

1 **Region IV, Chief Elected Officials**

2 **Meeting**
3 Hatch Community Center
4 400 NM-187
5 Hatch, NM 87937

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7 **Friday, December 13, 2019 at 10:00 a.m.**

8 **DRAFT OF MEETING MINUTES**
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11 **I. Call to Order**

12 a. Trustee Arzabal called the meeting to order at 10:01 a.m.

13 **II. Pledge of Allegiance**

14 a. Trustee Arzabal asked everyone to join him in the Pledge of Allegiance

15 **III. Welcome and Introductions**

16 a. Trustee Arzabal welcomed everyone to the meeting, thanked Mayor Nuñez for hosting,
17 and asked members to introduce themselves.

18 **IV. Roll Call and Abstentions**

19 a. Ms. Longovia called roll

20 **Present:**

21 Trustee Lucas Carlos Arzabal
22 Mayor Richard Bauch
23 City Councilor Irene Galvan
24 City Councilor Gordy Hicks
25 Mayor Benny Jasso
26 Chapter President Buddy Mexicano
27 Mayor Andy Nuñez
28 Commissioner Jim Paxon
29 Commissioner Christopher Ponce
30 Mayor Richard Rumpf
31 Mayor Esequiel Salas
32 Commissioner Manuel Anaya
33 Commissioner Linda Smrkovsky
34 Mayor Deb Stubblefield
35 Mayor Edna Trager
36 Mayor Sandy Whitehead

Absent:

City Councilor Guadalupe Cano
Commissioner Joel Edwards
Commissioner Lynn Ellins
Mayor Chon Fierro
Mayor Rulene Jensen
Mayor Hilda Kellar
Mayor Ken Miyagishima
Mayor Javier Perea
County Clerk Keith Riddle
Mayor Ed Stevens
Mayor Diana Trujillo

37 **Staff:**

38 Jay Armijo, SCCOG Executive Director
39 Steve Duran, WIOA Administrator
40 Katherine Gervasio, Fiscal Agent
41 Angela Longovia, Communications Specialist
42 Joe McClintock, Project Manager

Guests:

Frank Meza, ResCare
Yvette Bayless, ResCare
Monica Silva, ResCare
Eric Rivera, ResCare
Patrick Madrid, ResCare
Darleen Lopez, ResCare/OSO

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V. Public Comment

No public comment

VI. Approval of Agenda

- a. **Agenda Approval – Approval of the agenda includes approval of the Consent Agenda Items.** Trustee Arzabal stated he would like to remove item IX.a. Resolution 19 – 22 from the agenda. Commissioner Smrkovsky made **a motion to approve the agenda with item IX.a. Resolution 19 – 22 removed; seconded by Mayor Stubblefield. Motion carried unanimously.** Councilor Hicks joined the meeting.

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 September 20, 2019 special meeting
- b. *Resolution 19 – 10 concurs with the Southwestern Area Workforce Development Board to approve 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
- c. *Resolution 19 – 11 concurs with the Southwestern Area Workforce Development Board to accept a Memorandum of Understanding between the Administrative Entity of the Southwestern Area Workforce Development Board and Workforce Borderplex for a Peer Sharing Opportunity
- d. *Resolution 19 – 12 concurs with the Southwestern Area Workforce Development Board to approve the amendment to the Grievance and Complaint Policy 18-10.1
- e. *Resolution 19 – 13 concurs with the Southwestern Area Workforce Development Board to approve the modifications to the Financial Policies
- f. *Resolution 19 – 14 concurs with the Southwestern Area Workforce Development Board to approve the Customized Training Policy 19-01
- g. *Resolution 19 – 15 concurs with the Southwestern Area Workforce Development Board to approve the Required Information in Communications Policy 19-02
- h. *Resolution 19 – 16 concurs with the Southwestern Area Workforce Development Board to approve registration fees, lodging, and travel for Southwestern Area Workforce Development Board members to attend the National Association of Workforce Boards Forum 2020 in Washington, D.C. in March 2020
- i. *Resolution 19 – 17 concurs with the Southwestern Area Workforce Development Board to designate the Healthcare and Education industries for its two Sector Partnership Strategies
- j. *Resolution 19 – 18 concurs with the Southwestern Area Workforce Development Board to approve the Career Pathways Plan
- k. *Resolution 19 – 19 concurs with the Southwestern Area Workforce Development Board to approve the PY19 Southwestern Area Workforce Development Board Budget Amendment #1

