

Southwestern Area Workforce Development Board

Amended Board Meeting Agenda

Andres Z. Silva Conference Center

119 E. Pine Street
Deming, NM 88030

Thursday, March 5, 2020 at 10:00 a.m.

*Mr. Joshua Orozco—Board Chair
Mr. Michael Olguin, Jr.—Board Vice Chair*

- I. Call to Order**
- II. Welcome and Introductions**
- III. Roll Call and Abstentions** (If necessary, motion to allow board members to participate in the meeting telephonically)
- IV. Public Comment (3-Minute Limit)**
- V. Approval of Agenda**
- VI. Discussion, Consideration and Possible Action Regarding**
 - a) Motion to accept the minutes from the January 10, 2020 meeting **p.3**
 - b) Resolution 19 – 38 ratifies the Executive Committees resolutions on the following items: **p.9**
 - a. Resolution 19 – 35 approves the Board Chair's committee appointments, per SAWDB Bylaws
 - b. Resolution 19 – 36 approves the amendment to the Electronic Files Content & Records Retentions Management Policy, 17 – 19.1
 - c. Resolution 19 – 37 authorizes the SAWDB to cost share security guard services for the New Mexico Workforce Connection Center in Las Cruces
 - c) Resolution 19 – 39 accepts the Independent Auditor's Report for the period of July 1, 2018 through June 30, 2019 **p.30**
 - d) Resolution 19-40 approves the PY19 Southwestern Area Workforce Development Board Budget Amendment **p.68**
 - e) Resolution 19 – 41 approves an amendment to Contract No. PY19-WIOA-02 between ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment **p.74**
- VII. Reports and Information Items **p.78****
 - a) Committee Reports
 - b) Administrative and Financial Reports
 - c) One-Stop Operator Report **p.94**

- d) Service Provider Reports: Alamo Navajo; ResCare Workforce Services; Youth Development, Inc. **p.102**
- e) Strategic Meeting – Chairman Orozco
- f) Alix King – DWS Liaison

VIII. Other

- a) Member Input

IX. Public Comment (3-Minute Limit)

X. Next Meeting

- a) Thursday, May 7, 2020

XI. Adjournment

SAVE THE DATE:

New Mexico Workforce Conference on June 9 – 10, 2020 at the Albuquerque Hotel in Albuquerque, NM.

Mission: The Southwestern Area Workforce Development Board's mission is to empower individuals in the region by providing them with the tools and training they need to acquire higher paying jobs based on the needs of local businesses. With an emphasis on economic and employer-driven goals, SAWDB's cooperative programs will cater to the region's unique employment needs, allowing for more effective distribution of federal funds and serving local employers by cultivating a highly skilled workforce.

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Funded by the U.S. Department of Labor.*

**Southwestern Area
Workforce Development Board**

Board Meeting Minutes

WNMU-Silver City

Besse-Forward Global Resource Center
(corner of 12th St. & Kentucky St.)
Silver City, NM 88061

Friday, January 10, 2020 at 10:00 a.m.

DRAFT OF MEETING MINUTES

I. Call to Order

- a. Chairman Orozco called the meeting to order at 10:05 a.m.

II. Welcome and Introductions

- a. Chairman Orozco welcomed everyone and asked for introductions

III. Roll Call and Abstentions

- a. Ms. Longovia called roll
- b. Mr. Boston made a **motion to allow board members to participate in the meeting telephonically, seconded by Ms. Thomas. Motion passed. Ms. Herrera abstained from voting on issues related to youth services.**

Present:

Cassie Arias*
Chris Boston
Alisa Estrada*
Jacqueline Fryar*
Joe Gristy
Marlene Herrera
Michael Olguin*
Joshua Orozco
Erik Padilla*
Steve Siañez
Sharon Thomas
Mary Ulrich
*Via telephone

Absent:

MaryAnn Chavez-Lopez
Deborah Dean
Alonzo Gonzales
Marcos Martinez
Anton Salome
Debbie Schoonover
Kim Skinner
Gary Whitehead

Staff:

Jay Armijo, Executive Director, SCCOG*
Steve Duran, WIOA Administrator
Katherine Gervasio, Fiscal Administrator
Angela Longovia, Communications Specialist
Joe McClintock, Project Manager

Guests:

Alix King, NMDWS (by phone)
Eric Rivera, A/DW
Patrick Madrid, A/DW
Yvette Bayless, A/DW
Monica Silva, A/DW
Maria Ethier, DACC
Valerie Trujillo, A/DW
Frank Meza, A/DW

James Fielder, A/DW
 Concha Cordova, YDI
 Debbie Maldonado, WNMU, AES
 Priscilla Lucero, SWNMCO
 Darleen Lopez, NMWFC
 Cindy Quillin, NMWFC
 Roberto Montoya, DWS Deming & Silver

IV. Public Comment

- a. No public comment

V. Approval of Agenda *(Items marked with an asterisk * are considered consent agenda items as shown in the consent agenda section below. These items are approved with the motion to approve of the agenda unless a member requests that a specific item be removed for its own action. There is no discussion on these items).*

- a. Ms. Thomas made **a motion to remove consent agenda items b. Resolution 19 – 24, and item c. Resolution 19 – 25 for discussion; seconded by Mr. Gristy. By unanimous consent, motion passed.** The members that voted by telephone are as follows:
Ms. Arias – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Olguin – Yes
Mr. Padilla – Yes

VI. Consent Agenda Items

- a. *Motion to accept the minutes from the November 7, 2019 meeting.
- b. *Resolution 19 – 26 authorizes travel, meals, hotel and conference fees for board members to attend the 2020 New Mexico Workforce Conference
- c. *Resolution 19 – 27 authorizes travel, meals, hotel and conference fees for board members to attend the 2020 Texas Workforce Conference on December 2 – 4, 2020 in San Antonio, TX

Mr. Boston made **a motion to approve the Consent Agenda Items with the removal of item b. Resolution 19 – 24 and items c. Resolution 19 – 25 for discussion; seconded by Ms. Herrera. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Mr. Olguin – Yes
Mr. Padilla – Yes

VII. Professional Development

- a. Maria Ethier with DACC presented on DACC Adult Education Services and Integrated Education and Training (IET)

VIII. Discussion, Consideration and Possible Action Regarding

- a. Resolution 19 – 24 authorizes the Administrative Entity to issue a Request for Proposals for WIOA Adult & Dislocated Worker Services for the period of July 1, 2020 through June 30, 2021, with an option to renew annually for a maximum of three years.

