and Trainings report, seconded by Ms. Thomas-Herrera. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> <li>○ Mr. Salome – Yes</li> <li>○ Ms. Skinner – Yes</li> </ul> </li> </ul>

#	Agenda Item	Summary
		<ul style="list-style-type: none"> <li>○ Ms. Santillan – Yes</li> <li>○ Ms. Thomas-Herrera – Yes</li> </ul>
7.	<b>Member Input</b>	<ul style="list-style-type: none"> <li>• Ms. Skinner thanked everyone who provided a report</li> <li>• Mr. Salome thanked everyone for their participation</li> <li>• Ms. Thomas-Herrera thanked everyone for the information</li> <li>• Ms. Santillan thanked everyone for the information and dedication</li> </ul>
8.	<b>**Public Comment</b>	<ul style="list-style-type: none"> <li>• No public comment</li> </ul>
9.	<b>Next Regular Meeting</b>	<ul style="list-style-type: none"> <li>• Monday, February 14, 2022 at 10:00 a.m. via Zoom</li> </ul>
10.	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Ms. Thomas-Herrera made a motion to adjourn, seconded by Mr. Salome. Ms. Skinner adjourned the meeting at 11:06 a.m.</li> </ul>

Attested: \_\_\_\_\_

Date \_\_\_\_\_



# ***DWS Liaison Updates***

## ***Christina Garcia-Tenorio***



# *Administrative & Financial Reports*

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD  
 Adult & Dislocated Worker Services and Youth Services  
**Technical Assistance and Trainings**  
 for the period of July 1, 2021 – September 30, 2021

**TECHNICAL ASSISTANCE**

Program	Sessions	Hours
Adult & Dislocated Worker	285	71.25
Youth	26	6.5
Alamo Youth	12	3
ETPL	38	19

**TRAININGS**

Program	Dates of Trainings	Training Topics
Adult & Dislocated Worker	July 8, 2021	ITA Policy
Statewide ETPL Training	July 12 & 13 2021	Education Training Provider List
Alamo	July 28, 2021	Measurable Skill Gains

Program	Dates of Trainings	Training Topics
Alamo and YDI	August 18, 2021	Desk Review Training
YDI	September 21, 2021	Youth Activities Policy, ITA Policy, Work Experience Timesheets
Adult & Dislocated Worker	September 29, 2021	Training and Employment Guidance Letter 19-16 Priority Populations and Basic Skills Deficiency Activity codes

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

	<u>WIOA</u>
<b>ASSETS:</b>	
Cash and cash equivalents	\$ 74,582
Accounts Receivable-Grants	427,223
Total assets	\$ <u>501,805</u>
<b>LIABILITIES AND FUND BALANCE:</b>	
Accounts payable	\$ 501,805
Deferred Revenue	-
Total liabilities	<u>501,805</u>
<b>Fund Balance</b>	
Unreserved and designated for future expenditures	<u>-</u>
Total fund balance	<u>-</u>
Total liabilities and fund balance	\$ <u>501,805</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 21-22  
October 31, 2021**

