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**Southwestern Area  
Workforce Development Board**

**Board Meeting Minutes**

**WNMU-Silver City**

Besse-Forward Global Resource Center  
(corner of 12<sup>th</sup> St. & Kentucky St.)  
Silver City, NM 88061

**Friday, January 10, 2020 at 10:00 a.m.**

**DRAFT OF MEETING MINUTES**

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**I. Call to Order**

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

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**II. Welcome and Introductions**

- a. Chairman Orozco welcomed everyone and asked for introductions

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**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 Ms. Thomas. Motion passed. Ms. Herrera abstained from voting on issues related to youth services.**

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**Present:**

20 Cassie Arias\*  
21 Chris Boston  
22 Alisa Estrada\*  
23 Jacqueline Fryar\*  
24 Joe Gristy  
25 Marlene Herrera  
26 Michael Olguin\*  
27 Joshua Orozco  
28 Erik Padilla\*  
29 Steve Siañez  
30 Sharon Thomas  
31 Mary Ulrich  
32 \*Via telephone

**Absent:**

MaryAnn Chavez-Lopez  
Deborah Dean  
Alonzo Gonzales  
Marcos Martinez  
Anton Salome  
Debbie Schoonover  
Kim Skinner  
Gary Whitehead

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**Staff:**

34 Jay Armijo, Executive Director, SCCOG\*  
35 Steve Duran, WIOA Administrator  
36 Katherine Gervasio, Fiscal Administrator  
37 Angela Longovia, Communications Specialist  
38 Joe McClintock, Project Manager

**Guests:**

Alix King, NMDWS (by phone)  
Eric Rivera, A/DW  
Patrick Madrid, A/DW  
Yvette Bayless, A/DW  
Monica Silva, A/DW  
Maria Ethier, DACC  
Valerie Trujillo, A/DW  
Frank Meza, A/DW

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James Fielder, A/DW  
Concha Cordova, YDI  
Debbie Maldonado, WNMU, AES  
Priscilla Lucero, SWNMCOOC  
Darleen Lopez, NMWFC  
Cindy Quillin, NMWFC  
Roberto Montoya, DWS Deming & Silver

49 **IV. Public Comment**

50 a. No public comment

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

55 a. Ms. Thomas made **a motion to remove consent agenda items b. Resolution 19 – 24,**  
56 **and item c. Resolution 19 – 25 for discussion; seconded by Mr. Gristy. By**  
57 **unanimous consent, motion passed.** The members that voted by telephone are as  
58 follows:  
59 **Ms. Arias – Yes**  
60 **Ms. Estrada – Yes**  
61 **Ms. Fryar – Yes**  
62 **Mr. Olguin – Yes**  
63 **Mr. Padilla – Yes**

64 **VI. Consent Agenda Items**

- 65 a. \*Motion to accept the minutes from the November 7, 2019 meeting.  
66 b. \*Resolution 19 – 26 authorizes travel, meals, hotel and conference fees for board  
67 members to attend the 2020 New Mexico Workforce Conference  
68 c. \*Resolution 19 – 27 authorizes travel, meals, hotel and conference fees for board  
69 members to attend the 2020 Texas Workforce Conference on December 2 – 4, 2020 in  
70 San Antonio, TX

71 Mr. Boston made **a motion to approve the Consent Agenda Items with the removal of**  
72 **item b. Resolution 19 – 24 and items c. Resolution 19 – 25 for discussion; seconded**  
73 **by Ms. Herrera. By unanimous consent, motion passed.** The members that voted by  
74 telephone are as follows:  
75 **Ms. Arias – Yes**  
76 **Ms. Estrada – Yes**  
77 **Ms. Fryar – Yes**  
78 **Mr. Olguin – Yes**  
79 **Mr. Padilla – Yes**

80 **VII. Professional Development**

81 a. Maria Ethier with DACC presented on DACC Adult Education Services and Integrated  
82 Education and Training (IET)

83 **VIII. Discussion, Consideration and Possible Action Regarding**

84 a. Resolution 19 – 24 authorizes the Administrative Entity to issue a Request for Proposals  
85 for WIOA Adult & Dislocated Worker Services for the period of July 1, 2020 through June  
86 30, 2021, with an option to renew annually for a maximum of three years.

