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**Southwestern Area  
Workforce Development Board**

**Board Meeting Minutes**

**Andres Z. Silva Conference Center**

119 E. Pine Street

Deming, NM 88030

**Thursday, March 5, 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 10:07 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. Gristy made a **motion to allow board members to participate in the meeting telephonically, seconded by Ms. Schoonover. Motion passed.**

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**Present:**

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Cassie Arias  
Chris Boston  
Deborah Dean\*  
Alisa Estrada\*  
Jacqueline Fryar  
Joe Gristy  
Michael Olguin\*  
Joshua Orozco  
Erik Padilla\*  
Debbie Schoonover  
Kim Skinner\*  
Sharon Thomas  
Mary Ulrich  
Gary Whitehead\*  
\*Via telephone

**Absent:**

MaryAnn Chavez-Lopez  
Alonzo Gonzales  
Marlene Herrera  
Anton Salome  
Steve Siañez

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**Staff:**

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Jay Armijo, Executive Director, SCCOG  
Skylar Arnold, Fiscal Clerk  
Carol Craft, Program Manager  
Steve Duran, WIOA Administrator  
Angela Longovia, Communications Specialist  
Joe McClintock, Project Manager  
Jaymi Simms, Training & Development Specialist

**Guests:**

Alix King, NMDWS (by phone)  
Yvette Bayless, ResCare  
Valerie Trujillo, ResCare  
Patrick Madrid, ResCare  
Brandy Wesley, ResCare  
Collette Baker, ResCare  
James Fielder, ResCare  
Eric Rivera, ResCare

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Mike Stone, Stone, McGee  
Concha Cordova, YDI  
Frank Meza, ResCare  
Cindy Quillin, Assistant OSO  
Darleen Lopez, OSO  
Monica Ontiveros, YDI  
Aaron King, YDI  
Miguel Martinez, HELP-NM

50 **IV. Public Comment**

51 a. Mr. Miguel Martinez reminded everyone that HELP-NM administers the farmworker  
52 agricultural program through the state. They have funding available for different programs  
53 for adult and youth. Mr. Martinez also shared some initiatives that Workforce Solutions  
54 Borderplex has had success with.

55 **V. Approval of Agenda**

56 a. Ms. Fryar **made a motion to approve the agenda; seconded by Mr. Boston. By**  
57 **unanimous consent, motion passed.** The members that voted by telephone are as  
58 follows:  
59 **Ms. Estrada – Yes**  
60 **Mr. Olguin – Yes**  
61 **Ms. Skinner – Yes**  
62 **Mr. Whitehead – Yes**

63 **VI. Discussion, Consideration and Possible Action Regarding**

64 a. Motion to accept the minutes from the January 10, 2020 meeting. Mr. Gristy **made a**  
65 **motion to accept the minutes from the January 10, 2020 meeting;** seconded by **Mr.**  
66 **Padilla. By unanimous consent, motion passed.** The members that voted by telephone  
67 are as follows:  
68 **Ms. Estrada – Yes**  
69 **Mr. Olguin – Yes**  
70 **Ms. Skinner – Yes**  
71 **Mr. Whitehead – Yes**

72 b. Resolution 19 – 38 ratifies the Executive Committees resolutions on the following items:

73 i. Resolution 19 – 35 approves the Board Chair’s committee appointments, per  
74 SAWDB Bylaws

75 ii. Resolution 19 – 36 approves the amendment to the Electronic Files Content &  
76 Records Retentions Management Policy, 17 – 19.1

77 iii. Resolution 19 – 37 authorizes the SAWDB to cost share security guard services for  
78 the New Mexico Workforce Connection Center in Las Cruces

79 Ms. Estrada asked if there had been any incidents. One-Stop Operator Ms. Lopez shared  
80 a few occurrences that prompted staff to express their safety concerns. **Mr. Boston made**  
81 **a motion to approve Resolution 19 – 38;** seconded by **Ms. Arias. By unanimous**  
82 **consent, motion passed.** The members that voted by telephone are as follows:

83 **Ms. Estrada – Yes**  
84 **Ms. Skinner – Yes**  
85 **Mr. Whitehead – Yes**

86 c. Resolution 19 – 39 accepts the Independent Auditor’s Report for the period of July 1,  
87 2018 through June 30, 2019. Mr. Armijo, Executive Director for the South Central Council

88 of Governments introduce Mr. Stone of Stone, McGee & Co, C.P.A., an independent  
89 auditor for the Southwestern Area Workforce Development and the Region IV, Chief  
90 Elected Officials. Mr. Stone stated there are unmodified opinions on the report and this as  
91 good as it gets – no findings. **Mr. Boston made a motion to approve Resolution 19 –**  
92 **39; seconded by Ms. Fryar. By unanimous consent, motion passed.** The members that  
93 voted by telephone are as follows:

94 **Ms. Estrada – Yes**  
95 **Ms. Skinner – Yes**  
96 **Mr. Whitehead – Yes**

97 d. Resolution 19 – 40 approves the PY19 Southwestern Area Workforce Development Board  
98 Budget Amendment. Mr. Duran shared a proposal to set aside funds for an agricultural  
99 project with New Mexico State University. Ms. Dean joined the meeting by phone. Mr.  
100 Gristy made **a motion to approve Resolution 19 – 40; seconded by Ms. Arias. By**  
101 **unanimous consent, motion passed.** The members that voted by telephone are as  
102 follows:

103 **Ms. Estrada – Yes**  
104 **Mr. Olguin – Yes**  
105 **Ms. Skinner – Yes**  
106 **Mr. Whitehead – Yes**