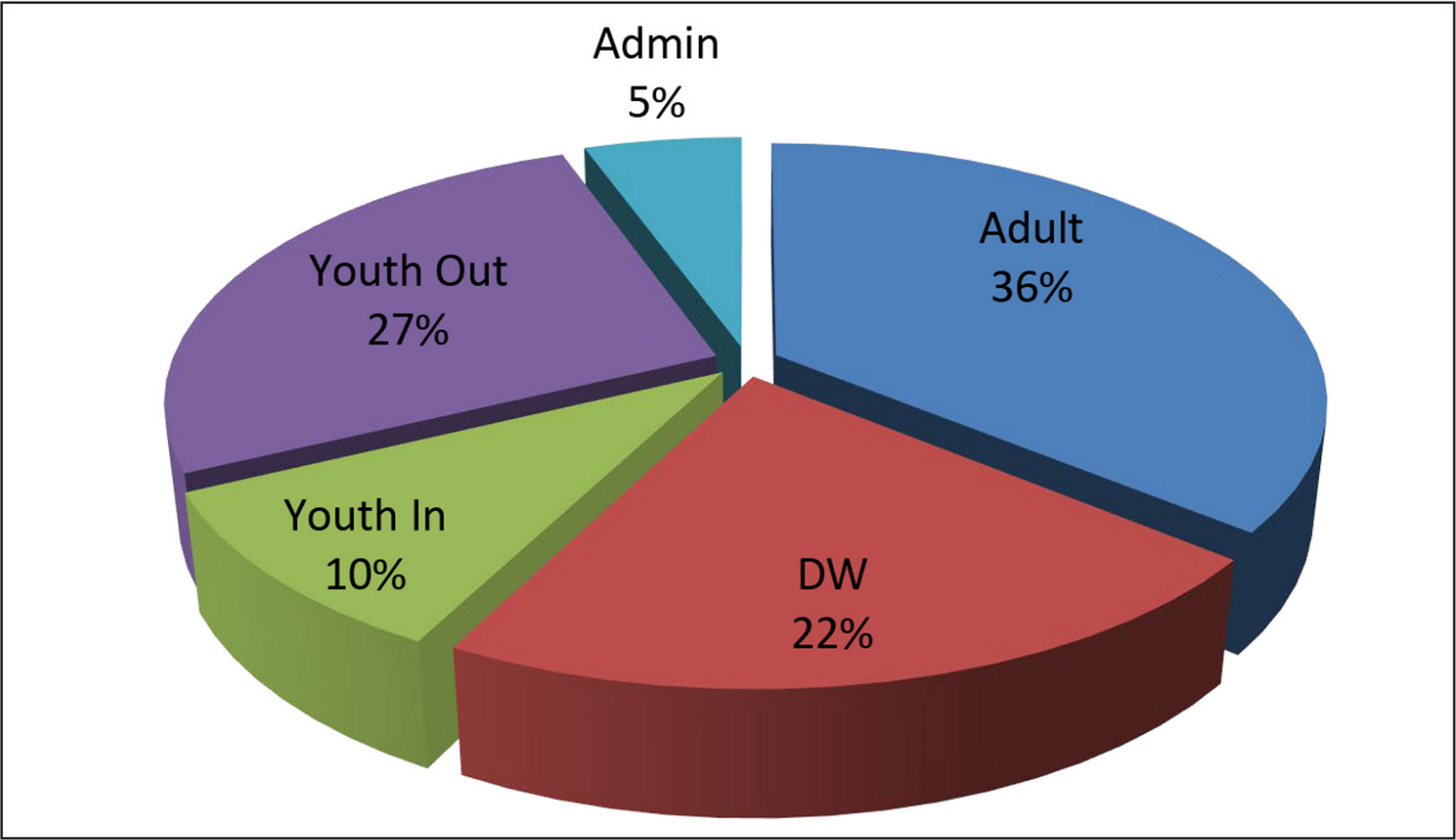
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues:</b>			
Federal grants	\$ 8,634,818	1,439,803	7,195,015
<b>Expenditures:</b>			
Employment services:			
Program Year 21/Fiscal Year 22			
Adult	1,216,353	129,370	1,086,983
Dislocated Worker	1,691,740		1,691,740
Youth	1,898,741		1,898,741
Administration	534,092		534,092
Program Year 20/Fiscal Year 21			
Adult	387,939	387,939	0
Dislocated Worker	1,116,789	312,186	804,603
Youth	1,312,410	530,831	781,579
Administration	476,753	79,477	397,276
			-
Total general governmental	<u>8,634,818</u>	<u>1,439,803</u>	<u>7,195,015</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>-</u></u>	<u><u>-</u></u>



