

1  
2  
**Southwestern Area  
Workforce Development Board**

3  
4  
5  
6  
**Board Meeting Minutes**

Bodega Burger Co.  
606 N. California Street  
Socorro, NM

7  
8  
**Thursday, November 7, 2019 at 10:00 a.m.**

**DRAFT OF MEETING MINUTES**

9  
10  
**I. Call to Order**

- a. Chairman Orozco called the meeting to order at 10:05 a.m.

11  
12  
**II. Welcome and Introductions**

- a. Chairman Orozco welcomed everyone, asked for introductions, and thanked Ms. Dean for hosting the meeting

13  
14  
**III. Roll Call and Abstentions**

- 15  
16  
17  
18  
a. Ms. Longovia called roll.  
b. Ms. Estrada made a **motion to allow board members to participate in the meeting telephonically, seconded by Ms. Skinner. Motion passed. Ms. Herrera abstained from voting on issues related to the budget and youth services.**

19  
20  
**Present:**

21 Deborah Dean  
22 Alisa Estrada  
23 Jacqueline Fryar  
24 Joe Gristy  
25 Marlene Herrera  
26 Marcos Martinez  
27 Joshua Orozco  
28 Erik Padilla\*  
29 Anton Salome  
30 Steve Siañez  
31 Kim Skinner  
32 Sharon Thomas  
33 Mary Ulrich  
34 Gary Whitehead  
\*Via telephone

**Absent:**

Cassie Arias  
Chris Boston  
MaryAnn Chavez-Lopez  
Alonzo Gonzales  
Michael Olguin, Jr.  
Debbie Schoonover

35  
36  
**Staff:**

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

**Guests:**

Alix King, NMDWS  
John Casado, NMDWS  
Cindy Quillin, Asst. OSO  
Concha Cordova, YDI  
Cheyenne Benavidez, ResCare  
James Fielder, ResCare

Yvette Bayless, ResCare  
Monica Silva, ResCare  
Patrick Madrid, ResCare

42  
43  
44  
45 **IV. Public Comment**

- 46 a. None

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

- 51 a. Ms. Thomas made **a motion to approve the agenda with the removal of consent**  
52 **agenda items b. Resolution 19 – 12, c. Resolution 19 – 13, and item e. Resolution**  
53 **19 – 15 for discussion; seconded by Ms. Fryar. Motion passed.** The members that  
54 voted by telephone are as follows:  
55 **Mr. Padilla – Yes**  
56 **Mr. Siañez – Yes**

57 **VI. Consent Agenda Items**

- 58 a. \*Motion to accept the minutes from the September 12, 2019 meeting.  
59 b. \*Resolution 19 – 14 approves the amendment to the Grievance and Complaint Policy  
60 18-10.1  
61 c. \*Resolution 19 – 16 approves the Customized Training Policy 19-01  
62 d. \*Resolution 19 – 17 approves the Required Information in Communications Policy 19-02  
63 e. \*Resolution 19 – 18 approves registration fees, lodging, and travel for Southwestern Area  
64 Workforce Development Board members to attend the National Association of Workforce  
65 Boards Forum 2020 in Washington, D.C. in March 2020

66 Mr. Gristy made **a motion to approve the Consent Agenda Items; seconded by Mr.**  
67 **Salome. Motion passed.** The members that voted by telephone are as follows:  
68 **Mr. Padilla – Yes**  
69 **Mr. Siañez – Yes**