87 b. Resolution 19 – 25 authorizes the Administrative Entity to issue a Request for Proposals  
88 for WIOA One-Stop Operator Services for the period of July 1, 2020 through June 30,  
89 2021, with an option to renew annually for a maximum of three years. Ms. Thomas asked  
90 if evaluations are done prior to renewals. Mr. Duran shared that monthly desk reviews and  
91 on-site monitoring reviews are done by administrative staff. Ms. Gervasio monitors the  
92 financials, and Ms. Craft and Ms. Rios monitor the program side. Ms. Thomas asked if the  
93 current service provider is eligibility to submit proposals and Mr. Duran replied they are  
94 eligible.

95 Ms. Thomas **made a motion to approve both Resolution 19 – 24 and Resolution 19 –**  
96 **25 with one motion; seconded by Mr. Boston. By unanimous consent, motion**  
97 **passed.** The members that voted by telephone are as follows:

- 98 **Ms. Arias – Yes**  
99 **Ms. Estrada – Yes**  
100 **Ms. Fryar – Yes**  
101 **Mr. Olguin – Yes**  
102 **Mr. Padilla – Yes**

103 c. Resolution 19 – 28 ratifies the Executive Committee’s resolution approving an amendment  
104 to Contract No. PY19-WIOA-02 between Arbor E & T, LLC dba ResCare Workforce  
105 Services and the Southwestern Area Workforce Development Board for WIOA Adult &  
106 Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the  
107 contract amendment. Mr. Boston **made a motion to approve Resolution 19 – 28;**  
108 **seconded by Ms. Herrera. By unanimous consent, motion passed.** The members that  
109 voted by telephone are as follows:

- 110 **Ms. Arias – Yes**  
111 **Ms. Estrada – Yes**  
112 **Ms. Fryar – Yes**  
113 **Mr. Olguin – Yes**  
114 **Mr. Padilla – Yes**

115 d. Resolution 19 – 29 approves the Financial Policies Manual with policy modifications  
116 based on recommendations from the US Department of Labor. Ms. Gervasio presented.  
117 Ms. Thomas **made a motion to approve Resolution 19 – 29; seconded by Mr. Gristy.**  
118 **By unanimous consent, motion passed.** The members that voted by telephone are as  
119 follows:

- 120 **Ms. Arias – Yes**  
121 **Ms. Estrada – Yes**  
122 **Ms. Fryar – Yes**  
123 **Mr. Olguin – Yes**  
124 **Mr. Padilla – Yes**

125 e. Resolution 19 – 30 approves modifications to the Follow-Up Services Policy 17 – 18  
126 based on recommendations from the US Department of Labor. Mr. McClintock presented.  
127 Mr. Boston **made a motion to approve Resolution 19 – 30; seconded by Mr. Siañez.**  
128 **By unanimous consent, motion passed.** The members that voted by telephone are as  
129 follows:

- 130 **Ms. Arias – Yes**  
131 **Ms. Estrada – Yes**  
132 **Ms. Fryar – Yes**  
133 **Mr. Olguin – Yes**  
134 **Mr. Padilla – Yes**

135 f. Resolution 19 – 31 amends the PY19/FY20 Board Budget. Ms. Thomas **made a motion**  
136 **to approve Resolution 19 – 31; seconded by Ms. Herrera.** ResCare Workforce Services  
137 has requested a fund increase to their contract in the amount of \$150,000.00 to provide  
138 additional Adult services. The current contract amount is \$3,567,000.00. If approved the  
139 new contract amount would increase to \$3,717,000.00. The overall budget remains

140 unchanged. It is a balanced budget with zero unobligated balances. **Ms. Herrera**  
141 **abstained from voting. Motion passed.** The members that voted by telephone are as  
142 follows:

143 **Ms. Arias – Yes**  
144 **Ms. Fryar – Yes**  
145 **Mr. Olguin – Yes**  
146 **Mr. Padilla – Yes**

147 g. Resolution 19 – 32 approves an amendment to Contract No PY19-WIOA-02 between  
148 ResCare Workforce Services and the Southwestern Area Workforce Development Board  
149 for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice  
150 Chair to sign the contract amendment. Mr. Boston made **a motion to approve**  
151 **Resolution 19 – 32; seconded by Mr. Gristy. By unanimous consent, motion passed.**  
152 The members that voted by telephone are as follows:

153 **Ms. Arias – Yes**  
154 **Ms. Estrada – Yes**  
155 **Ms. Fryar – Yes**  
156 **Mr. Olguin – Yes**  
157 **Mr. Padilla – Yes**

