

Joint Meeting
of the
Region IV, Chief Elected Officials
and the
Southwestern Area Workforce Development Board
Virtual Meeting Via Zoom or Phone

To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 816 8495 0184

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Thursday, June 24, 2021 at 10:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. Mayor Miyagishima called the joint meeting to order at 10:10 a.m. with Chairman Orozco

II. Pledge of Allegiance

- a. Mayor Miyagishima led the Pledge of Allegiance

III. Roll Call and Abstentions

- a. Ms. Longovia called roll for the Chief Elected Officials (CEO); there were no abstentions
- b. Ms. Longovia called roll for the Southwestern Area Workforce Development Board (SAWDB); Ms. Thomas-Herrera abstained from voting on items related to Alamo Navajo School Board, Inc. and Youth Services

CEO Present

Commissioner Manuel Anaya
City Councilor Irene Galvan
Commissioner Anita A. Hand
Mayor Pro Tem Gordy Hicks
Mayor Hilda Kellar
Mayor Ken Ladner
Commissioner Art Malott
Mayor Ken Miyagishima
Mayor Andy Nuñez
Commissioner Jim Paxon
Mayor Javier Perea
Commissioner Chris Ponce
Mayor Richard Rumpf
Mayor Edna Trager
Mayor Diana Trujillo
Mayor Sandra Whitehead

SAWDB Present

Cassie Arias-Ward
Jacqueline Fryar
Joe Gristy
Mario Juarez-Infante
Rebecca Lescombes
Debbie Maldonado

CEO Absent

Chapter Vice-President Jeremiah Apachito
Trustee Carlos Arzabal
Mayor Richard Bauch
Mayor Chon Fierro
Mayor Benny Jasso
Mayor Rulene Jensen
Mayor Esequiel Salas
Commissioner Manny Sanchez
Commissioner Linda Smrkovsky
Mayor Ed Stevens
Mayor Deb Stubblefield

SAWDB Absent

Chris Boston
Mary Ann Chavez-Lopez
Alisa Estrada
Alonzo Gonzales
Glenda Greene
Robert Hawkins

Joshua Orozco
Erik Padilla
Debbie Schoonover
Kim Skinner
Marlene Thomas-Herrera
Gary Whitehead

Michael Olguin
Anton Salome
Steve Siañez
Sharon Thomas
Mary Ulrich

Staff Present:

Skylar Arnold, Fiscal Administrator
Jay Armijo, SCCOG Executive Director
Steve Duran, WIOA Administrator
Angela Longovia, Communications Manager
Krisye Shook, WIOA Program Specialist
Jaymi Simms, WIOA Program Manager

Guests:

Veronica Alonzo
Margarito Aragon
Anissa Baldonado
Yvette Bayless
Robert Chavez
Concha Cordova
Darleen Lopez
Annette Montoya
Marcos Peña
Cindy Quillin
Eric Rivera

IV. **Public Comment

- a. No public comment

V. Approval of Agenda

- a. Chief Elected Officials Approval of Agenda. Mayor Pro Tem Hicks made a **motion to approve the agenda; seconded by** Mayor Trujillo. **By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Councilor Galvan – Yes
Commissioner Hand – Yes
Mayor Pro Tem Hicks – Yes
Mayor Kellar – Yes
Mayor Ladner – Yes
Commissioner Malott – Yes
Mayor Miyagishima – Yes

Mayor Nuñez – Yes
Commissioner Paxon – Yes
Mayor Perea – Yes
Commissioner Ponce – Yes
Mayor Rumpf – Yes
Mayor Trager – Yes
Mayor Trujillo – Yes
Mayor Whitehead – Yes

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

- i. *Approval of the March 19, 2021 meeting minutes
- ii. *Approval of the June 11, 2021 meeting minutes
- iii. *SAWDB Resolution 20 – 50 approves the SAWDB meeting calendar through June 30, 2022
- iv. *CEO Resolution 20 – 41 concurs with the Southwestern Area Workforce Development Board to approve the PY21 Southwestern Area Workforce Development Board Budget
- v. *CEO Resolution 20 – 42 concurs with the Southwestern Area Workforce Development Board to approve a government to government contract agreement with Alamo Navajo Schools to provide WIOA Youth Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement
- vi. *CEO Resolution 20 – 43 concurs with the Southwestern Area Workforce Development Board to approve a government to government contract agreement with the South

