



**Meeting of the
Southwestern Area Workforce Development Board's
Monitoring Committee**

*March 18, 2019
Truth or Consequences, NM*



New Mexico
Workforce Connection

A Proud Partner of the American Job Center Network

Southwestern Area Workforce Development Board

Special Monitoring Committee Meeting Agenda

Workforce Connection Center/Gardner Learning Center

601 Sunset

Truth or Consequences, NM

March 18, 2019 at 2:00 p.m.

*Kim Skinner—Chair
Anton Salome—Vice Chair*

- I. Call to Order**
- II. Welcome and Introductions**
- III. Roll Call and Abstentions**
- IV. Public Comments** (Limited to 3 Minutes)
- V. Approval of Agenda**
- VI. Approval of Summary for December 7, 2018**
- VII. Reports and Discussion**
 - a) Monitoring Review
 - b) Technical Assistance and Trainings of Service Providers
 - c) Service Provider Monthly Summary Report
- VIII. Member Input**
- IX. The next meeting needs to be scheduled**
- X. Adjournment**

DRAFT OF MEETING SUMMARY

| | |
|--------------------------------|--|
| Meeting | : Monitoring Committee |
| Date and time | : December 7, 2018 at 2:00 pm |
| Location of Meeting | : T or C Workforce Connection Center 601 Sunset Truth or Consequences, NM 87901 |
| Chair Person | : Kim Skinner |
| Members Attending | : Present: Anton Salome, Kim Skinner, Marlene Herrera (by phone), Susana Santillan (by phone) Absent: Leona Wagner, Staff: Carol Craft & Yvonne Rios |
| Guests in Attendance | : Miguel Martinez, & Teresa Vasquez |
| Summary submitted by/Signature | : Carol Craft, Program Manager |
| Next Meeting | : Meeting for March 18, 2018 was set. |

| # | Agenda Item | Summary |
|----|--|--|
| 1. | Call to order | Meeting called to order at 2:04 pm by Ms. Skinner |
| 2. | Welcome and Introductions | Ms. Skinner welcomed all attendees |
| 3. | Roll Call & Abstentions | Ms. Craft took roll call |
| 4. | Approval of Agenda | Mr. Salome made a motion to approve the agenda, seconded by Ms. Herrera. By unanimous consent, motion carried. |
| 5. | Discussion or Motion for Recommendation Items | <p>Motion to accept the summary from the September 24, 2018 meeting</p> <ul style="list-style-type: none"> Mr. Salome made a motion to accept the summary, seconded by Ms. Herrera. By unanimous consent, motion carried. <p>PY18 Monitoring Schedule</p> <ul style="list-style-type: none"> Ms. Craft went over the PY18 Monitoring Schedule <p>PY17 State Monitoring Report</p> <ul style="list-style-type: none"> Ms. Craft went over the PY17 State Findings and explained the 3 findings that were still unresolved. <p>PY17 Performance Measures</p> <ul style="list-style-type: none"> Ms. Craft went over the PY17 Performance Measures ran by the State. <p>Technical Assistance and Trainings of Service Providers</p> <ul style="list-style-type: none"> Ms. Rios went over the Technical Assistance numbers and the Trainings that had been provided to the Service Providers and let them know the trainings would continue throughout the next program year. <p>Monthly Summary Reports</p> <ul style="list-style-type: none"> Ms. Craft went over the Monthly Summary Reports for the Service Providers. There was discussion on the large amount of Obligations for the Adult program. Ms. Craft explain that is mostly due to the One-the Job Trainings that include the entire year. |

| # | Agenda Item | Summary |
|----|-------------------------------------|--|
| 6. | Public & Member Comments | Ms. Rios talked about the trip to the Texas Workforce Conference that some board members and staff attended. Committee members are interested in attending the conference next year. |
| 7. | Adjournment | Meeting was adjourned at 2:45 pm |

Attested: _____

Date _____

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
Adult & Dislocated Worker Services and Youth Services

Trainings

for the period of July 1, 2018 –January 31, 2019

| TECHNICAL ASSISTANCE | <u>Program</u> | <u>Sessions</u> | <u>Hours</u> |
|-----------------------------|--------------------------------|-----------------|--------------|
| | WIOA Adult & Dislocated Worker | 1339 | 334.75 |
| | WIOA Youth | 380 | 95 |

| TRAININGS | <u>Program</u> | <u>Number of and Dates of Trainings</u> | <u>Training Topics</u> |
|------------------|--------------------------------|---|--|
| | WIOA Adult & Dislocated Worker | 1 Day – September 19, 2018 | Application details, case notes, OAS/IEP, OJT, ITA and CT contract forms and document tag list |
| | | 1 Day – September 20, 2018 | ITA and OJT process overview |
| | | 1 Day - December 11, 2018 | Performance Measure Training by the State |
| | | 1 Day – February 18, 2019 | |
| | Youth | 1 Day - September 25, 2018 | Case notes, application, Individual Employment Plan and document tag list |
| | | 1 Day – December 12, 2018 | Caseloads, Timesheets/Paystubs, Application |
| | | 1 Day – February 19, 2019 | Performance Measure Training by the State |

