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**Southwestern Area
Workforce Development Board**

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Board Meeting Minutes

Elephant Butte Lake RV Resort Event Center
402 Butte Blvd. (Hwy 195)
Elephant Butte, NM

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

DRAFT OF MEETING MINUTES

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I. Call to Order

- a. Chairman Olguin called the meeting to order at 10:07 a.m.

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II. Welcome and Introductions

- a. Chairman Olguin welcomed everyone, asked for introductions, and thanked the LaFont's for hosting the meeting at the Event Center.

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III. Roll Call and Abstentions

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a. Ms. Longovia called roll.
b. Mr. Whitehead made a **motion to allow board members to participate in the meeting telephonically, seconded by Mr. Boston. Motion passed.**

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Present:

19 Chris Boston
20 MaryAnn Chavez-Lopez*
21 Deborah Dean
22 Alisa Estrada*
23 Joe Gristy
24 Marcos Martinez
25 Michael Olguin
26 Joshua Orozco
27 Erik Padilla
28 Anton Salome
29 Steve Siañez
30 Sharon Thomas
31 Mary Ulrich
32 Gary Whitehead
33 *Via telephone

Absent:

Cassie Arias
Jacqueline Fryar
Alonzo Gonzales
Marlene Herrera
Debbie Schoonover
Kim Skinner

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Staff:

35 Jay Armijo, Executive Director, SCCOG
36 Carol Craft, WIOA Program Manager
37 Steve Duran, WIOA Administrator
38 Katherine Gervasio, Fiscal Administrator
39 Angela Longovia, Communications Specialist
40 Joe McClintock, Project Manager
41 Yvonne Rios, Training & Development Specialist

Guests:

Yvette Bayless, ResCare
Eric Rivera, ResCare
Sharon Finarelli, Apple Tree Education Ctr
Virginia Lee, Sierra County Detention
Fred Owensby, DACC
Concha Cordova, YDI
Katharine Elverum, ResCare

42 Jeff Waugh, LCPS/Career Readiness
43 Alexandria King, DWS
44 Juanisha Padilla, ANSBI
45 Asha Baker Hernandez, YDI
46 Tracey Bryan, State Workforce Board
47 Marietta Valdez, Workforce LC
48 Leslie Reyes, Workforce LC
49 Richard Wagner, NMWC Las Cruces
50 Darleen Lopez, ResCare
51 Cindy Quillin, ResCare
52 Roberto Montoya, NMDWS Deming, Silver
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54 **IV. Public Comment**

- 55 a. Virginia Lee, Sierra County Detention
56 b. Sharon Finarelli, Apple Tree Educational Center

57 **V. Approval of Agenda**

- 58 a. Mr. Padilla made a motion to approve the agenda; seconded by Mr. Salome. **Motion**
59 **passed.** The members that voted by telephone are as follows:
60 **Ms. Estrada – Yes**

61 **VI. Consent Agenda Items – These items are approved with one motion unless a member**
62 **wishes to remove an item for discussion.** Ms. Chavez-Lopez joined the meeting.

- 63 a. *Motion to accept the minutes from the June 21, 2019 meeting
64 b. *Resolution 19 – 01 approves board member Sharon Thomas to the Planning Committee
65 c. *Resolution 19 – 02 authorizes the disposition of equipment and property

66 Mr. Padilla made a motion to approve the **Consent Agenda Items; seconded by Mr. Orozco.**
67 **Motion passed.** The members that voted by telephone are as follows:
68 **Ms. Chavez-Lopez – Yes**
69 **Ms. Estrada – Yes**

70 **VII. Professional Development**

- 71 a. Presentation on WorkKeys. Ms. Valdez with Department of Workforce Solutions at New
72 Mexico Workforce Connection in Las Cruces presented on ACT WorkKeys, what it is and
73 how the test benefits employers.