Central Council of Governments to provide WIOA Administrative Entity Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement

- vii. *CEO Resolution 20 – 44 concurs with the Southwestern Area Workforce Development Board to approve a second-year contract agreement with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA Adult & Dislocated Worker Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, with an option to renew annually for a total of three years, and authorizes the board chair or vice-chair to sign the agreement
- viii. *CEO Resolution 20 – 45 concurs with the Southwestern Area Workforce Development Board to approve a second-year contract agreement with Arbor E&T, LLC dba Equus Workforce Solutions to provide WIOA One-Stop Operator Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement
- ix. *CEO Resolution 20 – 46 concurs with the Southwestern Area Workforce Development Board to approve a third-year contract agreement with Youth Development Incorporated to provide WIOA Youth Services in the amount approved in the PY21 SAWDB Budget for the period of July 1, 2021 through June 30, 2022, and authorizes the board chair or vice-chair to sign the agreement
- x. *CEO Resolution 20 – 47 approves the CEO meeting calendar through June 30, 2022
- b. Southwestern Area Workforce Development Board Approval of Agenda. Approval of the Agenda approves the Consent Agenda Items.

Mr. Gristy **made a motion to approve the agenda; seconded by Ms. Maldonado. By unanimous consent, motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Fryar – Yes	Mr. Padilla – Yes
Mr. Gristy – Yes	Ms. Schoonover – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas-Herrera – Yes
Ms. Maldonado – Yes	Mr. Whitehead – Yes

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

- xi. *Approval of the June 10, 2021 meeting minutes
- xii. *SAWDB Resolution 20 – 50 approves the SAWDB meeting calendar through June 30, 2022

VI. Discussion, Consideration and Possible Action Regarding

- a. CEO Resolution 20 – 48 appoints members to the Southwestern Area Workforce Development Board for terms beginning on July 1, 2022. Ms. Longovia Mayor Nuñez made a **motion to approve CEO Resolution 20 – 48; seconded by Commissioner Anaya.** Mayor Miyagishima requested a blanket vote. **All CEO members present voted in the affirmative. Motion passed.**
- b. SAWDB Resolution 20 – 51 and CEO Resolution 20 – 49 approves the PY21 Board Budget Amendment No. 1 for an additional \$18,285.00 in WIOA funds. Mr. Duran stated that the U.S. Department of Labor issued a notice on the recapturing and reallocation of WIOA funds to states. As a result, the Chief Elected Officials have been allocated an additional \$18,285.00 in administrative and dislocated worker funds. Mr. Duran presented the current

budget of \$8,504,386, a proposed budget amendment showing the additional funds in the Additional Funds Awarded line item and the Reserve fund line item for PY21 totaling \$8,522,671, and the difference between the two where \$1,829 is proposed to be added to administration and \$16,456 is proposed to be added to dislocated worker.

Mr. Whitehead **made a motion to approve SAWDB Resolution 20 – 51; seconded by Ms. Fryar. By unanimous consent, motion passed.** Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Fryar – Yes	Mr. Padilla – Yes
Mr. Gristy – Yes	Ms. Schoonover – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas-Herrera – Yes
Ms. Maldonado – Yes	Mr. Whitehead – Yes

Mayor Pro Tem Hicks **made a motion to approve CEO Resolution 20 – 49; seconded by Mayor Ladner. By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes	Mayor Nuñez – Yes
Councilor Galvan – Yes	Commissioner Paxon – Yes
Commissioner Hand – Yes	Mayor Perea – Yes
Mayor Pro Tem Hicks – Yes	Commissioner Ponce – Yes
Mayor Kellar – Yes	Mayor Rumpf – Yes
Mayor Ladner – Yes	Mayor Trager – Yes
Commissioner Malott – Yes	Mayor Trujillo – Yes
Mayor Miyagishima – Yes	Mayor Whitehead – Yes

SAWDB Resolution 20 – 52 and CEO Resolution 20 – 50 accepts the Policy Committee's recommendation to approve the Financial Manual's Travel Policy. Mr. Duran requested that the title of this item be amended to state SAWDB Resolution 20 – 52 and CEO Resolution 20 – 50 accepts the Policy Committee's recommendation to approve the Financial Manual's Travel Policy to include any recommendations from the independent auditor.

