

**Southwestern Area
Workforce Development Board
Virtual Meeting Via Zoom or Phone**

To join meeting by phone, dial: (346) 248-7799, then enter Webinar ID: 844 9648 6340

To join meeting online via Zoom, go to: <https://us02web.zoom.us/j/84496486340>

Thursday, April 8, 2021 at 10:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. Chairman Orozco called the meeting to order at 10:02 a.m. and welcomed all attendees.

II. Roll Call and Abstentions

- a. Ms. Longovia called roll. Ms. Thomas-Herrera abstained from voting on any items related to Youth.

Present:

Cassie Arias-Ward
Chris Boston
Alisa Estrada
Jacqueline Fryar
Rebecca Lescombes
Debbie Maldonado
Joshua Orozco
Erik Padilla
Anton Salome
Debbie Schoonover
Steve Siañez
Kim Skinner
Sharon Thomas
Marlene Thomas-Herrera
Mary Ulrich
Gary Whitehead

Staff:

Jay Armijo, SCCOG Executive Director
Skylar Arnold, Fiscal Clerk
Steve Duran, WIOA Administrator
Angela Longovia, Communications Manager
Jaymi Simms, Program Manager

Absent:

Mary Ann Chavez-Lopez
Alonzo Gonzales
Glenda Greene
Joe Gristy
Robert Hawkins
Mario Juarez-Infante
Michael Olguin
Ricky Serna

Guests:

Veronica Alonzo
Yvette Bayless
Concha Cordova
Maria Ethier
Diego Gallegos
Mary Gandara
Christina Garcia-Tenorio
Darleen Lopez
Fred Owensby
Marcos Peña
Cindy Quillin
Eric Rivera
Mike Stone

Chairman Orozco asked for a moment of silence for Kathleen Mrozek, the Administrative Specialist on the board staff who recently passed due to COVID.

III. Public Comment

- a. No public comment

IV. Approval of Agenda

- a. Approval of the agenda includes approval of the Consent Agenda Items. Ms. Fryar made a motion to approve the agenda; seconded by Ms. Arias-Ward. Motion passed. Ms. Thomas-Herrera abstained from Resolution 20-35. Roll call vote was as follows:

- | | |
|----------------------|--------------------------|
| Ms. Arias-Ward – Yes | Mr. Salome – Yes |
| Mr. Boston – Yes | Ms. Schoonover – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Ms. Fryar – Yes | Ms. Thomas – Yes |
| Ms. Lescombes – Yes | Ms. Thomas-Herrera – Yes |
| Ms. Maldonado – Yes | Ms. Ulrich – Yes |
| Mr. Orozco – Yes | Mr. Whitehead – Yes |
| Mr. Padilla – Yes | |

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

- a. *Approval of the February 5, 2021, meeting minutes
- b. * Resolution 20 – 33 approves the Policy Committee’s recommendation to amend the Customized Training Policy No. 19 – 01
- c. *Resolution 20 – 34 approves the Policy Committee’s recommendation to amend the Required Information in Communications Policy No. 19 – 02
- d. *Resolution 20 – 35 approves an amendment to Contract PY20-WIOA-03 between the Southwestern Area Workforce Development Board and Alamo Navajo School Board for Youth services, and authorizes the chair or vice-chair to sign the agreement
- e. *Resolution 20 – 36 approves an amendment to Contract PY20-WIOA-06 between the Southwestern Area Workforce Development Board and Youth Development, Inc. for Youth services, and authorizes the chair or vice-chair to sign the agreement

