

# Region IV, Chief Elected Officials

## Meeting Agenda - Amended

### Virtual Meeting Via Zoom or Phone

To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 860 8125 2878

Or to join meeting online via Zoom, go to: <https://us02web.zoom.us/j/86081252878>

**Friday, December 10, 2021 at 11:00 a.m.**

Commissioner Anita A. Hand— Chief  
Commissioner Manny Sanchez—Vice-Chief

#### I. Call to Order

#### II. Pledge of Allegiance

#### III. Welcome and Introductions

#### IV. Roll Call and Abstentions

#### V. \*\*Public Comment (3-Minute Limit)

#### VI. Approval of Agenda *(Items marked with an asterisk \* are considered consent agenda items as shown in the 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).*

#### VII. Consent Agenda Items

- a. \*Approval of the September 17, 2021 meeting minutes **pg 4**
- b. \*Resolution 21 – 07 concurs with the Southwestern Area Workforce Development Board to approve an amendment to the Follow-Up Services Policy **pg 10**
- c. \*Resolution 21 – 08 concurs with the Southwestern Area Workforce Development Board to approve an amendment to the Supportive Services Policy **pg 13**

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

- a. Resolution 21 – 09 concurs with the Southwestern Area Workforce Development Board to approve the issuance of external partner access to the New Mexico Workforce Connection Online System for online referrals between organizations in the workforce system **pg 22**
- b. Resolution 21 – 10 concurs with the Southwestern Area Workforce Development Board to approve the PY21 Outreach Plan **pg 23**
- c. Resolution 21 – 11 concurs with the Southwestern Area Workforce Development Board to authorize the administrative entity to issue a Request for Proposals for WIOA Youth services as a one-year contract for PY22 (July 1, 2022 – June 30, 2023), with up to three years of renewals/extensions **pg 68**
- d. Resolution 21 – 12 concurs with the Southwestern Area Workforce Development Board to authorize the SAWDB Board Chair and SAWDB Board Vice-Chair as signatory on the Southwestern Area Workforce Development Board bank accounts **pg 69**

- e. Resolution 21 – 13 concurs with the Southwestern Area Workforce Development Board to approve the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 3 **pg 70**
- f. Resolution 21 – 14 concurs with the Southwestern Area Workforce Development Board to approve 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 SAWDB board chair or vice-chair to sign the agreement **pg 74**
- g. Resolution 21 – 15 concurs with the Southwestern Area Workforce Development Board to approve 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 SAWDB board chair or vice-chair to sign the agreement **pg 82**

#### **IX. Reports and Information Items **pg 88****

- a. Administrative Reports
- b. Financial Reports
- c. Update from DWS Liaison – Christina Garcia-Tenorio

#### **X. Other**

- a. Member Input

#### **XI. \*\*\*Public Comment (3-Minute Limit)**

#### **XII. Next Meeting**

- a. Friday, March 18, 2022 at 11:00 a.m. via Zoom

#### **XIII. Adjournment**

\*\*Public comments can be emailed to [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com) before December 10, 2021 at 11:00 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.



## Region IV, Chief Elected Officials

### Virtual Meeting Via Zoom or Phone

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To join meeting online via Zoom, go to: <https://us02web.zoom.us/j/82176727678>

Friday, September 17, 2021 at 11:00 a.m. (MDT)

### DRAFT MEETING MINUTES

#### I. Call to Order

- a. Commissioner Hand called the meeting to order at 11:01 a.m.

#### II. Pledge of Allegiance

- a. Commissioner Hand asked Commissioner Anaya to lead everyone in the Pledge of Allegiance

#### III. Welcome, Introductions, Roll Call, and Abstentions

- a. Commissioner Hand asked Ms. Longovia to conduct roll call. There were no abstentions.

##### Voting Members Present:

Commissioner Manuel Anaya  
Commissioner Anita A. Hand  
Commissioner Art Malott  
Commissioner Jim Paxon  
Commissioner Chris Ponce  
Commissioner Manny Sanchez  
Commissioner Linda Smrkovsky

##### Voting Members Absent:

None

##### Non-Voting Members Present:

Mayor Nora Barraza for Trustee Carlos Arzabal  
Mayor Ken Ladner  
Mayor Edna Trager  
Mayor Sandra Whitehead

##### Non-Voting Members Absent:

Chapter Vice-President Jeremiah Apachito  
Mayor Richard Bauch  
Mayor Chon Fierrs  
Councilor Irene Galvan  
Mayor Pro Tem Gordy Hicks  
Mayor Benny Jasso  
Mayor Rulene Jensen  
Mayor Hilda Kellar  
Mayor Ken Miyagishima  
Mayor Andy Nuñez  
Mayor Javier Perea  
Mayor Richard Rumpf  
Mayor Esequiel Salas  
Mayor Ed Stevens  
Mayor Deb Stubblefield  
Mayor Diana Trujillo

##### Staff:

Jay Armijo, SCCOG Executive Director  
Skylar Arnold, Fiscal Administrator  
Angela Longovia, Communications Manager  
Krisye Shook, Program Specialist

##### Guests:

Veronica Alonzo  
Margarito Aragon  
Yvette Bayless  
Concha Cordova



Jaymi Simms, Program Manager

Mary Gandara  
Darleen Lopez  
Camille Padilla  
Marcos Peña  
Cindy Quillin

#### IV. Public Comment

- a. No public comment

#### V. Approval of Agenda

- a. Approval of the agenda includes approval of the Consent Agenda Items. Commissioner Smrkovsky requested the removal of Item B, Resolution 21 – 01 from the Consent Agenda for discussion. Commissioner Sanchez **made a motion to approve the agenda with the removal of Resolution 21 – 01 for discussion; seconded by** Commissioner Anaya. Motion carried unanimously. Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Malott – Yes  
Commissioner Paxon – Yes

Commissioner Ponce – Yes  
Commissioner Sanchez – Yes  
Commissioner Smrkovsky – Yes

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

- a. \*Approval of the June 24, 2021 meeting minutes  
b. \*Resolution 21 – 02 concurs with the Southwestern Area Workforce Development Board to approve travel and fees for board members to attend the Texas Workforce Conference in Houston, TX scheduled for November 17 – 19, 2021

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

- a. Resolution 21 – 01 concurs with the Southwestern Area Workforce Development Board to adopt the Individual Career Services Policy 21 – 01. Ms. Simms stated that this is a new policy created at the request of the State Administrative Entity to have a policy that supports Individual Career Services training activities. This policy will provide short-term pre-vocational services including development of learning skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training. This policy will enable the Southwestern region to allocate funds to participants on a broader and more diverse course, we we are not so limited with meeting our participants unique needs.

Commissioner Smrkovsky stated she has in front of her a document that says SAWDB Career Pathways Plan, a 16-page document, and asked if this is the same document we are presenting. Ms. Longovia replied that it is not the same document. Ms. Bayless, with the Adult and Dislocated Worker program, said this policy would allow staff to fund short-term training such as Microsoft Word or Excel certifications. The policy will enable staff to fund upskill training for those not planning to go into a degree plan. They are unable to fund those trainings under current policies.

Commissioner Sanchez commented that if we can find synergy between this policy and the Career Pathways Plan so that they complement each other, he would like to see that.

Commissioner Smrkovsky **made a motion to approve Resolution 21 – 01; seconded by** Commissioner Ponce. Motion carried unanimously. Roll call vote was as follows:

Commissioner Anaya – Yes  
Commissioner Hand – Yes  
Commissioner Malott – Yes  
Commissioner Paxon – Yes

Commissioner Ponce – Yes  
Commissioner Sanchez – Yes  
Commissioner Smrkovsky – Yes

- b. Resolution 21 – 03 concurs with the Southwestern Area Workforce Development Board to approve a lease agreement for New Mexico Workforce Connection in Truth or Consequences with the City of Truth or Consequences beginning September 1, 2021 through August 21, 2026. Commissioner Smrkovsky noted that in the letter from the City Attorney, the monthly lease amounts listed end in the year 2024 rather than the year 2026. Ms. Arnold stated that the correct table is under paragraph 5 of the lease. Commissioner Smrkovsky asked about making the corrections stated in the attorney's letters. Ms. Shook stated those corrections were made, but the updated lease was not provided for inclusion in the packet. Mr. Armijo added this lease price is a good price for the square footage. New Mexico Workforce Connection has provided services from this location for a few years. This lease can be broken by either party if needed. Mayor Barraza noticed the property says it is located in Williamsburg, but the lease is with Truth or Consequences. Mayor Whitehead of Truth or Consequences stated that the property is located in Williamsburg, but it is owned by Truth or Consequences.

Commissioner Anaya **made a motion to approve Resolution 21 – 03; seconded by** Commissioner Sanchez. Motion carried unanimously. Roll call vote was as follows:

Commissioner Anaya – Yes	Commissioner Ponce – Yes
Commissioner Hand – Yes	Commissioner Sanchez – Yes
Commissioner Malott – Yes	Commissioner Smrkovsky – Yes
Commissioner Paxon – Yes	

- c. Resolution 21 – 04 concurs with the Southwestern Area Workforce Development Board to ratify the Executive Committee's action to authorize \$58,000.00 from the Board's Reserves for security guard services. Ms. Longovia stated that the Department of Workforce Solutions (DWS) indicated that the NM Governor is requiring security guard services at New Mexico Workforce Connection centers except for centers serving customers by appointment only. Guards stand as a deterrent to threats to customers and staff as Deming, Las Cruces, Silver City, and TorC fully open for in-person services. DWS has procured security guard services, and the SAWDB will reimburse them for the cost, not to exceed \$58,000.00 starting on July 16, 2021 through October 15, 2021. The board has a budget reserve of \$308,741 and can afford to pay for these services. Commissioner Smrkovsky asked if these services would continue after October 15. Ms. Longovia stated that DWS would continue to provide security guards, but the SAWDB will not pay for them after October 15. Commissioner Paxon asked if there have been any credible threats or actions requiring security guards at the offices and he is concerned about having qualified security guards. Mr. Armijo added that we could look at paying for the security guards under an IFA after October 15 if there is a need for the SAWDB to continue paying for it. Ms. Lopez, One-Stop Operator, stated that in TorC, a threat was received in August, and the building was evacuated. Local authorities investigated, and it was determined that the threat came from someone with mental health issues. Ms. Lopez mentioned other incidents that took place in Silver City and Las Cruces. She also stated that although the New Mexico Workforce Connection centers do not process unemployment claims, people visit the centers expecting to be able to process their claims, and when they find out they cannot, some respond violently. Commissioner Ponce asked if the Governor requires this and this doesn't get approved, what happens? DWS has procured services, and the SAWDB is reimbursing DWS. If this doesn't get approved, do we not get reimbursed? Ms. Garcia-Tenorio shared that the plan was to have this in place through December. DWS does not have the funding to provide this year-round and asked the boards to help pay for it. There was a high number of issues, such as the threat of bodily harm, happening statewide, which prompted the need for security guards. Commissioner Smrkovsky asked the hourly rate for the security guards. Ms. Garcia-Tenorio will research that. Commissioner Smrkovsky asked if the centers in Deming, Las Cruces, Silver City, and TorC have been open 8-5 every day since July 12, 2021. Ms. Lopez stated centers opened slowly. Securitas, the security guard company, did not have staff in each location. It took time for them to hire and train staff. NMWC in Las Cruces opened its doors in late July or early August. Silver City opened in August. Deming opened in September, but that security guard could not work full time, so

Securitas is working to find a second person. TorC is still closed pending a security guard. The Deputy Secretary instructed workforce centers not to open their doors until a security guard is in place.

Commissioner Ponce made a motion to approve Resolution 21 – 04; seconded by Commissioner Sanchez. Motion passed. Roll call vote was as follows:

Commissioner Anaya – Yes	Commissioner Ponce – Yes
Commissioner Hand – Yes	Commissioner Sanchez – Yes
Commissioner Malott – Yes	Commissioner Smrkovsky – Yes
Commissioner Paxon – No	

- d. Resolution 21 – 05 concurs with the Southwestern Area Workforce Development Board to approve the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 2. Ms. Arnold presented that there is an increase to Youth Development Inc.'s (YDI) contract amount from \$2,100,000.00 to \$2,386,000.00, for the Administrative Entity (AE) \$45,000.00 is shifted from each fund line item (Adult, DW, and Youth programs) to the Administration fund line, there is a decrease to the "Board & CEO" and "Special Projects" funding, a line item was added for workforce center security services and to set aside \$417,000.00 in reserve funding for a proposed initiative for workforce center operations at the next board meeting. Ms. Arnold presented the current budget before adjustments, the proposed budget, and the differences between the current and proposed budgets. Commissioner Smrkovsky asked why \$135,000.00 is being taken from the programs and added to the Administration. Ms. Arnold stated that the Administration contract is \$600,000.00 and money is not being removed from actual programs. Money is shifted from the program fund line items into Administration because we have carry-in dollars from the previous year that need to be spent or reverted to the State. The contract amount will remain the same at \$600,000.00. This does not affect the program money the service providers use for the programs.

Commissioner Ponce left the meeting during this discussion.

Commissioner Anaya made a motion to approve Resolution 21 – 05; seconded by Commissioner Sanchez. Motion carried unanimously. Roll call vote was as follows:

Commissioner Anaya – Yes	Commissioner Paxon – Yes
Commissioner Hand – Yes	Commissioner Sanchez – Yes
Commissioner Malott – Yes	Commissioner Smrkovsky – Yes

- e. Resolution 21 – 06 concurs with the Southwestern Area Workforce Development Board to approve an amendment to contract agreement number PY21-WIOA-06 with Youth Development Inc. to provide WIOA Youth Services for the period of July 1, 2021 through June 30, 2022, and authorizes the SAWDB Chair or Vice-Chair to sign the agreement. YDI's contract is receiving an increase from \$2,100,000.00 to \$2,386,000.00 to provide additional training and supporting services to participants, as well as providing increases to staff salaries for the reclassification of positions. The contract presented showed increases to work experience, supportive services, ITA's and OJT's. Commissioner Smrkovsky asked for clarification on the increases to work experience, supportive services, ITA's and OJT's. Ms. Cordova with YDI explained that this would allow additional participants in those areas. They will be able to provide ITA's to 8 additional participants, they added 5 more OJT contracts, and they will be able to provide work experience to 26 additional in-school youth.

Commissioner Sanchez made a motion to approve Resolution 21 – 06; seconded by Commissioner Paxon. Motion carried unanimously. Roll call vote was as follows:

Commissioner Anaya – Yes	Commissioner Paxon – Yes
Commissioner Hand – Yes	Commissioner Sanchez – Yes
Commissioner Malott – Yes	Commissioner Smrkovsky – Yes

- f. Election of Chief Lead Elected Official. Mr. Armijo stated that we did an election for only three months at the last CEO meeting. With the changes to the NMAC and the CEO board makeup, we will need to review and update the CEO agreement. Mr. Armijo said he is not prepared to

recommend any changes at this time. Our recommendation to the CEOs is to elect a Chief Lead Elected Official and Vice-Chief Lead Elected Official through June 30, 2022. Mr. Armijo would like to visit with the Chief and Vice-Chief to review the CEO agreement affecting the current voting members and look at their ability to appoint non-commissioner representatives. Commissioner Smrkovsky stated that she would like the CEOs to have a sit-down meeting to get to know each other and look at more items they are responsible for than they have been. Mr. Armijo agreed that would be a great idea.

Commissioner Paxon nominated Commissioner Hand for Chief Lead Elected Official; seconded by Commissioner Anaya.

Commissioner Smrkovsky nominated Commissioner Sanchez for Chief Lead Elected Official; second by Commissioner Sanchez.

