

Region IV, Chief Elected Officials

Meeting

Andres Z. Silva Conference Center
119 E. Pine St.
Deming, NM 88030

Friday, September 21, 2018 at 10:00 a.m.

MEETING MINUTES

I. Call to Order

Mayor Miyagishima called the meeting to order at 10:05 am.

II. Pledge of Allegiance

- a. Mayor Miyagishima asked everyone to join him in the Pledge of Allegiance

III. Approval for Participation by Telephone

- a. Mayor Jasso made **a motion to approve meeting participation by telephone for Commissioner Jaramillo; seconded by Commissioner Smrkovsky. Motion carried unanimously.**

IV. Welcome and Introductions

- a. Mayor Miyagishima welcomed everyone to the meeting and asked those present to introduce themselves.

V. Roll Call and Abstentions

- a. Ms. Longovia called roll. Commissioner Edwards abstained from voting.

Present:

Commissioner Alicia Edwards
City Councilor Irene Galvan
Mayor Steve Green
Commissioner Pauline Jaramillo*
Mayor Benny Jasso
Mayor Ken Miyagishima
Mayor Andy Nuñez
Commissioner Linda Smrkovsky

Absent:

Mayor Pro Tem Lucas Carlos Arzabal
Mayor Richard Bauch
County Assessor Susan Griffin
Mayor Hilda Kellar
Mayor Charles Kelly
Mayor Eunice Kent
Mayor Ken Ladner
Chapter President Buddy Mexicano
Mayor Javier Perea
Mayor Pro Tem Freddie Rodriguez
Mayor Richard Rumpf
Mayor Esequiel Salas
Commissioner Mary Ann Stewart
Mayor Deb Stubblefield
Mayor Diana Trujillo

Staff:

Carol Craft, WIOA Program Manager
Steve Duran, WIOA Administrator
Katherine Gervasio, Fiscal Agent

Guests:

Miguel Martinez, HELP-NM
Yvette Bayless, NMWFC
Tracey Bryan, The Bridge of SNM

Angela Longovia, Communications Specialist
Joe McClintock, Project Manager
Yvonne Rios, Training & Development Specialist

Niki Casillas, DWS
Roberto Montoya, Deming WC
Rebecca Dow, District 33

VI. Public Comment

No public comment.

VII. Approval of Agenda

- a. **Agenda Approval** – Mayor Green made **a motion to approve the agenda; seconded by Mayor Nuñez. Motion carried unanimously.** The members who voted by telephone are as follows:

Commissioner Jaramillo – Yes

VIII. Professional Development

- a. Mr. Martinez, the Regional Manager for HELP-NM, the service provider for WIOA Youth services in the southwestern region presented. Mr. Martinez shared performance outcomes during the last year and shared a video of their latest outreach blitz

IX. Consent Agenda Items – (*Items marked with an asterisk * are considered items that may be voted on with one motion unless a member requests that a specific item be removed for its own action. There is no discussion on these items*).

- a. *Motion to accept the minutes from the June 26, 2018 meeting
- b. *Resolution 18 – 01 concurs with the Southwestern Area Workforce Development Board to approve a contract modification between the Southwestern Area Workforce Development Board and the New Mexico Department of Workforce Solutions, Grant Agreement No. 18-004-PY17 Modification No. 1, for an increased award amount of \$22,478.00 for WIOA services effective July 1, 2018 through June 20, 2019 and authorizes the Chair or Vice-Chair to sign the agreement
- c. *Resolution 18 – 02 concurs with the Southwestern Area Workforce Development Board to approve the modification to WIOA policies to be effective on September 1, 2018
- d. *Resolution 18 – 03 concurs with the Southwestern Area Workforce Development Board to authorize the administrative entity to issue a Request for Proposals for services for WIOA youth services for PY19 (July 1, 2019 – June 30, 2020), with an option to renew annually for up to three additional years

Mayor Miyagishima asked if there were any Consent Agenda Items that any members wished to discuss. The answer was none. Mayor Miyagishima asked for a motion to accept items a through d of the Consent Agenda Items. **A motion to accept Consent Agenda Items a through d was made by Mayor Nuñez; seconded by Mayor Green. Motion carried unanimously.** The members who voted by telephone are as follows:
Commissioner Jaramillo – Yes