V. Discussion, Consideration and Possible Action Regarding

- a. Resolution 20 – 37 accepts the Independent Auditor’s Report for the period of July 1, 2019 through June 30, 2020. Mr. Duran stated that an independent audit is done annually and reviews the financials and other requirements as required by the Department of Workforce Solutions and federal regulations under the WIOA contract. Ms. Arnold, the Fiscal Administrator, introduced Mr. Mike Stone with Stone, McGee & Co. who performed the audit. Mr. Stone stated that the board has an unmodified opinion on the financial statements and compliance to federal regulations related to the WIOA program which is as high an opinion as an auditor can give. They have no comments related to the internal control system. They found it functional and adequate. Mr. Stone added that although this report is presented to the board in April, the report was due to the State Auditor’s office by December 1, 2020, and it was submitted before that date. The State Auditor’s office was delayed in their review and this report was only released to Stone, McGee & Co. less than a few weeks ago. Mr. Stone also added that the South Central Council of Governments is doing a good job with internal controls especially through a change in personnel which usually creates issues in the financial division. He stated that with the change in personnel, staff didn’t miss a beat. Ms. Thomas asked if the board always uses the same auditor or if there is a policy about changing the auditor every few years. Mr. Stone stated that there is an annual contract between the board, the auditor, and the State Auditor’s office. However, the board can request proposals every three years. Mr. Stone added that the State Auditor’s policy previously stated that an auditor can be contracted for a maximum of six consecutive years and not audit for a minimum of two consecutive years before they could be considered again. The State Auditor’s office recently changed that and now an auditor can be contracted for a maximum of eight consecutive years and would need to wait at

least two consecutive years before they can be contracted again. Mr. Whitehead made a motion to approve Resolution 20 – 37; seconded by Ms. Maldonado. By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Salome – Yes
Mr. Boston – Yes	Ms. Schoonover – Yes
Ms. Estrada – Yes	Ms. Skinner – Yes
Ms. Fryar – Yes	Ms. Thomas – Yes
Ms. Lescombes – Yes	Ms. Thomas-Herrera – Yes
Ms. Maldonado – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes
Mr. Padilla – Yes	

Steve Siañez joined the meeting at 10:21 a.m. after the roll call vote.

- b. Resolution 20 – 38 amends the PY20 Southwestern Area Workforce Development Board Budget. Mr. Duran stated the proposed budget amendment is for the amount of \$35,745.00 to the One-Stop Operator contract, which will be presented in Resolution 20 – 39. The funds would come from the board’s Reserves for (July 1, 2020 – June 30, 2021). The budget is balanced and does not have any unobligated amounts. Mr. Duran presented the current budget, proposed budget, and a spreadsheet showing the difference between the two. Ms. Maldonado made a motion to approve Resolution 20 – 38; seconded by Ms. Estrada. By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Salome – Yes
Mr. Boston – Yes	Ms. Schoonover – Yes
Ms. Estrada – Yes	Mr. Siañez – abstained
Ms. Fryar – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Orozco – Yes	Ms. Ulrich – Yes
Mr. Padilla – Yes	Mr. Whitehead – Yes

- c. Resolution 20 – 39 approves an amendment to Contract PY20-WIOA-04 between the Southwestern Area Workforce Development Board and Arbor E&T, LLC dba ResCare Workforce Services, now Equus, for One-Stop Operator services, and authorizes the chair or vice-chair to sign the agreement. Mr. Duran stated that the dollar amount of \$43,600.00 shown on the Agenda Item Summary is incorrect. The correct amount of \$35,745.00 was just approved by the board in Resolution 20 – 38. Mr. Duran shared that this amendment will fund a new service delivery model proposed by Equus which includes hiring two temporary staff to support Re-Start NM, an initiative to re-employ New Mexicans and boost the economy, as well as support the One-Stop Operator core scope of work. One-Stop Operator, Ms. Lopez provided some background about the need for frontline customer service representatives at the workforce centers and presented the roles and responsibilities of the Customer Engagement Specialist. Ms. Maldonado asked if any of the partners co-located at the workforce center will need to contribute financially. Mr. Duran stated that the partners would not be required to pay into this. This will only go through June 30, 2021. We will visit with the partners to discuss how this position can be funded in the next program year. Ms. Maldonado made a motion to approve Resolution 20 – 39; seconded by Ms. Arias-Ward. By unanimous consent, motion passed. Roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Salome – Yes
Mr. Boston – Yes	Ms. Schoonover – Yes
Ms. Estrada – Yes	Mr. Siañez – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Ms. Lescombes – Yes	Ms. Thomas – Yes
Ms. Maldonado – Yes	Ms. Thomas-Herrera – Yes
Mr. Orozco – Yes	Ms. Ulrich – Yes
Mr. Padilla – Yes	Mr. Whitehead – Yes