- b. Resolution 19 – 25 authorizes the Administrative Entity to issue a Request for Proposals for WIOA One-Stop Operator Services for the period of July 1, 2020 through June 30, 2021, with an option to renew annually for a maximum of three years. Ms. Thomas asked if evaluations are done prior to renewals. Mr. Duran shared that monthly desk reviews and on-site monitoring reviews are done by administrative staff. Ms. Gervasio monitors the financials, and Ms. Craft and Ms. Rios monitor the program side. Ms. Thomas asked if the current service provider is eligible to submit proposals and Mr. Duran replied they are eligible.

Ms. Thomas **made a motion to approve both Resolution 19 – 24 and Resolution 19 – 25 with one motion; seconded by Mr. Boston. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- c. Resolution 19 – 28 ratifies the Executive Committee’s resolution approving an amendment to Contract No. PY19-WIOA-02 between Arbor E & T, LLC dba ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment. Mr. Boston **made a motion to approve Resolution 19 – 28; seconded by Ms. Herrera. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- d. Resolution 19 – 29 approves the Financial Policies Manual with policy modifications based on recommendations from the US Department of Labor. Ms. Gervasio presented. Ms. Thomas **made a motion to approve Resolution 19 – 29; seconded by Mr. Gristy. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- e. Resolution 19 – 30 approves modifications to the Follow-Up Services Policy 17 – 18 based on recommendations from the US Department of Labor. Mr. McClintock presented. Mr. Boston **made a motion to approve Resolution 19 – 30; seconded by Mr. Siañez. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- f. Resolution 19 – 31 amends the PY19/FY20 Board Budget. Ms. Thomas **made a motion to approve Resolution 19 – 31; seconded by Ms. Herrera.** ResCare Workforce Services has requested a fund increase to their contract in the amount of \$150,000.00 to provide additional Adult services. The current contract amount is \$3,567,000.00. If approved the new contract amount would increase to \$3,717,000.00. The overall budget remains

unchanged. It is a balanced budget with zero unobligated balances. **Ms. Herrera abstained from voting. Motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- g. Resolution 19 – 32 approves an amendment to Contract No PY19-WIOA-02 between ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment. Mr. Boston made **a motion to approve Resolution 19 – 32; seconded by Mr. Gristy. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- h. Resolution 19 – 33 approves an amendment to Contract No. PY19-WIOA-05 between the South Central Council of Governments and the Southwestern Area Workforce Development Board for WIOA Administrative Entity Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment. Mr. Duran presented. Mr. Gristy made **a motion to approve Resolution 19 – 33; seconded by Mr. Boston. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

- i. Resolution 19 – 34 establishes a Policy Committee and ad hoc Outreach Committee of the Southwestern Area Workforce Development Board. Chairman Orozco presented. Ms. Thomas made **a motion to approve Resolution 19 – 34; seconded by Mr. Siañez. By unanimous consent, motion passed.** The members that voted by telephone are as follows:

Ms. Arias – Yes

Ms. Estrada – Yes

Ms. Fryar – Yes

Mr. Olguin – Yes

Mr. Padilla – Yes

IX. Reports and Information Items

- a. One-Stop Operator Report and Site Manager's Reports: Deming; and Silver City
 - i. Ms. Lopez presented her One-Stop Operator report
 - ii. Mr. Montoya provided an update on activities at the workforce centers in both Deming and Silver City
- b. Administrative and Financial Reports:
 - i. Mr. McClintock presented the Technical Assistance and Trainings information that was provided to service provider staff. He also shared the Service Provider Goals vs. Actuals and Expenditures for Alamo Navajo School Board Youth; Youth Development, Inc. Youth; ResCare Adult & Dislocated Worker; and ResCare One-

- 190 Stop Operator.
- 191 ii. Ms. Gervasio presented the Balance Sheet as of November 30, 2019. She also
- 192 shared the Expenditures by Fund, and Expenditures by County. Ms. Gervasio also
- 193 reported that the independent auditors have completed their visit. A report is
- 194 expected to be presented to the board around January or February.
- 195 iii. Mr. Duran provided some updates
- 196 a) On November 7, 2019, the Board approved a Career Pathways Plan which
- 197 included Sector Strategies. There was a meeting with a consultant from
- 198 Maher & Maher on January 9, 2020 who helped delineate a process of how
- 199 to work with the communities in our region to do the Sector Strategies. The
- 200 Planning Committee will be involved with this process.
- 201 b) Just before this board meeting, there was a meeting with a group from Grant
- 202 County who would like to work with the Southwestern Area Workforce
- 203 Development Board to develop their own a county-level workforce plan.
- 204 c) New Mexico State University has an initiative to get individuals into the
- 205 agricultural industry.
- 206 d) A trip to El Paso for a Peer-to-Peer Site Visit with Workforce Solutions
- 207 Borderplex is scheduled for January 15, 2020. Members are also invited to
- 208 attend the Workforce Solutions Borderplex's board meeting on January 16,
- 209 2020.
- 210 c. Alix King – DWS Liaison
- 211 i. Ms. King invited board members and board staff to the State workforce board
- 212 meeting on February 6, 2020 in Albuquerque at 1:30pm.
- 213 ii. There will be a Community Stakeholder Meeting on February 27, 2020 in Las
- 214 Cruces. The purpose is to receive public feedback on the State's Four-Year Plan.
- 215 iii. There is a new state-wide initiative called Mock It Til You Rock It. Goal is to have
- 216 mock interviews in every high school in the state. There is a website where
- 217 volunteers are asked to sign up to help with the mock interviews.
- 218 iv. In response to requests for data during the meeting, Ms. King shared where to find
- 219 In-Demand and STAR Occupations on the State's New Mexico Workforce
- 220 Connection website.
- 221 **X. Other**
- 222 a. Member Input
- 223 i. Chairman Orozco would like to start providing a report to the Board about what he is
- 224 doing that is workforce related.
- 225 **XI. Public Comment (3-Minute Limit)**
- 226 a. No public comment
- 227 **XII. Next Meeting**
- 228 a. Thursday, March 5, 2020 at 10:00 a.m.
- 229 **XIII. Adjournment**
- 230 a. Meeting was adjourned at 12:59 p.m.