Commissioner Ponce **made a motion to amend CEO Resolution 20 – 50 to include accepting recommendations from the independent auditor; seconded by Mayor Whitehead. Mayor Miyagishima called for a vote. By unanimous consent, motion passed.**

Mr. Whitehead **made a motion to amend SAWDB Resolution 20 – 52 to include accepting recommendations from the independent auditor; seconded by Mr. Gristy. Chairman Orozco called for a vote. By unanimous consent, motion passed.**

Mr. Duran shared that on April 6, 2021, the Governor signed Senate Bill 345 allowing reimbursements for members attending virtual meetings. The SAWDB's Policy Committee reviewed the Travel Policy on June 21, 2021 to recommend it to the board. This policy includes citing the statute that was amended. Mr. Duran presented Chapter 26 – Per Diem and Mileage Act I the Financial Policy and added that because this falls under the emergency declaration, the SAWDB and CEO members can have reimbursements can take effect April 6, 2021. Mr. Duran stated having an effective date of July 1, 2021, as presented, is a cleaner process. Mr. Duran added that the reimbursement for attending virtual meetings is \$45.00.

Mr. Whitehead **made a motion to approve SAWDB Resolution 20 – 52 as amended; seconded by Mr. Gristy. By unanimous consent, motion passed.** Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Fryar – Yes	Mr. Padilla – Yes
Mr. Gristy – Yes	Ms. Schoonover – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes

Ms. Lescombes – Yes
Ms. Maldonado – Yes

Ms. Thomas-Herrera – Yes
Mr. Whitehead – Yes

Commissioner Hand **made a motion to approve CEO Resolution 20 – 50 as amended; seconded by** Commissioner Ponce. **By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Councilor Galvan – Yes
Commissioner Hand – Yes
Mayor Pro Tem Hicks – Yes
Mayor Kellar – Yes
Mayor Ladner – Yes
Commissioner Malott – Yes
Mayor Miyagishima – Yes

Mayor Nuñez – Yes
Commissioner Paxon – Yes
Mayor Perea – Yes
Commissioner Ponce – Yes
Mayor Rumpf – Yes
Mayor Trager – Yes
Mayor Trujillo – Yes
Mayor Whitehead – Yes

SAWDB Resolution 20 – 53 and CEO Resolution 20 – 51 approves a contract grant agreement with the New Mexico Department of Workforce Solutions and the Southwestern Area Workforce Development Board to provide Workforce Innovation and Opportunity Act services from July 1, 2021 through June 30, 2023, and authorizes the SAWDB and CEO chairs or vice-chairs to sign the agreement. Mr. Duran presented that on an annual basis, the Board receives a contract to fund workforce training services, under Title I of WIOA, in the Southwestern area of New Mexico. The contract is for two years and 80% is required to be spent in the first year with the remaining 20% required to be spent the second year. Mr. Duran is requesting an amendment to the grant agreement. DWS is seeking a 60% participant minimum expenditure level. This rate is not practical for the Dislocated Worker program as the costs to place dislocated workers into training are historically higher. Before PY20, the participant expenditure level was 40% with 60% for operations expenditures. The requested amendment proposes a 50% participant training rate for the Adult program, and 40% for the Dislocated Worker program.

Mr. Orozco asked DWS staff in attendance to provide additional information. Mr. Aragon stated the reason for the change to 60% for participant expenditures was because the amount spent on actual services for participants was low. This change was to ensure that funds were spent on services and not administrative costs and staff salaries. Mr. Aragon added that some of the administrative costs and salaries can be charged to the individual programs.

