

**Southwestern Area
Workforce Development Board**

**Mesilla Community Center
2251 Calle de Santiago
Mesilla, NM 88046**

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Thursday, August 12, 2021 at 10:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. Chairman Orozco called the meeting to order at 10:07 a.m. and welcomed all attendees.

II. Roll Call and Abstentions

- a. Ms. Longovia called roll.

Present:

Cassie Arias-Ward
Alisa Estrada
Jacqueline Fryar
Joe Gristy
Mario Juarez-Infante
Rebecca Lescombes
Debbie Maldonado
*Marcos Martinez
Michael Olguin
*Joshua Orozco
Erik Padilla
Anton Salome
Steve Siañez
Kim Skinner
Sharon Thomas
Marlene Thomas-Herrera
Mary Ulrich
Gary Whitehead

Staff:

*Jay Armijo, SCCOG Executive Director
*Skylar Arnold, Fiscal Administrator
*Steve Duran, WIOA Administrator
*Angela Longovia, Communications Manager
*Diana Luchini, Fiscal Clerk
*Krisye Shook, WIOA Program Specialist
*Jaymi Simms, WIOA Program Manager

Absent:

Chris Boston
Mary Ann Chavez-Lopez
Robert Hawkins
Debbie Schoonover

Guests:

Veronica Alonzo
Anissa Baldonado
Yvette Bayless
Robert Chavez
Concha Cordova
Mary Gandara
Christina Garcia-Tenorio
Yvette Gutierrez
Jeramey Harrison
Peter Martinez
Camille Padilla
Marcos Peña
Cindy Quillin
Eric Rivera

* indicates in-person attendance

Michelle Velarde
Monica

III. Public Comment

- a. No public comment

IV. Approval of Agenda

- a. Approval of the agenda also approves the Consent Agenda Items. Mr. Olguin joined the meeting. Mr. Duran requested the removal of Item V.c. Resolution 21 – 03, Item VI.d Resolution 21 – 09, and Item VI.e. Resolution 21 – 10. Mr. Duran also requested removing Consent Agenda Item V.e. Resolution 21 – 05 for discussion. Ms. Arias-Ward made a motion to approve the agenda as amended; seconded by Mr. Salome. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Fryar – Yes
Mr. Gristy – Yes
Mr. Juarez-Infante – Yes
Ms. Lescombes – Yes
Ms. Maldonado – Yes
Mr. Martinez – Yes
Mr. Olguin – Yes
Mr. Orozco – Yes

Mr. Padilla – Yes
Mr. Salome – Yes
Mr. Siañez – Yes
Ms. Skinner – Yes
Ms. Thomas – Yes
Ms. Thomas-Herrera – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

Consent Agenda Items – *(These items were approved when the agenda was approved)*

- a. *Approval of the June 24, 2021, meeting minutes
- b. *Resolution 21 – 02 adopts the Individual Career Services Policy 21-01
- c. *Resolution 21 – 04 approves travel and fees for board members to attend the Texas Workforce Conference in Houston, TX scheduled for November 17 – 19, 2021

V. Discussion, Consideration and Possible Action Regarding

- a. Resolution 21 – 05 approves a lease agreement for New Mexico Workforce Connection in Truth or Consequences with the City of Truth or Consequences beginning September 1, 2021 through August 31, 2026. Mr. Duran indicated the Administrative Entity proposed a 4% increase for each year of this lease, but the City of Truth or Consequences wants a \$100 increase each year which is higher than the proposed 4% increase. Mr. Duran asked the board to amend this resolution to allow the Administrative Entity to negotiate a lower amount with the City of Truth or Consequences. If a lower amount cannot be achieved, the approved amounts will stand as presented on the draft lease.

Mr. Whitehead made a motion to approve Resolution 21 – 06; seconded by Ms. Fryar. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Fryar – Yes
Mr. Gristy – Yes
Ms. Lescombes – Yes
Ms. Maldonado – Yes
Mr. Martinez – Yes
Mr. Olguin – Yes
Mr. Orozco – Yes

Mr. Padilla – Yes
Mr. Salome – Yes
Mr. Siañez – Yes
Ms. Skinner – Yes
Ms. Thomas – Yes
Ms. Thomas-Herrera – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

- b. Resolution 21 – 06 ratifies the Executive Committee's action to authorize \$58,000.00 from the Board's Reserves for security guard services. Mr. Duran reported that as workforce centers opened to provide in-person services, DWS requested assistance from local boards to help pay for security guard services to deter threats against customers and staff. Chairman Orozco added that the Executive Committee met to approve this item because it

was time-sensitive. Mr. Whitehead commented that he feels the board and administrative entity need to find a policy where, after the budget is approved, the administrative entity can make changes recommended or directed by the State without going through the Executive Committee. Mr. Duran stated this ties itself with an existing policy where he, the WIOA Administrator, is authorized to spend up to a certain dollar amount per transaction. We would look to modify that policy.

Ms. Maldonado made a **motion to approve Resolution 21 – 06; seconded by Ms. Skinner**. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Mr. Gristy – Yes	Mr. Siañez – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

- c. Resolution 21 – 07 approves the SAWDB Bylaws Amendment. Mr. Duran stated that the Travel Policy was recently updated to align with the Per Diem and Mileage Act. The independent auditor recommended updating the Bylaws to align with the Per Diem and Mileage Act. At the request of the Bylaws Committee, the definition of in-person meeting and virtual meeting was added. The Committee reviewed the amended Bylaws and recommends it to the board for approval.