Commissioner Hand was elected to continue as Chief Lead Elected Official. Roll call vote was as follows:

Commissioner Anaya – Commissioner Hand  
 Commissioner Hand – Abstain  
 Commissioner Malott – Commissioner Hand  
 Commissioner Paxon – Commissioner Hand  
 Commissioner Sanchez – Abstain  
 Commissioner Smrkovsky – Commissioner Sanchez

**g. Election of Vice-Chief Lead Elected Official.**

Commissioner Smrkovsky nominated Commissioner Sanchez for Vice-Chief Lead Elected Official; second by Commissioner Anaya.

Commissioner Sanchez was elected to continue as Vice-Chief Lead Elected Official. Roll call vote was as follows:

Commissioner Anaya – Commissioner Sanchez  
 Commissioner Hand – Commissioner Sanchez  
 Commissioner Malott – Commissioner Sanchez  
 Commissioner Paxon – Commissioner Sanchez  
 Commissioner Sanchez – Commissioner Sanchez  
 Commissioner Smrkovsky – Commissioner Sanchez

**VII. Reports and Information Items**

**a. Financial Reports**

Ms. Arnold, the Fiscal Administrator, reported on the financial statements through June 30, 2021, non-close out. Ms. Arnold presented the expenditure balance sheet, statement of revenues, and expenditures. She also showed the expenditures by fund and also by county.

**b. Update from DWS Liaison – Christina Garcia-Tenorio**

Ms. Garcia-Tenorio showed an invitation for a virtual conversation about the transformation and redesign of the New Mexico Workforce Development System. She stated that in April, the State Workforce Development Board sent a document to the Governor's office about possible redesignation of the State and how it functions as workforce regions and local areas. The Governor requested that the group go back to the communities and get feedback on the potential redesignation. They will meet with the Central area at the end of September and the Eastern area at the beginning of October. You are welcome to attend any of the sessions.

**c. Administrative Reports**

Mr. Armijo provided an update on the WIOA Administrator vacancy. The position is advertised through October 4, 2021. The hiring committee will be comprised of Mr. Armijo, Mayor Nora Barraza, Board Chair of the South Central Council of Governments, Mario Juarez-Infante, Chair of the Southwestern Area Workforce Development Board, and a



designee from the Department of Workforce Solutions. They hope to complete the hiring process by the end of October and get the new-hire orientated with our boards and the Department of Workforce Solutions. Commissioner Smrkovsky asked if there is a CEO on the hiring committee. Mr. Armijo replied that the process he was going to utilize is that if they have multiple qualified candidates and need to do a second round of interviews, he would ask the Chief or Vice-Chief to participate in that second round. Commissioner Smrkovsky stated she feels a CEO should be on the hiring committee because this position works with the CEOs and someone from the SAWDB. Mr. Armijo said the SAWDB Chair would be on the hiring committee, and the SAWDB is comprised of members that the CEOs appointed. The SAWDB is responsible for ensuring the administrative functions for the programs, and the CEO board are carried out. The SAWDB originally approved all the concurrence items on today's agenda. The administrative entity brings them forward to the CEOs. He added that the CEOs have a contract for Fiscal Administrator services because the CEOs are responsible for the funding. Mr. Armijo also stated that if a member of the CEO board would like to be on the hiring committee, he would welcome them.

Commissioner Smrkovsky stated that since the CEOs are responsible for the funding, she doesn't know if they have ever evaluated the Fiscal Agent. She asked about the contract period. Mr. Armijo stated it is an annual contract. Commissioner Smrkovsky said she'd like to review the Fiscal Agent contract at a sit-down meeting and be sure they understand it. She would like that sit-down meeting to take place before the December CEO meeting. Commissioner Sanchez concurred, saying that he would like to have a sit-down meeting and meet the other members. Mr. Armijo asked if this would be a regular board meeting or a work session. Chief Hand stated a work session would be good.

#### VIII. Other

- a. Member Input
  - i. No member input

#### IX. Public Comment

- a. No public comment

#### X. Next Meeting

- a. Friday, December 10, 2021, at 11:00 a.m. via Zoom

#### XI. Adjournment

- a. Commissioner Sanchez **made a motion to adjourn the meeting; seconded by** Commissioner Anaya. Chief Hand adjourned the meeting at 1:10 p.m.

#### ATTESTED

\_\_\_\_\_

\_\_\_\_\_ **Date**



SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

FOLLOW-UP SERVICES  
POLICY 17-18.2

DATE OF ISSUE

September 16, 2021

EFFECTIVE DATE

October 4, 2021

APPLICABILITY

This applies to Southwestern Area Workforce Development Board (SAWDB) providers of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Workers and Youth providers.

PURPOSE

To provide Southwestern Area Workforce Development Board service providers with the guidance needed to do follow up services for WIOA Adult, Dislocated Workers, and Youth providers.

BACKGROUND

This Follow-Up Service policy provides guidance for those customers accessing services through the Southwestern Region Service Providers: see TEGL 19-16 and CFR 681.580.

ACTION REQUIRED

Adult/Dislocated Workers

In an effort to clarify Adult/Dislocated Worker follow-up services for the WIOA program, upon employment participants assessed as in need, a follow-up service will be provided, supportive services are not allowed during Exit for Adult/Dislocated see TEGL 19-16. Follow-up activity known as data entry in our state data base system New Mexico Workforce Connection Online System (NMWCOS) is required. Information from the follow-ups must be entered into the State data base called the NMWCOS, quarterly following exit. All contacts and attempts to contact an individual for a follow up must be entered into NMWCOS. Evidence of a minimum of 2 attempts to contact an individual not available must be documented in NMWCOS to constitute a follow-up.

For those customers who have completed education and training services, secured unsubsidized employment, and are assessed as in need of such follow-up services, the services will be made available. The Adult/Dislocated Worker Follow-Up services include but are not limited to the following:

- A. Additional career planning and counseling
- B. Contact with the participant's employer including assistance with work-related problems
- C. Peer support groups
- D. Information about additional educational opportunities
- E. Referral to other community services

SAWDB must provide follow-up services for Adult/Dislocated Worker participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Follow-up services do not extend the date of exit in performance reporting see TEGL 10-16.

ACTION REQUIRED  
Youth

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise see CFR 681.580. Information from the Youth follow-ups must be entered into the State data base called New Mexico Workforce Connection Online System (NMWCOS), quarterly following exit. All contacts and attempts to contact an individual for a follow up must be entered into NMWCOS. Evidence of a minimum of 2 attempts to contact an individual not available must be documented in NMWCOS to

**Commented [JS4]:** Replaced referral to supportive service to meet the participants employment goals, Supportive services are not allowed during follow-ups for a A/DW participant

**Commented [JS1]:** Added references to TEGL and CFR

**Commented [JS5]:** Added the verbiage of TEGL to indicate the performance reporting that is required by the DOL

**Commented [JS2]:** Added TEGL reference

**Commented [JS3]:** Youth was in this paragraph that is specifically geared toward A/DW

**Commented [JS6]:** Added CFR reference

constitute a follow-up.

FOLLOW-UP SERVICES POLICY 17-18.2  
Effective October 4, 2021  
Page 2

Follow-up services for youth also may include the following program elements:

- A. Supportive Services;
- B. Adult mentoring;
- C. Financial literacy education;
- D. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- E. Activities that help youth prepare for and transition to postsecondary education and training.

SAWDB must provide follow-up services that align with their individual services strategies. Follow-up services must be provided for all Youth participants for up to 12 months unless participant declines or cannot be located. Follow-ups do not extend the exit in performance reporting see TEGL 10-16.

#### INQUIRIES

Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

#### ATTESTED

This policy was reviewed and approved by the SAWDB on: \_\_\_\_\_

\_\_\_\_\_  
SAWDB Chair

**Commented [JS7]:** Added TEGL reference to indicate performance reporting



**AGENDA ITEM SUMMARY**

Region IV, Chief Elected Officials Meeting	December 10, 2021
<b>Consent Agenda Item</b> *Resolution 21 – 08 concurs with the Southwestern Area Workforce Development Board to approve an amendment to the Supportive Services Policy	
<b>SUMMARY OF AGENDA ITEM</b>  As a function of the Chief Elected Officials, this item is presented for your review and consideration to concur with the Southwestern Area Workforce Development Board to approve the Policy Committee's recommendation to amend the Supportive Services Policy 17 – 09.5.  The amendment provides a definition to Participants on a "Hold" Status and defines the use of supportive services during follow-ups for Adult and Dislocated Worker as defined in TEGL 19 – 16.  The following pages contain the policy and show edits in comment boxes. Staff will stand for questions.	
<b>RECOMMENDATION</b>  A motion to accept Resolution 21 – 08.	
<b>CEO'S OPTIONS ARE TO</b> <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>	
<b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul>	
<b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul>	
<b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b> <ul style="list-style-type: none"> <li>• Supportive Services Policy</li> </ul>	

SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

SUPPORTIVE SERVICES  
POLICY 17-09.6

DATE OF ISSUE

September 16, 2021

EFFECTIVE DATE

October 4, 2021

APPLICABILITY

This applies to Southwestern Area Workforce Development Board (SAWDB), providers of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, out-of-school youth employment, and training services.

PURPOSE

To provide SAWDB contractors of WIOA, Adult, Dislocated Worker and Youth supportive services with a supportive services policy.

BACKGROUND

To provide the Southwestern Area Workforce Development Board (SAWDB) WIOA contractors with a guideline for determining supportive services, the restrictions hereto, and eligibility criteria and procedures for payment of supportive services to participants enrolled into WIOA programs see TEGL 19-16.

**Commented [JS1]:** Added reference to TEGL

To provide guidance regarding the roles of the training institution(s), local Board and/or service providers with respect to tracking certification of participant time, attendance, and other related issues as applicable to payment to supportive services.

ACTION

Southwestern Area Workforce Development Board Service Providers shall adopt this Supportive Services Policy and forms as referenced herein.

GENERAL PROVISIONS

- A. All WIOA program applicants and participants shall be informed by their case manager of paid and unpaid supportive services available through the local One-Stop system including the One-Stop partners, Service Providers, and any applicable community resources.
- B. Supportive services may only be provided to individuals who are: (a) participating in career or training services, to include training in any WIOA program (Title I, II, III, and IV), and other trainings that are not within the WIOA programs, or (b) unable to obtain supportive services through other programs providing such services. Additionally, supportive services may only be provided when they are necessary to enable individuals to participate in Title I activities.
- C. To ensure successful participation in the appropriate employment or training activities, program staff shall determine the supportive service needs of each individual to be enrolled. Such determination shall be based

**Commented [JS2]:** Added or

on the comprehensive assessment along with the documented justification and approval of supportive services as outlined in the participant's Individual Employment Plan (IEP)

- D. As a requirement for applying for supportive services, service providers must first explore to see if the needed services are available through other agencies in the local area. Participants shall secure documentation of at least one denial letter from other agencies or a case note in the participant's NMWCOS file showing due diligence. To prevent the duplication of costs and efforts, participants first must exhaust related available services before WIOA services will be authorized.
- E. Service providers will review the participant's need for, and the receipt of supportive services, and will document actions in the participant online files (case note, etc.). Changes in supportive service needs are to be reflected in the assessment Objective Assessment Summary (OAS), and case noted appropriately. Sound case management and timely participant follow ups are essential to ensuring completion of activities, and in meeting IEP goals and objectives.
- F. Authorization of supportive service payments shall be made using the appropriate local board supportive service forms to request approval of supportive service payments for groups of participants. A modification to the supportive services form is required when there are changes in payment amounts or duration.
- G. All required documents must be uploaded in New Mexico Workforce Connection Online System (NMWCOS) and appropriate service activity created in NMWCOS; vouchers shall be created at that time. Youth payment of supportive service will be made directly by the youth provider in agreement with the youth contract scope of work. Payments issued shall have copies of the checks uploaded to participant files. For payments issued directly to participants, proof of receipt of payment, such as copy of the check signed and dated by participant and uploaded to the electronic record.
- H. Service Providers are responsible for tracking participant attendance, time keeping, and related duties. For On-the-Job Training (OJT) employers, the reimbursement negotiated in each contract includes time keeping, reporting, and other related duties as specified in the OJT contract.
- I. Provision of paid WIOA supportive services shall be limited to twelve months after the date of WIOA exit.
- J. Supportive services request and payment forms or their subsequent replacements are located on Employnm.com. SAWDB forms shall not be modified without prior written authorization from SAWDB staff.
- K. Supportive Services shall not be provided during Follow-Ups for Adult and Dislocated Worker.

**Commented [JS3]:** Added K to reflect the follow up policy for A/DW as supportive services are not allowed during follow-ups

#### ALLOWABLE WIOA PAID SUPPORTIVE SERVICES

Transportation and Temporary Shelter Allowable Supportive Services include the following:

##### Transportation Mileage/Commuting assistance Determination

To compute distance for transportation assistance, participants may determine actual point-to-point mileage between locations traveled to (i.e. city-to-city, etc.), or the local board may establish a standard methodology. The Southwestern Area Workforce Development Board will allow career and training participants living 25 (rounded to nearest mile) or more miles from the training site to receive \$0.25 per mile for travel for attendance. This need must be verified and documented by the case manager in the participant's counseling record and must be maintained in the participant's online file.

##### A. Bus Passes

Bus passes will be provided based on scheduled days and will be supported by a class schedule, work schedule or attendance log. Passes may be obligated for the duration of the training, not to exceed a

semester. Passes may be distributed no more than 30 days at a time. Daily bus passes may be issued for job search; a job search log will be needed to support the voucher.

B. Vehicle Repair

Vehicle repair costs may be provided but must be directly linked to an allowable activity. Required documentation includes: 1) copy of title or registration showing the client or their spouse, parent/guardian legally owns the vehicle; 2) proof of car insurance. No cosmetic repairs will be paid using WIOA funds.

The participant cannot receive mileage reimbursement and vehicle repairs during the same week. If vehicle repairs are paid, no transportation will be paid concurrently.

Other Supportive Services

1. Background check/finger printing

This service must be work or education related in order for the participant to obtain employment or for admission in post-secondary education. Documentation must include a statement from the employer or educational institution indicating the requirement.

2. Clothing and footwear assistance

The clothing items must be directly related to their occupation goal. Clothing that can be purchased includes uniforms and footwear required as a condition of training or employment. No undergarments, makeup, hair accessories, or personal hygiene items are allowed. Clothing is limited to \$300.00 per program year. The participant must submit proof from the employer or training site the items are required.

3. Tools or equipment

The participant must submit proof that the employer or training provider requires the participant to have specific tools or equipment to perform job duties or complete training. The participant must submit documentation from the employer or training institute that the items are required.

4. Rent assistance

The participant must indicate a need and sign an applicant statement requesting the assistance. Rent assistance is limited to one time per household per program year. Deposits are not allowable since the amount may be reimbursed to a participant at a later date. Payment of late fees or interest charges are not allowable. Required documentation for payment includes a copy of a signed lease with the participant's signature; monthly amount due; and a notice of late payment from the landlord.

If the lease is not in the participant's name, an applicant statement must be made explaining the relationship between the participant and person named in the lease.

5. Gas or electric utilities assistance

The participant must indicate a need and sign an applicant statement requesting the assistance. Gas or electric utilities assistance is limited to one time per household per program year. Deposits or startup costs are not acceptable. Required documentation include shut off notice and a service note documenting that the participant attempted to receive this assistance elsewhere but was determined ineligible.