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

**Expenditures by Fund**

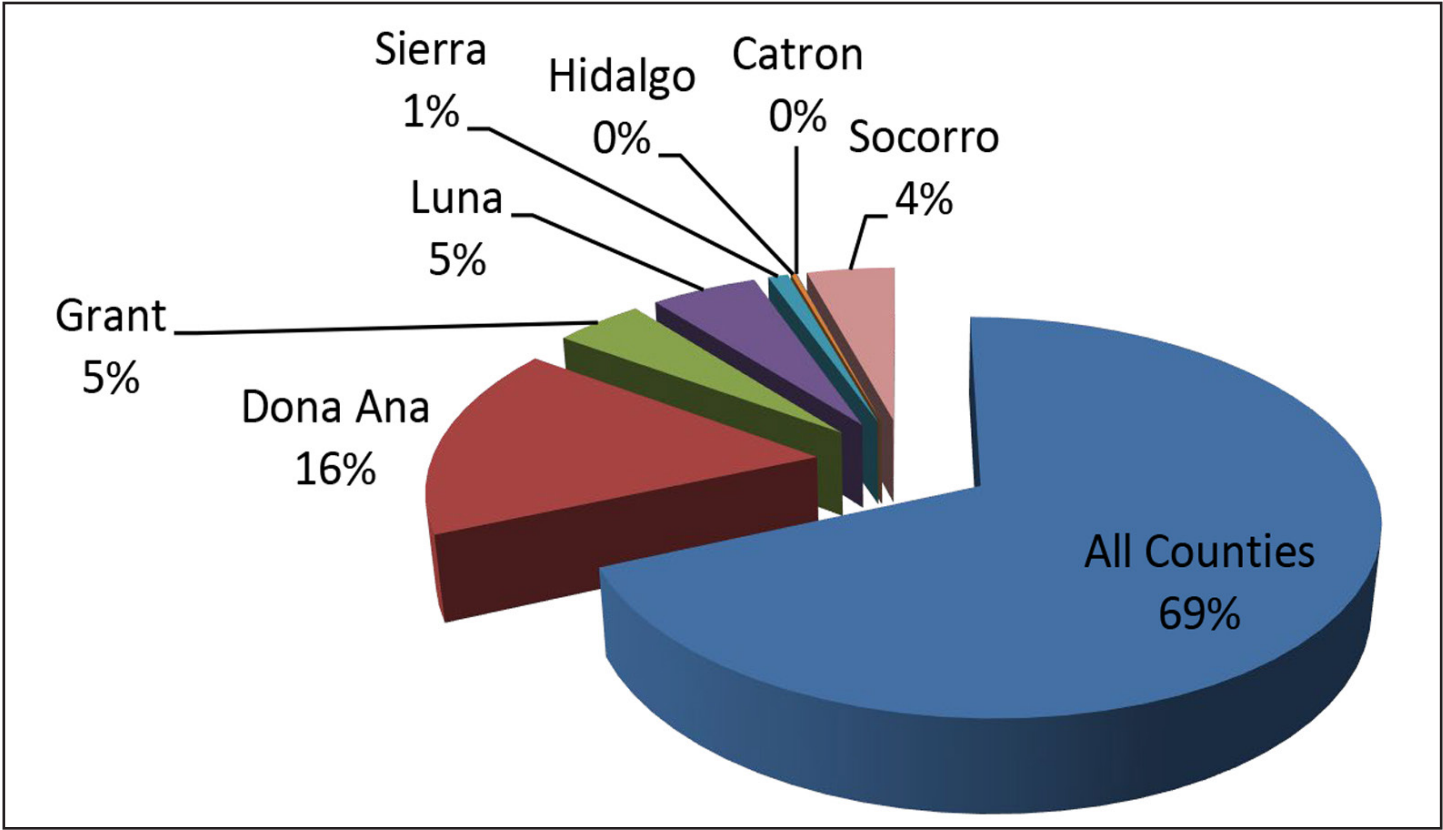
<u>Adult</u>	<u>DW</u>	<u>Youth In</u>	<u>Youth Out</u>	<u>Admin</u>
\$ 517,309	\$ 312,186	\$ 147,205	\$ 383,626	\$ 79,477



Southwestern Area Workforce Development Board  
 Workforce Innovation and Opportunity Act  
 October 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>
\$ 987,615	\$ 232,631	\$ 63,013	\$ 75,646	\$ 14,372	\$ 3,740	\$ - 0 -	\$ 62,786





# *Member Input*



# *Public Comment*



# *Next Meeting:*

*Thursday, February 10, 2022  
at 10:00 a.m.*

# Program Year 21

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***Meeting Adjourned***

***Thank You for  
Attending***

***Have a great day!***