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
 Adult & Dislocated Worker Services and Youth Services
Service Provider Goals vs. Actuals
 for the period of July 1, 2018 – January 31, 2019

Alamo Navajo School Board Youth

| Program | Annual Participant Goals | Actual Participants Enrolled in Training YTD | Percent |
|---------------------|--------------------------|--|---------|
| Youth In-School | 10 | 4 | 40% |
| Youth Out-of-School | 15 | 9 | 60% |

| | Budget | YTD Expenditures | Balance | Percent |
|---------------|--------------|------------------|-------------|---------|
| In School | \$33,259.00 | \$8,484.88 | \$24,774.12 | 26% |
| Out of School | \$76,741.00 | \$25,454.65 | \$51,286.35 | 33% |
| Total Budget | \$110,000.00 | \$33,939.53 | \$76,060.47 | 31% |

HELP-New Mexico Youth
Area I (Doña Ana & Luna Counties)

| Program | Annual Participant Goals | Actual Participants Enrolled in Training YTD | Percent |
|---------------------|--------------------------|--|---------|
| Youth In School | 32 | 9 | 28% |
| Youth Out of School | 73 | 25 | 34% |

Area II (Catron, Grant & Hidalgo Counties)

| Program | Annual Participant Goals | Actual Participants Enrolled in Training YTD | Percent |
|---------------------|--------------------------|--|---------|
| Youth In School | 23 | 6 | 26% |
| Youth Out of School | 53 | 33 | 62% |

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
 Adult & Dislocated Worker Services and Youth Services
Service Provider Goals vs. Actuals
 for the period of July 1, 2018 – January 31, 2019

HELP-New Mexico Youth
Area III (Sierra & Socorro Counties)

| Program | Annual Participant Goals | Actual Participants Enrolled in Training YTD | Percent |
|---------------------|--------------------------|--|---------|
| Youth In School | 15 | 5 | 33% |
| Youth Out of School | 41 | 10 | 24% |

SUMMARY

| WIOA Youth In-School | Budget | YTD Expenditures | Balance | Percent |
|----------------------|--------------|------------------|--------------|---------|
| Area I | \$138,780.00 | \$54,965.62 | \$83,814.38 | 40% |
| Area II | \$109,060.00 | \$39,502.37 | \$69,557.63 | 36% |
| Area III | \$73,196.00 | \$37,208.00 | \$35,988.00 | 51% |
| Total Budget | \$321,036.00 | \$137,675.99 | \$189,360.01 | 43% |

| WIOA Youth Out-of-School | Budget | YTD Expenditures | Balance | Percent |
|--------------------------|----------------|------------------|--------------|---------|
| Area I | \$445,954.00 | \$193,848.09 | \$252,105.91 | 43% |
| Area II | \$335,746.00 | \$153,137.24 | \$182,608.76 | 47% |
| Area III | \$241,585.00 | \$106,493.14 | \$135,091.86 | 44% |
| Total Budget | \$1,023,285.00 | \$453,478.47 | \$569,806.53 | 44% |

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
 Adult & Dislocated Worker Services and Youth Services
Service Provider Goals vs. Actuals
 for the period of July 1, 2018 – January 31, 2019

ResCare Adult & Dislocated Worker

| Program | Annual Participant Goals | Actual Participants Enrolled in Training YTD | Percent |
|-------------------|--------------------------|--|---------|
| Adult | 318 | 171 | 54% |
| Dislocated Worker | 82 | 12 | 15% |