231

ATTESTED

232

233

Date

DRAFT

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AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board Meeting	March 5, 2020
<p>Agenda Item</p> <p>Resolution 19 – 38 ratifies the Executive Committee’s resolutions on the following items:</p> <ol style="list-style-type: none"> Resolution 19 – 35 approves the Board Chair’s committee appointments, per SAWDB Bylaws Resolution 19 – 36 approves the amendment to the Electronic Files Content & Records Retentions Management Policy, 17 – 19.1 Resolution 19 – 37 authorizes the SAWDB to cost share security guard services for the New Mexico Workforce Connection Center in Las Cruces 	
<p>UPDATED SUMMARY OF AGENDA ITEM</p> <ul style="list-style-type: none"> This resolution is submitted for your consideration to ratify the Executive Committee’s resolutions to approve Resolution 19 – 35, to approve the Board Chair’s committee appointments, per SAWDB Bylaws. In Bylaws under Article V Membership, Section C.1: Members shall serve on committees, subcommittees, and taskforces as appointed by the SAWDB Chair. Article VIII Committees; Committee Selection states, “Appointments to all Committees shall encompass categorical and geographical representations as broadly as possible to ensure that each committee reasonably represents the membership of the SAWDB. When appointing committee members, the SAWDB Chair shall do so considering the knowledge, experience, and preference of the particular members so appointed.” The Planning Committee is tasked with working on the region’s Local Four-Year Plan. With the departure of three members last year, there are now only three members on this committee. There is a need to appoint additional members to this committee. While reviewing the membership of the committees, the Board Chair would like to address current membership of all committees including the new Policy Committee and an ad-hoc Outreach Committee This resolution is submitted for your consideration to ratify the Executive Committee’s resolutions to approve Resolution 19 – 36, to approve changes to policy 17 – 19.1. The policy was amended to meet the federal requirements regarding the retention of participant records in the MIS computer system. The amended policy specifically defines the types of system overrides that our providers can conduct in electronically recording participant case files. This resolution is submitted for your consideration to ratify the Executive committee’s resolution to approve Resolution 19 – 37 authorizing the SAWDB to cost share security guard services for the New Mexico Workforce Connection Center in Las Cruces. The Las Cruces Workforce Connections office co-located managers have decided to provide security guard services to deter incidences that may harm customers and staff at the office. The cost of the services is approximately \$33,236.62, including sales tax, through June 30, 2020. DWS (Wagner Peyser) is proposing to use its in-kind credit from the software it purchased for the board’s 100 computers in the last program year. The estimated amount is approximately \$27,000. In order to not increase the cost shared by the other co-located partners in the 	

office, the board is being asked to contribute amount equal to the in-kind amount to not impact additional costs to the other partners.

- The executive committee received updated information that showed that DWS has a credit of approximately \$27,000.00 and would opt to use \$16,073. Accordingly, the executive committee indicated that it would pay the \$16,073 with board funds. Below is the table that the executive committee reviewed to show the allocations by partner. Subsequent to the meeting, DACC AES indicated that it could not pay its proposed share. The remaining partners agreed to share DACC AES' costs amongst them.

Security Guard Calculation for Share Costs Among Co-located Partners

Co-Partners Cost	*Shared Costs	Total
ResCare (Adult/DW)	\$ 4,892	
YDI (Youth)	\$ 1,781	
DACC (Adult Educ. Serv.)	\$ 1,496	
DWS (Unemployment Ins.)	\$ 3,450	
DWS (Wage & Hours)	\$ 5,544	
DWS (Wagner Peyser)	\$ 16,073	
*In-kind (Software, 100 computers) DWS	\$ (10,000.00)	\$ 23,237
Board Admin	\$ 10,000.00	\$ 10,000.00
Total		\$ 33,236.62

*Estimated Cost

RECOMMENDATION

A motion to accept Resolution 19 – 38.

BOARD'S OPTIONS ARE TO

- Accept the recommendation
- Amend the recommendation
- Reject the recommendation
- Table the item
- Take no action on the item

DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO

- Staff or committee, as directed.

THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)

- Supports all WIOA strategic plan goals

LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW

- Bylaws including Committee Descriptions

- Table of all current committee members. New committees and newly appointed members are in blue.
- Electronic Files Content & Records Retentions Management Policy, 17 – 19.1.

**Bylaws of the
Southwestern Area
Workforce Development Board**

**ARTICLE I
ESTABLISHMENT**

- A. The Southwestern Area Workforce Development Board of the State of New Mexico is established in accordance with the Workforce Innovation and Opportunity Act and the State of New Mexico Workforce Development Act (WDA) Statutes and Regulations.

**ARTICLE II
NAME**

- A. The name of this Board shall be The Southwestern Area Workforce Development Board, hereinafter referred to as the SAWDB.

**ARTICLE III
PURPOSE**

- A. It shall be the purpose of the SAWDB to set policy for, and provide operational oversight of, the local workforce system geographically comprised of the counties of Catron, Socorro, Grant, Sierra, Luna, Doña Ana, and Hidalgo for the State of New Mexico.
- B. The purpose of the SAWDB shall not preclude direct relationships between any local government and any other regional job development organization, public or private.
- C. The SAWDB shall remain autonomous with each of the local governments in the SAWDB and retain all rights and authority provided to them under their charters and ordinances, the laws of the State of New Mexico, or any other procedures and regulations not in conflict with state or federal law.
- D. The intent of the SAWDB is to carry out functions and responsibilities according to the Act and its Regulations under WIOA.
- E. The SAWDB shall assist the Governor, recommend, comment, plan, coordinate, review, identify, provide, develop, monitor, advise, and report as follows:
- 1) Provide a forum to facilitate the development of workforce training and development under the WIOA and WDA.
 - 2) Increase the capacity of each local government to assist in the development of programs that will provide meaningful job opportunities to all of its citizens.

- 3) Provide and support workforce development initiatives to the New Mexico Legislature, the Governor of New Mexico, the New Mexico Department of Workforce Solutions (NMDWS), and other local, state, and federal executive and legislative branches of government.
- 4) Enhance productivity of business competitiveness of New Mexico Business and Industry.

ARTICLE IV DUTIES AND RESPONSIBILITIES

- A. The SAWDB will carry out its duties and responsibilities according to the federal WIOA, the New Mexico WDA, and all federal and State regulations duly promulgated under these acts.
- B. Specifically, as set forth in the WDA, the SAWDB shall:
 - 1) Advise the New Mexico State Workforce Development Board (hereinafter referred to as the “State Board”) on issues relating to regional and local workforce development needs.
 - 2) Develop and submit to the State Board and the Governor a Southwestern Area five-year workforce plan that shall be updated and revised annually in accordance with the WIOA.
 - 3) Designate or certify one-stop program operators in accordance with the WIOA
 - 4) Terminate, for cause, the eligibility of one-stop operators.
 - 5) Select providers and provide grants to youth activity providers in accordance with the WIOA.
 - 6) Identify eligible training and intensive service providers in accordance with the WIOA.
 - 7) Develop a budget subject to the approval of the chief elected officials of the SAWDB.
 - 8) Develop and negotiate local performance measurements, as described in the WIOA, with the chief elected officials of the Southwestern Area and the Governor.
 - 9) Ensure linkages with economic development activities.
 - 10) Encourage employer participation and assist employers in meeting their hiring needs.
 - 11) Conduct oversight of; local programs and youth programs, in partnership with the chief elected officials, authorized pursuant to the WIOA; employment and training activities pursuant to the WIOA; and the one-stop delivery system in the Southwestern Area.