- d. Local Workforce Area Designation Recommendation by the New Mexico Workforce Development Board. Mr. Duran stated that this is a follow-up to information provided at a previous meeting regarding the State Workforce Board considering different proposed models to improve performance in New Mexico's workforce system. A Transformation Committee was formed to collect data and provided a report to the State Workforce Board titled *Making the Case for Transformation and Redesign of the New Mexico Workforce Development System*. On April 1, 2021, the State Workforce Board met and voted on the two-workforce board model consisting of a metro and a rural area. The metro area would cover four counties: Bernalillo, Sandoval, Santa Fe, and Doña Ana. The rural area would cover the remaining 29 counties. There was some discussion about this model and Ms. Garcia-Tenorio, the CEO & Local Workforce Board Liaison from the Department of Workforce Solutions stated that this model is a two-region area and not necessarily a two-board model. It was designed as an opportunity to provide a stronger voice to the rural areas. She added that they anticipate receiving information from the governor's office after about 30 days from submitting it to them. Once the governor's office gives their approval to move forward, that is when there will be a 30-day public comment period and there will be engagement with the Chief Elected Officials and the local boards. From the Transformation Committee's report, Mr. Duran shared that one item mentioned is that there were fiscal integrity concerns in the Southwestern region. The report states that the Southwestern region has inadequate or inconsistent budget planning, unreliable fiscal controls, and insufficient documentation of expenditures. Mr. Duran added that this statement is puzzling when we just heard the independent auditor state that we received the highest opinion an auditor can give and none of these items were mentioned as an issue by the auditor. Because this report was released only a few days before the April 1, 2021, State Workforce Board meeting, staff did not have time to ask about the information it contains. Ms. Garcia-Tenorio stated she will make some inquiries and asked that if there are additional questions about the information in the report, please email her. Chairman Orozco shared that he has been appointed to the State Workforce Board. He feels the transition period is essential and hopes this new appointment will provide him the opportunity to help craft the transition plan. He will do his best to share the local board's perspective when discussing the transition.
- e. New Mexico Administrative Code, 11.2.4.7, Policy Revision, Workforce Innovation and Opportunity Act Local Governance. Mr. Duran stated this is another item that was presented at the April 1, 2021, State Workforce Board meeting. The Department of Workforce Solutions (DWS) presented a change to the New Mexico Administrative Code (NMAC) that will reduce the number of chief elected officials (CEOs) in New Mexico's workforce network. The CEO board currently consists of county commission chairs and mayors or their designee. The proposed change would only have county representatives and eliminate the mayor's seats.

The following is an excerpt was provided in the Agenda Item Summary on the definition for a chief elected official.

Chief elected official (CEO) is the chief elected executive officer of a unit of general local government in a local area. CEOs shall consist of one county commissioner from each county located in the area [; and in a case in which a local area includes more than one unit of general local government, the individuals designated under the agreement described in WIOA Section 107] In a case in which a local area includes more than one unit of general local government, the points of contact shall only be the recognized CEOs for each county located in that area.

With 27 members on the Region IV, CEO board, the proposed change would potentially remove 19 mayors. There is a 45-day public comment period before it will go back to the state workforce board for their adoption. Ms. Garcia-Tenorio shared that the goal is to bring voting items back to the county at a county level to ensure they are aware of what is occurring. It is not to necessarily take away the mayors, it is about having them come together collectively to vote on specific issues.