6. Car insurance assistance

Documentation of linkage to authorized activity must be in case note; the participant must complete an applicant statement and indicate a need. Car insurance assistance is limited to one time and only for one-month premium. No pre-payment of premiums is allowable. Required documentation include copy



of title or registration showing that participant or their parent/guardian legally owns the vehicle and invoice from insurance provider.

7. Vehicle registration renewal

Documentation of linkage to authorized activity must be in case note; the participant must complete an applicant statement and indicate a need. Vehicle registration is limited to one time per household. Required documentation includes a copy of renewal letter and proof of insurance showing that the participant or their parent/guardian legally owns the vehicle.

8. Laptop and software purchase assistance

Participants that need laptops, internet service, and other supportive services must provide written documentation from the training site indicating the need for these services. The laptop may be retained by the participant after the completion of training. Laptop assistance may not exceed \$1,000.00 and will only be provided one time per participant. Internet services shall not exceed \$100.00 per month. These supportive services for internet are limited to the time that the individual is in a training activity.

The need for the above services must be necessary and the cost reasonable to the purpose of the program defined by the Service Provider unless otherwise stated.

Other Supportive Services: Supportive services not listed in other sections of this policy may be paid to allow an individual participating in a WIOA or non-WIOA training to obtain or retain employment. Such items include, but are not limited to:

- Medical exams or tests
- State licensing fees
- Application or exam fees
- Government Issued Driver's License
- Government Issued Identification Card
- Government Issued Birth Certificate

#### Temporary Housing/Emergency Shelter

Participants that need temporary housing/shelter - The service provider must document that the service is necessary and that the cost is reasonable. Participants must provide appropriate documentation to verify no other sources of temporary housing/emergency shelter are available.

A. Training Related Short-term Housing Assistance

Short-term housing assistance may be provided to individuals that are attending training more than 60 miles from their permanent residence. The amount paid to the participant shall not exceed the participant's balance of unmet need as reflected on the ITA cost sharing document.

B. Emergency Shelter

Assistance may be provided to participants who are in need to enable them to attend career or training activities. The amount paid must be reasonable and for no more than seven consecutive (7) days.

#### CHILD CARE

Childcare assistance may be provided to eligible participants who require such assistance in order to participate in a WIOA activity and whose need has been identified in their IEP. To qualify, participants must have legal responsibility or custody of the children thirteen (13) years of age or younger and must furnish documentation that they do not have any other source available to care for the child(ren), which include immediate family members. Children placed in a licensed day care facility, or with a certified day care provider as verified by the case manager must furnish documentation of a paid receipt in order to continue to receive childcare payment

at this level. A participant may receive thirty-five dollars (\$35.00) per day per child for certified or licensed childcare. Service providers must verify the participant's children's age(s). Days of childcare will be determined by the participant's timesheet.

#### MEDICAL AND HEALTH CARE SUPPORTIVE SERVICES

Minor medical and health care services that may be provided include, but are not limited to:

- A. Physical examinations
- B. Eye and/or ear examinations
- C. Filling of eyeglass prescriptions
- D. Purchase of hearing aids
- E. Purchase of orthopedic devices (must refer to Vocational Rehabilitation)

Other minor medical or health care services not listed herein that are necessary in order for the individual to participate in the program. With the exception of hearing aids, a one-time maximum of five hundred dollars (\$500.00) for minor health or medical care services may be provided to participants enrolled in a WIOA funded training activity that require such assistance in order to participate in the program. The participant must provide proof of need (statement from health care or medical practitioner). The participant shall only be eligible for this assistance if he/she cannot obtain such services from other available resources as documented in the participant file by the case manager (i.e. One-Stop partners, local community health care programs, etc.). Payment for services shall be made directly to the vendor or provider upon receipt of billing. Participants shall not be paid directly or reimbursed after-the-fact for these services.

Participants in the "HOLD" status are not eligible to receive payments for this service. HOLD status is based on an individual who is not in a training activity, not receiving services but not exiting or becomes ill and cannot complete their activity.

Documentation should be tracked by a case manager in a participant's online file based on their minimum need. The ~~charges~~ must be greater than or equal to the amount of supportive services that will be received.

#### NEEDS-RELATED PAYMENTS

Needs-related payments provide financial assistance for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIOA. Eligibility requirements for adult and dislocated worker to receive needs-related assistance are as follows: §CFR680.950 – 680.990

Adults must: (a) be unemployed due to no fault of their own, ~~and (b) not qualify for or have ceased qualifying for unemployment compensation, and (c) be enrolled in a program of training services.~~

Commented [JS4]: Added and

Commented [JS5]: Added and

Dislocated Workers must: (a) be unemployed, and (1) have ceased to qualify for unemployment compensation or trade adjustment allowance under the Trade Adjustment Assistance Act (TAA) or the North American Free Trade Agreement (NAFTA)-TAA due to no fault of their own, and (2) be enrolled in a program of training services by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or if later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed 6 months; or (b) be unemployed and did not qualify for unemployment compensation or trade adjustment assistance under TAA or NAFTA-TAA.

Local boards may submit a written request to the SAE for a 30-day extension to this time limitation to address appropriate circumstances.

#### DETERMINATION OF THE LEVEL OF NEED-RELATED PAYMENTS §680-970

The level of needs related payments shall be determined as follows:

- A. The level for adults will be the same as the level for dislocated workers
- B. For dislocated workers, payments must not exceed the greater of either of the following levels:
  - 1) For participants who were eligible for unemployment compensation as a result of the qualifying dislocation, the payment may not exceed the applicable weekly level of the unemployment compensation benefit for the participant's situation (such as working at spot jobs or part time) or
  - 2) For participants who did not qualify for unemployment compensation as a result of the qualifying layoff, the weekly payment may not exceed the poverty level based on family size for an equivalent period. The weekly payment level must be adjusted to reflect changes in total family income.

Supportive Services for Youth Supportive services are one of the 14 required program elements for youth and shall be made available to all WIOA youth participants, and may include the following:

- A. Linkages to community services
- B. Assistance with transportation costs
- C. Assistance with childcare and dependent care costs
- D. Assistance with housing costs
- E. Referrals to medical services
- F. Assistance with uniforms or other appropriate work attire and work-related tool costs, including items such as eyeglasses and protective eye gear.
- G. Needs related payment for youth 18-24 years of age

#### SUPPORTIVE SERVICES PAYMENT PROCESS

Timesheets need to be completed and sent to the Fiscal Agent's office following the WIOA supportive service payment schedule developed by the Fiscal Agent.

- A. Fiscal Agent processes timesheets for payment
- B. Payment is then sent to the Workforce Connection Center office

#### DIRECT PAYMENT TO PARTICIPANTS

The appropriate Supportive Services Request and Approval forms shall be used to authorize supportive services payments for participants. Supporting payment documentation e.g. timesheets, paystubs and receipts shall be uploaded in NMWCOS.

#### PAYMENT TO VENDORS AND SERVICES PROVIDERS

For payment to vendors and providers of medical care, and other health care services, the supportive service forms approved by the SAWDB are available at [www.employnm.com](http://www.employnm.com).

#### GENERAL LIMITATIONS

##### A. Time Limits

For eligible Adults and Youth, supportive services may be provided for a period of time required to complete the IEP objectives; however, shall not exceed the participation time limitations established in the Southwestern Area plan or board policy.

##### B. Budget Limitations

The amount and types of supportive services in each local area is based on funding available to the local boards. No supportive services in any WIOA title is to be considered an entitlement.

##### C. Participants in "Hold" Status.

Participants who are in a "Hold" Status, for whom continued training is scheduled, will not be eligible for health care and minor medical services, group services and/or other supportive services that are not paid directly to the participant during this "hold" status.

**Commented [JS6]:** Added the meaning of HOLD Status

#### SERVICE PROVIDER AND TRAINING INSTITUTION TIME AND ATTENDANCE REPORTING AND RELATED RESPONSIBILITIES/ROLES

Service providers are responsible for overall tracking and reporting on participant activities as specified in their sub grants or contracts. They are also responsible for coordinating with area training institutions on time and attendance for those participants concurrently enrolled in classroom training, WE, OJT, or enrolled in a customized training activity and receiving supportive services. As part of the ITA agreements, training institutions are required to track and report participant time and attendance. In order to help defray some of the administrative overhead associated with additional responsibilities including item keeping and reporting, training institutions may charge a reasonable administrative cost normally charged for performing related functions. WE and OJT employers are responsible for tracking/reporting time and attendance of participants assigned to them. WIOA program staff shall be available to assist employers as necessary.

#### INQUIRIES

Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

#### ATTESTED

This policy was reviewed and approved by the SAWDB on: \_\_\_\_\_

\_\_\_\_\_  
SAWDB Chairman





# *Discussion, Consideration and Possible Action*

## AGENDA ITEM SUMMARY

Region IV, Chief Elected Officials Meeting	December 10, 2021
<p><b>Agenda Item</b>  Resolution 21 – 09 concurs with the Southwestern Area Workforce Development Board to approve the issuance of external partner access to the New Mexico Workforce Connection Online System for online referrals between organizations in the workforce system</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>As a function of the Chief Elected Officials, this item is presented for your review and consideration to concur with the Southwestern Area Workforce Development Board to approve the issuance of external partner access to the New Mexico Workforce Connection Online System for online referrals between organizations in the workforce system 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.</p> <p>This was a discussion item for the SAWDB board to make a determination on whether it will carry the responsibility and liability for workforce partners who use the New Mexico Workforce Connection Online System (WCOS) for the referral of participants. The workforce partners that would have access to WCOS are Adult Education Services, Division of Vocational Rehabilitation, TANF, as well as other partners who may opt to participant in training and supporting their staff as users in the system.</p> <p>The alternative is for the NM Department of Workforce Solutions to be responsible for the access and management of the aforementioned partners as they do with existing users of the system, such as Title IB and Title III partners. The department has security protocol and training in place for all users in the system. The SAWDB does not have IT staff or protocols for such activity.</p> <p>Staff will stand for questions.</p>	
<p><b>RECOMMENDATION</b></p> <p>A motion to accept Resolution 21 – 09.</p>	
<p><b>CEO'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>• None</li> </ul>	

## AGENDA ITEM SUMMARY

Region IV, Chief Elected Officials Meeting	December 10, 2021
<b>Agenda Item</b> Resolution 21 – 10 concurs with the Southwestern Area Workforce Development Board to approve the PY21 Outreach Plan	
<b>SUMMARY OF AGENDA ITEM</b>  As a function of the Chief Elected Officials, this item is presented for your review and consideration to concur with the Southwestern Area Workforce Development Board to approve to approve the PY21 Outreach Plan as recommended by the SAWDB Outreach Committee.  The objective of the Outreach Plan is to have a strategic approach to the integrated system that we have with our partners in the workforce system. This plan is a framework and contains an Outreach Activity Calendar for PY21 and Activity Sheets for big-ticket items. Big-ticket items are not regular day-to-day activities, but larger activities that allow the partners to work together and leverage their resources and their staff. The Outreach Plan will have revisions throughout the year.  Activity Sheets will show a dollar amount as a way of tracking the monetary investment. Workforce partners have indicated they have dollars built into their contract for outreach activities. We did not ask the board for dollars to fund these events.  Staff will stand for questions.	
<b>RECOMMENDATION</b>  A motion to accept Resolution 21 – 10.	
<b>CEO'S OPTIONS ARE TO</b> <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>	
<b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul>	
<b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul>	
<b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b> <ul style="list-style-type: none"> <li>• PY21 Outreach Plan</li> </ul>	

Connecting  
EMPLOYERS  
with  
JOB SEEKERS



## Southwestern Area Workforce Development Board

### DRAFT PY21 Outreach Plan

July 2021 – June 2022

New Mexico  
Workforce Connection

*A Proud Partner of the American Job Center Network*

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# Introduction

The Southwestern Area Workforce Development Board's (Board) Local Four-Year Plan states the Board's vision for outreach is for workforce partners to have a targeted and coordinated Outreach Plan to address the needs of the region's communities. The Board's Outreach Committee convened and presented this plan to the Board for adoption and implementation by the One-Stop Operator.

According to the U.S. Department of Labor, WIOA was signed into law to amend the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.

WIOA brings together, in strategic coordination, the core programs of Federal investment in skill development:

- Employment and training services for adults, dislocated workers, and youth and Wagner-Peyser employment services administered by the U.S. Department of Labor (DOL) through formula grants to states; and
- Adult education and family literacy programs as well as State Vocational Rehabilitation Services programs that assist eligible individuals with disabilities in obtaining employment; both core programs are administered by the U.S. Department of Education.
- WIOA also authorizes programs for specific vulnerable populations, including the Job Corps, Youth Build, Indian and Native Americans, and Migrant and Seasonal Farmworker programs as well as evaluation and multistate projects administered by DOL. In addition, WIOA authorizes other programs administered by the U.S. Department of Education and the U.S. Department of Health and Human Services.<sup>1</sup>

This plan was developed through the coordination of federally funded workforce partners to satisfy the intentions and purpose of the Workforce Innovation and Opportunity Act (Act). The Schedule of Activities may be modified by the One-Stop Operator at any time during the program year to incorporate additional "BIG TICKET" items that the partners believe to be beneficial to those it serves and the Act. This plan also includes agricultural outreach activities for migrant and seasonal farmworkers<sup>2</sup>, ranch workers, dairy workers, and agricultural employers.

In addition to workforce services for employers, partners within the workforce system in Southwestern New Mexico also target the following populations:

- Adults
- Dislocated Workers
- Individuals with Disabilities
- Low Income
- Low Literacy

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<sup>1</sup> United States, Department of Labor, Bureau of Labor Statistics. "WIOA Programs." About, 6 Jun. 2021, <https://www.dol.gov/agencies/eta/wioa/about>

<sup>2</sup> WorkforceGPS. "National Farmworker Jobs Program (NFJP) Partnerships and Service Delivery Day 5 10-20-2020." Vimeo, 31 Mar. 2021, [vimeo.com/471064667](https://vimeo.com/471064667).

- Migrant and Seasonal Farmworkers
- Native Americans
- Older Individuals
- Veterans
- Youth

The workforce partners establish activities that include but are not limited to the targeted industries identified in the Board's Four-year Plan. These industries are aerospace, agriculture, education, health care, logistics and warehousing, manufacturing, mining, hospitality, tourism, and information technology.

As part of the Board's continuous improvement process, the plan incorporates data-driven strategies to depict a trend and to set goals for PY21. Each activity carries its own set of expected outcomes to measure return on investment. These outcomes will help partners within the system determine adjustments in future outreach activities. A particular activity is the Board's Community Outreach Campaign that supports the activities provided through title IB. The Community Outreach Campaign offers various media promotion activities using billboards, radio, the internet, and other written promotional materials. This messaging is not activity-specific but general and is why it is listed separately in the outreach budget. In PY19 and PY20, approximately \$40,000 and \$60,000 were available through the One-Stop Operator for the Board's community outreach campaign, respectively. For PY21, we anticipate investing 100% of the \$60,000 allotted. Some of the key items paid for with these dollars are:

1. Billboard promotion of programs and services in all seven counties
2. Radio promotion of services and awareness around events and activities
3. Social Media material development and commercial digital promotion space
4. Flier and other material development for activities

These services are contracted via an MOU with a regional media vendor. The cost for technical support and strategy development (person-hours) is calculated into the overall expenditures. These dollars support the system as a whole and use different techniques to inform job seekers and employers of the services we provide. Pre COVID, our number of individual employer services was 2,211 for February of 2020. In April and May of 2020, those numbers dropped to the 500's. Once our campaign launched and we began doing virtual recruiting events, those services jumped back to 1,282 in June 2020 in an entirely virtual environment. This number of services to employers has grown steadily since then, and numbers are almost pre-pandemic at this point.

