

**Southwestern Area  
Workforce Development Board**

**Board Meeting Minutes**

New Mexico Farm & Ranch Heritage Museum  
4100 Dripping Spring Road  
Las Cruces, NM

**Thursday, September 12, 2019 at 10:00 a.m.**

**MEETING MINUTES**

**I. Call to Order**

- a. Chairman Orozco called the meeting to order at 10:09 a.m.

**II. Welcome and Introductions**

- a. Chairman Orozco welcomed everyone, asked for introductions

**III. Roll Call and Abstentions**

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

**Present:**

Cassie Arias  
Chris Boston  
Deborah Dean\*  
Joe Gristy  
Marlene Herrera  
Joshua Orozco  
Anton Salome\*  
Kim Skinner  
Sharon Thomas  
Mary Ulrich  
Gary Whitehead  
\*Via telephone

**Absent:**

MaryAnn Chavez-Lopez  
Alisa Estrada  
Jacqueline Fryar  
Alonzo Gonzales  
Marcos Martinez  
Michael Olguin, Jr.  
Erik Padilla  
Debbie Schoonover  
Steve Siañez

**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:**

Darleen Lopez, NMWC  
Cindy Quillin, NMWC  
Alix King, NMDWS  
Yvette Bayless, NMWC  
Valerie Trujillo, NMWC  
Patrick Madrid, NMWC  
Melissa Darrow, NMWC  
Tracey Bryan, Bridge of SNM  
Fred Owensby, DACC  
Arnold Ontiveros, YDI  
Tommy Escudero, YDI

Natalie Martinez, YDI  
Carrie Hernandez, LCPS  
Sonya Quintero, LCPS  
Dave Reiff, LCPS  
Rachel Knight, LCPS-ACE  
Jeff Waugh, LCPS-ACE  
Teresa Vasquez, HELP-NM  
Victoria Mares, HELP-NM  
Roberto Montoya, SilverCity, Deming WC  
Shannon Reynolds, Doña Ana  
Maria Ethier, DACC Adult Ed.

#### IV. Public Comment

- a. None

#### V. Approval of Agenda (Items marked with an asterisk \* are considered consent agenda items as shown in the consent agenda section below. These items are approved with the motion to approve of the agenda unless a member requests that a specific item be removed for its own action. There is no discussion on these items).

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

#### VI. Consent Agenda Items – These items are approved with one motion unless a member wishes to remove an item for discussion.

- a. \*Motion to accept the minutes from the July 25, 2019 meeting. Mr. Gristy made **a motion to approve the minutes; seconded by Mr. Boston. Motion passed.** The members that voted by telephone are as follows:  
**Ms. Arias – Yes**  
**Ms. Dean – Yes**  
**Mr. Salome – Yes**
- b.

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

- a. Update on the Two-Sector Strategy process. Mr. McClintock presented. Interrupted internet connection caused only a partial viewing of the video aspect of the presentation. Mr. McClintock stated a link to that video will be emailed to the board members.
- b. Presentation and discussion on a Memorandum of Agreement between the Southwestern Area Workforce Development Board and Las Cruces Public Schools to provide mentoring services to students pursuing teacher certifications. Mr. Duran presented information and indicated that a Memorandum of Agreement will be presented to the board at the November 2019 meeting to pay 50% of the LCPS mentor's salary under the apprenticeship program.
- c. Resolution 19 – 09 authorizes the Board Chair, Joshua Orozco as a signatory on the Southwestern Area Workforce Development Board's bank accounts. Mr. Boston made **a motion to accept Resolution 19 – 09; seconded by Ms. Herrera. Motion passed.** The members that voted by telephone are as follows:  
**Ms. Arias – Yes**  
**Ms. Dean – Yes**  
**Mr. Salome – Yes**

