

Southwestern Area Workforce Development Board

Amended Special Executive Committee Meeting Agenda

Elephant Butte City Hall
103 Water Ave.
Elephant Butte, NM

Monday, November 19, 2018 at 10:00 am

*Mr. Michael Olguin, Jr.—Chair
Mr. Gary Whitehead—Vice Chair*

- I. Call to Order**
- II. Welcome and Introductions**
- III. Roll Call and Abstentions**
- IV. Public Comment (3-Minute Limit)**
- V. Approval of Agenda**
- VI. Discussion, Consideration and Possible Action Regarding**
 - a. Approval of July 27, 2018 meeting summary
 - b. Resolution 18 – 24 approves an amendment to the Youth Career Academy contract between the Southwestern Area Workforce Development Board and ResCare Workforce Services to provide services to all eligible out-of-school youth, as permitted under WIOA, and authorizes the Chair or Vice-Chair to sign the agreement
 - c. Resolution 18 – 25 authorizes the purchase and payment to the New Mexico Department of Workforce Solutions for 100 desktop computers, keyboards, and mice. The New Mexico Department of Workforce Solutions will procure the computers at the expense of the Southwestern Area Workforce Development Board, then install the software and computers at their expense at the New Mexico Workforce Connection offices in the Southwestern Region
 - d. Resolution 18 – 26 authorizes Michael Olguin Jr., Jay Armijo, and Kim Skinner as authorized signatories for all Southwestern Area Workforce Development Board bank accounts
- VII. Other**
 - a. Member Input
- VIII. Public Comment (3-Minute Limit)**
- IX. Adjournment**

The Southwestern Area Workforce Development Board will make every effort to provide reasonable accommodations for persons with disabilities who wish to attend a public meeting. Please provide notification at least 48 hours before the meeting by calling (575) 744-4857. The Southwestern Area Workforce Development Board is an Equal Opportunity Employer.

DRAFT OF MEETING SUMMARY

Meeting	: Special Executive Committee
Date and time	: July 27, 2018 at 3:00 pm
Location of Meeting	: Mesilla Town Hall 2231 Avenida de Mesilla Mesilla, NM 88046
Chair Person	: Michael Olguin
Members Attending	: Present: Kathie Davis (by phone), Marcos Martinez (by phone), Erik Padilla, Debbie Schoonover, Kim Skinner (by phone) Absent: Michael Olguin, Debbie Schoonover, Gary Whitehead Staff: Steve Duran, Angela Longovia
Guests in Attendance	: Miguel Martinez, HELP-NM; Judith Rodriguez, ResCare
Summary submitted by/Signature	: Angela Longovia, Communications Specialist
Next Meeting	: No date has been set

#	Agenda Item	Summary
1.	Call to order	Meeting was called to order at 3:15 pm by Ms. Schoonover
2.	Welcome and Introductions	Ms. Schoonover welcomed everyone.
3.	Roll Call & Abstentions	Ms. Longovia called roll.
4.	Public Comment	No public comment
5.	Approval of Agenda	Mr. Padilla made a motion to approve the agenda, seconded by Ms. Davis. By unanimous consent, motion carried.
6.	Discussion or Motion for Recommendation Items	<p>Approval of the October 16, 2017 meeting summary. Mr. Martinez made a motion to approve the summary, seconded by Mr. Padilla. By unanimous consent, motion carried.</p> <p>Resolution 18-01 approves a contract modification between the Southwestern Area Workforce Development Board and the New Mexico Department of Workforce Solutions for an increased award amount for WIOA services effective July 1, 2018 through June 30, 2019 and authorizes the Chair or Vice-Chair to sign the agreement. Mr. Padilla made a motion to approve Resolution 18-01, seconded by Ms. Davis. By unanimous consent, motion carried.</p> <ul style="list-style-type: none"> • Mr. Duran stated that it is customary for us to take any contract modifications before the Board or the Executive Committee for review • The increase of funds in this contract modification does not include any stipulations, such as we are not required to increase the units of service; how the funds are to be spent is at the Board's discretion • We are preparing a policy that will authorize the Board Chair or Vice Chair to approve contract modifications that contain increases in funds without having to take the item before the Board or Executive Committee. The purpose of this policy is to save time and get contracts signed and effective immediately.
7.	Public & Member Comments	No comments

