

## DRAFT OF MEETING SUMMARY

<b>Meeting</b>	: <b>Special Executive Committee</b>
Date and time	: February 7, 2020 at 4:00 p.m.
Location of Meeting	: Mesilla Community Center 2251 Calle de Santiago Mesilla, NM
Chair Person	: Joshua Orozco
Members Attending	: <b>Present:</b> Marcos Martinez (by phone), Michael Olguin (by phone), Joshua Orozco, Erik Padilla (by phone), Kim Skinner, Debbie Schoonover, Gary Whitehead <b>Absent:</b> None <b>Staff:</b> Steve Duran, Angela Longovia
Guests in Attendance	: Eric Rivera, ResCare A/DW; Patrick Madrid, ResCare A/DW
Summary submitted by/Signature	: Angela Longovia, Communications Specialist
Next Meeting	: No date set

#	Agenda Item	Summary
1.	<b>Call to order</b>	Meeting was called to order at 4:03 p.m. by Mr. Orozco
2.	<b>Welcome and Introductions</b>	Mr. Orozco welcomed the attendees and asked for introductions
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Longovia called roll a) Ms. Schoonover made a motion to allow members to participate telephonically, seconded by Mr. Orozco. By unanimous consent, motion passed.
4.	<b>Public Comment</b>	No public comment
5.	<b>Approval of Agenda</b>	Ms. Schoonover made a motion to approve the agenda, seconded by Mr. Martinez. By unanimous consent, motion passed.
6.	<b>Discussion or Motion for Recommendation Items</b>	a) Approval of the December 31, 2019 meeting summary <ul style="list-style-type: none"> <li>• Ms. Schoonover made a motion to accept the summary, seconded by Mr. Padilla. Mr. Orozco abstained. By unanimous consent, motion passed.</li> </ul> b) Resolution 19 – 35 approves the Board Chair’s committee appointments, per SAWDB Bylaws <ul style="list-style-type: none"> <li>• Mr. Duran presented the need to add committee members to the Planning Committee prompted the action of adding members to other committees, including new Policy Committee and ad-hoc Outreach Committee.</li> <li>• Mr. Martinez made a motion to approve Resolution 19 – 35, seconded by Ms. Padilla. By unanimous consent, motion passed.</li> <li>• Approved appointments are as follows:               <ol style="list-style-type: none"> <li>i. Planning Committee: Joe Gristy, Michael Olguin</li> <li>ii. Monitoring Committee: Alonzo Gonzales, Gary Whitehead</li> <li>iii. Policy Committee: Christ Boston, Erik Padilla, Sharon Thomas</li> <li>iv. Outreach Committee: Jacqueline Fryar, Gary Whitehead</li> </ol> </li> </ul>

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		<p>c) Resolution 19 – 36 approves the amendment to the Electronic Files Content &amp; Records Retentions Management Policy, 17 – 19.1</p> <ul style="list-style-type: none"> <li>• Mr. Duran indicated that this is a policy revision to comply with the USDOL monitoring requirements</li> <li>• Ms. Schoonover made a motion to approve Resolution 19 – 36, seconded by Mr. Whitehead. By unanimous consent, motion passed.</li> </ul> <p>d) Resolution 19 – 37 authorizes the SAWDB to cost share security guard services for the New Mexico Workforce Connection center in Las Cruces</p> <ul style="list-style-type: none"> <li>• Mr. Duran and Ms. Lopez, One-Stop Operator presented information on the need and costs for the security guard services for co-located partners at the Las Cruces office</li> <li>• The Department of Workforce Solutions is seeking to invoke its part of its in-kind credit of \$27,100 to pay for its share of \$16,073 for the security guard services.</li> <li>• The Board would pay \$16,073 with its administrative funds to not impact the other co-located partners with additional costs.</li> <li>• Member discussion included exploring to see if a security guard policy may need to be adopted, training staff, and determining whether security guard services need to be provided at the other workforce centers in the region</li> <li>• Mr. Whitehead joined the meeting in-person during the discussion. Ms. Schoonover made a motion to approve Resolution 19 – 37, seconded by Mr. Padilla. Mr. Martinez abstained. Motion passed.</li> </ul>
7.	<b>Member Input</b>	No member input
8.	<b>Public Comment</b>	No public comment
9.	<b>Adjournment</b>	Meeting was adjourned at 4:34 p.m.

Attested: \_\_\_\_\_

Date \_\_\_\_\_