

Southwestern Area Workforce Development Board

Monitoring / Performance Committee Meeting Agenda

Virtual Meeting via Zoom or Phone

To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 858 7819 3880

To join meeting online via Zoom, go to: <https://us02web.zoom.us/j/85878193880>

Monday, August 9, 2021 at 10:00 a.m. (MDT)

*Ms. Kim Skinner—Chair
Mr. Anton Salome—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. Reports, Discussion and Recommendations**
 - a. Approval of the June 15, 2021 special meeting summary
 - b. Work Session: Administrative entity monitoring tool
- VII. Member Input**
- VIII. **Public Comment (3-Minute Limit)**
- IX. Next Meeting**
- X. Adjournment**

*Public comments can be emailed to angela1@sccog-nm.com before August 9, 2021 at 10:00 a.m. (MDT). All public comments will be read at the meeting in the order received.

**Public comments may also be emailed during the meeting to angela1@sccog-nm.com. All public comments will be read at the meeting in the order received.

DRAFT MEETING SUMMARY

Meeting	:	Special Monitoring / Performance Committee
Date and time	:	June 15, 2021 at 3:00 p.m.
Location of Meeting	:	Virtual via Zoom or Phone To join meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 884 9334 1158 Or to join meeting online via Zoom, go to: https://us02web.zoom.us/j/88493341158
Chairperson	:	Anton Salome
Members Attending	:	Present: Anton Salome, Kim Skinner, Marlene Thomas-Herrera, Gary Whitehead, Susana Santillan Absent: Alonzo Gonzales, Glenda Greene Staff: Steve Duran, Angela Longovia, Krisye Shook, Jaymi Simms
Guests in Attendance	:	Veronica Alonzo, Yvette Bayless, Concha Cordova, Christina Garcia-Tenorio, Mary Gandara, Darleen Lopez, Marissa Molano, Josh Orozco, Camille Padilla, Marcos Peña, Cindy Quillin, Eric Rivera, Sharon Thomas, Mary Ulrich
Summary submitted by/Signature	:	Angela Longovia, Communications Manager
Next Meeting	:	August 9, 2021 at 10:00 a.m.

#	Agenda Item	Summary
1.	Call to order	Meeting called to order at 3:07 p.m. by Mr. Salome
2.	Welcome and Introductions	Mr. Salome welcomed all attendees and asked for introductions
3.	Roll Call & Abstentions	Ms. Longovia called roll, there were no abstentions
4.	*Public Comment	No public comment
5.	Approval of Agenda	Ms. Skinner made a motion to approve the agenda, seconded by Ms. Thomas-Herrera. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none">• Mr. Salome – Yes• Ms. Skinner – Yes• Ms. Thomas-Herrera – Yes• Ms. Santillan - Yes
6.	Approval of Summary for May 10, 2021	Ms. Skinner made a motion to approve the summary, seconded by Ms. Thomas-Herrera. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none">• Mr. Salome – Yes• Ms. Skinner – Yes• Ms. Thomas-Herrera – Yes• Ms. Santillan - Yes

