

**Southwestern Area
Workforce Development Board**

Board Meeting Minutes

Elephant Butte Lake RV Resort Event Center
402 Butte Blvd. (Hwy 195)
Elephant Butte, NM

Thursday, July 25, 2019 at 10:00 a.m.

MEETING MINUTES

I. Call to Order

- a. Chairman Olguin called the meeting to order at 10:07 a.m.

II. Welcome and Introductions

- a. Chairman Olguin welcomed everyone, asked for introductions, and thanked the LaFont's for hosting the meeting at the Event Center.

III. Roll Call and Abstentions

- a. Ms. Longovia called roll.
- b. Mr. Whitehead made a **motion to allow board members to participate in the meeting telephonically, seconded by Mr. Boston. Motion passed.**

Present:

Chris Boston
MaryAnn Chavez-Lopez*
Deborah Dean
Alisa Estrada*
Joe Gristy
Marcos Martinez
Michael Olguin
Joshua Orozco
Erik Padilla
Anton Salome
Steve Siañez
Sharon Thomas
Mary Ulrich
Gary Whitehead
*Via telephone

Absent:

Cassie Arias
Jacqueline Fryar
Alonzo Gonzales
Marlene Herrera
Debbie Schoonover
Kim Skinner

Staff:

Jay Armijo, Executive Director, SCCOG
Carol Craft, WIOA Program Manager
Steve Duran, WIOA Administrator
Katherine Gervasio, Fiscal Administrator
Angela Longovia, Communications Specialist
Joe McClintock, Project Manager
Yvonne Rios, Training & Development Specialist

Guests:

Yvette Bayless, ResCare
Eric Rivera, ResCare
Sharon Finarelli, Apple Tree Education Ctr
Virginia Lee, Sierra County Detention
Fred Owensby, DACC
Concha Cordova, YDI
Katharine Elverum, ResCare

Jeff Waugh, LCPS/Career Readiness
Alexandria King, DWS
Juanisha Padilla, ANSBI
Asha Baker Hernandez, YDI
Tracey Bryan, State Workforce Board
Marietta Valdez, Workforce LC
Leslie Reyes, Workforce LC
Richard Wagner, NMWC Las Cruces
Darleen Lopez, ResCare
Cindy Quillin, ResCare
Roberto Montoya, NMDWS Deming, Silver

IV. Public Comment

- a. Virginia Lee, Sierra County Detention
- b. Sharon Finarelli, Apple Tree Educational Center

V. Approval of Agenda

- a. Mr. Padilla made **a motion to approve the agenda; seconded by Mr. Salome. Motion passed.** The members that voted by telephone are as follows:
Ms. Estrada – Yes

VI. Consent Agenda Items – These items are approved with one motion unless a member wishes to remove an item for discussion. Ms. Chavez-Lopez joined the meeting.

- a. *Motion to accept the minutes from the June 21, 2019 meeting
- b. *Resolution 19 – 01 approves board member Sharon Thomas to the Planning Committee
- c. *Resolution 19 – 02 authorizes the disposition of equipment and property

Mr. Padilla made **a motion to approve the Consent Agenda Items; seconded by Mr. Orozco. Motion passed.** The members that voted by telephone are as follows:
Ms. Chavez-Lopez – Yes
Ms. Estrada – Yes

VII. Professional Development

- a. Presentation on WorkKeys. Ms. Valdez with Department of Workforce Solutions at New Mexico Workforce Connection in Las Cruces presented on ACT WorkKeys, what it is and how the test benefits employers.

VIII. Discussion, Consideration and Possible Action Regarding

- a. Resolution 19 – 03 approves a Grant Agreement modification between the NM Department of Workforce Solutions and the Southwestern Area Workforce Development Board to increase funds in the amount of \$17,462 for a total amount of \$5,530,026.00 and authorizes the Chair or Vice Chair to sign the contract modification. Mr. Orozco **made a motion to approve Resolution 19 – 03; seconded by Ms. Dean. Motion passed.** The members that voted by telephone are as follows:
Ms. Chavez-Lopez – Yes
Ms. Estrada – Yes
- b. Resolution 19 – 04 approves new and modified local board policies. There was discussion about the Supportive Services Policy 17–09.3. Members voted to approve Resolution 19 – 04, but there was still another policy to present. The vote was recalled and the recall passed. The Grievance and Complaint Policy 18-10.1 was presented. Ms. Thomas requested that administrative staff add to this policy allowing appeals from a customer be

presented the board for review. Staff will need to research if anything prohibits this action. Ms. Dean made **a motion to approve Resolution 19 – 04; seconded by Mr. Martinez. Motion passed.** The members that voted by telephone are as follows:

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

- c. Resolution 19 – 05 authorizes the Administrative Entity to negotiate and sign a lease agreement for office space at the Loretto Towne Center in Las Cruces, NM. Mr. Martinez stated that Las Cruces is growing and suggested looking at space for another comprehensive center rather than acquiring additional office space for staff. Mr. Padilla made **a motion to accept Resolution 19 – 05; seconded by Mr. Boston.** Mr. Martinez opposed. **Motion passed.** The members that voted by telephone are as follows:

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

- d. Resolution 19 – 06 authorizes travel and conference fees for up to seven board members to attend the Annual Texas Workforce Conference to be held on December 4 – 6, 2019 in Grapevine, TX. An amendment was made to remove the limit on the number of board members who may attend the conference. Mr. Orozco made **a motion to approve amended Resolution 19 – 06 allowing no limit of board members to attend the conference; seconded by Ms. Ulrich. Motion passed.** The members that voted by telephone are as follows:

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

- e. Resolution 19 – 07 open discussion on having board member work-sessions between regular board meetings. After some discussion, Chairman Olguin made **asked the board to Take No Action on Resolution 19 – 07. Motion passed.** The members that voted by telephone are as follows:

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

- f. Resolution 19 – 08 to establish SAWDB Bank account as an interest-bearing account. Mr. Boston **made a motion to approve Resolution 19 – 08; seconded by Mr. Martinez. Motion passed.**

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

IX. Reports and Information Items

- a. Service Provider Reports
 - i. Ms. Padilla with Alamo Navajo Schools reported on WIOA Youth services in the Alamo Navajo Reservation in Socorro County; Mr. Rivera with ResCare WIOA Adult/Dislocated Workers services introduced a software program called FutureWork Systems
- b. Due to current length of meeting, Chairman Olguin asked that remaining reports be emailed to board members: Youth Development, Inc's Service Provider report, Site Manager's reports, One-Stop Operator report, Administrative and Financial reports
- c. Update on USDOL Monitoring Review; DWS Monitoring Review; State Sector Strategies; and letter to Local Boards
 - i. There was discussion between board members; Ms. Bryan with the State Workforce Board and Ms. King with Department of Workforce Solutions provided additional information

X. Other

- a. Member Input

- i. Chairman Olguin presented Mr. Salome with his Certificate of Completion for the WIOA 101 Board Training
- ii. Chairman Olguin thanked everyone for being supportive while he served as Chair

XI. Public Comment (3-Minute Limit)

- a. No public comment

XII. Next Meeting

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

XIII. Adjournment

Meeting was adjourned at 2:01 p.m.

ATTESTED

Date