

DRAFT OF MEETING MINUTES

Meeting	:	Special Executive Committee
Date and time	:	January 14, 2021 at 4:00 p.m.
Location of Meeting	:	Virtual via Zoom or Phone To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 843 9119 0828 To join meeting online via Zoom, go to: https://us02web.zoom.us/j/84391190828
Chairperson	:	Joshua Orozco
Members Attending	:	Present: Alisa Estrada, Joshua Orozco, Erik Padilla, Kim Skinner, Mary Ulrich and Gary Whitehead Absent: Debbie Schoonover Staff: Steve Duran, Angela Longovia, Kathleen Mrozek
Guests in Attendance	:	Veronica Alonzo, Margarito Aragon, Yvette Bayless, Concha Cordova, Christina Garcia-Tenorio, Nadia Karavdic, Darleen Lopez, JoAnn Lopez, Eric Rivera, Cindy Quillin, Adrineh Terantonians,
Summary submitted by/Signature	:	Kathleen Mrozek, Administrative Specialist
Next Meeting	:	No date set

#	Agenda Item	Summary
1.	Call to order	Meeting was called to order at 4:00 p.m. by Mr. Orozco
2.	Welcome and Introductions	Mr. Orozco welcomed the attendees.
3.	Roll Call & Abstentions	Ms. Mrozek called roll, there were no abstentions
4.	Public Comment	No public comment
5.	Approval of Agenda	a) Mr. Whitehead made a motion to approve the agenda, seconded by Ms. Ulrich. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none">• Alisa Estrada – yes• Joshua Orozco – yes• Erik Padilla – yes• Mary Ulrich – yes• Gary Whitehead – yes
6.	Discussion, Consideration and Possible Action Regarding	a) Approval of the September 14, 2020 meeting summary <ul style="list-style-type: none">• Mr. Padilla made a motion to approve the meeting summary, seconded by Ms. Estrada. By unanimous consent, motion passed. The member roll call vote was as follows:<ul style="list-style-type: none">• Alisa Estrada – yes• Joshua Orozco – yes• Erik Padilla – yes• Mary Ulrich – yes• Gary Whitehead – yes

#	Agenda Item	Summary
		<p>Resolution 20 – 25 approves the Four-Year Plan for submission to the NM Department of Workforce Solutions</p> <ul style="list-style-type: none"> Mr. Whitehead shared information from the Planning Committee Meeting that was held on January 7, 2021. Mr. Whitehead informed the Executive Committee that the Planning Committee had given Mr. Duran and staff members the flexibility on how the Four-Year Plan would read and flow correctly with the changes that were recommended. Mr. Whitehead made a motion to approve Resolution 20 – 25, seconded by Mr. Padilla. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> Alisa Estrada – yes Joshua Orozco – yes Erik Padilla – yes Mary Ulrich – yes Gary Whitehead – yes <p>Resolution 20 – 26 authorizes an exemption to ITA Policy 17-08.5 for the execution of Individual Training Account contracts with Eligible Training Providers who are affected by COVID-19 and their ability to process contracts promptly.</p> <ul style="list-style-type: none"> Equus, the Adult & Dislocated Worker service provider shared that issues may arise with Western New Mexico University being unable to process contracts before the start of the Spring semester due to COVID-19. The policy requires that training contracts be completed and signed prior to the start of training. Once training has started, new participants cannot be enrolled. Mr. Duran stated that the proposed exemption would be to allow participants to begin training without a signed contract, but the contract will not cover training days before the contract date. The contract amount will be prorated and any training days prior to the contract date will be the responsibility of the student. Mr. Aragon, WIOA Operations and Performance Manager with the Department of Workforce Solutions added that any purchases such as books and supplies purchased before the contract date cannot be prorated. They will be the student's responsibility. Mr. Whitehead suggested having a sunset in place, so this is not an ongoing exemption and at the end of the sunset period, perhaps revisit it. Mr. Duran stated that we are also looking at other training providers to see if a similar issue may arise. Mr. Whitehead suggested the sunset going through the end of the spring semester to provide latitude. Ms. Skinner joined the meeting at 4:35 p.m. Mr. Whitehead made a motion to amend Resolution 20 – 26 to state that it authorizes an exemption to Section W of the ITA Policy 17-08.5 to pay for ITA contracts on a prorated basis for contracts signed after the start of classes through May 31, 2021, seconded by Mr. Padilla. A roll call vote was conducted. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> Alisa Estrada – yes Joshua Orozco – yes Erik Padilla – yes Kim Skinner – yes Mary Ulrich – yes Gary Whitehead – yes

#	Agenda Item	Summary
		<ul style="list-style-type: none"> Mr. Whitehead made a motion to approve the Resolution 20 – 26 as amended, seconded by Ms. Estrada. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> Alisa Estrada – yes Joshua Orozco – yes Erik Padilla – yes Kim Skinner – yes Mary Ulrich – yes Gary Whitehead – yes <p>Resolution 20 – 27 approves a lease amendment to a lease agreement with Loretto Associates L.P. for workforce office space at 505 S. Main St., Suite 134 in Las Cruces, NM.</p> <ul style="list-style-type: none"> Mr. Whitehead left the meeting at 4:42 p.m. before this item was presented. Mr. Duran shared this resolution approves a lease amendment with Loretto Associates L.P. to extend the lease agreement on a month-to-month basis through September 2021 and authorizes the WIOA Administrator to sign the agreement. The office space is currently occupied by YDI and Equus, the youth service provider and One-Stop Operator. The reason for a month-to-month lease is because we are looking for a location for a satellite workforce center that will house additional workforce partners. With COVID, it is uncertain when staff will return to offices and having a month-to-month lease will make it easier to move staff when a satellite location is ready. Mr. Padilla made a motion to approve Resolution 20 – 27, seconded by Ms. Estrada. By unanimous consent, motion passed. The member roll call vote was as follows: <ul style="list-style-type: none"> Alisa Estrada – yes Joshua Orozco – yes Erik Padilla – yes Kim Skinner – yes Mary Ulrich – yes
7.	Public Comment	No public comment
8.	Member Input	No member input
9.	Next Meeting	No date set
10.	Adjournment	Mr. Orozco adjourned the meeting at 4:49 p.m.

Attested: _____

Date _____