107 e. Resolution 19 – 41 approves an amendment to Contract No. PY19-WIOA-02 between  
108 ResCare Workforce Services and the Southwestern Area Workforce Development Board  
109 for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice  
110 Chair to sign the contract amendment. Mr. Duran shared that in ResCare’s contract, there  
111 is a Small Community Participant Training Expenditure under their Profit Incentive  
112 Schedule. What is proposed is to reduce the amount of profit incentive in this section. Mr.  
113 Orozco shared a spreadsheet he created showing amount of dollars that would go to each  
114 county under this proposal. Ms. Schoonover made **a motion to approve Resolution 19 –**  
115 **41; seconded by Mr. Padilla. Motion passed.** The members that voted by telephone are  
116 as follows:

117 **Ms. Estrada – Yes**  
118 **Mr. Olguin – Yes**  
119 **Ms. Skinner – No**  
120 **Mr. Whitehead – No**  
121 **Ms. Dean – No**

## 122 VII. Reports and Information Items

### 123 a. Committee Reports

- 124 i. Mr. Padilla presented for the Disabilities Committee  
125 ii. Ms. Skinner presented for the Monitoring Committee  
126 iii. Mr. Whitehead presented for the Planning Committee  
127 iv. Ms. Schoonover presented for the Youth & Young Adult Committee  
128 v. Mr. Duran informed everyone about the Community Input Forums Mr. McClintock  
129 will be conducting in each county to gather information for the local plan.

### 130 b. Administrative and Financial Reports:

- 131 i. Ms. Craft presented the Technical Assistance and Trainings information that was  
132 provided to service provider staff. She also shared new information presented in a  
133 way requested by Chairman Orozco and Ms. Ulrich which included Amount of Funds  
134 Spent for Participant Training and number of new participants enrolled in training by  
135 service provider. Mr. Duran shared the Goals vs. Year-to-Date Actuals for Service  
136 Providers’ Participants, service providers annual budget and expenditures,

- 137 Performance Measures, and Enrollments by Occupation.
- 138 ii. Mr. Duran presented the Balance Sheet as of January 31, 2020. He also shared the  
139 Expenditures by Fund, and Expenditures by County.
- 140 iii. Mr. Duran introduced two new staff members: Skylar Arnold is a new Fiscal Clerk,  
141 and Jaymi Simms is replacing Ms. Rios as Training & Development Specialist. Mr.  
142 Armijo added that Ms. Gervasio found a new opportunity and is now part-time until  
143 her replacement is hired and trained.
- 144 c. One-Stop Operator Report
- 145 i. Ms. Lopez provided updates on workforce center activities
- 146 d. Service Provider Reports
- 147 i. Ms. Cordova reported on the Youth services activities
- 148 e. Resolution 19 – 41 approves an amendment to Contract No. PY19-WIOA-02 between  
149 ResCare Workforce Services and the Southwestern Area Workforce Development Board  
150 for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice  
151 Chair to sign the contract amendment. Chairman Orozco stated it was noticed the cover  
152 page for the presented contract was incorrect. He wanted to revisit this item with corrected  
153 information and have members do a new vote. By this time, Mr. Boston and Ms. Arias had  
154 departed the meeting but returned by phone to provide a quorum and vote on this item.  
155 Mr. Gristy made a **motion to allow Mr. Boston and Ms. Arias to participate in the**  
156 **meeting telephonically, seconded by** Ms. Fryar. Chairman Orozco presented the  
157 correction to the cover page and asked for a new vote. **Motion passed. The members**  
158 **that voted by telephone are as follows:**
- 159 **Ms. Dean – No**
- 160 **Ms. Skinner – Yes**
- 161 **Mr. Whitehead – No**
- 162 **Mr. Boston – Yes**
- 163 **Ms. Arias – Yes**
- 164 f. Service Provider Reports continued
- 165 i. Ms. Bayless reported the activities for the Adult & Dislocated Worker program
- 166 g. Strategic Meeting – Chairman Orozco shared that he would like the board to have a  
167 meeting to not talk so much about business, but to talk about what the members would  
168 like to see a the meeting, what direction they want to see taken
- 169 i. Chairman Orozco shared
- 170 h. Alix King – DWS Liaison
- 171 i. Ms. King stated that the State Plan has been uploaded to the federal portal. They  
172 still need to incorporate the information gathered from the two public forums they  
173 hosted. After the updated combined plan is approved, then they will ask the boards  
174 to align their local plan with the State Plan especially with regard to sector strategies  
175 focusing on economic development.
- 176 ii. They want to encourage everyone to be more robust in co-partnering, co-location,  
177 and co-referrals.
- 178 iii. Ms. King stated they have noticed people are coming into our workforce centers who  
179 do not qualify for trainings or do not want trainings. They would like to encourage the  
180 Board to create creative partnerships with community colleges and employers to  
181 create short-term trainings.

182 iv. Ms. King liked the reports for the participation levels, finances, percentages, etc.  
183 Presented this way made it easier to grasp the information.

184 **VIII. Other**

185 a. Member Input

186 i. Mr. Duran shared that Marcos Martinez has been given additional duties to help  
187 another state department, which has removed him from this board. As soon as the  
188 Region IV, Chief Elected Officials approve the nomination, Mr. Martinez’s supervisor  
189 will take his seat.

190 **IX. Public Comment (3-Minute Limit)**

191 a. No public comment

192 **X. Next Meeting**

193 a. Thursday, May 7, 2020 at 10:00 a.m.

194 **XI. Adjournment**

195 a. Meeting was adjourned at 2:04 p.m.

196 **ATTESTED**

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198 **Date**

