

## Region IV, Chief Elected Officials

### Virtual Meeting Via Zoom or Phone

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

### 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

##### **Non-Voting Members Present:**

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

##### **Staff:**

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

##### **Voting Members Absent:**

None

##### **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

##### **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 of 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 \$2,386,000.000, 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, the 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**

  
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12/15/2021

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**Date**

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