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**Southwestern Area  
Workforce Development Board**

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**Board Meeting Minutes**

New Mexico Farm & Ranch Heritage Museum  
4100 Dripping Spring Road  
Las Cruces, NM

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**Thursday, September 12, 2019 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 10:09 a.m.

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**II. Welcome and Introductions**

- a. Chairman Orozco welcomed everyone, asked for introductions

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**III. Roll Call and Abstentions**

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

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**Present:**

Cassie Arias  
Chris Boston  
Deborah Dean\*  
Joe Gristy  
Marlene Herrera  
Joshua Orozco  
Anton Salome\*  
Kim Skinner  
Sharon Thomas  
Mary Ulrich  
Gary Whitehead  
\*Via telephone

**Absent:**

MaryAnn Chavez-Lopez  
Alisa Estrada  
Jacqueline Fryar  
Alonzo Gonzales  
Marcos Martinez  
Michael Olguin, Jr.  
Erik Padilla  
Debbie Schoonover  
Steve Siañez

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**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  
Yvonne Rios, Training & Development Specialist

**Guests:**

Darleen Lopez, NMWC  
Cindy Quillin, NMWC  
Alix King, NMDWS  
Yvette Bayless, NMWC  
Valerie Trujillo, NMWC  
Patrick Madrid, NMWC  
Melissa Darrow, NMWC  
Tracey Bryan, Bridge of SNM  
Fred Owensby, DACC  
Arnold Ontiveros, YDI  
Tommy Escudero, YDI

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Natalie Martinez, YDI  
Carrie Hernandez, LCPS  
Sonya Quintero, LCPS  
Dave Reiff, LCPS  
Rachel Knight, LCPS-ACE  
Jeff Waugh, LCPS-ACE  
Teresa Vasquez, HELP-NM  
Victoria Mares, HELP-NM  
Roberto Montoya, SilverCity, Deming WC  
Shannon Reynolds, Doña Ana  
Maria Ethier, DACC Adult Ed.

**IV. Public Comment**

- a. None

**V. Approval of Agenda** (Items marked with an asterisk \* are considered consent agenda items as shown in the consent agenda section below. These items are approved with the motion to approve of the agenda unless a member requests that a specific item be removed for its own action. There is no discussion on these items).

- a. Mr. Gristy made **a motion to approve the agenda; seconded by Ms. Herrera. Motion passed.** The members that voted by telephone are as follows:  
**Ms. Arias – Yes**  
**Ms. Dean – Yes**  
**Mr. Salome – Yes**

**VI. Consent Agenda Items – These items are approved with one motion unless a member wishes to remove an item for discussion.**

- a. \*Motion to accept the minutes from the July 25, 2019 meeting. Mr. Gristy made **a motion to approve the minutes; seconded by Mr. Boston. Motion passed.** The members that voted by telephone are as follows:  
**Ms. Arias – Yes**  
**Ms. Dean – Yes**  
**Mr. Salome – Yes**

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**VII. Discussion, Consideration and Possible Action Regarding**

- a. Update on the Two-Sector Strategy process. Mr. McClintock presented. Interrupted internet connection caused only a partial viewing of the video aspect of the presentation. Mr. McClintock stated a link to that video will be emailed to the board members.
- b. Presentation and discussion on a Memorandum of Agreement between the Southwestern Area Workforce Development Board and Las Cruces Public Schools to provide mentoring services to students pursuing teacher certifications. Mr. Duran presented information and indicated that a Memorandum of Agreement will be presented to the board at the November 2019 meeting to pay 50% of the LCPS mentor’s salary under the apprenticeship program.
- c. Resolution 19 – 09 authorizes the Board Chair, Joshua Orozco as a signatory on the Southwestern Area Workforce Development Board’s bank accounts. Mr. Boston made **a motion to accept Resolution 19 – 09; seconded by Ms. Herrera. Motion passed.** The members that voted by telephone are as follows:  
**Ms. Arias – Yes**  
**Ms. Dean – Yes**  
**Mr. Salome – Yes**

90 d. Resolution 19 – 10 approves a new Southwestern Area Workforce Development Board  
91 meeting calendar through June 30, 2020. At the request of Chairman Orozco, a new  
92 meeting calendar was presented with regular board meetings scheduled every other  
93 month instead of every three months. Mr. Boston made a **motion to approve Resolution**  
94 **19 – 10; seconded by** Ms. Thomas. **Motion passed.** The members that voted by  
95 telephone are as follows:  
96 **Ms. Arias – Yes**  
97 **Ms. Dean – Yes**  
98 **Mr. Salome – Yes**