158 h. Resolution 19 – 33 approves an amendment to Contract No. PY19-WIOA-05 between the  
159 South Central Council of Governments and the Southwestern Area Workforce  
160 Development Board for WIOA Administrative Entity Services, and authorizes the Board  
161 Chair or Vice Chair to sign the contract amendment. Mr. Duran presented. Mr. Gristy  
162 made **a motion to approve Resolution 19 – 33; seconded by Mr. Boston. By**  
163 **unanimous consent, motion passed.** The members that voted by telephone are as  
164 follows:

165 **Ms. Arias – Yes**  
166 **Ms. Estrada – Yes**  
167 **Ms. Fryar – Yes**  
168 **Mr. Olguin – Yes**  
169 **Mr. Padilla – Yes**

170 i. Resolution 19 – 34 establishes a Policy Committee and ad hoc Outreach Committee of  
171 the Southwestern Area Workforce Development Board. Chairman Orozco presented. Ms.  
172 Thomas made **a motion to approve Resolution 19 – 34; seconded by Mr. Siañez. By**  
173 **unanimous consent, motion passed.** The members that voted by telephone are as  
174 follows:

175 **Ms. Arias – Yes**  
176 **Ms. Estrada – Yes**  
177 **Ms. Fryar – Yes**  
178 **Mr. Olguin – Yes**  
179 **Mr. Padilla – Yes**

## 180 IX. Reports and Information Items

181 a. One-Stop Operator Report and Site Manager's Reports: Deming; and Silver City

182 i. Ms. Lopez presented her One-Stop Operator report

183 ii. Mr. Montoya provided an update on activities at the workforce centers in both  
184 Deming and Silver City

185 b. Administrative and Financial Reports:

186 i. Mr. McClintock presented the Technical Assistance and Trainings information that  
187 was provided to service provider staff. He also shared the Service Provider Goals  
188 vs. Actuals and Expenditures for Alamo Navajo School Board Youth; Youth  
189 Development, Inc. Youth; ResCare Adult & Dislocated Worker; and ResCare One-

- 190 Stop Operator.
- 191 ii. Ms. Gervasio presented the Balance Sheet as of November 30, 2019. She also  
192 shared the Expenditures by Fund, and Expenditures by County. Ms. Gervasio also  
193 reported that the independent auditors have completed their visit. A report is  
194 expected to be presented to the board around January or February.
- 195 iii. Mr. Duran provided some updates
- 196 a) On November 7, 2019, the Board approved a Career Pathways Plan which  
197 included Sector Strategies. There was a meeting with a consultant from  
198 Maher & Maher on January 9, 2020 who helped delineate a process of how  
199 to work with the communities in our region to do the Sector Strategies. The  
200 Planning Committee will be involved with this process.
- 201 b) Just before this board meeting, there was a meeting with a group from Grant  
202 County who would like to work with the Southwestern Area Workforce  
203 Development Board to develop their own a county-level workforce plan.
- 204 c) New Mexico State University has an initiative to get individuals into the  
205 agricultural industry.
- 206 d) A trip to El Paso for a Peer-to-Peer Site Visit with Workforce Solutions  
207 Borderplex is scheduled for January 15, 2020. Members are also invited to  
208 attend the Workforce Solutions Borderplex's board meeting on January 16,  
209 2020.
- 210 c. Alix King – DWS Liaison
- 211 i. Ms. King invited board members and board staff to the State workforce board  
212 meeting on February 6, 2020 in Albuquerque at 1:30pm.
- 213 ii. There will be a Community Stakeholder Meeting on February 27, 2020 in Las  
214 Cruces. The purpose is to receive public feedback on the State's Four-Year Plan.
- 215 iii. There is a new state-wide initiative called Mock It Til You Rock It. Goal is to have  
216 mock interviews in every high school in the state. There is a website where  
217 volunteers are asked to sign up to help with the mock interviews.
- 218 iv. In response to requests for data during the meeting, Ms. King shared where to find  
219 In-Demand and STAR Occupations on the State's New Mexico Workforce  
220 Connection website.

221 **X. Other**

222 a. Member Input

- 223 i. Chairman Orozco would like to start providing a report to the Board about what he is  
224 doing that is workforce related.

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

- 226 a. No public comment

227 **XII. Next Meeting**

- 228 a. Thursday, March 5, 2020 at 10:00 a.m.

229 **XIII. Adjournment**

- 230 a. Meeting was adjourned at 12:59 p.m.

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**ATTESTED**

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**Date**

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