- 85 I. *Resolution 19 – 20 concurs with the Southwestern Area Workforce Development Board
86 to approve an amendment to Contract No. PY19-WIOA-01 between Youth Development,
87 Inc. and the Southwestern Area Workforce Development Board for WIOA Youth services,
88 and authorizes the SAWDB Board Chair or Vice Chair to sign the contract amendment
- 89 m. *Resolution 19 – 21 concurs with the Southwestern Area Workforce Development Board
90 to approve an amendment to Contract No. PY19-WIOA-02 between ResCare Workforce
91 Services and the Southwestern Area Workforce Development Board for WIOA Adult &
92 Dislocated Worker Services pending the approval by the DWS to transfer funds from
93 WIOA Dislocated Worker to Adult, and authorizes the SAWDB Board Chair or Vice Chair
94 to sign the contract amendment

95 **VII. Professional Development**

- 96 a. Presentation on the Village of Hatch. Mayor Nuñez welcomed everyone to the Chile
97 Capitol of the World and shared some facts about Hatch.

98 **VIII. Discussion on Resolution 19 - 07**

- 99 a. Resolution 19 – 23 amends the CEO Bylaws. Mr. Duran explained that the Bylaws need
100 to be updated to state WIOA and a change has been made requiring at least 51% of
101 membership for a quorum. This is a requirement on the letter sent to the four local
102 workforce boards from Secretary Bill McCamley of the Department of Workforce
103 Solutions. **A motion was made by Mayor Nuñez to approve Resolution 19 – 23;**
104 **seconded by Councilor Hicks.** Mayor Trager arrived during this discussion. **Motion**
105 **carried unanimously.**

106 **IX. Reports and Information Items**

107 **a. Service Provider Reports**

- 108 i. Ms. Bayless, Director for the Adult and Dislocated Worker program, presented on
109 their activities and projections
- 110 ii. Ms. Cordova, manager for the Youth services program, provided an update on
111 services to include challenges, successes, and plans

112 **b. One-Stop Operator Report**

- 113 i. Ms. Lopez, One-Stop Operator for the region, shared information on site visits,
114 various meetings within the region, and enrollment numbers

115 **c. Administrative and Financial Reports**

- 116 i. Ms. Longovia, Communication and Graphic Design Specialist, presented information
117 about job fairs in collaboration with the City of Las Cruces
- 118 ii. Ms. Rios, Training and Development Specialist, presented technical assistance and
119 training information provided to service providers through September 30, 2019 and
120 reported on the service provider goals versus actuals for the Alamo Navajo School
121 Board Youth, HELP-New Mexico Youth, and ResCare's Adult & Dislocated Worker
122 services for the same time period.
- 123 iii. Ms. Gervasio, the Fiscal Agent, the Fiscal Administrator, reported on the financial
124 statements through September 30, 2019 which includes the balance sheet,
125 statement of revenues, expenditures, and changes in fund balances. Mr. Duran
126 noted that projections for this program year show that the local board will meet the

127 80% expenditure level of funds requirement with DWS – a requirement of all local
128 board in New Mexico.

129 **X. Other**

130 a. **Member Input –**

- 131 i. Trustee Arzabal wished everyone happy holidays and safe travels back home. He
132 also introduced Mr. Jay Armijo, Executive Director of the South Central Council of
133 Governments
- 134 ii. Mr. Armijo thanked members for attending this meeting and shared the importance
135 of their attendance. He also shared that one of their responsibilities is to appoint
136 members from their area to the Southwestern Area Workforce Development Board.
- 137 iii. Councilor Hicks appreciated this meeting was closer to Socorro

138 **XI. Public Comment**

139 No public comment

140 **XII. Next Regular Meetings**

- 141 a. Friday, March 20, 2020. Mayor Trager would like to host in Elephant Butte
142 b. Commissioner Ponce would like to host the June 2020 meeting in Silver City

143 **XIII. Adjournment**

144 Trustee Arzabal adjourned the meeting at 10:55 a.m.

145 **ATTESTED**

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Date