99 e. Resolution 19 – 11 approves local board policy revisions. Ms. Rios presented the edits  
100 made to the Supportive Services Policy and the Individual Training Account (ITA) Policy.  
101 With much discussion, Chairman Orozco asked for a vote to approve the Supportive  
102 Services Policy. **Motion passed.** The members that voted by telephone are as follows:  
103 **Ms. Arias – Yes**  
104 **Ms. Dean – Yes**  
105 **Mr. Salome – Yes**

106 Discussion about the ITA policy included the last date to enroll participants into this  
107 program. Some members felt the last date to enroll participants should be changed while  
108 other members wanted to leave the proposed policy as-is. Chairman Orozco asked for a  
109 roll call vote to **change the enrollment date for participants into the ITA program.** The  
110 members that voted are as follows:

111 Ms. Arias – Yes  
112 Mr. Boston – No  
113 Ms. Dean – No  
114 Ms. Gristy – No  
115 Ms. Herrera – abstained  
116 Mr. Orozco – Yes  
117 Mr. Salome – Yes  
118 Ms. Skinner – No  
119 Ms. Thomas – Yes  
120 Ms. Ulrich – Yes  
121 Mr. Whitehead – No

122 With a tie vote, the amendment failed to pass. Chairman Orozco asked for a vote to  
123 approve the ITA Policy as presented. Motion passed. The members that voted by  
124 telephone are as follows:  
125 **Ms. Arias – Yes**  
126 **Ms. Dean – Yes**  
127 **Mr. Salome – Yes**

128 **VIII. Reports and Information Items**

- 129 a. Committee Reports:
- 130 i. Disabilities Committee: Mr. Boston presented the items that were discussed at the  
131 June 14, 2019 meeting
  - 132 ii. Monitoring Committee: Ms. Skinner shared what the Monitoring Committee covered  
133 at the Special Meeting that took place on August 15, 2019
  - 134 iii. One-Stop Committee: Ms. Ulrich reported for the April 25, 2019 meeting
  - 135 iv. Planning Committee: Mr. Duran shared items from the January 17, 2019 meeting
  - 136 v. Youth & Young Adult Committee: Ms. Ulrich shared the discussion from the June 18,  
137 2019 meeting
- 138 b. Service Provider Reports

- 139 i. ResCare Workforce Services: Ms. Bayless reported for the Adult & Dislocated  
140 Worker services
- 141 ii. Youth Development, Inc.: Mr. Ontiveros presented for the Youth services
- 142 c. Site Manager's Reports
- 143 i. Deming and Silver City: Mr. Roberto provided updates for the workforce centers in  
144 both Deming and Silver City
- 145 ii. Las Cruces: Ms. Lopez provided information about the Las Cruces, Socorro, and  
146 Truth or Consequences workforce centers
- 147 d. One-Stop Operator Report
- 148 i. Ms. Lopez shared the latest information about the workforce activities and goals for  
149 the region
- 150 e. Administrative and Financial Reports
- 151 i. Ms. Longovia presented social media posts and updates to the regional website
- 152 ii. Ms. Rios reported the technical assistance and trainings provided to the service  
153 providers and the service providers' service goals and budget summary
- 154 iii. Ms. Gervasio stated there was a glitch in the formulas of her spreadsheet causing  
155 inaccurate reporting. A corrected report will be emailed to the members the following  
156 day.

157 **IX. Professional Development**

- 158 a. Presentation – Online Career Exploration Services
- 159 i. With internet issues, Mr. Duran stated that a link for the Online Career Exploration  
160 Services would be emailed to the board members

161 **X. Other**

- 162 a. Member Input
- 163 i. Ms. Thomas shared information about Electronic Care Giver, a large employer in  
164 Las Cruces

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

- 166 a. Ms. Bryan from the Bridge of Southern New Mexico spoke

167 **XII. Next Meeting**

- 168 a. Thursday, November 7, 2019 at 10:00 a.m.

169 **XIII. Adjournment**

- 170 a. Meeting was adjourned at 1:24 p.m.

171 **ATTESTED**

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**Date**