X. Discussion, Consideration and Possible Action Regarding

- a. Resolution 18 – 04 concurs with the Southwestern Area Workforce Development Board to authorize the administrative entity to procure services to develop customized county level workforce development plans. Mr. Duran explained that the workforce board's planning committee is recommending that workforce development plans be created for each county within the region. The customized plans will benefit the communities at large, the board,

its workforce partners, and elected officials with greater detail on the specific needs of each county and how the workforce system can address those needs. If approved, the Administrative Entity will issue a procurement, which may include a Request for Proposals (RFP) for the service. Mr. Duran also stated that when Ms. Bryan with The Bridge of Southern New Mexico speaks during Public Comment, she will share a collaborative project they have done in Doña Ana County that is similar to this county level workforce plan we want to do. Mayor Miyagishima asked Ms. Bryan to speak now since her topic is relevant to the current discussion. Ms. Bryan provided a handout for the members and shared a short PowerPoint. **A motion was made by Mayor Nuñez to approve Resolution 18 – 04; seconded by Mayor Jasso. Motion carried unanimously.** The members that voted by telephone are as follows:

Commissioner Jaramillo – Yes

- b. Resolution 18 – 05 approves the agreement between the Chief Elected Officials and Southwestern Area Workforce Development Board. Under federal regulations, each local workforce development board and their Chief Elected Officials are required to have a Partnership Agreement. Mr. Duran outlined the purpose of the agreement, its terms, and conditions. The agreement is required under the Workforce Innovation and Opportunity Act. **A motion was made by Commissioner Jaramillo to approve Resolution 18 – 05; seconded by Mayor Green. Motion carried unanimously.** The members that voted by telephone are as follows:

Commissioner Jaramillo – Yes

- c. Resolution 18 – 06 concurs with the Southwestern Area Workforce Development Board to approve the PY18/FY19 Budget Amendment for the period of July 1, 2018 through September 30, 2019. This budget amendment increases funding from the NM Department of Workforce Solutions in the amount of \$21,478 and it also recognizes an increase in prior year carry-in funds in the amount of \$650,000.00. If approved by the Chief Elected Officials, ResCare will receive an increase on \$586,292.00 and \$60,000.00 in the Adult/DW and One-Stop Operator contracts, respectively. Help-NM, Inc., the youth service provider for Areas I, II, and III will receive an increase of \$82,938.00. Reserve funds in the amount of \$57,752.00 are transferred (decreased) as part of the increase to the One-Stop Operator. Mr. Duran presented the current budget, proposed budget amendment #2, and the differences between the current budget and the proposed budget amendment. **A motion was made by Commissioner Smrkovsky to approve Resolution 18 – 06; seconded by City Councilor Galvan. Motion carried unanimously.** The members that voted by telephone are as follows:

Commissioner Jaramillo – Yes

- d. Resolution 18 – 07 concurs with the Southwestern Area Workforce Development Board to authorize the administrative entity to negotiate and issue a contract amendment to increase funds to **Help – NM, Inc. to provide WIOA Youth services** in the amount authorized in budget Resolution 18 – 06, and to authorize the Chair or Vice Chair to sign the contract amendment. Mr. Duran shared that the current contract amount is \$1,261,383.00. The funds for this increase are from additional carry-in funds from the prior year's budget balance. The administrative entity will negotiate additional units of services corresponding to the amount of funds added to the contract. **A motion was made by Mayor Green to approve Resolution 18 – 07; seconded by Mayor Jasso. Motion carried unanimously.** Commissioner Jaramillo had departed the meeting by phone.

- e. Resolution 18 – 08 concurs with the Southwestern Area Workforce Development Board to

authorize the administrative entity to negotiate and issue a contract amendment to increase funds to **ResCare Workforce Services to provide WIOA Adult & Dislocated Worker services** in the amount authorized in budget Resolution 18 – 06, and to authorize the Chair or Vice Chair to sign the contract amendment. Mr. Duran share that the current contract amount is \$2,581,916.00. The funds for this increase are from additional carry-in funds from the prior year's budget balance. The administrative entity will negotiate additional units of services corresponding to the amount of funds added to the contract. **A motion was made by Commissioner Smrkovsky to approve Resolution 18 – 08; seconded by Mayor Green. Motion carried unanimously.** The members that voted by telephone are as follows:

Commissioner Jaramillo – Yes

- f. Resolution 18 – 09 concurs with the Southwestern Area Workforce Development Board to authorize the administrative entity to negotiate and issue a contract amendment to increase funds to **ResCare Workforce Services to provide WIOA One Stop Operator services** in the amount authorized in budget Resolution 18 – 06, and to authorize the Chair or Vice Chair to sign the contract amendment. Mr. Duran shared that the current contract amount is \$150,000.00. The funds for this increase are from additional carry-in funds from the prior year's budget balance. The administrative entity will negotiate additional units of services corresponding to the amount of funds added to the contract. **A motion was made by Councilor Galvan to approve Resolution 18 – 09; seconded by Mayor Jasso. Motion carried unanimously.**