#	Agenda Item	Summary
7.	Reports, Discussion and Recommendations	<p>PY20 Fiscal and Program Monitoring Report</p> <ul style="list-style-type: none"> • Mr. Whitehead joined the meeting before this item was presented. • Ms. Simms, WIOA Program Manager, presented the findings, areas of concern, and responses for the PY20 Fiscal and Program Monitoring Report • Ms. Alonzo with DWS recommended that the date of completion be provided for each response, and that any guides mentioned in a response be provided as an attachment. • Mr. Duran stated that additional documentation will be provided to the State Monitors. Some documents contain PII and were not shared at this meeting. • Mr. Whitehead made a motion to approve the report and allow the administrative entity to continue working on the documentation with the flexibility to wordsmith as needed before submitting it to the State Monitors, seconded by Ms. Santillan. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> ○ Mr. Salome – Yes ○ Ms. Skinner – Yes ○ Ms. Thomas-Herrera – Yes ○ Mr. Whitehead – Yes ○ Ms. Santillan - Yes <p>Work Session: Create monitoring tool to monitor administrative entity</p> <ul style="list-style-type: none"> • Mr. Duran stated the Monitoring Committee will take the lead in developing a monitoring tool for the scope of work that is within the administrative entity contract. The committee will manage it and report back to the board. • The purpose of a monitoring is to identify deficiencies in the program and provide methods of correcting those deficiencies within a reasonable period of time. • Mr. Duran provided general information about the monitoring process similar to what the administrative entity experienced with the State Monitoring. He also shared a list of the seven deliverables with the administrative entity's scope of work. • Mr. Duran provided a DRAFT monitoring guide based on the seven deliverables. • Mr. Whitehead stated he feels it would be adequate for the Monitoring Committee to create a process where they review the seven deliverables along with the audit report. • Mr. Orozco suggested using the Four-Year Plan to measure the performance of the administrative entity. • Steve shared that there are different models that boards have throughout the country. The contract in place here is the local workforce board has a contract for administrative entity services, and contracts with the service providers. The Chief Elected Officials have a contract for fiscal agent services. • Ms. Alonzo with DWS stated they helped the Northern board create an evaluation for their administrative entity and would be happy to share that. Ms. Garcia-Tenorio stated their evaluations are different, but she will send them to Ms. Longovia to share. • Ms. Skinner stated she appreciates everyone offering to share their information. She would like to get all that information, including what Ms. Thomas sent about the local plan, sent out to the Monitoring Committee.

#	Agenda Item	Summary
	Member Input	Mr. Salome thanked everyone for taking time out of their day to attend the meeting.
	*Public Comment	Ms. Thomas asked if the items that will be sent to the committee can also be sent to the attendees of today's meeting. Mr. Salome said yes.
	Next Regular Meeting	Monday, August 9, 2021 at 10:00 a.m. via Zoom
	Adjournment	Mr. Whitehead made a motion to adjourn, seconded by Ms. Santillan. Mr. Salome adjourned the meeting at 4:23 p.m.

Attested: _____

Date _____

Good Morning and Welcome

Monitoring Committee Presentation
August 12, 2021

Monitoring Committee Update

1. Monitoring Committee has met twice to develop the Administrative Entity monitoring tool
2. Looked at different board models
3. Would like board input on the monitoring tool and guide from the board – email to Kim Skinner, Monitoring Committee Chair at kim.skinner@cityofeb.com
4. Monitoring Committee will then finalize the tool and schedule a monitoring review for PY21

Monitoring Process

1. Issue 30-day monitoring notice with request for documentation
2. Entrance conference
3. Review of administrative processes, deliverables, and fiscal transactions
4. Performance monitoring review
5. Exit conference
6. Issue monitoring report for responses to findings and areas of concern
7. Provide opportunity to remedy and technical assistance
8. Close out finding and issue final report

LOCAL WORKFORCE BOARD MODELS

Model A SAWDB Model	Model B	Model C
<ul style="list-style-type: none"> The local workforce board may contract with a separate entity to provide administrative entity services. 	<ul style="list-style-type: none"> The local workforce board may contract with a separate entity to provide administrative entity. 	<ul style="list-style-type: none"> The local workforce board employs staff to provide administrative entity services.
<ul style="list-style-type: none"> The board contracts directly with separate entities as its sub-recipients for the performance of one-stop operator, adult, dislocated worker, and youth services. 	<ul style="list-style-type: none"> The administrative entity contracts directly with separate entities as its sub-recipients for the performance of one-stop operator, adult, dislocated worker, and youth services. 	<ul style="list-style-type: none"> The board contracts directly with separate entities as its sub-recipients for the performance of one-stop operator, adult, dislocated worker, and youth services.
<ul style="list-style-type: none"> The local board <u>does not</u> have any employees. 	<ul style="list-style-type: none"> The local board <u>does not</u> have any employees. 	<ul style="list-style-type: none"> The local board <u>has</u> its own employees.
<ul style="list-style-type: none"> The local board evaluates the performance of the contracts and not the sub-recipients' employees 	<ul style="list-style-type: none"> The local board evaluates the performance of the contracts and not the sub-recipients' employees 	<ul style="list-style-type: none"> The local board evaluates the performance of its employees. The local board will evaluate the sub-recipients' contract performance but not the sub-recipients' employees.
<ul style="list-style-type: none"> This is the model that the Southwestern Area and Central Workforce Boards have and currently use. 	----	<ul style="list-style-type: none"> This is the model that the Northern and Eastern Boards have and currently use.