C. Provide information regarding the following:

- 1) The Southwestern Area plan
- 2) Membership of the SAWDB
- 3) Designation and certification of one-stop operators; and the award of grants or contracts to eligible providers of youth activities.

D. The SAWDB shall also:

- 1) Review and evaluate the performance of all Southwestern Area Workforce Development activities and state agencies involved with workforce development.
- 2) Develop coordination with the State Board regarding its linkages with the State Board of Education to ensure coordination and no duplication of vocational education, apprenticeship, adult education, and vocational rehabilitation programs with other workforce development and training programs.
- 3) Provide policy advice, in coordination with the State Board, regarding the application of federal or state laws that pertain to workforce development.
- 4) Provide information for the annual report for the State Board and the Governor.
- 5) Annually review, for potential inclusion in the Southwestern Area five-year plan, any goals, objectives, and policies submitted by state agencies involved in workforce development activities in the Southwestern Area.
- 6) Administer WIOA funds allocated to the Southwestern Area workforce activities pursuant to the WIOA and WDA.
- 7) Contract with public entities to further the directives of the WIOA and WDA as deemed necessary.
- 8) Assist with statewide employment statistics system under Wagner-Peyser.

ARTICLE V MEMBERSHIP

A. Membership of the SAWDB: Pursuant to Section 107 of the WIOA, Southwestern Area membership shall include the following:

- 1) Board members shall be appointed by the chief elected officials of the SAWDB, based on criteria established by the Governor and the State Board. The staggered terms are determined by the chief elected officials and are generally for a period of two years. There are no term limits.
- 2) The composition of the SAWDB shall be in compliance with Section 107 (b) (2)(A),(B), and (C) of the WIOA.

- 3) The SAWDB shall contain “a minimum of fifty-one percent (51%) of its members coming from the private sector and shall also include representatives of education, labor, government, economic development, and community-based organizations, and others as appropriate.”
- 4) Terms of Appointments pursuant to Section 107 (c)(2) of the WIOA, the Governor shall certify the membership of the SAWDB once every two years.
- 5) Board member appointments shall be staggered so that a portion of the memberships expire in alternate years.
- 6) Consideration of all appointments shall include gender, ethnicity, categorical representation, and geographic diversity.
- 7) The mandatory orientation for new members pursuant to the Act shall include specific duties and responsibilities of individual board members.
- 8) The SAWDB members, who miss three consecutive scheduled Board and/or Committee meetings without cause, will be considered to have resigned their Board position. Their name shall be submitted to the Chief Elected Officials in writing for replacement to be made. Exceptions are based on absences for a special reason, as determined by the SAWDB Chair. The affected member may request their retention in writing and receive written approval from the AE, with approval from the SAWDB Chair.
- 9) A vacancy/replacement on the SAWDB shall be filled in the same manner as regular appointments.
- 10) A majority of members of the SAWDB shall be from the private sector. Preference shall be given to persons who are owners of businesses, Chief Executives Officers (CEO's), or Chief Operating Officers (CEO's) of business and other business executives or employers with optimum policymaking or hiring authority.
- 11) Vacancies on the SAWDB shall exist upon the death, resignation, or removal of a member.
- 12) A person selected to fill a vacancy as provided in these bylaws shall hold office for the unexpired term of her/his predecessor or until her/his death, removal, or resignation.

B. Membership Responsibilities:

- 1) Members shall have the responsibility to inform the SAWDB, through her/his designated representative, of any changes in status which would affect their categorical representation.
- 2) All members must go through the “Mandated Training Certification” process to complete membership on the Board.

C. Committee Service:

- 1) Members shall serve on committees, subcommittees, and taskforces as appointed by the SAWDB Chair. SAWDB members may serve on more than one committee. The board chair will be a member of all committees.
- 2) Once a committee meeting date has been set by the Committee Chair and its Members, the committee date can only be changed with that Committee Chair's prior approval before it can be rescheduled.

D. Conflict of Interest:

- 1) All members of the SAWDB, including the Chair, shall have the authority to vote on all matters that come before the Board where there is no conflict, or the appearance of a conflict of interest. The Code of Conduct/ Conflict of Interest Policy was approved and signed by the SAWDB and the CEO's on September 22, 2004. This Code of Conduct/ Conflict of Interest Policy applies to the members of the SAWDB, the CEO's, the SCCOG, Administrative Entity, Fiscal Agent, and all Adult and Youth Providers.

E. Compensation/Reimbursement of Expenses:

- 1) Members of SAWDB shall not receive any salaries or wages for their services, but may be reimbursed for reasonable and necessary expenses incurred in the performance of their duties. Every claim for reimbursement for per diem and travel, as allowed by the Per Diem and Mileage Act of the State of New Mexico, shall be submitted on a travel voucher and in accordance with the appropriate rules, formats, and informational requirements of the State Department of Finance and Administration.
- 2) Per House Bill 220 relating to reimbursement for per diem and mileage expenses increasing rates; providing for the reimbursement of members of the Southwestern Area Workforce Development Board (SAWDB) will receive a fixed and regular travel reimbursement of \$95.00 per meeting day for Board and all approved committee meetings in place of per diem and mileage.
- 3) Non-voting board members, and government employees using government vehicles and receiving government compensation, are excluded from the \$95.00 fixed and regular reimbursement.
- 4) Board members traveling to special events and/or events at the request of the SAWDB, Board Chairman, or their designee will be reimbursed for expenses by submitting regular travel request forms.

F. Liability:

- 1) Members of the SAWDB and staff, while acting under the direction of the SAWDB, shall not be held personally liable for the debts, decisions, liabilities, or other obligations of the SAWDB.

G. Gifts and Contributions:

- 1) SAWDB members may not accept any contribution, gift, bequest, or devise of any property whatsoever that would personally or professionally benefit the member. Contributions, gifts, bequests, or other devises of property directly benefiting the WIOA mission and participants may be accepted without reimbursement of any kind to the donor.

H. Representation of the SAWDB:

- 1) Members appointed to the SAWDB are considered representatives of the State in matters of workforce development programs in the Southwestern area and are entitled to any rights attendant to membership on the SAWDB; however, no SAWDB member may take any action or carry out any activity on behalf of the SAWDB not permitted to be taken or carried out without the approval, by vote, of the SAWDB.

Staff:

- 1) Staff support for the SAWDB shall be provided as determined by resolution of the membership at scheduled meetings. Contract with staff shall include specific duties of administrative support staff.