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

- 71 a. Resolution 19 – 12 approves a Memorandum of Agreement between the Southwestern  
72 Area Workforce Development Board and Las Cruces Public Schools to provide mentoring  
73 services to students pursuing teacher certifications. Mr. Duran presented a revised  
74 agreement with changes recommended by the State and additional edits made by LCPS.  
75 Mr. Whitehead **made a motion to approve Resolution 19 – 12; seconded by Ms.**  
76 **Estrada. Motion passed. The members that voted by telephone are as follows:**  
77 **Mr. Padilla – Yes**  
78 **Mr. Siañez – Yes**  
79 b. Resolution 19 – 13 approves a Memorandum of Understanding between the  
80 Administrative Entity of the Southwestern Area Workforce Development Board and  
81 Workforce Borderplex for a Peer Sharing Opportunity. Mr. Duran presented the goal of  
82 this opportunity and a brief timeline of action items. There was discussion about the MOU  
83 stating the contract is between the South Central Council of Governments and Workforce  
84 Borderplex instead of the Southwestern Area Workforce Development Board and  
85 Workforce Borderplex. Because the SCCOG and not the SAWDB is on the contract,  
86 members agreed this resolution is not to approve, but to accept the MOU. Ms. Skinner  
87 **made a motion to amend Resolution 19 – 13 to remove the wording “approves” and**  
88 **replace it with “accepts”; seconded by Ms. Fryar. Motion passed. The members that**

89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139

**voted by telephone are as follows:**

**Mr. Padilla – Yes**  
**Mr. Sianiéz – Yes**

Ms. Thomas **made a motion to approve Resolution 19 – 13 as amended; seconded by Ms. Fryar. Motion passed. The members that voted by telephone are as follows:**

**Mr. Padilla – Yes**  
**Mr. Sianiéz – Yes**

- c. Resolution 19 – 15 approves the modifications to the Financial Policies. Ms. Gervasio presented all the financial policies and addressed each modification. Ms. Thomas **made a motion to approve Resolution 19 – 15; seconded by Ms. Fryar. Motion passed.** The members that voted by telephone are as follows:

**Mr. Padilla – Yes**  
**Mr. Sianiéz – Yes**

- d. Resolution 19 – 19 designates the Healthcare and Education industries for its two Sector Partnership Strategies. Mr. Whitehead, Chair of the Planning Committee, presented the recommendation from the committee to the board. Mr. Whitehead **made a motion to approve Resolution 19 – 19; seconded by Ms. Skinner. Motion passed.** The members that voted by telephone are as follows:

**Mr. Padilla – Yes**  
**Mr. Sianiéz – Yes**

- e. Resolution 19 – 20 approves the Career Pathways Plan. Mr. McClintock presented that the creation of this plan is in accordance with WIOA sec. 107(d)(s) and 20 CFR §679.370(f). Mr. Whitehead summarized the of work the Planning Committee in the development of this plan and next steps. Mr. Whitehead **made a motion to approve Resolution 19 – 20; seconded by Ms. Skinner. Motion passed.** The members that voted by telephone are as follows:

**Mr. Padilla – Yes**  
**Mr. Sianiéz – Yes**

- f. Resolution 19 – 21 approves the PY19 Southwestern Area Workforce Development Board Budget Amendment #1. Mr. Duran presented the amended budget recognizing the final prior year balances in the amount of \$2,548,291.00. This budget is for the period of July 1, 2019 through September 30, 2020 in the amount of \$8,004,141.00. Mr. Whitehead **made a motion to approve Resolution 19 – 21; seconded by Ms. Skinner. Motion passed.** The members that voted by telephone are as follows:

**Mr. Padilla – Yes**  
**Mr. Sianiéz – Yes**

- g. Resolution 19 – 22 approves the amendment to Contract No. PY-19-WIOA-01 between Youth Development, Inc. and the Southwestern Area Workforce Development Board for WIOA Youth services and authorizes the Board Chair or vice Chair to sign the contract amendment. Mr. Duran presented that with the approved budget amendment in Resolution 19 – 21, an additional \$80,000.00 will be added to the contract with YDI at their request. The provided contract shows YDI’s scope of work and plans for the additional funds.

- h. Resolution 19 – 23 approves the amendment to Contract No. PY-19-WIOA-02 between ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services pending the approval by the DWS to transfer funds from WIOA Dislocated Worker to Adult, and authorizes the Board Chair or Vice Chair to sign the contract amendment. ResCare has requested to transfer \$1,190,642 from their Dislocated Worker program to the Adult program. The total contract amount will remain unchanged at \$3,567,00.00.