SUMMARY

| Program | Participant Training Line Item Budget | Obligations | Balance | Percent |
|-------------------|---------------------------------------|----------------|--------------|---------|
| Adult | \$1,349,610.00 | \$1,161,575.47 | \$188,034.53 | 86% |
| Dislocated Worker | \$393,740.00 | \$61,739.00 | \$332,001.00 | 16% |

| WIOA Adult Program | Budget | YTD Expenditures | Balance | Percent |
|----------------------|----------------|------------------|----------------|---------|
| Participant Training | \$1,349,610.00 | \$563,627.32 | \$785,982.68 | 42% |
| Operating | \$1,092,232.00 | \$543,301.56 | \$548,930.44 | 50% |
| Total Budget | \$2,441,842.00 | \$1,106,928.88 | \$1,334,913.12 | 45% |

| WIOA Dislocated Worker Program | Budget | YTD Expenditures | Balance | Percent |
|--------------------------------|--------------|------------------|--------------|---------|
| Participant Training | \$393,740.00 | \$41,663.63 | \$351,076.37 | 11% |
| Operating | \$332,626.00 | \$95,677.70 | \$236,948.30 | 29% |
| Total Budget | \$726,366.00 | \$138,341.33 | \$588,024.67 | 19% |

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
 Adult & Dislocated Worker Services and Youth Services
Service Provider Goals vs. Actuals
 for the period of July 1, 2018 – January 31, 2019

ResCare One Stop Operator

SUMMARY

| WIOA Adult Program | Budget | YTD Expenditures | Balance | Percent |
|---------------------------|---------------|-------------------------|----------------|----------------|
| Adult | \$70,000.00 | \$25,378.05 | \$44,621.95 | 36% |
| Dislocated Worker | \$51,000.00 | \$17,961.07 | \$33,038.93 | 35% |
| Youth | \$16,000.00 | \$15,495.94 | \$504.06 | 97% |
| Admin | \$113,000.00 | \$18,150.25 | \$94,849.75 | 16% |
| Total Budget | \$250,000.00 | \$76,985.31 | \$173,014.69 | 31% |

PY18 Service Provider Monitoring Results

Luna County

Adult/DW One finding and no observations (All findings resolved)

The wrong document was scanned

Youth Two findings and one observation (All findings and observations resolved)

Missing scanned documents, agreements signed after participation date and OAS/IEP dates not matching. Selective service scans need to be separated.

Hidalgo County

Adult/DW No findings or observations

Youth Five findings and one observation (All findings and observations resolved).

Missing scanned documents, overall notes, and case notes. Incorrect activity dates, and OAS/IEP dates. Agreements, timesheets, and invoice not scanned. Incorrect verify address selection and no contacts entered.

Doña Ana County

Adult/DW 6 findings & 1 Observation (All findings and observations resolved)

A few verifications were not done, actual dates not entered, or training activity not entered at time of monitoring, dates on activity and plan didn't match, Plan wasn't entered at time of monitoring, case note for opening note and Plan weren't entered, contract wasn't scanned in, Pre-award survey for OJT wasn't scanned in properly, and a few vouchers weren't entered.

Youth Four findings and three observations (All findings and observations resolved).

Missing scanned documents, no case notes, and missing agreement. Goal dates were exceeded, incorrect verify address selection, and duplicate scan.

Grant/Catron County

Adult/DW 1 finding & no observations (All findings resolved)

Scan for credential wasn't scanned in correct tab and missing one scan in application

Youth 4 findings & 1 observation (All findings and observations resolved).

Application missing eligibility scans, no case notes for attempted contact prior to case closure, dates not matching, file didn't have any scanned documents, phones type not selected for contacts.

Sierra County

Adult/DW 3 findings and no observations (All findings resolved)

Needed to scan in OJT checks, needed more contacts in application, Pre-award Survey for OJT not scanned in properly, need to fix the verifies a few documents, needed to enter a few vouchers, and needed to enter a few case notes for activities and Plan.

Youth 5 findings and 1 observation (All findings and observations resolved).

Missing scanned documents, activities system closed, missing follow-ups and case note for follow-ups, no case notes on some files, Work Experience agreements missing (need to void activity), phone types not selected for contacts.

Socorro County

Adult/DW 4 findings and no observations. (All findings resolved).

Need a few scans, Public Assistance document is for the wrong person, need to enter the selective service dates, need to enter training activity, fix a system closed, enter the Provider information in activity, need to work on the Plans, need to do closure if participant is complete with training, and need to enter vouchers.

Youth 2 finds and 1 observation (All findings and observations resolved).

Missing scanned family income, activity system closed, phone types not selected for contacts.

Alamo/Socorro County

Youth 6 findings and 1 observation (All findings and observations resolved).

Missing scanned documents or not legible, no case notes, duplicate activities entered, missing test scores, missing follow-up, No Work Experience agreements scanned and no activity for it also incorrect labeling of scanned documents, dates are months apart, no alternative contacts and scans are not correct.

2019

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | | | | | 1 | 2 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | 31 | | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | 30 | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |
| | | | | | | | | | | | | | | | | | | | | |

Holidays



New Mexico 
Workforce Connection

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