The awareness campaign was designed to bring greater visibility to the New Mexico Workforce Connection one-stop system throughout the seven-county southwestern region to reach both urban and rural communities. The campaign is designed to bring greater awareness of the resources and services to locations where community members frequent. The desired outcome is to link job seekers and employers to workforce investment and education programs that increase enrollment rates, training expenditures, support services, and the desired results that increase expenditure rates and contribute to economic growth and self-sufficiency.

The OSO or the Partners may request outreach funding from the Board throughout the program year; this allows the Board to be flexible to support the system's needs to reach and serve more customers through strategic and coordinated activities.

The workforce partners provided input on creating this Outreach Plan, including that it can serve as a catalog of "some" upcoming events. Partners can see if there are activities they would like to participate in and contact the Lead Partner. The Outreach Plan will also help partners plan for their activities. Partners can request items in advance and be more prepared with a list of needed items for each activity.

**\*This is not a comprehensive list of activities and is only a small portion of the activities that partners will partake in throughout the year. Events may be added without any change to this plan. We will request that partners make every attempt to help keep the regional calendar up to date to be used as a more comprehensive tool for tracking activities across the region. The activities in this plan will be reviewed and evaluated by the Board at six months and nine months from inception for monitoring purposes. The One-Stop Operator will provide data to include: the number of activities executed, number of participants, job seekers or employers served, any notable changes in the number of services delivered, job placements, program enrollments, and other pertinent information related to the activity.**

[Calendars](#) | [EmployNM](#)

See List of Workforce Partner Services Following the Activity Sheets

## Schedule of Outreach Activities

The following activities were submitted by New Mexico Workforce Connection partners in the Southwestern region. They are organized by month and include the location and the lead partner responsible for managing the activity.

### July 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
23	Regional Town Hall: Employer Services	Region Wide	Darleen Lopez	\$500	\$200

### August 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
04	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
13	Reopen Las Cruces Career and Resource Fair	Las Cruces	Darleen Lopez	\$500	\$4200
14	Early Childhood Education Hiring Event	Las Cruces	Peter Martinez	\$185	
20	Western New Mexico University Career Fair	Silver City	Marivel "MJ" Medel	\$50	

### September 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
10	Grant County Job Fair	Silver City	Tommy/MJ	\$500	\$168
13	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
15	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

### October 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	Transition Fair	TBD	Erik Padilla	\$100	
TBD	WIOA Youth Kick-off event	TorC	Marcos Peña	\$50	\$1000
TBD	Regional Employer Forum	Region Wide	Darleen Lopez	\$500	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
13	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	
18	Fall First Light Federal Credit Union Financial Literacy Event	Las Cruces			

### November 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
EOM	WIOA Fall Youth Academy	Silver City	Marcos Peña		\$1000
TBD	Alamo Community College and Career Fair	Alamo Res.	Sylvia Monte	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
04	NMWC+CLC Job Fair	Las Cruces	Darleen Lopez	\$500	\$4000
17	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

### December 2021

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	Work Search Skills Enhancement Program	Hatch	Victor Cabrera	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
15	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	
25	WIOA Fall Youth Academy	Deming	Marcos Peña	\$50	\$1000

## January 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	WIOA Spring Youth Academy	Socorro	Marcos Peña	\$50	
TBD	Work Search Skills Enhancement Program	Deming	Victor Cabrera	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
12	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

## February 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	Mock It Til You Rock It 3 <sup>rd</sup> Annual Event	Las Cruces	Darleen Lopez	\$-0-	
TBD	Mock It Til You Rock It 3 <sup>rd</sup> Annual Event	Gadsden	Darleen Lopez	\$-0-	
TBD	Mock It Til You Rock It 3 <sup>rd</sup> Annual Event	Hatch	Darleen Lopez	\$-0-	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
16	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

## March 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	Transition Fair	TBD	Erik Padilla	\$100	
TBD	On-site Youth Job Fair with LCPS	Las Cruces	Darleen Lopez	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
16	NFJP/MSFW RR FB Distribution Event	Deming	Victor Cabrera	\$100	

## April 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
TBD	WIOA Youth Kick-off event	Hidalgo	Marcos Peña	\$50	
TBD	Alamo Community College and Career Fair	Alamo Res.	Sylvia Monte	\$50	
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	

## May 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	
24	In-person Youth Career and Resource Fair	Catron County	Darleen Lopez	\$1000	

## June 2022

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Lead</u>	<u>SAWDB Budget</u>	<u>Partner Budget</u>
01	NMWC On-Site Recruitment Event	Las Cruces	Peter Martinez	\$-0-	

**\*Projected expenditures based on the current list of activities is approximately \$17,000. This amount is an estimate and is likely to be much higher but could also be less based on the ability to execute in person events due COVID-19. This is not a cap. This also does not include the broader ongoing awareness campaign funded by the Board under the One Stop Operator.**

**\*To see a real time list of previous and future (big and small events), please visit our regional calendar on [employnm.com](http://employnm.com)**

# Outreach Activity Sheet



*This activity/event supports the scope of work of one or more partner programs and the mission of the Workforce Innovation and Opportunity Act. The Four-year plan of the Southwestern Area Workforce Development Board and New Mexico's Combined Workforce Plan focuses on communication and coordination among partner programs to leverage and align resources for the benefit of the targeted populations and the system. This activity plan provides workforce partners and stakeholders with a brief description on the proposed outreach activity/event and is an integral part of the Southwestern Area Outreach Plan. The One-Stop Operator will lead in the implementation of the activity/event with the lead partner.*

**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER: Youth Development Inc. (Title I WIOA Youth)**

**CONTACT: Marcos Peña**

**CONTACT'S EMAIL: [mpena@ydinm.org](mailto:mpena@ydinm.org)**

**CONTACT'S CELL NUMBER: 505-238-1729**

**A. What is the name of the outreach activity/event?**

WIOA Youth Kick-off event

**B. What is the proposed outreach activity/event and who is the target population?**

Staff will do an outreach event at different locations throughout the New Mexico Southwestern region to inform community members about the WIOA Youth Program. The actual days of activities will depend on the community's back to school events. The targeted population are in and out of school youth ages 16 through 24.

**C. Who are the partner programs involved?**

- WIOA Youth
- AES programs
- WIOA Adult/DW
- Local post-secondary institutes

**D. How will other partners be informed of the activity/event?**

Upon approval the dates and times of this event will be finalized. Fliers would be created and sent out to the partners via email.

**E. When will this activity/event take place?**

A schedule is yet to be determined, but this even will happen prior to school starting in each county from July to March 2022.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This event will take place in each of the WIOA Youth counties. (Dona Ana, Luna, Sierra, Hidalgo, Grant, Catron, Socorro & Sierra).

**G. How will the activity/event be promoted?**



This event will be promoted through social media platforms from a month prior when possible and we will ask all community providers to promote it within their communities.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

This event will be funded through Title I WIOA Youth Program. The estimated cost is \$600 to \$1000 for promotional materials.

**I. What are the desired results?**

We want to see an improvement in enrollments throughout the Southwestern region (In and Out of school youth) WIOA Youth staff will set initial enrollment meetings at the events with the intent to eliminate basic barriers such as transportation. WIOA staff will log how many appointments/referrals were made throughout these events.

**J. How will the results be measured?**

Staff will log how many individuals are enrolling into the program. Staff will provide a daily update to the program management team to ensure that follow up meetings are happening. Each County staff will be responsible to keep track of their referrals and enrollments.

For participants that did not attend to any of the events and are interested to learn more about the program, an online link will be provided to schedule an appointment to discuss the benefits of the program.

**K. What resources are needed for this activity/event, if any?**

We will be needing a table to take to each site. We would like a NMWC table cover and outreach materials. Raffle prizes will be needed to give out at each site. WIOA Youth referral forms and fliers will be needed as well. \$50 for brochures provided by SAWDB

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**LEAD PARTNER: DWS (NM Workforce Connection-Silver City)**

**CONTACT: Marivel "MJ" Medel**

**CONTACT'S EMAIL: Marivel.medel@state.nm.us**

**CONTACT'S CELL NUMBER: 575-956-7525**

**A. What is the name of the outreach activity/event?**

Western New Mexico University Career Fair

**B. What is the proposed outreach activity/event and who is the target population?**

As a precursor to the "Back Together Bash" for WNMU, the college is holding an in-person career fair, outdoors near old James Stadium, where the focus of which will be resources for training and education.

**C. Who are the partner programs involved?**

Will notify Title 1.

- WIOA Adult/DW
- WIOA Youth

As well as WIOA title 4 VR

I have shared this event with the full partner Outreach Team

**D. How will other partners be informed of the activity/event?**

Will send registration link to WNMU career fair to partners ASAP.

**E. When will this activity/event take place?**

Friday, August 20<sup>th</sup>, 2021, from 5:30 PM -7:00 PM

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

WNMU Campus- Booth to be set up at Old James Stadium, Silver City, Grant County, and surrounding areas. 1000 W College Ave.

**G. How will the activity/event be promoted?**

I will share event info with all job seekers as well as partner staff and coworker/cohorts

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

WNMU

**I. What are the desired results?**

To inform job seekers, students entering the workforce of our resources. Hopefully this will translate into these individuals utilizing our services in the office or through referrals to our partners.

**J. How will the results be measured?**

Number of people in attendance

**K. What resources are needed for this activity/event, if any?**

Booth: table, chairs, pamphlets & information to give to job seekers/ students

\$50 for brochures provided by SAWDB

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# Outreach Activity Sheet

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**LEAD PARTNER:** One Stop Operator

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [darleen.lopez@equusworks.com](mailto:darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** (575) 649-1580

**A. What is the name of the outreach activity/event?**

Reopen Las Cruces Career and Resource Fair

**B. What is the proposed outreach activity/event and who is the target population?**

NMWC in partnership with City of Las Cruces will be co-hosting an in-person job fair at the convention center.

**C. Who are the partner programs involved?**

- WIOA Adult/DW
- WIOA Youth
- WIOA title 3 Wagner Peyser
- WIOA title 4 VR
- NMSU/DACC
- OSO Team
- NFJP
- WCA
- L&I

**D. How will other partners be informed of the activity/event?**

Via communication from the OSO via email and save the date notification. Work sessions will be scheduled for participating partners.

**E. When will this activity/event take place?**

Tentatively August 13<sup>th</sup> from 10am-3pm. Convention center is reserved but event is tentative on DWS release of staff for in person event sponsorship.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This is primarily aimed at the Las Cruces area but is open to all businesses and job seekers region wide.

**G. How will the activity/event be promoted?**

Via various mediums through our awareness campaign with sinuate media on social media, LinkedIn, FB etc. Using NMSU, CLC, Chambers and Workforce mediums.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The city of Las Cruces will be covering the cost for the convention center, COVID sanitation stations and water stations and projector for workshops. OSO will cover the promotion costs. CLC -4,000 Venue OSO \$500 in radio promo 200 DVR-ASL Interpreters.

**I. What are the desired results?**

Maximize connectivity between employers and job seekers, get as many job placements as possible as well as get connected with more employers and individuals who may be new to our system by getting them registered and following up with triage for services.

**J. How will the results be measured?**

We will be collecting individual info via a sign in sheet as well as gathering registration info via short forms to be filled and held in a lock box by staff during the event. We will also be collecting digital surveys via tablets from both job seekers and Employers and will be keeping track of the number of employers and job seekers who attended. There will be a 30 day follow up to review how many applicants and placements were made as a result of this event.

**K. What resources are needed for this activity/event, if any?**

Tablets for job seeker/employer surveys, brochures, pop up banners, banner for outside, table covers, print outs for sign in and registration sheets, workshops signs, printers, computers and signs for resume printing station, paper, and signs for employers for each station.

# Outreach Activity Sheet

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**LEAD PARTNER: Youth Development Inc. (Title I WIOA Youth)**

**CONTACT: Marcos Peña & Mary Gandara**

**CONTACT'S EMAIL: [mpena@ydinm.org](mailto:mpena@ydinm.org)/[mgandara@ydinm.org](mailto:mgandara@ydinm.org)**

**CONTACT'S CELL NUMBER: 505-238-1729**

**A. What is the name of the outreach activity/event?**

WIOA Fall Youth Academy

**B. What is the proposed outreach activity/event and who is the target population?**

During August through November, staff will do a youth employment academy throughout the New Mexico Southwestern region to learn the Fundamentals of the Workplace and to promote and implement Youth/Community partnerships. WIOA Fall Youth Academy consists of learning the fundamental expectations that employers have with employees, such as: dressing appropriately for the job, arriving at work ahead of time, notifying the employer of an absence or tardiness, as well as how to work with others. This event benefits in school and out of school youth ages 16-24.

**Who are the partner programs involved?**

- WIOA Youth
- ABE programs
- WIOA Adult/DW
- Local post-secondary institutes

**C. How will other partners be informed of the activity/event?**

Upon approval the dates and times of this event will be finalized. Fliers would be created and send them to the partners via email.

**D. When will this activity/event take place?**

A schedule is yet to be determined, but this even will happen prior to school starting in each county from August to November 2021.

**E. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This event will take place at each of the WIOA Youth counties. (Dona Ana, Luna, Sierra, Hidalgo, Grant, Catron, Socorro & Sierra).

**F. How will the activity/event be promoted?**

This event will be promoted through social media platforms from August through November and ask all community providers to promote it within their communities.

**G. Who will fund the activity/event, promotions, and what is the estimated cost?**

This event will be funded through Title I WIOA Youth Program. The estimated cost is \$600 to \$1000 for promotional materials.

**H. What are the desired results?**

We want to see an improvement in enrollments and work site placements throughout the Southwestern region (In and Out of school youth) WIOA Youth staff will set initial placement package meetings at their communities with the intent to eliminate basic barriers such as transportation. WIOA staff will log how many appointments/referrals made throughout this event.

**I. How will the results be measured?**

WIOA staff will log how many new placement packages are getting into the program. Staff will provide a daily update to the program management team to ensure that follow up meetings are happening. Each County staff will be responsible to keep track their new placements.

For participants that did not attend to any of the invents and are interested to learn more about the program, an online link will be provided to schedule an appointment to discuss the benefits of the program. **Measurable Skills Gain Certificates** are given to Youth Participants while completing the Fall Youth Academy (CPR & Food Handlers Card).

**J. What resources are needed for this activity/event, if any?**

Promotional outreach material will be needed to share with community members.  
\$50 for brochures provided by SAWDB



# Outreach Activity Sheet

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**LEAD PARTNER:** New Mexico Division of Vocational Rehabilitation

**CONTACT:** Erik Padilla

**CONTACT'S EMAIL:** [erik.padilla@state.nm.us](mailto:erik.padilla@state.nm.us)

**CONTACT'S CELL NUMBER:** 575-520-5473

**A. What is the name of the outreach activity/event?**

Multiple transition fairs throughout the year, which is tied to the public-school calendar. The name of the transition event is tied to the school district, which there is one held for school districts for the region to include Lincoln and Otero counties.

**B. What is the proposed outreach activity/event and who is the target population?**

The transition events are to provide information and resources to students and youth with disabilities and their families, so that they can understand the various programs that can assist them with reaching their employment goal and to begin planning for the next steps after graduation. These events are held during the Fall and Spring terms.

**C. Who are the partner programs involved?**

NM DVR and any other WIOA programs that are willing to participate and share information about their programs, which I would say at a minimum should include WIOA Youth.