Mr. Whitehead **made a motion to approve both Resolution 19 – 22 and Resolution**

140 **19 – 23 with one motion; seconded by Ms. Skinner. Motion passed.** The members that  
141 voted by telephone are as follows:  
142 **Mr. Padilla – Yes**  
143 **Mr. Sianez – Yes**

144 **VIII. Reports and Information Items**

145 a. Administrative and Financial Reports:

146 i. Mr. Duran presented a chart displaying the Fund Utilization Trend by Program Year.  
147 The chart illustrates the three-year trend of the WIOA Adult & Dislocated Worker  
148 program participant service investments, as well as the level of obligations made  
149 from July 1, 2019 through October 31, 2019.

150 ii. Ms. Longovia presented updates to the employnm website including information  
151 available about board membership and upcoming meetings

152 iii. Ms. Rios presented the Technical Assistance and Trainings information that was  
153 provided to service provider staff. She also shared the Service Provider Goals vs.  
154 Actuals and Expenditures for Alamo Navajo School Board Youth; Youth  
155 Development, Inc. Youth; ResCare Adult & Dislocated Worker; and ResCare One-  
156 Stop Operator.

157 iv. Ms. Gervasio presented the Balance Sheet as of September 30, 2019. She also  
158 shared the Expenditures by Fund, and Expenditures by County. Ms. Gervasio also  
159 reported that the independent auditors have completed their visit. A report is  
160 expected to be presented to the board around January or February.

161 Mr. Duran provided an update on the ITA Policy revision that went before the Board  
162 at the September meeting. The policy changed the final date to sign ITA contracts  
163 with participants to be no later than the first day of training. The effective date of the  
164 revised policy could have had a negative impact on participants who had contracts  
165 signed. Once contracts were signed for these participants, it was beyond the new  
166 deadline date stated in the new ITA policy and that could have left some participants  
167 paying their educational institution out of their own pocket. The Administrative Entity  
168 contacted the State Administrative Entity and they contacted USDOL for a  
169 determination. USDOL responded to approve the ITA contracts of participants who  
170 were affected and that moving forward contracts are to be signed before the start of  
171 training.

172 b. Site Manager's Reports

173 i. Deming and Silver City: Mr. Roberto was not present to provide these reports. This  
174 will be on the agenda for the next board meeting.

175 c. Alix King – DWS Liaison

176 i. Ms. King introduced Mr. Casado, the State Board Liaison, and shared some events  
177 Mr. Casado is organizing including a Native American Summit. Ms. King also shared  
178 activities they have planned that address with the goals in the State's Four-Year  
179 Plan such as a Town Hall at the Las Cruces Convention Center on March 5, 2020.  
180 The State contracted with Maher & Maher who will assign a coach to each region to  
181 provide training on sector strategies.

182 **IX. Other**

183 a. Member Input

184 i. Ms. Thomas stated she likes the reports staff provided on the progress of the  
185 service providers. She also shared an event on November 21, 2019 at Las Cruces  
186 City Hall.

187 ii. Mr. Martinez shared information about a Rapid Response event in Las Cruces.

188 Concentrix, a call center, laid off 130 employees in July and the remaining 80-90  
189 staff two days ago. USDOL discovered that those jobs are moving overseas. With  
190 that, those employees are eligible for a special program called Trade Adjustment  
191 Assistance. That brings \$3 million-\$4 million in training money and extended  
192 unemployment for those employees.

193 **X. Public Comment (3-Minute Limit)**

194 a. Mr. Fielder, under WIOA Adult & Dislocated Worker contract, works with On-the-Job  
195 Training contracts, and spoke about his team of dedicated business consultants.

196 **XI. Next Meeting**

197 a. Thursday, January 9, 2020 at 10:00 a.m.

198 **XII. Adjournment**

199 a. Meeting was adjourned at 12:35 p.m.

200 **ATTESTED**

201 \_\_\_\_\_

202 \_\_\_\_\_ **Date**