Mr. Gristy made a **motion to approve Resolution 21 – 07; seconded by Ms. Maldonado**. By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Mr. Gristy – Yes	Mr. Siañez – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

- d. Resolution 21 – 08 approves the PY21 Southwestern Area Workforce Development Board Budget Amendment No. 2. Mr. Duran stated this resolution adjusts several items. We are proposing to:

- Increase Youth Development Inc.'s (YDI) contract amount from \$2,100,00.00 to \$2,386,000.00.
- Shift \$45,000.00 from each fund line item (Adult, Dislocated Worker, Youth) to the Administration fund line item for the Administrative Entity. No money is removed from any of the programs. This will help us divert more funds for direct service expenditures within the program.
- Decrease the Board & CEO and Special Projects funding. A couple of years ago, we wanted to partner with NMSU's Ag Department to do an Ag Training Program. The pandemic got in the way, and this project was never started. Now is not a good time to revisit this project. We want to divert as much funding as possible to the service providers as early as possible to get the money into the communities.
- Add a line item for workforce center security services and sets aside \$417,000.00 in reserve funding for a proposed initiative where we are looking to replicate a model used in the Central region for workforce center operations. This item will be presented at the next board meeting.

Ms. Arias-Ward made a **motion to approve Resolution 21 – 08; seconded by Ms. Estrada**. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Mr. Siañez – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

- e. Resolution 21 – 11 approves an amendment to contract agreement number PY21-WIOA-06 with Youth Development, Inc. to provide WIOA Youth Services for the period of July 1, 2021 through June 30, 2021, and authorizes the board chair or vice-chair to sign the agreement. The increase will allow YDI to provide additional training and supportive services to participants and increase staff salaries for the reclassification of positions. Ms. Fryar made a **motion to approve Resolution 21 – 11; seconded by Mr. Siañez**. By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Mr. Siañez – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

- f. Resolution 21 – 12 approves the issuance of external partner access to the New Mexico Workforce Connection Online System for online referrals between organizations in the workforce system. Mr. Duran stated this is a discussion item for the board to determine whether it will carry the responsibility and liability for workforce partners who use the New Mexico Workforce Connection Online System (WCOS) to refer participants. The workforce partners who would have access to WCOS are Adult Education Services, Division of Vocational Rehabilitation, TANF, and other partners who may opt to participate in training and to support their staff as users in the system. An alternative is for the NM Department of Workforce Solutions to be responsible for the access and management of the partners as they do with existing users of the system, such as Title IB and Title III partners. The department has security protocol and training in place for all users in the system. The SAWDB does not have IT staff or protocols for such activities

Ms. Alonzo added that options include modifying current agreements with each partner or having a separate MOU for each partner with specific language of access to the system.

Members shared their questions and concerns about liability and insurance currently in place and stated that the Chief Elected Officials should be included in the decision-making process. Mr. Armijo said he would review all the insurance policies for the board and the South Central Council of Governments on August 23, 2021. He will get clarification and bring it back to the board with a presentation.

Ms. Estrada made a **motion to table Resolution 21 – 12, with direction to the AE to present back to the board three items:**

- i. **a complete presentation on liability insurance that we currently have and what would be required to take on**
- ii. **a policy to cover this new requirement**
- iii. **a clear motion as to whether or not the board want to take on the liability and**

the new program, or they want to let the state continue to manage the program;

seconded by Ms. Fryar. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Mr. Siañez – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

- g. Election of Chair for the period of one year beginning September 1, 2021. Chairman Orozco stated he has served two consecutive terms and is not eligible to serve as Chair another year.

Mr. Whitehead made **a motion to elect Mr. Juarez-Infante as Chair; seconded by** Ms. Fryar. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Mr. Siañez – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

- h. Election of Vice-Chair for the period of one year beginning September 1, 2021.

Mr. Whitehead made **a motion to elect Ms. Estrada as Vice-Chair; seconded by** Ms. Fryar. Motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Mr. Siañez – Yes
Mr. Juarez-Infante – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

VI. Reports and Information Items

a. Committee Reports:

- i. Monitoring / Performance Committee – Administrative Entity Monitoring Tool
Ms. Skinner stated that the Monitoring Committee met a couple of times to discuss developing an Administrative Entity Monitoring tool. Their last meeting was Monday, August 9. The Committee studied three workforce board models, a Monitoring Process, Deliverables, Draft Monitoring Tool, Draft Monitoring Guide, and items Ms. Garcia-Tenorio sent as additional information for thought. Ms. Skinner stated the presentation shared at the meeting will be sent to the board members, and she would like everyone to review all the information and contact her with any questions or suggestions. The next Monitoring Committee meeting is November 8, and Kim would like to present member input at that meeting.


Mr. Whitehead requested an item added to Kim's presentation. For members who are not familiar with a Council of Governments, he would like information added on what a Council of Governments is and why the board can contract with them so easily.

b. Administrative Report

Mr. Duran stated that the service providers had not met the 80% expense goal in year one of two. They were on their way to achieving it, but the pandemic came in and hampered efforts. Mr. Duran shared the Budget Action Plan and asked each of the service providers, YDI, Alamo, Equus ADW, to present their strategy for meeting the 80% expenditure this year.

During Alamo's presentation, members had left and we lost quorum. Chairman Orozco ended the meeting at 12:25 p.m.

ATTESTED

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09/29/2021

Date

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