XI. Reports and Information Items

a. Administrative & Fiscal Reports

- i. Ms. Longovia, the Communications and Graphic Design Specialist, presented her social media posts from July 1, 2018 through August 31, 2018 and shared that we are planning to create a new website with Wix.com. A new page with information for all meetings has been added to the EmployNM.com website for the 24/7 public access.
- ii. Ms. Rios, the Training Specialist, shared that technical assistance is provided to the service providers who have questions about participant eligibility, completing forms, and more to get participants qualified and enrolled for WIOA services. Ms. Rios reported the number of technical assistance sessions for the WIOA Adult & Dislocated Worker program from July 1, 2018 through August 31, 2018 totaled 266 sessions, equal to 66.5 hours. For the WIOA Youth program, she and Ms. Craft provided 221 sessions of technical assistance totaling 55.25 hours. Two days of trainings took place for the WIOA Adult & Dislocated Worker case managers in September.
- iii. Ms. Craft, the Program Manager, shared her report on the service provider goals versus actuals for the Alamo Navajo School Board Youth, HELP-New Mexico Youth, and ResCare's Adult & Dislocated Worker services. This report includes a summary that showed the budget, year-to-date expenditures, and balance for each of the programs. In Area II, which covers Catron, Grand, and Hidalgo Counties, HELP-NM has a goal of enrolling a total of 20 participants for the In-School Youth program and they have enrolled 3 thus far. Their goal for Out-of-School Youth enrollment is a total

of 51 participants for the entire year, and they have already enrolled 24. For the Adult program, ResCare has a goal of enrolling a total of 318 participants for the entire year throughout the region, and they have enrolled 87 participants to-date. Under the Dislocated Worker program, ResCare has enrolled 4 participants since July 1, 2018 while their goal for the year is to enroll a total of 82 participants. Ms. Craft also shared a summary of the budget, obligations, and financial balances for each of the programs.

- iv. Ms. Gervasio, the Fiscal Administrator, reported on the financial statements. The balance sheet for the period ending August 31, 2018 states assets and liabilities in the amount of \$356,893. The statement of revenues, expenditures, and changes in fund balances state a budget of \$7,436,518 and expenditures of \$580,242, with a variance of \$6,856,276. Ms. Gervasio also presented graphs showing the expenditures by fund and by county.
- v. Mr. McClintock, the Project Manager, reported the status of the Youth Career Academy. He shared that getting started with hiring and training staff for this limited-time program has taken longer than expected. A handout was provided in place of page 49 in the meeting packet. This handout contains updated numbers on a dashboard showing the participant retention goals, actual number of participants for each phase of the program, and participant goals for each of the seven counties in our region. 111 participants is the enrollment goal for this Youth Career Academy. They currently have 52 participants enrolled with 7 participants currently in the Career Exploration phase.

XII. Other

a. Member Input –

- i. Commissioner Smrkovsky shared that she feels everything is presented very well and it shows that everyone is working very hard and she is glad to be a part of it.

XIII. Public Comment (3-Minute Limit)

- a. Representative Rebecca Dow represents the northern part of Lordsburg, Grant County and Sierra County. She shared what is it like to be a provider for Early Childhood, a very high-demand job in New Mexico. She is familiar with Work Experience for participants under the WIOA Youth program and shared some concerns about the availability of funds and work experience hours. Mr. Duran commented that we will look into her concerns and will follow-up with her.
- b. Mr. Martinez commented that HELP-NM is a partner with ResCare in the Youth Career Academy and wants them to succeed. He addressed the members and asked them to help identify the youth that may qualify for the Academy in their area with mass marketing.

XIV. Next Regular Meetings

- a. The next is scheduled for Friday, December 14, 2018 at 10:00 a.m. in Truth or Consequences.
- b. Mr. Duran added that with all the successes that we see throughout our region, there are also some deficiencies. He asked that the stakeholders and other agencies work together to help make workforce development more successful. In the next two to three months, you should

see invitations for the county level workforce action plans. Mr. Duran thanked the Chief Elected Officials for their role in supporting their community.

XV. Adjournment

Mayor Miyagishima adjourned the meeting at 12:40 p.m.

ATTESTED

Date