**D. How will other partners be informed of the activity/event?**

Via flyers, e-mail invitations, shared in meetings, and face to face communications with school contacts

**E. When will this activity/event take place?**

At this time, it's uncertain, but usually these events take place in the Fall around October or November, and in the Spring around March and April.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

These events are for all counties in the southwest region to include Lincoln and Otero counties

**G. How will the activity/event be promoted?**

Via flyers, e-mail invitations, shared in meetings, and face to face communications with school contacts

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

There is no cost for these events, other than interpreters which will be provided by NM DVR

**I. What are the desired results?**

To be able to inform the community of the resources available to them, so that they can get connected with those programs to receive services that are beneficial to helping them reach their goals.

**J. How will the results be measured?**

Via reports in measuring the number of referrals that are students or youth with disabilities as well as new referrals in general. Long term factors measured would be measurable skills gains and successful closures.

**K. What resources are needed for this activity/event, if any?**

None that we know of the venue will be virtual or on school district premises, organizations that are participating will provide their own information to provide to attendees and a tablecloth, etc. Student organizations provide refreshments and food. \$100 for brochures provided by SAWDB

# Outreach Activity Sheet

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**LEAD PARTNER:** ANSB Division of Community Services

**CONTACT:** Sylvia Monte

**CONTACT'S EMAIL:** "Sylvia Monte" <[smonte@ansbi.org](mailto:smonte@ansbi.org)>

**CONTACT'S office NUMBER:** (575) 854-2609 extension 1400

**A. What is the name of the outreach activity/event?**

Community College and Career Fair

**B. What is the proposed outreach activity/event and who is the target population?**

College and Career Fair. The target population is the Alamo Community including Adult, Youth and Student Population

**C. Who are the partner programs involved?**

WIOA SAWDB  
NACTEP  
Alamo Navajo School Board

**D. How will other partners be informed of the activity/event?**

As soon as the dates and time of the activity or event are approved, fliers will be created emails and letters will be sent out to all College/Career presenters.

**E. When will this activity/event take place?**

Alamo Community Wellness Center  
MM 29; Alamo, NM 87825

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Proposed Dates and time November 10, 2021, 10:00 AM to 2:00 PM &  
April 13, 2022, 10:00 AM to 2:00 PM

**G. How will the activity/event be promoted?**

The College Career Fairs will be promoted through social media, Emails, Phone calls, Letters, and Fliers

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The activity will be funded through Community Services Sponsors and partners

**I. What are the desired results?**

Increased enrollment in all programs

**J. How will the results be measured?**

Increased participant population in NACTEP and WIOA participation

**K. What resources are needed for this activity/event, if any?**

Tables and Chairs as well as the use of the Wellness Center where the activity will take place.

\$50 for brochures provided by SAWDB

DRAFT

# Outreach Activity Sheet

New Mexico  
Workforce Connection

A Proud Partner of the American Job Center Network

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**LEAD PARTNER:** MET, Inc.

**CONTACT:** Victor M. Cabrera

**CONTACT'S EMAIL:** [cabrera@metinc.org](mailto:cabrera@metinc.org)

**CONTACT'S CELL NUMBER:** (505) 220-0103

**A. What is the name of the outreach activity/event?**

WSSEP in Hatch, NM and Deming, NM

"Work Search Skills Enhancement Program"

**B. What is the proposed outreach activity/event and who is the target population?**

WSSEP Event for the farm working community/agricultural workers.

**C. Who are the partner programs involved?**

WIOA-Adult and Dislocated Program

YDI- Youth Program

Ben Archer- Promotor's

Deming Public School's

NMSU CAMP

US DOL- Wage and Hour

Attorneys for farm worker program

NM Legal Aid

Consolado de Mexico

NM Center Law & Poverty

CYFD

NM Depart of Health (WIC)

Tierra del Sol

NM Depart of Workforce Wage & Hour

NM Depart of Workforce Solutions Child Labor

**D. How will other partners be informed of the activity/event?**

Dissemination of information will be through email

**E. When will this activity/event take place?**

December 2021/January 2022

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

The counties are Dona Ana and Luna County. Event address is 117 Hartman St. Hatch, NM, & 322 E Oak St. Deming, NM

**G. How will the activity/event be promoted?**

Word of mouth, email, phone calls, fliers

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

No funding is necessary for the activity the church donates the meeting room and there is no cost at the present time

**I. What are the desired results?**

To assist the farming community with the services that every mentioned agency has to offer and gain self-sufficiency

**J. How will the results be measured?**

Internal program assessments of each participant that enrolls as well as monitoring the log for attendance.

**K. What resources are needed for this activity/event, if any?**

\$50 for brochures provided by SAWDB

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**LEAD PARTNER:** OSO

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [darleen.lopez@equusworks.com](mailto:darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** (575) 649-1580

**A. What is the name of the outreach activity/event?**

LCPS/GISD/Hatch Schools Mock It Til You Rock it 3<sup>rd</sup> Annual Event

**B. What is the proposed outreach activity/event and who is the target population?**

A third annual mock interview event held in partnership with multiple districts to support students in their Junior and Senior year get experience interviewing. NMWFC will be supporting the event by assisting with business outreach registration, venue setup, getting partners to support day of with either doing interviews or just assisting with logistics.

**C. Who are the partner programs involved?**

- WIOA Adult/DW
- WIOA Youth
- WIOA title 3 Wagner Peyser
- WIOA title 4 VR
- OSO Team
- Public Schools around the region

**D. How will other partners be informed of the activity/event?**

As soon as schools approve the dates and times of the activity and fliers are finalized, we will send them to the partners via email invitation; then have a Zoom meeting to set goals and assignments.

**E. When will this activity/event take place?**

A scheduled is yet to be determined, but the month is February 2022.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**



This event will take place in Las Cruces most likely at Arrowhead on the NMSU Campus but is open to any school in the region that wishes to participate. Other MITYRI Events will be held independently in areas unable to participate here.

**G. How will the activity/event be promoted?**

Promotion will occur through NMWFC channels, OSO awareness campaign, LCPS, Workforce Talent Collaborative, chambers, and other public school's outreach. We will use physical fliers, digital fliers on social media and email distribution for employer/agency solicitation.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The OSO, the public schools, talent collaborative and other partner agencies. Cost is contained within available funding; no additional cost will be requested from the Board. \$500 radio promo.

**I. What are the desired results?**

To prepare students for real interviews to hopefully take place in the following summer or post-graduation. The target is to prepare them for a real job fair in the following month. Also, to connect students to New Mexico Workforce Connection Services before they begin their career and job seeking activities.

**J. How will the results be measured?**

The public schools will be working to get students registered prior to the event and will have a list for us at the event so that we will have a headcount of participants as well as contacts for follow up to triage for needed services and build that relationship. We will also be collecting the business registrations and will have a count of participating businesses and a contact list for follow up and triage for other employer services.

**K. What resources are needed for this activity/event, if any?**

Employer table signs, NMWFC tablecloths, brochures, and business cards.

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**LEAD PARTNER:** OSO

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [Darleen.lopez@equusworks.com](mailto:Darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** 575-649-1580

**A. What is the name of the outreach activity/event?**

On site Youth Job Fairs with LCPS

**B. What is the proposed outreach activity/event and who is the target population?**

In partnership with LCPS, we will host 4 on site job fairs at each of the main high schools in Las Cruces. Our role will be to assist with employer outreach and registration and to host a booth (table) for workforce services. The target is all working age students who are interested in short term, internship, apprenticeship, summer, part time or full-time work. This is for real employment opportunities and resources available to students. During Student lunch hours.

**C. Who are the partner programs involved?**

- ADW
- Youth
- Wagner Peyser
- DVR
- NFJP
- NMSU/DACC

**D. How will other partners be informed of the activity/event?**

Via email notification, save the date and work sessions scheduled for those who will be participating.

**E. When will this activity/event take place?**

The schedule is not yet set, but the target month is March 2022.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Las Cruces

**G. How will the activity/event be promoted?**

Promotion will occur through NMWFC channels, OSO awareness campaign, LCPS, Workforce Talent Collaborative and Chambers. We will use physical fliers, digital fliers on social media and email distribution for employer/agency solicitation.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

LCPS responsible for tables, supplies and misc. items and some of the promotion to employers. OSO will support outreach activities through awareness campaign. Cost is built into available funding no additional funds will be requested from the Board. \$500 radio promo.

**I. What are the desired results?**

To connect students of working age to employers in need of filling positions and hopefully getting some placements. Also, to connect students to Workforce Services and create awareness about the services available to them.

**J. How will the results be measured?**

Students will be pre-registered in WCOS by LCPS, and a list of participants will be collected from LCPS and participating partners. Follow ups will be conducted to determine if any placements were made. A survey will be sent out to students to determine their knowledge gain based on their interaction with workforce partners during the event. We will gather info on employer attendance as well.

**K. What resources are needed for this activity/event, if any?**

NMWFC Tablecloths, a tablet for those that want to see if they are already registered, brochures and employer signs.

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**LEAD PARTNER:** OSO

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [Darleen.lopez@equusworks.com](mailto:Darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** 575-649-1580

**A. What is the name of the outreach activity/event?**

In person Youth Career and Resource Fair in Catron County

**B. What is the proposed outreach activity/event and who is the target population?**

In partnership with CHI, Reserve Schools and Quemado Schools, we will host an event along with our partners to make all available resources known to students as they transition either from graduating into the workforce or into summertime looking for summer work and training. We will assist with soliciting to employers for participation and holding a booth for workforce services.

**C. Who are the partner programs involved?**

- ADW
- Youth
- Wagner Peyser
- DVR
- NFJP
- WNMU
- PNM
- Public Schools from the area

**D. How will other partners be informed of the activity/event?**

Via email notification, save the date and work sessions scheduled for those who will be participating.

**E. When will this activity/event take place?**

The schedule is not yet set, but the target month is May 2022.

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Catron County and surrounding areas. Reserve Schools Cafeteria/GYM.

**G. How will the activity/event be promoted?**

Promotion will occur through NMWFC channels, OSO awareness campaign, public schools, chambers, and economic dev bodies from the area. We will use physical fliers, digital fliers on social media and email distribution for employer/agency solicitation.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

PNM, Reserve & Quemado Schools will have tables, supplies and misc. items and will handle some of the promotion to employers. OSO will support outreach activities through awareness campaign. This cost is built into available funding no additional funds will be requested from the Board. \$1,000:

Some items that may be requested:

- Gas or mileage reimbursement for DWS for the mobile unit Approx. \$500
- Considering location, bag lunches for employers and agencies in attendance? Perhaps an in-kind exchange with a partner.
- Radio promotion for this event exclusively in that area-\$500

**I. What are the desired results?**

To connect students of working age to employers in need of filling positions and hopefully to get some placements. Also, to connect students to Workforce Services and create awareness about the services available to them.

**J. How will the results be measured?**

We will work with the school to get partial registrations started for 18+ students and will receive a list of participants. Follow ups will be conducted to determine if any placements were made. A survey will be sent out to students to determine their knowledge gain based on their interaction with workforce partners during the event. We will gather info on employer attendance as well.

**K. What resources are needed for this activity/event, if any?**

NMWC Tablecloths, a tablet, brochures, folders, employer signs and banner for directing traffic from the road and pop-up banners.

# Outreach Activity Sheet



*This activity/event supports the scope of work of one or more partner programs and the mission of the Workforce Innovation and Opportunity Act. The Four-year plan of the Southwestern Area Workforce Development Board and New Mexico's Combined Workforce Plan focuses on communication and coordination among partner programs to leverage and align resources for the benefit of the targeted populations and the system. This activity plan provides workforce partners and stakeholders with a brief description on the proposed outreach activity/event and is an integral part of the Southwestern Area Outreach Plan. The One-Stop Operator will lead in the implementation of the activity/event with the lead partner.*

**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER: NMDWS**

**CONTACT: Peter Martinez**

**CONTACT'S EMAIL: [peter.martinez2@state.nm.us](mailto:peter.martinez2@state.nm.us)**

**CONTACT'S CELL NUMBER: 505-238-6536**

**A. What is the name of the outreach activity/event?**

Southwest NM Workforce Connection on site recruitment event-Las Cruces

**B. What is the proposed outreach activity/event and who is the target population?**

The targeted population is job seekers and unemployment claimants.

**C. Who are the partner programs involved?**

- WIOA title 3 Wagner Peyser

**D. How will other partners be informed of the activity/event?**

Partners will be emailed a listing of employers to be present at the Workforce Connection Center.

**E. When will this activity/event take place?**

Activity will take place monthly throughout the Southwest Region

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This event will take place throughout the Southwest Region at the NM Workforce Connection Center's.

**G. How will the activity/event be promoted?**

Flier will be created and promoted on DWS website, employnm.com and social media platforms

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The event promotional cost will be managed by Communication Manager and One Stop Operator via the Awareness campaign

**I. What are the desired results?**

Connect employers to job seekers. Reduce the number of claimants on unemployment by connecting them with an employer.

**J. How will the results be measured?**

We will utilize a sign-in sheet as well as register individuals in the Workforce Connection Online System. Follow-up will be completed with employers to determine job placements.

**K. What resources are needed for this activity/event, if any?**

N/A

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# Outreach Activity Sheet



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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** NMDWS

**CONTACT:** Peter Martinez/Michelle Velarde

**CONTACT'S EMAIL:** peter.martinez@state.nm.us

**CONTACT'S CELL NUMBER:** 505-238-6536

**A. What is the name of the outreach activity/event?**

Early Childhood Education Hiring Event

**B. What is the proposed outreach activity/event and who is the target population?**

The ECED wants to help childcare facilities fill vacancies. These facilities will be asked to attend the hiring event to seek possible candidates

**C. Who are the partner programs involved?**

Possibly Title 1

**D. How will other partners be informed of the activity/event?**

Through email

**E. When will this activity/event take place?**

August 14, 2021, 10am-1pm at the Las Cruces Workforce Connection

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Las Cruces

**G. How will the activity/event be promoted?**

Marketing, social media, Hot jobs, flyers, and NMDWS website

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

SAWDB will provide security guard on Saturday

**I. What are the desired results?**

To have a viable talent pool for the early childhood education facilities to hire from.



**J. How will the results be measured?**

By the vacancy fill rate of the employers, we are assisting

**K. What resources are needed for this activity/event, if any?**

Possibly tables

Cubicle for interviewing

Copy machine

Security guard for outside normal business hours

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# Outreach Activity Sheet

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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** NM Workforce Connection- Silver City

**CONTACT:** Marivel "MJ" Medel & Tommy Villalobos

**CONTACT'S EMAIL:** [marivel.medel@state.nm.us](mailto:marivel.medel@state.nm.us) & [tommy.villalobos@state.nm.us](mailto:tommy.villalobos@state.nm.us)

**CONTACT'S CELL NUMBER:** 575-956-7525 & 575-313-3019

**A. What is the name of the outreach activity/event?**

Grant County Job Fair

**B. What is the proposed outreach activity/event and who is the target population?**

Job and resource fair where job seekers can meet with prospective employers from all around the Grant County area to find job openings, education and training opportunities and encourage a return to the workforce.

**C. Who are the partner programs involved?**

WIOA Adult/ DW

WIOA Youth

WIOA Title 3 Wagner Peyser

WIOA Title 4 VR

**D. How will other partners be informed of the activity/event?**

As soon as flyers are approved, we will send those out to partners via email and alert partners and supervisors via our weekly Southwest business team meeting and Weekly Outreach Huddle.

**E. When will this activity/event take place?**

Friday, September 10<sup>th</sup> from 9:00 AM- 2:00 PM, Grant County Business and Conference Center

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Grant County Business and Conference Center

County wide

3031 US-180, Silver City, NM 88061

**G. How will the activity/event be promoted?**

Flyers, social media, radio, newspaper and official registration page

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

The County has waived the fee for the convention center. Estimated cost is \$0.00. The Town of Silver City has also agreed to pay any fees that we may need to incur. Equipment Delivery by OSO \$168. \$500 Radio promo.