Administrative Entity Scope of Work - Deliverables

- | | |
|--|--------------------|
| 1. Administrative Organizational Development & Staff Support | 5 key deliverables |
| 2. Policy Development & Education | 3 key deliverables |
| 3. Legislative Analysis | 3 key deliverables |
| 4. Communication and Promotion | 2 key deliverables |
| 5. Monitoring and Oversight, Technical Assistance and Training | 2 key deliverables |
| 6. Financial Control and Operating Systems | 4 key deliverables |
| 7. Facilities Available for Services to be Performed | 2 key deliverables |

DRAFT MONITORING TOOL

ADMINISTRATIVE ENTITY – SOUTH CENTRAL COUNCIL OF GOVERNMENTS

The purpose of this tool is to evaluate the management and performance of the contractual deliverables to determine if the program is operating in compliance with the scope of work and to make recommendations that will enhance the performance of the contract.

Administrative Organizational Development & Staff Support

Deliverable	Was this deliverable Performed?	Describe how the deliverable was performed?	Is this a finding?	Recommendations/Comments
a. Facilitation of SAWDB, committee, and other meetings requested by the Board.				
b. Assistance in the development of meeting agendas/minutes, notice of public meetings, and recording minutes for all meetings.				
c. Ensure legal and compliance obligations of the Board are met. This includes compliance with SAWDB membership appointments.				
d. Solicit grant funding and prepare any associated RFP as approved by the SAWDB.				
e. Have an experienced, qualified administrator that is responsible for the daily operations of the SAWDB.				

Policy Development & Education

Deliverable	Was this deliverable Performed?	Describe how the deliverable was performed?	Is this a finding?	Recommendations/Comments
a. Provide information and/or analysis about national and state workforce development initiatives.				
b. Obtain and present to SAWDB labor market information specific to local employer needs. Labor market information should be obtained through outreach services from the local businesses, chamber organizations, educational institutions, as well as economic development organizations. This information should be distributed to the SAWDB on a quarterly basis. Based on the above, assist the SAWDB in preparing all local plans as required by the Department of Workforce Solutions (DWS) or any other agency. Employers should also be contacted to obtain current, future job openings, and a list of training needs.				
c. Draft policy recommendations, contracts, MOU's position papers, materials and/or talking point for SAWDB members, as directed.				

Legislative Analysis

Deliverable	Was this deliverable Performed?	Describe how the deliverable was performed?	Is this a finding?	Recommendations/Comments
a. Maintain tracking system of workforce-related legislative bills and hearing information both at the state and federal level.				
b. Monitor and provide reports on key legislative hearings, meetings, and activities.				
c. Draft testimony, and/or legislative recommendations, provide testimony on behalf of SAWDB and/or coordinated legislative activities as directed.				

Communication and Promotion

Deliverable	Was this deliverable Performed?	Describe how the deliverable was performed?	Is this a finding?	Recommendations/Comments
a. Act as a liaison between SAWDB, CEO, NM State Workforce Board, and all service providers.				
b. Develop and maintain relationships with partner associations, such as: Economic Development, chamber organizations, and education institutions.				

Monitoring and Oversight, Technical Assistance and Training

Deliverable	Was this deliverable Performed?	Describe how the deliverable was performed?	Is this a finding?	Recommendations/Comments
a. Conduct program and financial monitoring procedures of all providers receiving SAWDB funds in accordance with WIOA requirements and submit results to the Board. This includes service providers as well as individual training accounts.				
b. Provide quarterly reports to the SAWDB, and DWS, if required, on all performance, performance measures, monitoring, training and technical assistance, corrective actions, sanctions, fiscal expenditures, participant data, allocations, and other requested information.				