#	Agenda Item	Summary
8.	Next Meeting	No date has been set.
9.	Adjournment	Meeting was adjourned at 3:20 pm

Attested: _____

Date _____

AGENDA ITEM SUMMARY

Special Executive Committee Meeting

November 19, 2018

Agenda Item

Resolution 18 – 24 approves an amendment to the Youth Career Academy contract between the Southwestern Area Workforce Development Board and ResCare Workforce Services to provide services to all eligible out-of-school youth, as permitted under WIOA, and authorizes the Chair or Vice-Chair to sign the agreement

SUMMARY OF AGENDA ITEM

- This resolution is submitted for your consideration to approve an amendment to the Youth Career Academy contract with ResCare Workforce Services.
- ResCare's current scope of work is limited to providing services to out-of-school youth who do not have a high school diploma or high school equivalency. ResCare indicates that their recruitment efforts have yielding 62 individuals that have enrolled in the Academy.
- ResCare has requested a change to their contractual scope of work that would expand the services offered at the Academy to all eligible out-of-school youth that are permitted under the Workforce Innovation and Opportunity Act. This will increase their enrollment numbers to reach their contractual goal of enrolling 111 individuals.
- If the resolution is approved, the administrative entity will create the amended contract in accordance with the resolution and present to the board chair or vice chair for their review and signature.

RECOMMENDATION

- Approve Resolution 18 – 24

DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO

- Accept the recommendation
- Accept the recommendation with changes
- Reject the recommendation
- Table the item
- Take no action on the item

THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)

- Supports all strategic plan goals

LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW

- None

AGENDA ITEM SUMMARY

Special Executive Committee Meeting

November 19, 2018

Agenda Item

Resolution 18 – 25 authorizes the purchase and payment to the New Mexico Department of Workforce Solutions for 100 desktop computers, keyboards, and mice. The New Mexico Department of Workforce Solutions will procure the computers at the expense of the Southwestern Area Workforce Development Board, then install the software and computers at their expense at the New Mexico Workforce Connection offices in the Southwestern Region

SUMMARY OF AGENDA ITEM

- This resolution is submitted for your consideration to authorize the purchase and payment of 100 desktop computers, keyboards, and mice.
- The Board previous authorized a separate resolution for the procurement of computers, keyboards, and mice. The resolution also indicated that the NM Department of Workforce Solutions in partnership would provide the software and installation at their cost.
- In the process of working with the NMDWS original resolution, it was proposed by the Department that they could purchase the computers through their procurement process and invoice the cost to the Board. This method was recently done with the Northern Workforce Board. NMDWS would purchase the computers through a competitive process or through a statewide price agreement under the General Services Department's State Purchasing. Then install the software and computers at the workforce offices in the Southwestern Region.
- If this resolution is approved, a request with be made for the State Administrative Entity to approve the transaction. A purchase order will then be issued to NMDWS for the purchase.

RECOMMENDATION

- Approve Resolution 18 – 25

DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO

- Accept the recommendation
- Accept the recommendation with changes
- Reject the recommendation
- Table the item
- Take no action on the item

THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)

- Supports all strategic plan goals

LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW

- None

AGENDA ITEM SUMMARY

Special Executive Committee Meeting

November 19, 2018

Agenda Item

Resolution 18 – 26 authorizes Michael Olguin Jr., Jay Armijo, and Kim Skinner as authorized signatories for all Southwestern Area Workforce Development Board bank accounts

SUMMARY OF AGENDA ITEM

- This resolution is submitted for your consideration to authorize Michael Olguin Jr., Jay Armijo, and Kim Skinner to be authorized signatories for all the Board's bank accounts.
- A resolution and the meeting minutes are required by the Board's financial institutions to add or change authorized signatories. Katherine Gervasio, the fiscal administrator, will explain the process and bank requirements at the meeting.

RECOMMENDATION

- Approve Resolution 18 – 26

DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO

- Accept the recommendation
- Accept the recommendation with changes
- Reject the recommendation
- Table the item
- Take no action on the item

THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)

- Supports all strategic plan goals

LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW

- None