Ms. Fryar **made a motion to amend SAWDB Resolution 20 – 53 allowing the administrative entity to work on the board’s behalf to submit a waiver and negotiate the best possible rate for the Adult and Dislocated Worker programs; seconded by** Ms. Arias-Ward. Chairman Orozco called for a vote. **By unanimous consent, motion passed.**

Mayor Whitehead **made a motion to amend CEO Resolution 20 – 51 allowing the administrative entity to work on the board’s behalf to submit a waiver and negotiate the best possible rate for the Adult and Dislocated Worker programs; seconded by** Mayor Nuñez. Mayor Miyagishima called for a vote. **By unanimous consent, motion passed.**

Ms. Maldonado **made a motion to approve SAWDB Resolution 20 – 53 as amended; seconded by** Mr. Gristy. **By unanimous consent, motion passed.** Roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Fryar – Yes
Mr. Gristy – Yes
Mr. Juarez-Infante – Yes

Mr. Orozco – Yes
Mr. Padilla – Yes
Ms. Schoonover – Yes
Ms. Skinner – Yes

Ms. Lescombes – Yes
Ms. Maldonado – Yes

Ms. Thomas-Herrera – Yes
Mr. Whitehead – Yes

Mayor Nuñez **made a motion to approve CEO Resolution 20 – 51 as amended; seconded by Mayor Ladner. By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Councilor Galvan – Yes
Commissioner Hand – Yes
Mayor Kellar – Yes
Mayor Ladner – Yes
Commissioner Malott – Yes
Mayor Miyagishima – Yes
Mayor Nuñez – Yes

Commissioner Paxon – Yes
Mayor Perea – Yes
Commissioner Ponce – Yes
Mayor Rumpf – Yes
Mayor Trager – Yes
Mayor Trujillo – Yes
Mayor Whitehead – Yes

- c. CEO Resolution 20 – 52 adopts Rule 20 – 1 establishing the recommendation and voting procedure for CEO Board Meeting agenda items. Mr. Duran presented that this resolution is to approve a rule on the process for the Chief Elected Officials to recommend and vote on action board meeting items. Mr. Duran presented a draft of Rule 20 – 1 for discussion and to make modifications. This rule was created based on input given at a previous CEO meeting and aligns with NMAC 11.2.4.7 where Mayors do not have a vote. Only County Commissioners or their designee will vote which totals seven votes for Region IV. The draft rule states that during a CEO meeting, an action item must be motioned and seconded by voting CEO members. Discussion will be offered by all members. The Lead CEO will call for the recommendations from non-voting members. The Lead CEO will call for the vote from voting CEO members.

Mayor Nuñez **made a motion to approve CEO Resolution 20 – 52; seconded by Commissioner Hand. By unanimous consent, motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Councilor Galvan – Yes
Commissioner Hand – Yes
Mayor Ladner – Yes
Commissioner Malott – Yes
Mayor Miyagishima – Yes
Mayor Nuñez – Yes

Commissioner Paxon – Yes
Mayor Perea – Yes
Commissioner Ponce – Yes
Mayor Rumpf – Yes
Mayor Trager – Yes
Mayor Trujillo – Yes
Mayor Whitehead – Yes

- d. Election of CEO Officers: Lead CEO and Vice-Lead CEO. Mr. Duran presented that in accordance with NMAC 11.2.4.7, there are seven voting CEO members – one county commission representative per county. From the voting CEO members, a Lead CEO (chair) and a Vice-Lead (vice-chair) must be elected for the continuation of business. The term may be short-term or long-term. During the next two months, the bylaws must be revised to align with the NMAC and each county commission will determine who their county CEO representative will be for a full term (length of term to be determined when the CEO bylaws are approved). The county representative can be a mayor or president. Once the county CEO representatives are established, the CEOs may elect a full-term Lead and Vice-Lead.