I. Operating Procedures:

- 1) Operating procedures shall be adopted by the SAWDB for committees, staff, and the SAWDB.

ARTICLE VI OFFICERS

A. The officers of the SAWDB, including the Chair and Vice-Chair, shall be members from the private sector and shall be nongovernmental persons:

- 1) **Chair:** The SAWDB Chair shall be elected by a majority of the SAWDB members present at scheduled meetings. The term of office of the Chair shall be for one (1) year and he/she shall preside at all meetings of the SAWDB and perform general and active management of the administrative business of the SAWDB. It shall also be the Chair's duty to:
 - (a) Perform all duties that are incidental to his/her office and such other duties as may be required by the WIOA and the WDA, of which may be prescribed by the SAWDB.

- 2) Preside at meetings of the SAWDB and the executive committee
- 3) Execute legal documents when authorized by the SAWDB, the WIOA, and the WDA
- 4) Appoint all committees subject to the approval of the SAWDB, except as otherwise provided by the WIOA and WDA.
- 5) **Vice-Chair:** The term of the Vice-Chair shall be for one (1) year. The Vice-Chair shall also perform additional duties from time to time as assigned by the Chair.
 - (b) In the absence of the Chair or in the event of their inability or refusal to act, or if the office of Chair is vacant, the Vice-Chair shall perform all the duties of the Chair and, when so acting, shall have all the powers and be subject to all the restrictions of the Chair.
 - (c) The Vice-Chair shall have such other powers and perform such other duties as may be prescribed by the WIOA, the WDA, these bylaws, or the SAWDB.
- 6) In accordance with Section 107(b)(3) of the Workforce Innovation and Opportunity Act, only members of the private sector shall be qualified to serve as Chair and Vice-Chair to be voted on at the first meeting of the program year.
- 7) The start date for the Chair and Vice-Chair shall begin on September 1 of each year.
- 8) Upon approval of the SAWDB, the Chair may continue in office for two consecutive terms.
- 9) The SAWDB may elect such other officers as it deems appropriate and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed by the SAWDB.
- 10) Any SAWDB Chair or Vice-Chair may be removed for cause by a two-thirds majority of the SAWDB at any scheduled or special meeting. Any board member, Chair, or Vice-Chair may resign at any time by giving written notice to the Chair or Vice-Chair. Any such resignation shall take effect on the date of such notice or any time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. In these events, the Board will appoint a temporary Chair and Vice-Chair to preside over the next meeting to have an election to fill the positions of Chair and Vice-Chair.
- 11) In the event of a vacancy of any office, other than that of Chair, the vacancy may be filled temporarily by appointment of the Chair until such time as the SAWDB shall fill that vacancy.
- 12) In the event that the Chief Elected Officials do not appoint the sitting Chair or Vice-Chair, at the next Board meeting there would be a special election held to fill the position of Chair and Vice-Chair.

- 13) In addition to the Chair and Vice-Chair, the Board may also appoint other board members to have signature authority for the purpose of banking and contracts.

ARTICLE VII MEETINGS

A. Regular and Other Meetings:

- 1) The SAWDB shall meet at least once each quarter. The time and location will be determined at a prior meeting. The State Board, the Chair, or a majority of SAWDB members, at his/her/their discretion, may call special meetings. The time and location shall be determined by the individual(s) calling the meeting. All meetings shall be held in the Region 4 (Southwestern) of New Mexico.
- 2) The SAWDB member may participate in a meeting of the public body by means of a telephonic conference or other similar communications equipment as set forth in the New Mexico's Open Meetings Act, Section 10-15-1, and NMSA 1978 Compilation.

B. Open Meeting Requirements:

- 1) All meetings shall be in compliance with New Mexico's Open Meetings Act, Section 10-15-1, and NMSA 1978 Compilation. An open meeting resolution shall be adopted each year to establish reasonable notice of meetings.

C. Meeting Announcement:

- 1) Once the meeting date, time, and location are established and the agenda developed, a written announcement along with the agenda will be transmitted to all SAWDB members.
 - (d) All SAWDB members shall receive notice of any meetings at least ten (10) days prior to the date of the meeting. All SAWDB members shall receive notice of any special meeting at least three (3) days prior to the date of the meeting. It shall be presumed that the addressee will receive the notice emailed or otherwise transmitted from the SAWDB office on the following business day.
 - (e) Notice of all meetings shall specify the nature of business to be conducted at such meeting. No action can be taken except on business specified in the notice. New business, not specified in the notice, may be raised; no vote or action shall be taken on such business at that time.

D. Quorum:

- 1) A quorum of the SAWDB shall consist of a simple majority of the currently appointed membership. A quorum of a committee shall consist of a simple majority of the members of the specific committee. If a quorum is present, the affirmative vote of the majority shall be the official act of the SAWDB. A quorum of the SAWDB has been determined to be a simple majority of the respective membership, and a minimum of three members for committees.

E. Minutes:

- 1) Minutes of the proceedings for each SAWDB meeting shall be recorded and maintained in the permanent files for the SAWDB. A draft summary of the recorded minutes will be prepared and distributed to each member two weeks after a scheduled Board meeting. The minutes and agenda, as well as supporting and informational material of any meeting of the SAWDB, shall be made available to the public upon written request. Minutes for the committee meetings shall be recorded and made available upon request and will be maintained in the permanent files of the SAWDB.

F. Voting:

- 1) All members of the SAWDB, including the Chair, shall have the authority to vote on all matters that come before the Board where there is no conflict of interest or appearance of a conflict of interest.
- 2) As stated in the Code of Conduct/Conflict of Interest Policy approved and signed by the SAWDB and the CEO's on September 22, 2004, a member of the SAWDB, the CEO's, the SCCOG, Administrative Entity, Fiscal Agent, and all Adult and Youth Providers shall not vote on a matter under consideration by the Board relating to provision of services by the member, or by the entity the member represents, if such provisions of services might provide personal, private, or professional benefit to the member or his or her immediate family or business represented.
- 3) A member shall abstain from any evaluation of an affiliate organization with which that member is associated.
- 4) In accordance with the NMAC 11.2.4.12, local boards are not permitted to use proxies or alternates as a delegation of local board duties.

