

**Southwestern Area  
Workforce Development Board**

**Board Meeting Minutes**

Bodega Burger Co.  
606 N. California Street  
Socorro, NM

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

**MEETING MINUTES**

**I. Call to Order**

- a. Chairman Orozco called the meeting to order at 10:05 a.m.

**II. Welcome and Introductions**

- a. Chairman Orozco welcomed everyone, asked for introductions, and thanked Ms. Dean for hosting the meeting

**III. Roll Call and Abstentions**

- a. Ms. Longovia called roll.
- b. Ms. Estrada made a **motion to allow board members to participate in the meeting telephonically, seconded by Ms. Skinner. Motion passed. Ms. Herrera abstained from voting on issues related to the budget and youth services.**

**Present:**

Deborah Dean  
Alisa Estrada  
Jacqueline Fryar  
Joe Gristy  
Marlene Herrera  
Marcos Martinez  
Joshua Orozco  
Erik Padilla\*  
Anton Salome  
Steve Siañez  
Kim Skinner  
Sharon Thomas  
Mary Ulrich  
Gary Whitehead  
\*Via telephone

**Absent:**

Cassie Arias  
Chris Boston  
MaryAnn Chavez-Lopez  
Alonzo Gonzales  
Michael Olguin, Jr.  
Debbie Schoonover

**Staff:**

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

**Guests:**

Alix King, NMDWS  
John Casado, NMDWS  
Cindy Quillin, Asst. OSO  
Concha Cordova, YDI  
Cheyenne Benavidez, ResCare  
James Fielder, ResCare

Yvette Bayless, ResCare  
Monica Silva, ResCare  
Patrick Madrid, ResCare

#### 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. Ms. Thomas made **a motion to approve the agenda with the removal of consent agenda items b. Resolution 19 – 12, c. Resolution 19 – 13, and item e. Resolution 19 – 15 for discussion; seconded by Ms. Fryar. Motion passed.** The members that voted by telephone are as follows:

**Mr. Padilla – Yes**

**Mr. Siañez – Yes**

#### VI. Consent Agenda Items

- a. \*Motion to accept the minutes from the September 12, 2019 meeting.
- b. \*Resolution 19 – 14 approves the amendment to the Grievance and Complaint Policy 18-10.1
- c. \*Resolution 19 – 16 approves the Customized Training Policy 19-01
- d. \*Resolution 19 – 17 approves the Required Information in Communications Policy 19-02
- e. \*Resolution 19 – 18 approves registration fees, lodging, and travel for Southwestern Area Workforce Development Board members to attend the National Association of Workforce Boards Forum 2020 in Washington, D.C. in March 2020

Mr. Gristy made **a motion to approve the Consent Agenda Items; seconded by Mr. Salome. Motion passed.** The members that voted by telephone are as follows:

**Mr. Padilla – Yes**

**Mr. Siañez – Yes**

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

- a. Resolution 19 – 12 approves 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 a revised agreement with changes recommended by the State and additional edits made by LCPS. Mr. Whitehead **made a motion to approve Resolution 19 – 12; seconded by Ms. Estrada. Motion passed. The members that voted by telephone are as follows:**  
**Mr. Padilla – Yes**  
**Mr. Siañez – Yes**
- b. Resolution 19 – 13 approves a Memorandum of Understanding between the Administrative Entity of the Southwestern Area Workforce Development Board and Workforce Borderplex for a Peer Sharing Opportunity. Mr. Duran presented the goal of this opportunity and a brief timeline of action items. There was discussion about the MOU stating the contract is between the South Central Council of Governments and Workforce Borderplex instead of the Southwestern Area Workforce Development Board and Workforce Borderplex. Because the SCCOG and not the SAWDB is on the contract, members agreed this resolution is not to approve, but to accept the MOU. Ms. Skinner **made a motion to amend Resolution 19 – 13 to remove the wording “approves” and replace it with “accepts”; seconded by Ms. Fryar. Motion passed. The members that**

voted by telephone are as follows:

**Mr. Padilla – Yes**

**Mr. Siañez – Yes**

Ms. Thomas made a motion to approve Resolution 19 – 13 as amended; seconded by Ms. Fryar. **Motion passed.** The members that voted by telephone are as follows:

**Mr. Padilla – Yes**

**Mr. Siañez – Yes**

- c. Resolution 19 – 15 approves the modifications to the Financial Policies. Ms. Gervasio presented all the financial policies and addressed each modification. Ms. Thomas made a **motion to approve Resolution 19 – 15; seconded by Ms. Fryar. Motion passed.** The members that voted by telephone are as follows:  
**Mr. Padilla – Yes**  
**Mr. Siañez – Yes**
- d. Resolution 19 – 19 designates the Healthcare and Education industries for its two Sector Partnership Strategies. Mr. Whitehead, Chair of the Planning Committee, presented the recommendation from the committee to the board. Mr. Whitehead made a **motion to approve Resolution 19 – 19; seconded by Ms. Skinner. Motion passed.** The members that voted by telephone are as follows:  
**Mr. Padilla – Yes**  
**Mr. Siañez – Yes**
- e. Resolution 19 – 20 approves the Career Pathways Plan. Mr. McClintock presented that the creation of this plan is in accordance with WIOA sec. 107(d)(s) and 20 CFR §679.370(f). Mr. Whitehead summarized the of work the Planning Committee in the development of this plan and next steps. Mr. Whitehead made a **motion to approve Resolution 19 – 20; seconded by Ms. Skinner. Motion passed.** The members that voted by telephone are as follows:  
**Mr. Padilla – Yes**  
**Mr. Siañez – Yes**
- f. Resolution 19 – 21 approves the PY19 Southwestern Area Workforce Development Board Budget Amendment #1. Mr. Duran presented the amended budget recognizing the final prior year balances in the amount of \$2,548,291.00. This budget is for the period of July 1, 2019 through September 30, 2020 in the amount of \$8,004,141.00. Mr. Whitehead made a **motion to approve Resolution 19 – 21; seconded by Ms. Skinner. Motion passed.** The members that voted by telephone are as follows:  
**Mr. Padilla – Yes**  
**Mr. Siañez – Yes**
- g. Resolution 19 – 22 approves the amendment to Contract No. PY-19-WIOA-01 between Youth Development, Inc. and the Southwestern Area Workforce Development Board for WIOA Youth services and authorizes the Board Chair or vice Chair to sign the contract amendment. Mr. Duran presented that with the approved budget amendment in Resolution 19 – 21, an additional \$80,000.00 will be added to the contract with YDI at their request. The provided contract shows YDI's scope of work and plans for the additional funds.
- h. Resolution 19 – 23 approves the amendment to Contract No. PY-19-WIOA-02 between ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services pending the approval by the DWS to transfer funds from WIOA Dislocated Worker to Adult, and authorizes the Board Chair or Vice Chair to sign the contract amendment. ResCare has requested to transfer \$1,190,642 from their Dislocated Worker program to the Adult program. The total contract amount will remain unchanged at \$3,567,00.00.

Mr. Whitehead made a **motion to approve both Resolution 19 – 22 and Resolution**



**19 – 23 with one motion; seconded by Ms. Skinner. Motion passed.** The members that voted by telephone are as follows:

**Mr. Padilla – Yes**

**Mr. Siañez – Yes**

### VIII. Reports and Information Items

#### a. Administrative and Financial Reports:

- i. Mr. Duran presented a chart displaying the Fund Utilization Trend by Program Year. The chart illustrates the three-year trend of the WIOA Adult & Dislocated Worker program participant service investments, as well as the level of obligations made from July 1, 2019 through October 31, 2019.
- ii. Ms. Longovia presented updates to the employnm website including information available about board membership and upcoming meetings
- iii. Ms. Rios presented the Technical Assistance and Trainings information that was provided to service provider staff. She also shared the Service Provider Goals vs. Actuals and Expenditures for Alamo Navajo School Board Youth; Youth Development, Inc. Youth; ResCare Adult & Dislocated Worker; and ResCare One-Stop Operator.
- iv. Ms. Gervasio presented the Balance Sheet as of September 30, 2019. She also shared the Expenditures by Fund, and Expenditures by County. Ms. Gervasio also reported that the independent auditors have completed their visit. A report is expected to be presented to the board around January or February.

Mr. Duran provided an update on the ITA Policy revision that went before the Board at the September meeting. The policy changed the final date to sign ITA contracts with participants to be no later than the first day of training. The effective date of the revised policy could have had a negative impact on participants who had contracts signed. Once contracts were signed for these participants, it was beyond the new deadline date stated in the new ITA policy and that could have left some participants paying their educational institution out of their own pocket. The Administrative Entity contacted the State Administrative Entity and they contacted USDOL for a determination. USDOL responded to approve the ITA contracts of participants who were affected and that moving forward contracts are to be signed before the start of training.

#### b. Site Manager's Reports

- i. Deming and Silver City: Mr. Roberto was not present to provide these reports. This will be on the agenda for the next board meeting.

#### c. Alix King – DWS Liaison

- i. Ms. King introduced Mr. Casado, the State Board Liaison, and shared some events Mr. Casado is organizing including a Native American Summit. Ms. King also shared activities they have planned that address with the goals in the State's Four-Year Plan such as a Town Hall at the Las Cruces Convention Center on March 5, 2020. The State contracted with Maher & Maher who will assign a coach to each region to provide training on sector strategies.

### IX. Other

#### a. Member Input

- i. Ms. Thomas stated she likes the reports staff provided on the progress of the service providers. She also shared an event on November 21, 2019 at Las Cruces City Hall.
- ii. Mr. Martinez shared information about a Rapid Response event in Las Cruces.

Concentrix, a call center, laid off 130 employees in July and the remaining 80-90 staff two days ago. USDOL discovered that those jobs are moving overseas. With that, those employees are eligible for a special program called Trade Adjustment Assistance. That brings \$3 million-\$4 million in training money and extended unemployment for those employees.

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

- a. Mr. Fielder, under WIOA Adult & Dislocated Worker contract, works with On-the-Job Training contracts, and spoke about his team of dedicated business consultants.


**XI. Next Meeting**

- a. Thursday, January 9, 2020 at 10:00 a.m.

**XII. Adjournment**

- a. Meeting was adjourned at 12:35 p.m.

ATTESTED

  
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1/10/2020  
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Date