Financial Control and Operating Systems

Deliverable	Was this deliverable Performed?	Describe how the deliverable was performed?	Is this a finding?	Recommendations/Comments
a. Establish effective procedures to ensure that costs charged to the program are allowable, reasonable, and necessary. Review and approve sub-recipient budget adjustment requests within programs.				

b. Develop internal controls to ensure compliance with all federal and state regulations, including any applicable OMB Circulars.				
c. Provide SAWDB a copy of the organization's annual audit from the Office of the State Auditor.				
d. State Procurement shall be followed.				

Facilities Available for Service to be Performed

Deliverable	Was this deliverable Performed?	Describe how the deliverable was performed?	Is this a finding?	Recommendations/Comments
a. The South Central Council of Governments will provide the administrative services at its principle office and satellite office at the addresses listed below. This facility has sufficient space for staff, storage, plus a conference room.				
Principle Office 600 Hwy 195, Suite C Elephant Butte, NM 87935				
Las Cruces Office 2251 Calle de Santiago Mesilla, NM 88046				

BUDGET BY PROGRAM	Are expenditures within the programs budget?	Has there been an independent audit?	Are there any findings?	Recommendations/Comments
Administrative				
Adult				
Dislocated Worker				
Youth				

DRAFT FOR DISCUSSION PURPOSES

MONITORING GUIDE – ADMINISTRATIVE ENTITY SERVICES

Administrative Organizational Development & Staff Support

- a. Facilitation of SAWDB, committee, and other meetings requested by the Board.
 - ☐ *List the board and committee meetings facilitated.*
- b. Assistance in the development of meeting agendas/minutes, notice of public meetings, and recording minutes for all meetings.
 - ☐ *Review each of the board and committee meetings folder for the following items:*
 - ☐ *Notice of public meeting in compliance with Open Meetings Act, meeting agenda in compliance with Open Meetings Act, and recorded minutes.*
- c. Ensure legal and compliance obligations of the Board are met. This includes compliance with SAWDB membership appointments.
 - ☐ *Review the board member roster for compliance with board's bylaws and federal regulations on sector representation.*
 - ☐ *Review each board members nomination form for compliance.*
- d. Solicit grant funding and prepare any associated RFP as approved by the SAWDB.
 - ☐ *List grant funding solicitations presented to the board.*
 - ☐ *List RFPs issued for sub-recipient agreements, as approved by the SAWDB.*
- e. Have an experienced, qualified administrator that is responsible for the daily operations of the SAWDB.
 - ☐ *Does the administrative entity have an experience and qualified administrator for the daily operations of the SAWDB?*

Policy Development & Education

- a. Provide information and/or analysis about national and state workforce development initiatives.
 - ☐ *List the information provide to the SAWDB on the national and state workforce development initiates.*
- b. Obtain and present to SAWDB labor market information specific to local employer needs. Labor market information should be obtained through outreach services from the local businesses, chamber organizations, educational institutions, as well as economic development organizations. This information should be distributed to the SAWDB on a quarterly basis. Based on the above, assist the SAWDB in preparing all local plans as required by the Department of Workforce Solutions (DWS) or any other agency. Employers should also be contacted to obtain current, future job openings, and a list of training needs.

- ☐ *List the information provide to the SAWDB on the labor market information specific to local employer needs based on outreach activities as described in the preceding paragraph and was the information provided on a quarterly basis to the SAWDB?*
 - ☐ *Did the AE assist the SAWDB in the development of the Four-year Plan? Describe the AE's activities in relations to the Four-year Plan goals.*
 - ☐ *Are employers contacted to determine their workforce training needs? List the activities and describe the process.*
 - c. Draft policy recommendations, contracts, MOU's position papers, materials and/or talking point for SAWDB members, as directed.
 - ☐ *List the number of local policies maintain and policy recommendations, contracts, MOU's, and materials and/or talking points for the SAWDB members.*