ARTICLE VIII COMMITTEES

A. Committee Selection:

- 1) The SAWDB shall establish an Executive Committee and may establish such other committees or advisory groups as it deems necessary in order to carry out its duties and discharge its responsibilities. The Chair shall define the duties and responsibilities of all committees, subject to approval of the SAWDB. The Chair shall appoint committee members of all committees, but all such committee members and Chairs must be certified by a majority vote of a quorum of SAWDB members.
- 2) Appointments to all committees shall encompass categorical and geographical representations as broadly as possible to ensure that each committee reasonably represents the membership of the SAWDB.
- 3) When appointing committee members, the SAWDB Chair shall do so considering the knowledge, experience, and preference of the particular members so appointed.
- 4) The SAWDB Chair shall serve as an ex-officio member on all committees; however, the SAWDB Chair at his/ her discretion may appoint the Vice-Chair to serve as an ex-officio on all or part of the committees.
- 5) Committees shall elect their own Chair, in the event a Committee Chair resigns or is no longer a Board member, the Vice-Chair shall be Acting Chair until such time the committee elects a new Chair. The meeting of each committee to appoint its own Chair shall be at a time and place selected by the SAWDB Chair.

B. Executive Committee:

- 1) The Executive Committee ensures consistency of policies and action with the mission statement, core values, and strategic priorities of the Southwestern Area Workforce Development Board (SAWDB).
- 2) Membership:
 - (a) The Executive Committee shall consist of the Board Chair, the Vice-Chair, and the Chair of all standing committees. The SAWDB Chair may add one at-large voting member and non-voting advisory members as necessary. The Chair may appoint Ad Hoc committees as needed to support the work of the Board. Ad Hoc committees organized for addressing temporary work or issues are not considered standing committees.
 - (b) The SAWDB Chair shall act as the Executive Committee Chair and will exercise the power to vote on the Executive Committee only to break a tie vote.

- (c) Terms on the Executive Committee are naturally staggered as officers and committee chairs change. In the event of interim vacancies, the Chair, with ratification of the Board, will appoint individuals to temporarily serve in the respective roles.
- (d) In the event of vacancy in the Chair position, the Vice-Chair will assume the responsibilities of the Chair until the position is filled.

3) Committee Responsibilities:

- (a) The Executive Committee shall act on behalf of the SAWDB on business that cannot wait until the next regularly scheduled meeting as determined by the Chair. The Executive Committee may exercise all such powers in a manner consistent with the Board's mission statement and in the best interest of the Board.
- (b) All meetings of the Executive Committee will be held in accordance with the Open Meetings Act.
- (c) Meetings of the Executive Committee shall be called by the Chair and held in locations the Chair designates as appropriate.
- (d) A quorum consisting of a simple majority of the members of the Executive Committee is required to take official action on behalf of the Board. Proxies shall not be used to constitute a quorum.
- (e) The Executive Committee shall review and coordinate the work of the other committees prior to the Chair of those committees reporting to the SAWDB. The Executive Committee may recommend to the Chairs of the other committees that additional work be completed before reporting to the Board, but it may not block the Committee Chairs from reporting to the Board.

4) Limitations:

- (a) The Executive Committee is accountable to report all actions taken to the Board. Any action taken by the Executive Committee must be in accordance with the Board's mission statement and is subject to ratification by the Board. Ratification may include revisions by the Board, provided that such revision does not affect any officer, employee, or third party that took action based on direction from the Executive Committee.
- (b) The Executive Committee shall not have the power or authority of the Board to elect, appoint, or remove any member of the Board, or any officer required to be elected by the Board; or in reference to amending or repealing of Board approved policies or bylaws; in addition, the Executive Committee shall not

have the power or authority of the Board in reference to any matter which under these Bylaws or the Workforce Innovation and Opportunity Act is vested exclusively in the SAWDB or the CEO's.

C. Committee Description:

- 1) **Executive Committee:** This committee has the responsibility for reviewing and coordinating the work of the other committees prior to the Chair of those committees reporting to the SAWDB. This committee is accountable to and reports all actions taken to the Board. Any action taken by the Executive Committee must be in accordance with the Board's mission statement and is subject to ratification by the Board.
- 2) **Planning Committee:** This committee has responsibility for reviewing and making recommendations pertaining to workforce development planning and operation. This includes reviewing state and local plans, resources for those workforce areas, and identification of education needs for services and training. The Planning Committee shall develop a five-year plan with Board approval and CEO concurrence and annually review and update said plan as necessary, as outlined in the local plan.
- 3) **Monitoring/Performance Committee:** The responsibility of this committee is to oversee and evaluate workforce development areas and local programs for compliance with rules and regulations to determine program success or failure. Additionally, it will review and approve state and local performance goals, review monitoring and performance reports, make recommendations for recognition, award incentive grants for program success, take corrective action, and/or impose sanctions for non-compliance or program failure. The goal of this committee is to assure the continuous improvement of State training programs.
- 4) **Disabilities Committee:** This committee will provide information and assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.
- 5) **One-Stop Partner Committee:** This committee will facilitate the integration of all the One-Stop Workforce Connections Centers in the Southwest area. They will make efforts to minimize program duplication, facilitate coordination and communication between agencies, employers, and training providers. The committee will research and identify employment and training activities, services available, and facilitate the

interaction between the government and private sector to assure they do not overlap and are effective and efficient to promote a clear strategy leading to program success.

- 6) **Youth and Young Adult Committee:** This committee will provide recommendations to the SAWDB on matter related the WIOA Youth program, its related policies, measures, and practices. The committee shall also review the youth services provider's performance reports, to include quarterly performance measures.

ARTICLE IX ANNUAL REPORT

A. Annual Report:

- 1) SAWDB shall submit information to the WIOA State Administrative Entity to include in the annual report to the Governor, the New Mexico Legislature, the Chief Executive Officers of the counties and municipalities of the Southwestern Area, and to such other federal, state, and local government units as deemed appropriate.

ARTICLE X PARLIAMENTARY AUTHORITY

A. Rules:

- 1) Where not otherwise provided for in these bylaws, rules similar to Robert Rules of Order may be followed to maintain order in conducting all meetings of the SAWDB and its committees. The SAWDB Chair shall appoint a parliamentarian for the SAWDB and its committees as appropriate.

ARTICLE XI AMENDMENT OF BYLAWS

A. First Revision:

- 1) The bylaws as contained herein have been revised and amended in accordance with the provision for amendment contained in Section B herein, and these bylaws, as amended, shall replace all bylaws previously enacted by the Southwestern Area Workforce Development Board, and shall constitute the duly enacted and governing bylaws of the Southwestern Area Workforce Development Board.

B. Amendments:

- 1) These bylaws may be amended or repealed by a two-thirds (2/3) majority vote at any regular, or special business meeting at which a quorum is present, after notification of such an amendment to the SAWDB Membership, in compliance with Article VII of these bylaws. A committee may be appointed by the SAWDB Chair to review these

bylaws on an as needed basis. This committee shall also review and recommend policies and procedures, as needed, for committees, staff, and the SAWDB for board approval.