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

- 75 a. Resolution 19 – 03 approves a Grant Agreement modification between the NM
76 Department of Workforce Solutions and the Southwestern Area Workforce Development
77 Board to increase funds in the amount of \$17,462 for a total amount of \$5,530,026.00 and
78 authorizes the Chair or Vice Chair to sign the contract modification. Mr. Orozco **made a**
79 **motion to approve Resolution 19 – 03; seconded by Ms. Dean. Motion passed.** The
80 members that voted by telephone are as follows:
81 **Ms. Chavez-Lopez – Yes**
82 **Ms. Estrada – Yes**
- 83 b. Resolution 19 – 04 approves new and modified local board policies. There was discussion
84 about the Supportive Services Policy 17–09.3. Members voted to approve Resolution 19 –
85 04, but there was still another policy to present. The vote was recalled and the recall
86 passed. The Grievance and Complaint Policy 18-10.1 was presented. Ms. Thomas
87 requested that administrative staff add to this policy allowing appeals from a customer be

- 88 presented the board for review. Staff will need to research if anything prohibits this action.
89 Ms. Dean made **a motion to approve Resolution 19 – 04; seconded by** Mr. Martinez.
90 **Motion passed.** The members that voted by telephone are as follows:
91 **Ms. Chavez-Lopez – Yes**
92 **Ms. Estrada – Yes**
- 93 c. Resolution 19 – 05 authorizes the Administrative Entity to negotiate and sign a lease
94 agreement for office space at the Loretto Towne Center in Las Cruces, NM. Mr. Martinez
95 stated that Las Cruces is growing and suggested looking at space for another
96 comprehensive center rather than acquiring additional office space for staff. Mr. Padilla
97 made **a motion to accept Resolution 19 – 05; seconded by** Mr. Boston. Mr. Martinez
98 opposed. **Motion passed.** The members that voted by telephone are as follows:
99 **Ms. Chavez-Lopez – Yes**
100 **Ms. Estrada – Yes**
- 101 d. Resolution 19 – 06 authorizes travel and conference fees for up to seven board members
102 to attend the Annual Texas Workforce Conference to be held on December 4 – 6, 2019 in
103 Grapevine, TX. An amendment was made to remove the limit on the number of board
104 members who may attend the conference. Mr. Orozco made a **motion to approve**
105 **amended Resolution 19 – 06 allowing no limit of board members to attend the**
106 **conference; seconded by** Ms. Ulrich. **Motion passed.** The members that voted by
107 telephone are as follows:
108 **Ms. Chavez-Lopez – Yes**
109 **Ms. Estrada – Yes**
- 110 e. Resolution 19 – 07 open discussion on having board member work-sessions between
111 regular board meetings. After some discussion, Chairman Olguin made **asked the board**
112 **to Take No Action on Resolution 19 – 07. Motion passed.** The members that voted by
113 telephone are as follows:
114 **Ms. Chavez-Lopez – Yes**
115 **Ms. Estrada – Yes**
- 116 f. Resolution 19 – 08 to establish SAWDB Bank account as an interest-bearing account. Mr.
117 Boston **made a motion to approve Resolution 19 – 08; seconded by** Mr. Martinez.
118 **Motion passed.**
119 **Ms. Chavez-Lopez – Yes**
120 **Ms. Estrada – Yes**

121 IX. Reports and Information Items

- 122 a. Service Provider Reports
- 123 i. Ms. Padilla with Alamo Navajo Schools reported on WIOA Youth services in the
124 Alamo Navajo Reservation in Socorro County; Mr. Rivera with ResCare WIOA
125 Adult/Dislocated Workers services introduced a software program called FutureWork
126 Systems
- 127 b. Due to current length of meeting, Chairman Olguin asked that remaining reports be
128 emailed to board members: Youth Development, Inc's Service Provider report, Site
129 Manager's reports, One-Stop Operator report, Administrative and Financial reports
- 130 c. Update on USDOL Monitoring Review; DWS Monitoring Review; State Sector Strategies;
131 and letter to Local Boards
- 132 i. There was discussion between board members; Ms. Bryan with the State Workforce
133 Board and Ms. King with Department of Workforce Solutions provided additional
134 information

135 X. Other

- 136 a. Member Input

- 137 i. Chairman Olguin presented Mr. Salome with his Certificate of Completion for the
138 WIOA 101 Board Training
139 ii. Chairman Olguin thanked everyone for being supportive while he served as Chair

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

- 141 a. No public comment

142 **XII. Next Meeting**

- 143 a. Thursday, October 3, 2019 at 10:00 a.m.

144 **XIII. Adjournment**

145 **Meeting was adjourned at 2:01 p.m.**

146 **ATTESTED**

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Date

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