**I. What are the desired results?**

Good turnout of job seekers and about 20-25 employers to be present, resources in the community to be available to job seekers and ample job placements.

**J. How will the results be measured?**

By capturing the number of employers and number of jobseekers in attendance. Any job placements from event.

**K. What resources are needed for this activity/event, if any?**

Tables and chairs will be provided by the Convention Center. Each partner including ourselves, will need to bring tables clothes/ promotional materials/ any signage they may need to promote services.

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# Outreach Activity Sheet

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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** NFJP

**CONTACT:** Victor Cabrera

**CONTACT'S EMAIL:** [cabrera@metinc.org](mailto:cabrera@metinc.org)

**CONTACT'S CELL NUMBER:** 575-644-6636

**A. What is the name of the outreach activity/event?**

NFJP/MSFW Road Runner Food Bank Distribution Event

**B. What is the proposed outreach activity/event and who is the target population?**

The population is the migrant and seasonal farm worker in the Luna County area. The purpose is to increase awareness about the MSFW and NFJP programs as well as all WIOA services. Additionally, the intention is to partner with other agencies to ensure wrap around services are made available to those in the most rural areas.

**C. Who are the partner programs involved?**

DWS

MSFW

NFJP

Road Runner Food Bank

**D. How will other partners be informed of the activity/event?**

Using the regional calendar, email and fliers and announcements via partner meetings.

**E. When will this activity/event take place?**

September 15, 2021, October 13<sup>th</sup>, 2021, November 17<sup>th</sup>, 2021, and December 15, 2021, Jan 12, 2022, Feb 16<sup>th</sup>, 2022 and March 16<sup>th</sup>, 2022

**F. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

Luna, NM

**G. How will the activity/event be promoted?**

Using Roadrunner foodbank resources, word of mouth and fliers amongst the farm workers and their families.

**H. Who will fund the activity/event, promotions, and what is the estimated cost?**

Built into awareness dollars for each individual partners programs. \$100 each event.

**I. What are the desired results?**

To increase awareness of the NFJP and MSFW programs and increase enrollments for all programs involved.

**J. How will the results be measured?**

Monitoring the number of enrollments in MSFW, NFJP and any other WIOA programs.

**K. What resources are needed for this activity/event, if any?**

A table, fliers, and brochures.

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# Outreach Activity Sheet

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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** OSO

**CONTACT:** Darleen Lopez

**CONTACT'S EMAIL:** [darleen.lopez@equusworks.com](mailto:darleen.lopez@equusworks.com)

**CONTACT'S CELL NUMBER:** (575) 649-1580

**L. What is the name of the outreach activity/event?**

Regional Untapped Talent Employer Seminar (Finding ways to be inclusive and broaden candidate pools)

**M. What is the proposed outreach activity/event and who is the target population?**

Gather the subject matter experts to come and present powerful information on how to help close the gap in staffing needs for employers across the region. Looking to do a virtual event, approx. 4 hours with Q&A from the attendees and testimonials from employers who currently employ those with health and social barriers. The target is employers, law enforcement and organizations.

**N. Who are the partner programs involved?**

- WIOA Adult/DW
- WIOA Youth
- WIOA title 3 Wagner Peyser
- WIOA title 4 VR
- DACC
- Ideal Options/CHI
- DOH
- DVR
- DAC LEAD DOT Program
- Tresco Inc.

**O. How will other partners be informed of the activity/event?**

As soon as the agenda topics are approved and the key speakers are secured, the dates and times of the activity and fliers are finalized, we will send them to the partners via email invitation; then have a Zoom meeting to set goals and assignments.

**P. When will this activity/event take place?**

TBD-We hope to do this early Oct. Just after UI benefits have ended and the job seeker pool become re-saturated (hopefully).

**Q. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

This will be a virtual event. Open to the entire region.

**R. How will the activity/event be promoted?**

The activities will be promoted through social media from finalization of event details until the day of. Will use all resources available through the awareness campaign and promote via social media, partners, and chambers.

**S. Who will fund the activity/event, promotions, and what is the estimated cost?**

The New Mexico Workforce Connection system and OSO will support the event. No cost is expected outside of promo materials covered by the OSO awareness campaign. \$500 radio promo.

**T. What are the desired results?**

We hope to open the door to many participants already in our programs who just need a chance to gain meaningful employment. Also, to educate employers on how their staffing needs can be met immediately by changing their hiring practices. Ultimately we hope this results in placements and increased performance for all programs involved.

**U. How will the results be measured?**

We will get all employers to register and then follow up to engage them for services as well as get feedback on surveys. We will take a list of employers who attended at the door and follow up about a month later to see if any employment opportunities were expanded due to the new information they learned from the seminar.

**V. What resources are needed for this activity/event, if any?**

Digital fliers, radio ads and possibly an in-kind exchange from a partner for prizes for employers on the panel.

# Outreach Activity Sheet



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**Instructions:** Please answer each of the questions below using complete sentences and email the plan to Angela Longovia at [angela1@sccog-nm.com](mailto:angela1@sccog-nm.com).

**LEAD PARTNER:** WIOA Youth Program

**CONTACT:** Vanessa Gomez

**CONTACT'S EMAIL:** [vgomez@ydinm.org](mailto:vgomez@ydinm.org)

**CONTACT'S CELL NUMBER:** 505-238-2553

**W. What is the name of the outreach activity/event?**

Fall First Light Federal Credit Union Financial Literacy Event

**X. What is the proposed outreach activity/event and who is the target population?**

Youth enrolled in the WIOA youth program. To help participants enroll in new accounts and to provide financial literacy and set the importance of building relationships with financial institutions.

**Y. Who are the partner programs involved?**

- WIOA Youth
- First Light Federal Credit Union

**Z. How will other partners be informed of the activity/event?**

Via email.

**AA. When will this activity/event take place?**

October 18, 2021 and October 19, 2021

**BB. What geographic area will the activity/event cover (e.g., county) and what is the address of the activity/event?**

505 S Main St Suite 134 Las Cruces 88001

**CC. How will the activity/event be promoted?**

Flyer provided by First Light Credit Union, case managers to provide information to their participants.



**DD. Who will fund the activity/event, promotions, and what is the estimated cost?**

No cost.

**EE. What are the desired results?**

Participation from participants. Skill gains.

**FF. How will the results be measured?**

Each case manager will take count of how participants enrolled at the event and depending on results, we will look to carry out events in different counties.

**GG. What resources are needed for this activity/event, if any? None**

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## Attachment A - Workforce Services Offered

**The Adult program** serves individuals and helps employers meet their workforce needs. It enables workers to obtain good jobs by providing them with job search assistance and training opportunities.

(source: <https://www.dol.gov/agencies/eta/workforce-investment/adult>)

**The Dislocated Worker program** is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce.

source: <https://www.dol.gov/agencies/eta/workforce-investment/dislocated-workers>)

**The Youth program** provides services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities.

(source: <https://www.dol.gov/agencies/eta/youth>)

**Job Corps** is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16-24 improve the quality of their lives by empowering them to get great jobs and become independent. Services include Career Preparation, Career Development, Career Transition.

(source: <https://www.dol.gov/agencies/eta/jobcorps>)

**Career Services** consist of three types:

(a) Basic career services must be made available and, at a minimum, must include the following services, as consistent with allowable program activities and Federal cost principles:

(b) Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:

(c) Follow-up services must be provided, as appropriate, including Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment opportunities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

(source: <https://www.law.cornell.edu/cfr/text/20/678.430>)

**Supportive Services** means services that are necessary to enable an individual to participate in WIOA Activities. These services may include, but are not limited to, the following:

- (1) Linkages to community services;
- (2) Assistance with transportation;
- (3) Assistance with child care and dependent care;
- (4) Assistance with housing;
- (5) Needs-related payments;
- (6) Assistance with educational testing;
- (7) Reasonable accommodations for individuals with disabilities;
- (8) Referrals to health care;
- (9) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as

eyeglasses and protective eye gear;

(10) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and

(11) Payments and fees for employment and training-related applications, tests, and certifications.

(source: <https://www.law.cornell.edu/cfr/text/20/680.900> <https://www.law.cornell.edu/cfr/text/20/681.570>)

### **Adult Education and Literacy**

**Adult Education-** This is academic preparation and offers adults instruction in basic skills, such as reading, writing, arithmetic, and other skills required to function in society.

**High School Equivalency Preparation-** This is academic preparation toward readiness for the **high school equivalency (HSE) examination**. HSE preparation can be delivered in a traditional classroom, via distance learning or through a combination of both, known as hybrid education.

**English as a Second Language (ESL) and English Literacy and Civics (EL Civics)-** ESL courses teach **English literacy** to individuals with languages other than English as their primary language. These courses are often paired with **Civics courses** which inform individuals on United States history, culture, and practice in preparation for citizenship. Some ESL courses offer workplace (vocational) language training that places their new English skills in the context of their work environment.

**Combined High School Equivalency (HSE) & Workforce Skills Training-** Traditional HSE **preparation** with concurrent skills training offered to also prepare the learner with occupational skills toward improved employment opportunities. This can occur in a number of different ways and can be brief (weeks) or take more time (months). Longer programs will generally lead to more marketable skills and may result in industry-recognized certifications.

(source: <https://www.wfsolutions.org/how-we-help/education-training/adult-education-and-literacy.html#Services>)

**Employment Services** focuses on providing a variety of employment-related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, reemployment services and recruitment services to employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services and staff assisted service delivery approaches. Depending on the needs of the labor market other services such as jobseeker assessment of skill levels, abilities and aptitudes, career guidance when appropriate, job search workshops and referral to training may be available. The services offered to employers, in addition to referral of job seekers to available job openings, include assistance in development of job order requirements, matching job seeker experience with job requirements, skills and other attributes, assisting employers with special recruitment needs, arranging for Job Fairs, assisting employers analyze hard-to-fill job orders, assisting with job restructuring and helping employers deal with layoffs.

(source: <https://www.mc-americanjobcenter.com/title-iii-wagner-peyser>)

**The National Farmworker Jobs Program** (NFJP) provides grants to community-based organizations and public agencies that assist migrant and seasonal farmworkers (MSFWs), and their families attain greater economic stability. The program helps farmworkers acquire the skills they need to retain agricultural jobs or start new careers.

**Career Services** - including outreach, skills assessment, labor market information, job search, program eligibility determination and placement assistance, individual employment plans developed through a case management-based service strategy, group and individual counseling, and short-term prevocational services, such as workplace readiness training. MSFWs can also access the other services of the American Job Center.

**Training Services** - including occupational skills and job training, on-the-job training opportunities, programs that combine workplace training with related instruction, skills upgrading and retraining, entrepreneurial training, and other training activities.

**Youth Services** – including tutoring, dropout prevention, paid and unpaid work experiences, occupational skills training, certain education, leadership development opportunities, mentoring, comprehensive guidance and counseling, financial literacy training, and entrepreneurial skills training.

**Related Assistance Services** - including short-term direct assistance that helps farmworkers and their family members to retain their agricultural employment or to participate in intensive or training services.

**Housing Assistance** - helps to meet a critical need for the availability and quality of farmworker housing, and supports better economic outcomes for MSFWs and their families. Housing assistance includes direct payments for emergency and temporary housing and for direct investments in housing assistance for MSFWs at their permanent residence. Other indirect assistance includes leveraging services to increase or maintain housing stock available to farmworkers and housing development designed to improve living conditions for underserved farmworker communities.

(source: <https://www.dol.gov/agencies/eta/agriculture>)

**The Division of Vocational Rehabilitation** services include Vocational Counseling and Guidance, Job Search Assistance/Job Development/Job Placement Assistance, Pre-Employment Transition Services, Disability Determination Services, Vocational Rehabilitation Technology, Employment Training, Post-Employment Services. See expanded list of services in attachment provided by NMDVR.

(Source: <https://www.dvr.state.nm.us/>)

## Contact information

Darleen Lopez, One-Stop Operator  
darleen.lopez@equusworks.com  
(575) 649-1580

Angela Longovia, Communications Manager  
angela1@sccog-nm.com  
(575) 740-6484

Steve Duran, WIOA Administrator  
steve@employnm.com  
(575) 740-5381

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**AGENDA ITEM SUMMARY**

Region IV, Chief Elected Officials Meeting	December 10, 2021
<p><b>Agenda Item</b>  Resolution 21 – 11 concurs with the Southwestern Area Workforce Development Board to authorize the administrative entity to issue a Request for Proposals for WIOA Youth services as a one-year contract for PY22 (July 1, 2022 – June 30, 2023), with up to three years of renewals/extension</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>As a function of the Chief Elected Officials, this item is presented for your review and consideration to concur with the Southwestern Area Workforce Development Board to issue the Workforce Innovation and Opportunity Act Youth Request for Proposals (RFP) for the period of July 1, 2022 – June 30, 2023, with an option to renew annually for three additional years.</p> <p>We are currently in the third and final year of contracts with Youth Development, Inc. (YDI) under an RFP that was issued in August 2018.</p> <p>The Board is required to authorize the issuance of an RFP.</p>	
<p><b>RECOMMENDATION</b></p> <p>A motion to accept Resolution 21 – 11.</p>	
<p><b>CEO'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>• None</li> </ul>	

**AGENDA ITEM SUMMARY**

Region IV, Chief Elected Officials Meeting	December 10, 2021
<b>Agenda Item</b> Resolution 21 – 12 concurs with the Southwestern Area Workforce Development Board to authorize the SAWDB Board Chair and SAWDB Board Vice-Chair as signatory on the Southwestern Area Workforce Development Board bank accounts	
<b>SUMMARY OF AGENDA ITEM</b>  As a function of the Chief Elected Officials, this item is presented for your review and consideration to concur with the Southwestern Area Workforce Development Board to to authorize SAWDB Board Chair Mario Juarez-Infante and SAWDB Board Vice-Chair Alisa Estrada as a signatory on all the Southwestern Area Workforce Development Board's bank accounts.	
<b>RECOMMENDATION</b>  A motion to accept Resolution 21 – 12.	
<b>CEO'S OPTIONS ARE TO</b> <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>	
<b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul>	
<b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul>	
<b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	

## AGENDA ITEM SUMMARY

Region IV, Chief Elected Officials Meeting	December 10, 2021
<b>Agenda Item</b> Resolution 21 – 13 concurs with the Southwestern Area Workforce Development Board to approve the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 3	
<b>SUMMARY OF AGENDA ITEM</b>  As a function of the Chief Elected Officials, this item is presented for your review and consideration to concur with the Southwestern Area Workforce Development Board to approve the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 3.  The following is included in the budget amendment: <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> Staff will provide a presentation on the attached budget sheets	
<b>RECOMMENDATION</b>  A motion to accept Resolution 21 – 13.	
<b>CEO'S OPTIONS ARE TO</b> <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>	
<b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul>	
<b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul>	
<b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b> <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  
 Current Budget

<b>Program Revenue</b>	<b>Total</b>	<b>Administration</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>Percent of Total</b>
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>63%</b>
Prior Year Balances	\$ 3,163,460	\$ 478,581.52	\$ 415,592.56	\$ 909,467.80	\$ 1,359,817.88	37%
Additional Funds Awarded	\$ 18,285	\$ 1,829.00		\$ 16,456.00		0%
Transfer from Dislocated Worker to Adult	\$ -		\$ 425,000.00	\$ (425,000.00)		0%
<b>Total</b>	<b>\$ 8,522,671</b>	<b>\$ 1,014,502.52</b>	<b>\$ 2,056,945.56</b>	<b>\$ 2,192,663.80</b>	<b>\$ 3,258,558.88</b>	<b>100%</b>