ARTICLE XII DISSOLUTION

A. Dissolution:

- 1) Upon any dissolution of the SAWDB, the Southwestern Board shall, after paying or making provision for payment of liabilities, dispose of all of the assets in accordance with the WIOA and the WDA and any other applicable laws of the State of New Mexico.

ARTICLE XIII COMPLIANCE WITH LAW

A. Compliance:

- 1) The SAWDB, in execution of its business, shall comply with all applicable New Mexico Statutes and regulations including, but not limited to, the State Procurement Code, the State Open Meetings Act, as provided in Section 10-15-1, NMSA 1978 Compilation, and the State Mileage and Per Diem Act.

This amendment to the Bylaws was approved in accordance with Article XIV. B. of the Bylaws on July 9, 2015.

ATTESTED BY:

Gary Whitehead, Chair

SAWDB Committees

Disabilities Committee

Chris Boston, *Vice Chair*
 Alisa Estrada
 Marlene Herrera
 Erik Padilla, *Chair*
 Debbie Schoonover
 *Susana Santillan

Monitoring/Performance Committee

Marlene Herrera
 Anton Salome, *Vice Chair*
 Kim Skinner, *Chair*
 *Susana Santillan
 Alonzo Gonzales
 Gary Whitehead

One-Stop/Agency Coordination Committee

Cassie Arias
 Mary Ann Chavez-Lopez
 Jacqueline Fryar
 Marcos Martinez, *Chair*
 Erik Padilla
 Mary Ulrich, *Vice Chair*

Policy Committee

Chris Boston
 Erik Padilla
 Anton Salome
 Sharon Thomas

Planning Committee

Cassie Arias
 Sharon Thomas, *Vice Chair*
 Gary Whitehead, *Chair*
 Joe Gristy
 Michael Olguin, Jr.

Youth & Young Adult Committee

Cassie Arias
 Alisa Estrada
 Marlene Herrera
 Anton Salome
 Debbie Schoonover, *Chair*
 Steve Siañez, *Vice Chair*
 Mary Ulrich

Executive Committee

Marcos Martinez
 Michael Olguin, Jr., *Vice Chair*
 Joshua Orozco, *Chair*
 Erik Padilla
 Debbie Schoonover
 Kim Skinner
 Gary Whitehead

Outreach Committee (ad hoc)

Jacqueline Fryar
 Gary Whitehead

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

ELECTRONIC FILES CONTENT & RECORDS RETENTION MANAGEMENT POLICY 17-19.1

DATE OF ISSUE

~~June 29, 2017~~ February 10, 2020

EFFECTIVE DATE

~~July 1, 2017~~ February 17, 2020

APPLICABILITY

~~Electronic Files Content Management~~ Southwestern Area Workforce Development Board and its sub-recipients

DATE OF ISSUE

To establish the local board policy regarding electronic file storage and imaging standards for workforce programs utilizing the New Mexico Workforce Connection Online System (NMWCOS).

ACTION

The State established a standard for an electronic file (e-file) which includes a paperless registration, eligibility determination, and program enrollment. Effective January 1, 2015, all new program enrollments are required to be completed in an e-file format. The results are a real-time environment for storing and viewing applicant verification and eligibility determination documents. Authorized personnel are required to scan, import, and save all verification documents at the time they are being reviewed during the application process in NMWCOS per distinct program requirements.

E-files for purposes of this policy and all programs related to this policy, refer to the comprehensive storage of participant files in an electronic format using the NMWCOS. The program application, related activities, case notes, and all other relevant individual/entity information are captured and stored solely in NMWCOS, the state integrated management information system, and all

documentation and eligibility verifications specific to each applicant are scanned and stored in the Content Management System in the NMWCOS.

Content Management Access for all users shall be granted based on the users' security access profile.

Any and all pertinent documentation that is scanned is required to be legible in view and printed form. Illegible images must be removed and the document must be rescanned until a legible image has been captured.

The process of deleting an image that has already been saved to an applicant's electronic file can only be performed by the State or Local System Administrator. Scenarios requiring the deletion of images may include the following:

- A. Image was saved to an incorrect program applicant's file, or
- B. Image was saved under an incorrect document type

Documents scanned into the Content Management System are required to be scanned by case management staff. Uploaded documents must be processed, maintained, or discarded by case management staff to ensure the confidentiality of information and to safeguard against misuse.

Use of Content Management System in accordance with this policy provides opportunities for monitoring to be performed remotely. Information is readily ~~available~~ available, and files are current due to the real-time entry of all documentation.

The State and Local Workforce Board are responsible for completing the full scope of monitoring as outlined in federal, state, and local policies including all elements of notification,

reporting, entrance, and exit conferences and associated timelines. Transition to e-files and utilization of the content management system expands opportunity for remote monitoring as appropriate but does not eliminate any of the requirements for program administration and monitoring.

The Document Tag List attached is to be followed and no variation is to be made to this list.

RECORDS RETENTION

The purpose of the records retention section of this policy is to ensure that complete historical records are maintained and that overrides are restricted to an individual's record in the NMWCOS or in areas identified in 2 CFR 200.333.

The SAWDB will follow the federal regulations in 2 CFR§ 200.333 (a), (b) and (d).

2 CFR 200.333 (a), (b), and (d) state, "Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.

(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity"

Specific to participant records, service providers must ensure that:

(a) The following participants' documents are signed & dated, scanned, and uploaded in the NMWCOS:

(1) Application

(2) Individual Employment Plan; and

(3) Objective Assessment Summary

(4) Credential

The above documents cannot be deleted only updated, resigned and scanned into NMWCOS. With the exception of a credential.

(b) Case notes are an integral part of the participant's record and must include detailed accounts of the participant's progress in accordance with their plan.

(c) Case note must be included prior to any changes made to the exit dates and activity codes.

~~On a monthly basis quality assurance measures are to be taken to ensure that records are reviewed in accordance with this policy and that a summary report is provided to the Administrative Entity no later than the 15th day of the following month. The administrative entity will provide a report the monitoring committee of the SAWDB on its desk review related to the report submitted.~~

(d) Overrides must be case noted and will only be allowed on a case by case bases with a justification as long as exit dates are not affected in the NMWCOS.

(e) As part of the SAWDB's monthly desk review and annual on-site monitoring of the service provider, the Administrative Entity will sample participant files for records retention and include its findings in the monitoring report that is submitted to the SAWDB's monitoring committee for review and action.

