

**Southwestern Area
Workforce Development Board**

Board Meeting Minutes

Bodega Burger Co.
606 California Street
Socorro, NM

Thursday, April 25, 2019 at 10:00 a.m.

MEETING MINUTES

I. Call to Order

- a. Chairman Olguin called the meeting to order at 10:08 a.m.

II. Welcome and Introductions

- a. Mr. Whitehead made a **motion to allow board members to participate in the meeting telephonically, seconded by Mr. Martinez. Motion Carried unanimously.**
- b. Chairman Olguin welcomed everyone, thanked Debra Dean for hosting the meeting, and asked for introductions.

III. Roll Call and Abstentions

- a. Ms. Longovia called roll.
- b. No abstentions.

Present:

Cassie Arias*
Chris Boston
Deborah Dean
Jacqueline Fryar
Joe Gristy
Marlene Herrera
Marcos Martinez
Rod Matcham
Michael Olguin
Joshua Orozco
Kim Skinner
Mary Ulrich
Gary Whitehead
*Via telephone

Absent:

MaryAnn Chavez-Lopez
Alisa Estrada
Alonzo Gonzales
Erik Padilla
Anton Salome
Debbie Schoonover
Steve Siañez
Leona Wagner

Staff:

Jay Armijo, Executive Director, SCCOG
Carol Craft, WIOA Program Manager
Steve Duran, WIOA Administrator
Katherine Gervasio, Fiscal Administrator
Angela Longovia, Communications Specialist
Joe McClintock, Project Manager

Guests:

Alexandria King, NMDWS-WIOA
Maria Ethier, Title II, Adult Ed. DACC
Erik Rivera, WIOA Adult/DW
Yvette Bayless, WIOA Adult/DW
Concha Cordova, YDI
Teresa Vasquez, HELP-NM

Yvonne Rios, Training & Development Specialist

Mary Almanza, HELP-NM
Victoria Mares, HELP-NM
Haydee Ramirez, HELP-NM
Patricia Arrieta, HELP-NM
Monique Maez, HELP-NM
Noah De la Garza, HELP-NM
Janette Dunn, ResCare
Karen Ramage, ResCare
Roxanne Abeyta, HELP-NM
Cecilia Ortiz, WIOA Adult/DW
Tracey Bryan, State WF Board
James Fielder, WIOA
Darleen Lopez, WIOA - A/DW
Katharine Elverum, A/DW – TorC
Miguel Martinez, HELP-NM
Jackie Muncy, DOH - HP

IV. Public Comment

- a. Maria Ethier with Title II, Adult Education from Doña Ana Community College
- b. Jackie Muncy with Department of Health
- c. Tracy Bryan with the State Workforce Board

V. Approval of Agenda

- a. Ms. Fryar made **a motion to approve the agenda; seconded by Ms. Dean. Motion carried unanimously.** The members that voted by telephone are as follows:
Ms. Arias – Yes

VI. Professional Development

- a. Youth Career Academy Presentation. Ms. Lopez from ResCare shared testimonials, photos, videos from staff and participants of the Youth Career Academy pilot program.

VII. Certificates of Completion

- a. Chairman Olguin presented Certificates of Completion to board members who completed the WIOA 101 training created by the WIOA Administrator for the SAWDB members.

VIII. Discussion, Consideration and Possible Action Regarding

- a. Motion to accept the minutes from the January 10, 2019 meeting. Mr. Gristy **made a motion to accept the minutes from the January 10, 2019 meeting; seconded by Mr. Boston.** Motion carried unanimously. The members that voted by telephone are as follows:
Ms. Arias – Yes
- b. Resolution 18 – 35 accepts the Independent Auditor’s Report for the period of July 1, 2017 to June 30, 2018. Ms. Gervasio, Fiscal Administrator, introduced Mr. Stone of Stone, McGee & Co, C.P.A. who presented the report by phone. Mr. Orozco made **a motion to approve Resolution 18 – 35; seconded by Ms. Skinner. Motion carried unanimously.** The members that voted by telephone are as follows:
Ms. Arias – Yes
- c. Resolution 18 – 36 issues the award for the Request for Proposals for the Workforce

Innovation and Opportunity Act Youth Services from July 1, 2019 to June 30, 2020, with an option to renew annually for up to two consecutive years, and authorizes the Chair or Vice-Chair to sign the agreement. Ms. Skinner made **a motion to accept Resolution 18 – 36; seconded by Ms. Fryar. Motion carried unanimously.** The members that voted by telephone are as follows:

Ms. Arias – Yes

- d. Resolution 18 – 37 ratifies the Executive Committee’s resolution to authorize the purchase and payment to the New Mexico Department of Workforce Solutions for 100 desktop computers, keyboards, and mice. The New Mexico Department of Workforce Solutions will procure the computers at the expense of the Southwestern Area Workforce Development Board, then install the software and computers at their expense at the New Mexico Workforce Connection centers in the Southwestern Region. Mr. Orozco made a **motion to approve Resolution 18 – 37; seconded by Mr. Boston. Motion carried unanimously.** The members that voted by telephone are as follows:

Ms. Arias – Yes

- e. Resolution 18 – 38 ratifies the Executive Committee’s resolution to approve local board policies. Mr. Gristy made a **motion to approve Resolution 18 – 38; seconded by Mr. Martinez. Motion carried unanimously.** The members that voted by telephone are as follows:

Ms. Arias – Yes

- f. Resolution 18 – 39 approves new and modified local board policies. Mr. Martinez made a **motion to approve Resolution 18 – 39; seconded by Ms. Skinner. Motion carried unanimously.** Ms. Arias departed the meeting during the presentation of this resolution.
- g. Resolution 18 – 40 authorizes the disposal of damaged equipment. Mr. Whitehead requested an amendment be made that specifically includes the disposal of computers in conjunction with those that will be purchased in Resolution 18 – 37. A list of the specific computers are to be attached to this resolution. Mr. Gristy made a **motion to accept amended Resolution 18 – 40; seconded by Ms. Fryar. Motion carried unanimously.**

IX. Reports and Information Items

a. Service Provider Reports

- i. Ms. Bayless with ResCare reported on the Adult and Dislocated Worker programs.
- ii. Mr. Martinez with HELP-NM reported on the Youth programs.

b. Administrative and Fiscal Reports

- i. Due to limited time, the administrative reports were not presented. That information is provided in the meeting packet for members to review.
- ii. Ms. Gervasio, the Fiscal Administrator, reported the financial statements through March 31, 2019.

c. Committee Reports

- i. Ms. Ulrich shared that at the March Youth & Young Adult Committee meeting, there was a presentation from the New Mexico National Guard Youth Challenge Academy. She really enjoyed it and would like the Board to know about it.

X. Other

a. Member Input

- i. Chairman Olguin encouraged everyone to enjoy lunch in Socorro

- ii. Mr. Orozco commented on last Planning Committee meeting and the meeting packets

XI. Public Comment (3-Minute Limit)

- a. No public comment

XII. Next Meeting

- a. A Special Meeting is expected to take place in early June.

XIII. Adjournment

Meeting was adjourned at 1:01 p.m.

ATTESTED

Date