<b>Program Allocations</b>	<b>Total</b>	<b>Administration</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>Percent of Total</b>
Adult & Dislocated Worker Provider	\$ 3,100,000	\$ -	\$ 1,500,000.00	\$ 1,600,000.00		36%
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	\$ 325,745		\$ 134,579.00	\$ 113,335.00	\$ 77,831.00	4%
Fiscal Agent	\$ 200,000	\$ 200,000.00				2%
Board & CEO	\$ 172,684	\$ 172,684.12				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)	\$ 417,056	\$ -	\$ 143,095.96	\$ 99,980.80	\$ 173,979.68	4.89%
Reserve (July 1, 2022 - Sept. 30, 2022)	\$ 1,068,185	\$ 106,818.40	\$ 243,270.60	\$ 338,348.00	\$ 379,748.20	12.53%
<b>Total</b>	<b>\$ 8,522,671</b>	<b>\$ 1,014,502.52</b>	<b>\$ 2,056,945.56</b>	<b>\$ 2,192,663.80</b>	<b>\$ 3,258,558.88</b>	<b>100%</b>
<b>Unobligated Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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

112,831,111

<b>Program Revenue</b>	<b>Total</b>	<b>Administration</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>Percent of Total</b>
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>

<b>Program Allocations</b>	<b>Total</b>	<b>Administration</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>Percent of Total</b>
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>

**Unobligated Balance**

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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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

<b>Program Revenue</b>	<b>Total</b>	<b>Administration</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>
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>

<b>Program Allocations</b>	<b>Total</b>	<b>Administration</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>
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>
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## AGENDA ITEM SUMMARY

Region IV, Chief Elected Officials Meeting	December 10, 2021
<p><b>Agenda Item</b>  Resolution 21 – 14 concurs with the Southwestern Area Workforce Development Board to approve 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 SAWDB board chair or vice-chair to sign the agreement</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>As a function of the Chief Elected Officials, this item is presented for your review and consideration to concur with the Southwestern Area Workforce Development Board to approve 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 SAWDB board chair or vice-chair to sign the agreement.</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 – 14.</p>	
<p><b>CEO'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	1. 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>	
<b>AMOUNT OF CONTRACT</b>				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$1,500,000.00	\$1,600,000.00	\$0.00	\$3,100,000.00
<b>AMOUNT OF MODIFICATION</b>				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$663,452.00	-\$242,952.00	\$0.00	\$420,500.00
<b>AMOUNT OF TOTAL CONTRACT</b>				
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



WORKFORCE INNOVATION AND OPPORTUNITY ACT										
Budget Worksheet										
Attachment A-1										
Sub-project Number:	Contract Period:			Name of Provider:						
WICA - Adult and Dislocated Worker Service	July 1, 2021 - June 30, 2022			Astor EAT, LLC dba ResCare Workforce Service						
Budget Category	Description	Original Budget			Budget Adjustment			Final Budget		
		Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
		Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
<b>Staff Salaries</b>	Wages x % of Program x Project Hours									
<b>Example: Program Manager</b>	\$20 x 100% x 800 hours	\$ 520.00	\$ 2,130.00	\$ 2,650.00	\$ 520.00	\$ 2,130.00	\$ 2,650.00	\$ 1,050.00	\$ 4,260.00	\$ 5,310.00
Project Director	\$43.78 x 100% x 2,088 hours	\$ 44,792.19	\$ 46,620.46	\$ 91,412.64	\$ 6,388.89	\$ (6,388.89)	\$ -	\$ 51,181.08	\$ 40,231.56	\$ 91,412.64
Project Accountant	\$33.25 x 100% x 1,872 hours	\$ 34,616.87	\$ 31,866.53	\$ 66,483.40	\$ 4,373.83	\$ (4,373.83)	\$ -	\$ 34,990.70	\$ 27,492.70	\$ 62,483.40
Accounting Specialist	\$22.60 x 100% x 2,088 hours	\$ 23,122.51	\$ 24,056.29	\$ 47,178.80	\$ 3,303.22	\$ (3,303.22)	\$ -	\$ 26,425.73	\$ 20,753.07	\$ 47,178.80
Quality Assurance Analyst	\$34.016 x 100% x 2,088 hours	\$ 34,016.74	\$ 35,407.26	\$ 69,424.00	\$ 4,859.82	\$ (4,859.82)	\$ -	\$ 38,876.56	\$ 30,547.44	\$ 69,424.00
Human Resources	\$20.23 x 100% x 1,884 hours	\$ 19,652.83	\$ 20,485.40	\$ 40,138.23	\$ 2,808.98	\$ (2,808.98)	\$ -	\$ 22,461.81	\$ 17,676.42	\$ 40,138.23
Reporting Specialist	\$20.40 x 100% x 2,088 hours	\$ 20,460.40	\$ 21,297.60	\$ 41,758.00	\$ 2,923.20	\$ (2,923.20)	\$ -	\$ 23,383.60	\$ 18,374.40	\$ 41,758.00
Business Services Supervisor	\$20.04 x 100% x 2,088 hours	\$ 20,711.40	\$ 20,924.12	\$ 41,635.52	\$ 4,244.49	\$ (4,244.49)	\$ -	\$ 23,955.90	\$ 16,679.63	\$ 40,635.52
Talent Development Supervisor	\$25.04 x 100% x 2,088 hours	\$ 25,618.92	\$ 26,654.60	\$ 52,273.52	\$ 3,659.86	\$ (3,659.86)	\$ -	\$ 29,278.77	\$ 23,004.75	\$ 52,283.52
Business Services Consultant	\$20.23 x 100% x 2,088 hours	\$ 20,697.72	\$ 21,542.52	\$ 42,240.24	\$ 2,956.81	\$ (2,956.81)	\$ -	\$ 23,654.53	\$ 18,587.71	\$ 42,240.24
Business Services Consultant	\$19.23 x 100% x 2,088 hours	\$ 19,674.60	\$ 20,477.64	\$ 40,152.24	\$ 2,810.65	\$ (2,810.65)	\$ -	\$ 22,485.25	\$ 17,666.99	\$ 40,152.24
Business Services Consultant	\$21.23 x 100% x 2,088 hours	\$ 22,334.71	\$ 23,246.33	\$ 45,581.04	\$ 3,190.67	\$ (3,190.67)	\$ -	\$ 25,525.38	\$ 20,055.66	\$ 45,581.04
Talent Development Specialist	\$18.02 x 100% x 2,088 hours	\$ 18,436.62	\$ 19,180.14	\$ 37,616.76	\$ 2,633.81	\$ (2,633.81)	\$ -	\$ 21,070.43	\$ 16,546.33	\$ 37,616.76
Talent Development Specialist	\$18.02 x 100% x 2,088 hours	\$ 18,436.62	\$ 19,180.14	\$ 37,616.76	\$ 2,633.81	\$ (2,633.81)	\$ -	\$ 21,070.43	\$ 16,546.33	\$ 37,616.76
Talent Development Specialist	\$18.02 x 100% x 2,088 hours	\$ 18,436.62	\$ 19,180.14	\$ 37,616.76	\$ 2,633.81	\$ (2,633.81)	\$ -	\$ 21,070.43	\$ 16,546.33	\$ 37,616.76
Talent Development Specialist	\$17.02 x 100% x 2,088 hours	\$ 17,413.50	\$ 18,124.26	\$ 35,537.76	\$ 2,487.65	\$ (2,487.65)	\$ -	\$ 19,901.15	\$ 15,636.61	\$ 35,537.76
Talent Development Specialist	\$17.02 x 100% x 2,088 hours	\$ 17,413.50	\$ 18,124.26	\$ 35,537.76	\$ 2,487.65	\$ (2,487.65)	\$ -	\$ 19,901.15	\$ 15,636.61	\$ 35,537.76
Talent Development Specialist	\$19.02 x 100% x 2,088 hours	\$ 19,459.74	\$ 20,254.02	\$ 39,713.76	\$ 2,779.97	\$ (2,779.97)	\$ -	\$ 22,239.71	\$ 17,474.05	\$ 39,713.76
Talent Development Specialist	\$17.02 x 100% x 2,088 hours	\$ 17,413.50	\$ 18,124.26	\$ 35,537.76	\$ 2,487.65	\$ (2,487.65)	\$ -	\$ 19,901.15	\$ 15,636.61	\$ 35,537.76
Talent Development Specialist	\$19.02 x 100% x 2,088 hours	\$ 19,459.74	\$ 20,254.02	\$ 39,713.76	\$ 2,779.97	\$ (2,779.97)	\$ -	\$ 22,239.71	\$ 17,474.05	\$ 39,713.76
Business Services Consultant	\$19.23 x 100% x 1,912 hours	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Talent Development Specialist	\$17.02 x 100% x 1,912 hours	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Talent Development Specialist	\$17.02 x 100% x 1,912 hours	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attrition	(13,121.88)	\$ (13,687.48)	\$ (26,779.34)	\$ (40,466.82)	\$ (1,874.56)	\$ (1,874.56)	\$ -	\$ (14,562.04)	\$ (11,792.90)	\$ (26,354.94)
<b>Total Staff Salaries</b>		\$ 424,060.85	\$ 441,369.52	\$ 865,430.37	\$ 60,980.17	\$ (60,980.17)	\$ -	\$ 484,641.02	\$ 380,789.35	\$ 865,430.37
<b>Fringe Benefits</b>	Percentage or Cost	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
FLSA/Medicaid	7.65% of total staff salaries	\$ 32,440.66	\$ 33,792.77	\$ 66,233.42	\$ 4,534.38	\$ (4,534.38)	\$ -	\$ 37,975.04	\$ 29,258.39	\$ 67,233.42
FUTA	0.23% of total staff salaries	\$ 975.34	\$ 1,015.15	\$ 1,990.49	\$ 139.33	\$ (139.33)	\$ -	\$ 1,114.67	\$ 875.82	\$ 1,990.49
SUTA	0.32% of total staff salaries	\$ 1,356.99	\$ 1,412.38	\$ 2,769.37	\$ 193.86	\$ (193.86)	\$ -	\$ 1,550.85	\$ 1,218.53	\$ 2,769.37
Workmans Comp. Ins.	2.32% of total staff salaries	\$ 9,538.21	\$ 10,236.77	\$ 19,774.98	\$ 1,405.46	\$ (1,405.46)	\$ -	\$ 11,443.67	\$ 8,831.31	\$ 20,274.98
Workmans Comp. Fee	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Care Ins.	8.50% of total staff salaries	\$ 36,045.17	\$ 37,516.41	\$ 73,561.58	\$ 5,149.31	\$ (5,149.31)	\$ -	\$ 41,194.48	\$ 32,367.09	\$ 73,561.58
Retirement	0.27% of total staff salaries	\$ 1,144.96	\$ 1,191.70	\$ 2,336.66	\$ 163.57	\$ (163.57)	\$ -	\$ 1,308.53	\$ 1,028.13	\$ 2,336.66
Life Insurance	0.06% of total staff salaries	\$ 264.44	\$ 264.44	\$ 528.88	\$ 36.78	\$ (36.78)	\$ -	\$ 295.62	\$ 227.67	\$ 523.29
Disability Insurance	0.41% of total staff salaries	\$ 1,738.05	\$ 1,800.02	\$ 3,538.07	\$ 248.38	\$ (248.38)	\$ -	\$ 1,986.43	\$ 1,551.64	\$ 3,538.07
<b>Total Fringe Benefits</b>		\$ 85,794.42	\$ 87,214.62	\$ 173,009.04	\$ 11,970.64	\$ (11,970.64)	\$ -	\$ 95,763.07	\$ 75,243.98	\$ 171,007.04
<b>Travel</b>	Description	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
<b>In-State Travel</b>										
Mileage & Per Diem	400 miles per month at \$0.32 per mile for 12 months	\$ 921.60	\$ 998.40	\$ 1,920.00	\$ 153.60	\$ (153.60)	\$ -	\$ 1,075.20	\$ 844.80	\$ 1,920.00
Hotels	15 nights hotel at \$150 per night for in-state travel related to operations	\$ 1,800.00	\$ 1,170.00	\$ 2,970.00	\$ 180.00	\$ (180.00)	\$ -	\$ 1,950.00	\$ 990.00	\$ 2,940.00
Meals	20 days of meals at \$80 per day for in-state travel related to operations	\$ 768.00	\$ 832.00	\$ 1,600.00	\$ 128.00	\$ (128.00)	\$ -	\$ 896.00	\$ 704.00	\$ 1,600.00
Car Rental	5 in-state trips related to operations with car rental at \$150 per trip	\$ 360.00	\$ 390.00	\$ 750.00	\$ 60.00	\$ (60.00)	\$ -	\$ 420.00	\$ 330.00	\$ 750.00
<b>Out-of-State Travel</b>										
Airfare	1 airline tickets at \$750 per trip for Project Director	\$ 360.00	\$ 390.00	\$ 750.00	\$ 60.00	\$ (60.00)	\$ -	\$ 420.00	\$ 330.00	\$ 750.00
Hotels	4 nights hotel at \$150 per night for Project Director	\$ 288.00	\$ 312.00	\$ 600.00	\$ 48.00	\$ (48.00)	\$ -	\$ 336.00	\$ 264.00	\$ 600.00
Meals	4 days of meals at \$80 per day for Project Director	\$ 153.60	\$ 166.40	\$ 320.00	\$ 25.60	\$ (25.60)	\$ -	\$ 179.20	\$ 140.80	\$ 320.00
<b>Total Travel</b>		\$ 3,931.20	\$ 4,258.80	\$ 8,190.00	\$ 655.20	\$ (655.20)	\$ -	\$ 4,586.40	\$ 3,663.60	\$ 8,190.00
<b>Materials &amp; Supplies</b>	Description	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
Office Supplies		\$ 4,496.20	\$ 3,088.38	\$ 7,584.58	\$ 800.21	\$ (800.21)	\$ -	\$ 5,096.41	\$ 2,488.17	\$ 7,584.58
Postage	\$184 per month for 12 months	\$ 1,059.84	\$ 1,148.17	\$ 2,208.01	\$ -	\$ -	\$ -	\$ 1,059.84	\$ 1,148.17	\$ 2,208.01
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Materials &amp; Supplies</b>		\$ 5,556.04	\$ 4,236.55	\$ 9,792.59	\$ 800.21	\$ (800.21)	\$ -	\$ 6,156.25	\$ 3,636.34	\$ 9,792.59
<b>Property</b>	Description	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Property</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Facility Rental</b>	Description	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
Deming Workforce Center	\$683.33 per month for 12 months	\$ 3,360.00	\$ 3,840.00	\$ 7,200.00	\$ 560.00	\$ (560.00)	\$ -	\$ 3,920.00	\$ 3,280.00	\$ 7,200.00
Las Cruces Workforce Center	\$333.33 per month for 12 months	\$ 1,600.00	\$ 2,080.00	\$ 3,680.00	\$ 320.00	\$ (320.00)	\$ -	\$ 2,240.00	\$ 1,760.00	\$ 4,000.00
Silver City Workforce Center	\$333.33 per month for 12 months	\$ 1,600.00	\$ 2,080.00	\$ 3,680.00	\$ 320.00	\$ (320.00)	\$ -	\$ 2,240.00	\$ 1,760.00	\$ 4,000.00
Socorro Workforce Center	\$416.67 per month for 12 months	\$ 2,400.00	\$ 2,880.00	\$ 5,280.00	\$ 400.00	\$ (400.00)	\$ -	\$ 2,800.00	\$ 2,200.00	\$ 5,000.00
Sundland Park Workforce Center	\$791.67 per month for 12 months	\$ 4,500.00	\$ 5,400.00	\$ 9,900.00	\$ 760.00	\$ (760.00)	\$ -	\$ 5,260.00	\$ 4,640.00	\$ 9,900.00
Truth and Consequences Office	\$400.00 per month for 12 months	\$ 2,400.00	\$ 2,880.00	\$ 5,280.00	\$ 384.00	\$ (384.00)	\$ -	\$ 2,800.00	\$ 2,112.00	\$ 4,912.00
Lovett Towne Center - Las Cruces Office	\$400.00 per month for 12 months	\$ 2,400.00	\$ 2,880.00	\$ 5,280.00	\$ 384.00	\$ (384.00)	\$ -	\$ 2,800.00	\$ 2,112.00	\$ 4,912.00
<b>Total Facility Rental</b>		\$ 36,624.00	\$ 39,676.00	\$ 76,300.00	\$ 6,194.00	\$ (6,194.00)	\$ -	\$ 42,728.00	\$ 33,572.00	\$ 76,300.00
<b>Miscellaneous</b>	Description	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
Copier Maintenance	\$25 per month for 12 months	\$ 720.00	\$ 780.00	\$ 1,500.00	\$ 120.00	\$ (120.00)	\$ -	\$ 840.00	\$ 660.00	\$ 1,500.00
Copier Lease	\$50 per month for 12 months	\$ 144.00	\$ 156.00	\$ 300.00	\$ 24.00	\$ (24.00)	\$ -	\$ 168.00	\$ 132.00	\$ 300.00
General and Professional Liability Insurance	\$ 4,445.76	\$ 4,816.24	\$ 9,262.00	\$ 740.96	\$ (740.96)	\$ -	\$ 5,156.72	\$ 4,075.28	\$ 9,262.00	
Communications	\$75 per month cell phone allowed for 12 FTEs	\$ 6,480.00	\$ 7,020.00	\$ 13,500.00	\$ 1,080.00	\$ (1,080.00)	\$ -	\$ 7,560.00	\$ 5,940.00	\$ 13,500.00
Dues and Subscriptions	\$30 per month for 12 months	\$ 172.80	\$ 187.20	\$ 360.00	\$ 28.80	\$ (28.80)	\$ -	\$ 201.60	\$ 158.40	\$ 360.00
Sales Tax	Average of 7.32% on all operating expenses	\$ 54,460.80	\$ 58,999.20	\$ 113,460.00	\$ 9,076.80	\$ (9,076.80)	\$ -	\$ 63,537.60	\$ 49,922.40	\$ 113,460.00
Janitorial Services	\$645 per month for 12 months	\$ 3,136.00	\$ 3,408.00	\$ 6,544.00	\$ 523.00	\$ (523.00)	\$ -	\$ 3,659.00	\$ 2,885.00	\$ 6,544.00
<b>Total Miscellaneous</b>		\$ 69,562.56	\$ 75,399.44	\$ 144,922.00	\$ 11,593.76	\$ (11,593.76)	\$ -	\$ 81,156.32	\$ 63,785.68	\$ 144,922.00
<b>Professional Services</b>	Description	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
Audit	0.20% of revenue	\$ 1,628.64	\$ 1,764.36	\$ 3,393.00	\$ 271.44	\$ (271.44)	\$ -	\$ 1,900.08	\$ 1,492.92	\$ 3,393.00
Payroll Processing Fees	\$3 per paycheck per FTE for 24 paychecks and 19 FTEs	\$ 653.76	\$ 708.24	\$ 1,362.00	\$ 108.96	\$ (108.96)	\$ -	\$ 762.72	\$ 599.28	\$ 1,362.00
User fees - Performance Management Tool	\$35 per month for 19 users over 12 months	\$ 3,830.40	\$ 4,149.60	\$ 7,980.00	\$ 638.40	\$ (638.40)	\$ -	\$ 4,468.80	\$ 3,511.20	\$ 7,980.00
Employee Background Checks	3 background checks at \$70 per check	\$ 100.00	\$ 109.20	\$ 210.00	\$ 16.80	\$ (16.80)	\$ -	\$ 117.60	\$ 92.40	\$ 210.00
<b>Total Professional Services</b>		\$ 6,213.60	\$ 6,731.40	\$ 12,945.00	\$ 1,035.60	\$ (1,035.60)	\$ -	\$ 7,249.20	\$ 5,695.80	\$ 12,945.00
<b>Profit Incentives</b>	Descriptions	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total
Profit Incentives	9.02% on all operating & indirect costs	\$ 61,884.00	\$ 66,716.00	\$ 128,600.00</						