VI. Reports and Information Items

a. Committee Reports:

i. Monitoring / Performance Committee

Ms. Skinner stated that their last meeting was on February 8, 2021, and thanked Mr. Salome for chairing that meeting. They reviewed the PY20 Service Provider Contract Deliverables and Service Provider Performance Indicators. Ms. Simms provided an update on the Technical Assistance and Trainings provided to service provider staff and Ms. Longovia shared some new outreach activities which include the e-newsletter and putting together some videos to help promote services. Their next meeting is scheduled for May 10, 2021.

ii. Policy Committee

Mr. Boston reported that the committee met on March 18, 2021, and discussed two policy amendments, the Customized Training policy and a policy on Communications which centered around continuity of the New Mexico Workforce Connection branding. The committee recommended to the board approving both policy amendments and they were approved under the Consent Agenda items today. The next meeting will be on May 20, 2021.

iii. Ad-hoc Outreach Committee

Ms. Fryar shared their first meeting was March 24, 2021, and the first item of business was the election of a vice-chair and chair. Ms. Fryar was elected chair and Mr. Whitehead was elected vice-chair. Mr. Duran discussed the proposed outreach plan for PY21. Ms. Lopez, the One-Stop Operator, shared her outreach activities. The next meeting will be on May 11, 2021.

iv. One-Stop / Agency Coordination Committee

Ms. Ulrich reported that the committee met on March 25, 2021. They discussed a location for a satellite workforce center in Las Cruces, One-Stop Operator Ms. Lopez talked about re-opening plans for the workforce centers and shared results of customer satisfaction surveys.

b. One-Stop Operator Report

Ms. Lopez presented plans for Re-Start New Mexico, an initiative Governor Lujan Grisham has dedicated to the workforce system to get the economy restarted and selected the Southwestern region to get it launched. Some of the key components include job seeker and employer focus, large push for training while receiving UI benefits, large commercial advertising campaign provided by the State, dedicated statewide phone lines, and a new website to help New Mexicans get back to work. Ms. Lopez shared the steps needed at the local level to include developing strategies around intake, continuous quality improvement mechanisms, partnering with higher education, reporting systems, and drafting staffing plans. Ms. Lescombes stated as an employer, they are having a hard time staffing positions and asked if the State has plans to help with that. Ms. Lopez replied that in our region, we plan to encourage the public to understand that UI benefits are temporary and to take advantage of all the opportunities available now. When UI benefits expire, the job market will be saturated with job seekers and jobs will be hard to find.

c. Administrative and Fiscal Reports

i. Technical Assistance and Trainings

Ms. Simms shared the number of sessions and hours of Technical Assistance provided to staff in the Adult, Dislocated Worker, and Youth programs. Ms. Simms shared the various trainings from July through September.

ii. YDI Performance Plan

Mr. Duran reminded the board that with performance concerns in the first year of YDI's contract, a plan was created with monthly performance goals. Mr. Duran shared the spreadsheet showing the progress from July 2020 to date and stated that we are seeing a lot of success. Ms. Cordova, Vice-President for YDI, addressed some areas of focus and strategies for increasing successes.

iii. Financial Reports

Ms. Arnold, the Fiscal Administrator, reported on the financial statements through February 28, 2021. Ms. Arnold presented the balance sheet, statement of revenues, expenditures, and changes in fund balances. Ms. Arnold also showed the expenditures by fund and by county.

d. Update from DWS Liaison Ms. Garcia-Tenorio

Ms. Garcia-Tenorio shared that Maher & Maher will conduct a 90-minute training for state and local workforce boards across New Mexico on April 27, 2021. The objective is to provide broad brush strokes on the roles and responsibilities of the board members. Ms. Longovia will send the information to the board members.

VII. Other

a. Member Input

- i. Chairman Orozco stated that a lot of change is proposed to occur with the workforce system. With his appointment to the State Workforce Board, he along with staff will try to keep the board informed on everything that is taking place.

VIII. Public Comment

- a. No public comment

IX. Next Meeting

- a. Thursday, June 10, 2021, at 10:00 a.m.

X. Adjournment

- a. Chairman Orozco adjourned the meeting at 12:09 p.m.

ATTESTED



06/10/2021

Date

*The Southwestern Area Workforce Development Board is an Equal Opportunity Employer and will make every effort to provide reasonable accommodations for people with disabilities who wish to attend a public meeting. Please provide notification at least five days before the meeting by calling (575) 744-4857. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY).
Funded by the U.S. Department of Labor.*