

# SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

## Planning Committee Meeting Agenda

Mesilla Town Hall  
2231 Avenida de Mesilla  
Mesilla, NM

Thursday, October 11, 2018 at 3:30 pm

*Kathie Davis – Chair  
Josh Orozco – Vice Chair*

- I. Call to Order 3:30 pm
- II. Welcome
- III. Roll Call and Abstentions
- IV. Approval of Agenda
- V. Discussion or Motion for Recommendation Items 3:35 pm – 4:20 pm
  - a) Approval of Summary for July 16, 2018 *pg 2*
  - b) Work-session *pg 4*
    - (i) Modification to the Four-Year Plan Review
  - c) Community Workforce Action Plans by County  
*pg 5*
- VI. Public & Member Comments 4:20 pm – 4:30pm
- VII. Next Meeting
- VIII. Adjournment 4:30 pm

## DRAFT OF MEETING SUMMARY

<b>Meeting</b>	: <b>Planning Committee</b>
Date and time	: July 16, 2018 at 9:00 am
Location of Meeting	: Rio Grande Preparatory Institute 2355 Avenida de Mesilla Mesilla, NM 88046
Chair	: Kathie Davis
Members Attending	: <b>Present:</b> Kathie Davis, Myriam Martinez, Joshua Orozco, Angelo Vega <b>Absent:</b> Cassie Arias, Gary Whitehead <b>Staff:</b> Steve Duran, Joe McClintock
Guests in Attendance	: Jack Eakman, Yvette Bayless, Tara Escalante, Miguel Martinez
Summary submitted by/Signature	: Joe McClintock, Program Manager SAWDB
Next Meeting	: August 20, 2018

#	Agenda Item	Summary
1.	<b>Call to order</b>	Meeting called to order at 9:02 am by Kathie Davis
2.	<b>Welcome and Introductions</b>	Ms. Davis welcomed everyone and asked for those in attendance to introduce themselves
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Davis called roll.
4.	<b>Approval of Agenda</b>	A motion was made by Ms. Martinez to approve the agenda, seconded by Mr. Vega. By unanimous consent, motion carried.
5.	<b>Discussion or Motion for Recommendation Items</b>	<p>(a) Approval of Summary for June 6, 2018 meeting</p> <ul style="list-style-type: none"> <li>Mr. Vega made a motion to accept the Summary, seconded by Mr. Orozco. Motion carried.</li> </ul> <p>(b) Four-Year Plan - Modification Update</p> <ul style="list-style-type: none"> <li>Mr. Duran gave a detailed presentation on the requirements of modifying the Four-Year Plan. The State Administrative Entity has issued a guidance letter on July 3, 2018 that requested the modification be complete and submitted to them by August 31, 2018. This committee will request an extension to allow the collection of data on current and projected labor market information for each county. If the extension is not obtained, the modification will be created with addendums that will allow further analysis for the next year.</li> <li>Mr. Duran will speak with the other Workforce Boards to see if a collaborative approach would cost effective.</li> <li>The committee discussed the timeline of local plan modification supplied on page 7 of the committee packet.</li> <li>Mr. Vega brought a motion to the floor that the committee accept and proceed with the timeline as stated. This motion was seconded by Mr. Orozco. The motion was then expanded to include the continuance of procuring a consultant for the county level. This was also seconded by Mr. Orozco. There were no abstentions from the committee vote, motion carried.</li> </ul> <p>(c) PY 19 Youth Service RFP</p>

#	Agenda Item	Summary
		<ul style="list-style-type: none"> <li>Mr. Duran explained to the committee that every three years the Board issues and RFP for youth services, we have entered into the third and final year for our current contract than ends on June 30, 2019. This RFP will be released earlier than previous years. The Board will vote on the issuance of a contract derived from the received proposals at its January 2019 meeting. This will provide sufficient time for the AE to prepare contracts for the following year that begins July 1, 2019.</li> </ul> <p>(d) Election of a Vice Chair Person for the Planning Committee</p> <ul style="list-style-type: none"> <li>The vacancy of the Vice Chair position was initiated by the resignation of Mr. Kelly Duke from the committee.</li> <li>Mr. Vega brought the nomination of Joshua Orozco for the position of vice chairperson to the floor. After no other nominations were brought to the floor, Joshua Accepted the nomination with unanimous vote from all attending committee members.</li> </ul>
6.	<b>Public &amp; Member Comments</b>	<ul style="list-style-type: none"> <li>Mr. Jack Eakman, city councilor from Las Cruces told the committee about a contingent of representatives that visited the Headquarters of Virgin Galactic to discuss the relocation of employees into our region. Over 100 new employees will move into the area to support Virgin Galactic's efforts at our spaceport. Mr. Eakman mentioned that some of the relocating employees will be bringing families that may need support in career and educational services offered by agencies represented at this committee meeting.</li> </ul>
7.	<b>Next Meeting</b>	Monday, August 20, 2018 at 9:00 am at the Rio Grande Preparatory Institute in Mesilla, NM.
8.	<b>Adjournment</b>	Meeting was adjourned at 9:37 am

Attested: \_\_\_\_\_

Date \_\_\_\_\_

## AGENDA ITEM SUMMARY

Planning Committee

October 11, 2018

### Agenda Item

Work-Session: Modification to the Four-Year Plan Review

#### SUMMARY OF AGENDA ITEM

- The 30-day public comment period has closed for the Modifications to the Four-Year Plan
- In this work-session, we will discuss comments and suggestions received from the public
- We will discuss comments and suggestions from committee members. If you have not already done so, please review the Modified Local Four-Year Plan and bring your comments and suggestions to the meeting for the work-session.
- The board staff and planning committee will make changes and the committee chair will present the amended plan to the Board for approval and adoption at the October 25, 2018 meeting
- This four-year action plan serves to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. According to §679.500, the purpose of the local plan is to set forth the strategy to:
  - (1) direct investments in economic, education, and workforce training programs to focus on providing relevant education and training to ensure that individuals, including youth and individuals with barriers to employment, have the skills to compete in the job market and that employers have a ready supply of skilled workers;
  - (2) apply job-driven strategies in the one-stop delivery system; and
  - (3) enable economic, education, and workforce partners to build a skilled workforce through innovation in, and alignment of, employment, training, and education programs.

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## AGENDA ITEM SUMMARY

Planning Committee

October 11, 2018

### Agenda Item

Community Workforce Action Plans by County

#### SUMMARY OF AGENDA ITEM

- In a previous meeting, the Planning Committee recommended that workforce development plans be created for each county within the region
- These 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
- The Administrative Entity will issue a procurement, which may include a Request for Proposals (RFP) for the service

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# 2018

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Holidays

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Holidays