**PROFIT INCENTIVE SCHEDULE**

Attachment A-1 Revised Profit Incentive Schedules

**WIOA PROGRAM****PROFIT INCENTIVE**

Adult	\$ 71,848
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**PROFIT INCENTIVE GOALS - WIOA ADULT PROGRAM**

	Target	Percentage Allocation	Amount
<b>Outreach (Prorated)</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

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

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

**Performance Measures (Prorated)**

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

**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%	\$ 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>
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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 x 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

**WIOA PROGRAM****PROFIT INCENTIVE**

Dislocated Worker	\$	56,452
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**PROFIT INCENTIVE GOALS - WIOA ADULT PROGRAM**

	Target	Percentage Allocation	Amount
<b>Outreach (Prorated)</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 x 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

Region IV, Chief Elected Officials Meeting	December 10, 2021
<p><b>Agenda Item</b>  Resolution 21 – 15 concurs with the Southwestern Area Workforce Development Board to approve 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 SAWDB board chair or vice-chair to sign the agreement</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>As a function of the Chief Elected Officials, this item is presented for your review and consideration to concur with the Southwestern Area Workforce Development Board to approve 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 SAWDB board chair or vice-chair to sign the agreement.</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 – 15.</p>	
<p><b>CEO'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	1. 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><u>Southwestern Area Workforce Development Board</u></b>, hereinafter referred to as the <b>LWDB</b>, and <b><u>Arbor E&amp;T, LLC dba Equus Workforce Solutions</u></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"/> Adult <input checked="" type="checkbox"/> Dislocated Worker <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Administration			5. TYPE OF CONTRACT ACTION <input type="checkbox"/> New <input checked="" type="checkbox"/> Modification/Amendment <input type="checkbox"/> Other	
<b>AMOUNT OF CONTRACT</b>				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$134,579.00	\$113,335.00	\$77,831.00	\$325,745.00
<b>AMOUNT OF MODIFICATION</b>				
ADMINISTRATION	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00
<b>AMOUNT OF TOTAL CONTRACT</b>				
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 SUBRICIPIENT’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*



# *Administrative Reports*



# ***Technical Assistance & Trainings***

***Jaymi Simms***

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



# ***Financial Report***

## ***Skylar Arnold***

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

**WIOA**

**ASSETS:**

Cash and cash equivalents	\$ 74,582
Accounts Receivable-Grants	427,223
Total assets	<u>\$ 501,805</u>

**LIABILITIES AND FUND BALANCE:**

Accounts payable	\$ 501,805
Deferred Revenue	-
Total liabilities	<u>501,805</u>

**Fund Balance**

Unreserved and designated for future expenditures	-
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	\$ <u>8,634,818</u>	<u>1,439,803</u>	<u>7,195,015</u>
<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>

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

**Expenditures by Fund**

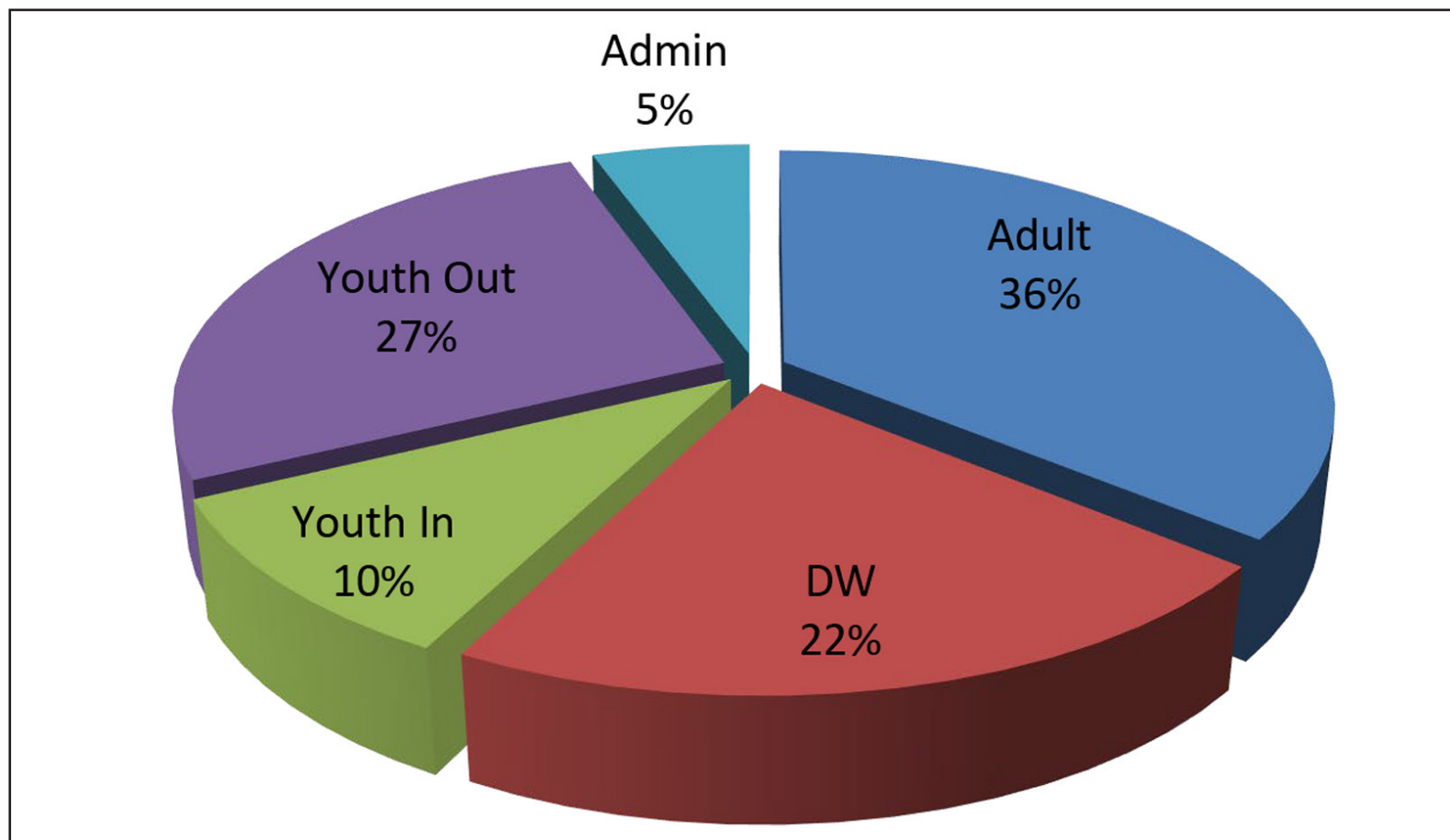
**Adult**  
\$ 517,309

**DW**  
\$ 312,186

**Youth In**  
\$ 147,205

**Youth Out**  
\$ 383,626

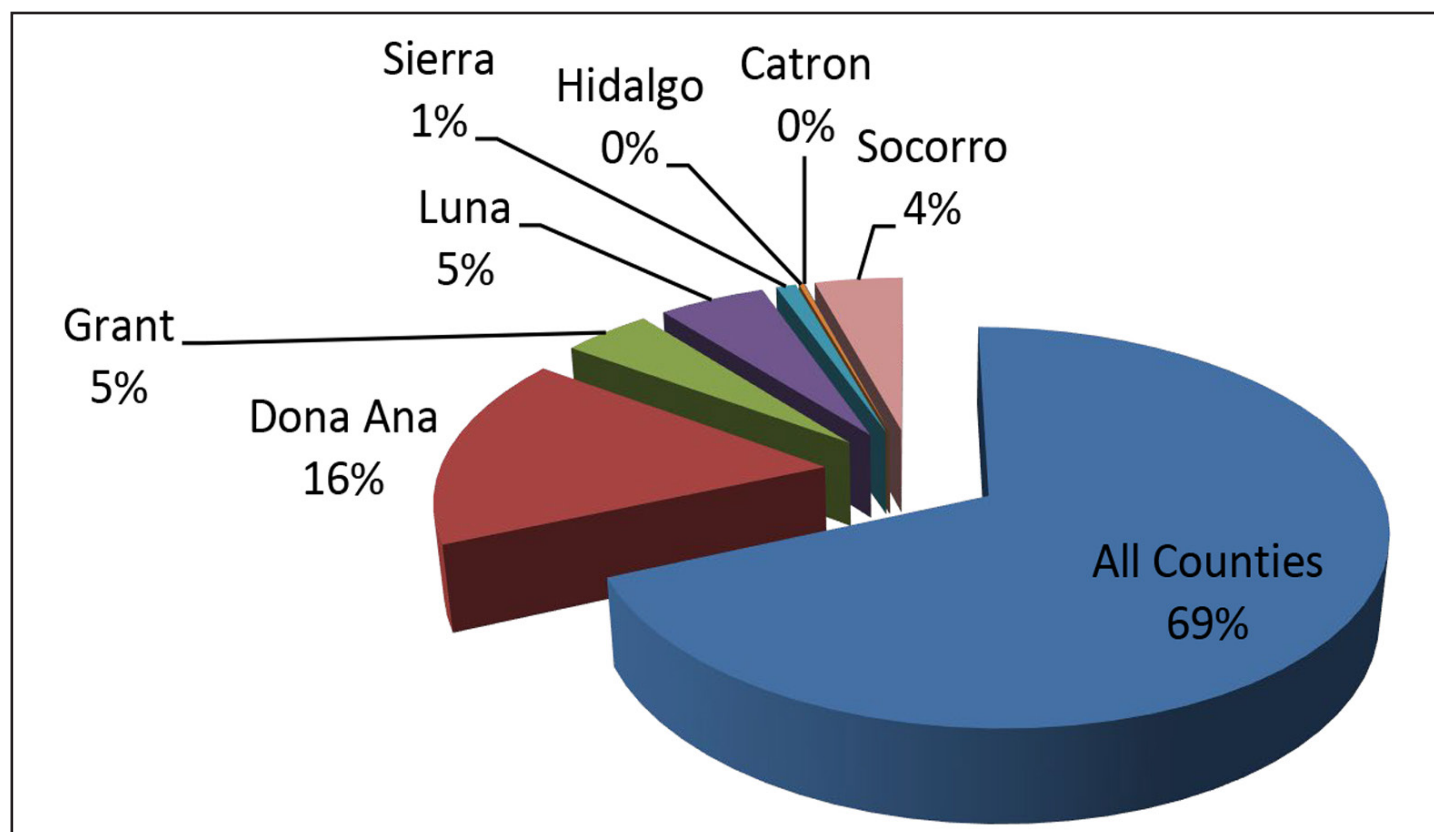
**Admin**  
\$ 79,477



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





# ***DWS Liaison Updates***

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



# *Member Input*



# *Public Comment*



***Next Meeting***  
***Friday, March 18, 2022***  
***at 11:00 a.m.***

# Program Year 21

<b>JULY</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>SEPTEMBER</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>OCTOBER</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>JANUARY</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MARCH</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>APRIL</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>MAY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30





***Meeting Adjourned***

***Thank You for  
Attending***

***Have a great day!***