Legislative Analysis

- a. Maintain tracking system of workforce-related legislative bills and hearing information both at the state and federal level.
 - ☐ *Describe the tracking system for monitoring legislative activities tracked at the federal and state level.*
- b. Monitor and provide reports on key legislative hearings, meetings, and activities.
 - ☐ *List the monitoring and reports on key legislative hearing, meetings, and activities provided to the workforce system and board.*
- c. Draft testimony, and/or legislative recommendations, provide testimony on behalf of SAWDB and/or coordinated legislative activities as directed.
 - ☐ *List the drafted testimony, and/or legislative recommendations, and provide testimony on behalf of the SAWDB and other legislative activities, as directed.*

Communication and Promotion

- a. Act as a liaison between SAWDB, CEO, NM State Workforce Board, and all service providers.
 - ☐ *Describe the liaison process and list the liaison activities provided by the SAWDB, CEO, NM State Workforce Board, and all service providers.*
- b. Develop and maintain relationships with partner associations, such as: Economic Development, chamber organizations, and education institutions.
 - ☐ *Describe the activities conducted with the partner associations above and the list the engagements, purpose of meetings, and outcomes.*

Monitoring and Oversight, Technical Assistance and Training

- a. Conduct program and financial monitoring procedures of all providers receiving SAWDB funds in accordance with WIOA requirements and submit results to the Board. This includes service providers as well as individual training accounts.
 - ☐ *List the program and financial monitoring of all service providers; to include monthly desk reviews.*

- ☐ *Review monitoring schedule, monitoring reports, closeouts, technical assistance, and training provided, to include individual training accounts.*
 - b. Provide quarterly reports to the SAWDB, and DWS, if required, on all performance, performance measures, monitoring, training and technical assistance, corrective actions, sanctions, fiscal expenditures, participant data, allocations, and other requested information.
 - ☐ *List the quarterly reports provided to the SAWDB and DWS on all performance, performance measures, monitoring, training and technical assistance, corrective actions, sanctions, fiscal expenditures, participant data, allocations, and other requested information; and identify if any quarterly reports are missing or insufficient.*

Financial Control and Operating Systems

- a. Establish effective procedures to ensure that costs charged to the program are allowable, reasonable, and necessary. Review and approve sub-recipient budget adjustment requests within programs.
 - ☐ *Does the administrative entity have financial policies that describe effective procedures to ensure that costs charges to the program are allowable, reasonable, and necessary?*
 - ☐ *List the sub-recipient budget adjustments requested and the approvals within the program.*
- b. Develop internal controls to ensure compliance with all federal and state regulations, including any applicable OMB Circulars.
 - ☐ *Does the administrative entity have financial policies establishing internal controls to ensure compliance with federal and state regulations, including any applicable OMB Circular?*
- c. Provide SAWDB a copy of the organization's annual audit from the Office of the State Auditor.
 - ☐ *Does the administrative entity provide the SAWDB a copy of their annual audit from the Office of the State Auditor?*
- d. State Procurement shall be followed.
 - ☐ *In review of state, federal, and independent audits, does the administrative entity have any violations of state procurement?*

Facilities Available for Service to be Performed

- a. The South Central Council of Governments will provide the administrative services at its principle office and satellite office at the addresses listed below. This facility has sufficient space for staff, storage, plus a conference room.

Principle Office

600 Hwy 195, Suite C
Elephant Butte, NM 87935

Las Cruces Office
2251 Calle de Santiago
Mesilla, NM 88046

- ☐ *Does the administrative entity provide offices at the locations listed above?*

Budget

Administrative	\$375,000
Adult	\$ 70,000
Dislocated Worker	\$ 75,000
Youth	\$ 80,000
Total	\$600,000

- ☐ *Sample and review the administrative entities expenditures, request for reimbursements, and receipts to ensure that they do not exceed their budgeted amounts.*
- ☐ *Review the previous programs years independent auditor's report for any finding and if they were resolved.*



Member Input



Public Comment



Next Meeting

Program Year 21

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Meeting Adjourned

***Thank You for
Attending***

Have a great day!