Commissioner Paxon **made a motion to elect Commissioner Hand for Lead CEO by acclimation for two months; seconded by Commissioner Anaya. Motion passed.** Roll call vote was as follows:

Commissioner Manuel Anaya – Yes
Commissioner Hand – Abstain

Commissioner Ponce – Yes
Commissioner Sanchez – Absent

Commissioner Malott – Yes
Commissioner Paxon – Yes

Commissioner Smrkovsky – Absent

Mayor Miyagishima asked Commissioner if she would like to take over chairing the meeting. She stated she would like Mayor Miyagishima to finish chairing.

Commissioner Anaya **made a motion to elect Commissioner Sanchez for Vice-Lead CEO by acclimation for two months; seconded by Commissioner Ponce. Motion passed.** Roll call vote was as follows:

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

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

VII. Reports and Information Items

a. Service Provider Reports

- i. Alamo Navajo School Board – Ms. Thomas-Herrera reported for for WIOA Youth services in the Alamo Navajo community in Socorro County. She showed the number of enrollments for PY20, shared program challenges, program successes, and case management activities.
- ii. Equus – Ms. Bayless provided numbers of services for the Adult and Dislocated Worker programs, number of new enrollments, active participants, and expenditures for PY18, PY19, and PY20.

Because this meeting approached the noon hour and some members had indicated they needed to leave, Mr. Duran reminded members that additional reports are available in the meeting packet and requested the meeting move on to item VIII.c. Updates from DWS Liaison – Christina Garcia-Tenorio.

b. Updates from DWS Liaison – Christina Garcia-Tenorio

- i. Mr. Aragon stated that Ms. Garcia-Tenorio is traveling at this time and he does not have any updates from the DWS.

c. Financial Report

- i. Chairman Orozco requested visiting the Financial Report, the Budget versus Actuals, and wanted to share the numbers shown for the Adult and Dislocated Worker programs. During Ms. Bayless' report, she indicated they had spent 75% of their PY20 budget. Looking at this statement, we see that they only spent \$740,000 out of approximately \$5,500,000 of this current year's budget. Mr. Orozco met with Ms. Arnold, the Fiscal Administrator, and Ms. Bayless to get clarification. He shared that the money Equus is spending is from the previous year, PY19. In this current program year which ends June 30, 2021, Equus has only spent \$740,000 out of approximately \$5,500,000 when they should have spent 80%. Mr. Orozco shared that over the next year, the board needs to work closely with the administrative staff, service providers, and State to see how we can catch up on that spending.

At this time, Ms. Longovia informed the Chairs that the CEOs no longer have a quorum. The meeting ended for the Chief Elected Officials at 12:07 p.m. Chairman Orozco invited the CEOs to stay and listen and welcomed any comments they have.

- ii. Mr. Duran stated that the administrative entity is already in the process of working with the service providers to establish teams to look at what they can do strategically to meet their expenditure levels.

VIII. Other

a. Recognition of Members

- i. Chairman Orozco stated he knows that Mayor Miyagishima wanted to recognize the CEOs for all their time and effort throughout the year.
- ii. Chairman Orozco thanked the SAWDB members for their commitment, including with all the committee meetings.

b. SAWDB member input

- i. No member input

c. CEO member input

- i. No member input

IX. *Public Comment (3-Minute Limit)**

- a. No public comment

X. Reminder of the Next Regular Meetings

- a. The next SAWDB meeting is scheduled for Thursday, August 12, 2021 at 10:00 a.m.

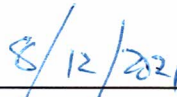
XI. Adjournment

Chairman Orozco adjourned the meeting at 12:10 p.m.

ATTESTED



Signature



Date

Mission: The Southwestern Area Workforce Development Board's mission is to empower individuals in the region by providing them with the tools and training they need to acquire higher paying jobs based on the needs of local businesses. With an emphasis on economic and employer-driven goals, SAWDB's cooperative programs will cater to the region's unique employment needs, allowing for more effective distribution of federal funds and serving local employers by cultivating a highly skilled workforce.

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