- d. Resolution 19 – 10 approves a new Southwestern Area Workforce Development Board meeting calendar through June 30, 2020. At the request of Chairman Orozco, a new meeting calendar was presented with regular board meetings scheduled every other month instead of every three months. Mr. Boston made a **motion to approve Resolution 19 – 10**; **seconded by Ms. Thomas. Motion passed.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Dean – Yes**

**Mr. Salome – Yes**

- e. Resolution 19 – 11 approves local board policy revisions. Ms. Rios presented the edits made to the Supportive Services Policy and the Individual Training Account (ITA) Policy. With much discussion, Chairman Orozco asked for a vote to approve the Supportive Services Policy. **Motion passed.** The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Dean – Yes**

**Mr. Salome – Yes**

Discussion about the ITA policy included the last date to enroll participants into this program. Some members felt the last date to enroll participants should be changed while other members wanted to leave the proposed policy as-is. Chairman Orozco asked for a roll call vote to **change the enrollment date for participants into the ITA program.** The members that voted are as follows:

Ms. Arias – Yes

Mr. Boston – No

Ms. Dean – No

Ms. Gristy – No

Ms. Herrera – abstained

Mr. Orozco – Yes

Mr. Salome – Yes

Ms. Skinner – No

Ms. Thomas – Yes

Ms. Ulrich – Yes

Mr. Whitehead – No

With a tie vote, the amendment failed to pass. Chairman Orozco asked for a vote to approve the ITA Policy as presented. Motion passed. The members that voted by telephone are as follows:

**Ms. Arias – Yes**

**Ms. Dean – Yes**

**Mr. Salome – Yes**

## **VIII. Reports and Information Items**

### a. Committee Reports:

- i. Disabilities Committee: Mr. Boston presented the items that were discussed at the June 14, 2019 meeting
- ii. Monitoring Committee: Ms. Skinner shared what the Monitoring Committee covered at the Special Meeting that took place on August 15, 2019
- iii. One-Stop Committee: Ms. Ulrich reported for the April 25, 2019 meeting
- iv. Planning Committee: Mr. Duran shared items from the January 17, 2019 meeting
- v. Youth & Young Adult Committee: Ms. Ulrich shared the discussion from the June 18, 2019 meeting

### b. Service Provider Reports

- i. ResCare Workforce Services: Ms. Bayless reported for the Adult & Dislocated Worker services
  - ii. Youth Development, Inc.: Mr. Ontiveros presented for the Youth services
- c. Site Manager's Reports
  - i. Deming and Silver City: Mr. Roberto provided updates for the workforce centers in both Deming and Silver City
  - ii. Las Cruces: Ms. Lopez provided information about the Las Cruces, Socorro, and Truth or Consequences workforce centers
- d. One-Stop Operator Report
  - i. Ms. Lopez shared the latest information about the workforce activities and goals for the region
- e. Administrative and Financial Reports
  - i. Ms. Longovia presented social media posts and updates to the regional website
  - ii. Ms. Rios reported the technical assistance and trainings provided to the service providers and the service providers' service goals and budget summary
  - iii. Ms. Gervasio stated there was a glitch in the formulas of her spreadsheet causing inaccurate reporting. A corrected report will be emailed to the members the following day.

**IX. Professional Development**

- a. Presentation – Online Career Exploration Services
  - i. With internet issues, Mr. Duran stated that a link for the Online Career Exploration Services would be emailed to the board members

**X. Other**

- a. Member Input
  - i. Ms. Thomas shared information about Electronic Care Giver, a large employer in Las Cruces

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

- a. Ms. Bryan from the Bridge of Southern New Mexico spoke

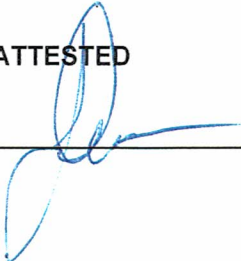
**XII. Next Meeting**

- a. Thursday, November 7, 2019 at 10:00 a.m.

**XIII. Adjournment**

- a. Meeting was adjourned at 1:24 p.m.

ATTESTED



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11/7/2019

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Date