INQUIRIES

Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

ATTESTED

This policy was reviewed and approved by the SAWDB

on: _____

SAWDB Chairman

Date

AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board	March 5, 2020
<p>Agenda Item Resolution 19 – 39 accepts the Independent Auditor’s Report for the period of July 1, 2018 through June 30, 2019</p>	
<p>SUMMARY OF AGENDA ITEM</p> <p>In accordance with federal and state audit requirements, an annual independent audit is performed and submitted to the local workforce board and Chief Elected Officials.</p> <p>The audit provides a report on the financial statements and is performed in accordance with the Governmental Auditing Standards.</p> <p>The report also extends its scope to reviewing the local board’s sub-recipient’s participant files for compliance.</p> <p>Mr. Mike Stone from Stone, McGee & Co., C.P. A. will present the independent audit report.</p>	
<p>RECOMMENDATION</p> <p>A motion to accept Resolution 19 – 39.</p>	
<p>BOARD'S OPTIONS ARE TO</p> <ol style="list-style-type: none"> 1. Accept the recommendation 2. Amend the recommendation 3. Reject the recommendation 4. Table the item 5. Take no action on the item 	
<p>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</p> <ul style="list-style-type: none"> • Staff or committee, as directed. 	
<p>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</p> <ul style="list-style-type: none"> • Supports all strategic plan goals 	
<p>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</p> <ul style="list-style-type: none"> • Report to be provided and presented at the board meeting 	

State of New Mexico
Southwestern Area Workforce Development Board
FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S
REPORT THEREON
For the Fiscal Year Ended June 30, 2019

Southwestern Area Workforce Development Board
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 June 30, 2019

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Southwestern Area Workforce Development Board
Official Roster
 June 30, 2019

Directors

Position

Michael Olguin Jr.	Board Chair
Gary Whitehead	Board Vice-Chair
Mary Ann Chavez-Lopez	Board Member
Deborah Dean	Board Member
Alisa Estrada	Board Member
Jacqueline Fryar	Board Member
Alonzo Gonzales	Board Member
Marlene Herrerra	Board Member
Cassie Arias	Board Member
Marcos Martinez	Board Member
Joshua Orosco	Board Member
Erik Padilla	Board Member
Anton Salome	Board Member
Debbie Schoonover	Board Member
Kim Skinner	Board Member
Chris Boston	Board Member
Joe Gristy	Board Member
Steve Sianez	Board Member
Sharon Thomas	Board Member
Mary Ulrich	Board Member
Jay Armijo	Executive Director, SCCOG

MIKE STONE, C.P.A.
LINDA STONE MCGEE, C.P.A.
KAY STONE, C.P.A.
KELLEY WYATT, C.P.A.

1311 N. GRANT ST.
P.O. BOX 2828
SILVER CITY, NEW MEXICO 88062
TELEPHONE (575) 388-1777
(575) 538-3795
FAX (575) 388-5040
E-MAIL: admin@stone-mcgee.com

INDEPENDENT AUDITOR'S REPORT

Brian S. Colón, ESQ., State Auditor
And
Board of Directors
Southwestern Area Workforce Development Board
Elephant Butte, New Mexico

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund and the budgetary comparisons for the general fund of the Southwestern Area Workforce Development Board, as of and for the year ended June 30, 2019, and the related notes to the financial statements which collectively comprise the Southwestern Area Workforce Development Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Southwestern Area Workforce Development Board as of June 30, 2019, and the respective changes in financial position and the respective budgetary comparisons for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the Southwestern Area Workforce Development Board's financial statements that collectively comprise the Board's basic financial statements. The Schedule of Expenditures of Federal Awards as required by the Title 2 U.S. *Code of Federal Regulations* Part 200 *Uniform Administrative Guidance, Cost Principles, and Audit Requirements for Federal Awards*, and the other schedules presented as other supplementary data as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards and the other supplementary data are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards and the other supplementary data are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 22, 2019, on our consideration of the Southwestern Area Workforce Development Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreement and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Southwestern Area Workforce Development Board's internal control over financial reporting and compliance.

Stone, McGee & Co., CPAs

Silver City, New Mexico
November 22, 2019

Stone, McGee & Co.
Certified Public Accountants

Southwestern Area Workforce Development Board
STATEMENT OF NET POSITION
June 30, 2019

	Governmental Activities
ASSETS	
Current assets:	
Cash and cash equivalents	\$ -
Due from other governments	1,172,556
Prepaid expenses	4,353
	<hr/>
Total current assets	\$ 1,176,909
	<hr/>
Total assets	\$ 1,176,909
	<hr/>
LIABILITIES	
Current liabilities:	
Cash overdraft	\$ 409,559
Accounts payable	729,877
	<hr/>
Total current liabilities	\$ 1,139,436
	<hr/>
Total liabilities	\$ 1,139,436
	<hr/>
NET POSITION	
Net investment in capital assets	\$ -
Unrestricted	37,473
	<hr/>
Total net position	\$ 37,473
	<hr/> <hr/>

The accompanying notes are an integral part of these financial statements.

Southwestern Area Workforce Development Board
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2019

		Program Revenues	
		Charges for Services	Operating Grants and Contributions
<u>Functions/Programs</u>	<u>Expenses</u>		
Governmental activities:			
Health and welfare	\$ 5,499,944	\$ 92,276	\$ 5,429,287
Total governmental activities	\$ 5,499,944	\$ 92,276	\$ 5,429,287
General revenues:			
Earnings on investments			
Loss on disposition of assets			
Miscellaneous			
Total general revenues			
Change in net position			
Net position--beginning of year			
Net position--end of year			

The accompanying notes are an integral part of these financial statements.

<u>Capital Grants and Contributions</u>	<u>Net (Expenses) Revenue and Changes in Net Position Governmental Activities</u>
<u>\$ -</u>	<u>\$ 21,619</u>
<u>\$ -</u>	<u>\$ 21,619</u>
	\$ -
	<u>3,911</u>
	<u>\$ 3,911</u>
	\$ 25,530
	<u>11,943</u>
	<u><u>\$ 37,473</u></u>

Southwestern Area Workforce Development Board
BALANCE SHEETS
GOVERNMENTAL FUNDS
June 30, 2019

	General Fund	Total Governmental Funds
	<u> </u>	<u> </u>
Assets		
Cash and cash equivalents	\$ -	\$ -
Due from other governments	1,172,556	1,172,556
Prepaid expenses	<u>4,353</u>	<u>4,353</u>
Total assets	<u><u>\$ 1,176,909</u></u>	<u><u>\$ 1,176,909</u></u>
 Liabilities		
Cash overdraft	\$ 409,559	\$ 409,559
Accounts payable	<u>729,877</u>	<u>729,877</u>
Total liabilities	<u><u>\$ 1,139,436</u></u>	<u><u>\$ 1,139,436</u></u>
 Deferred inflows of resources		
Unavailable revenue	<u>\$ 7,837</u>	<u>\$ 7,837</u>
Total deferred inflows of resources	<u><u>\$ 7,837</u></u>	<u><u>\$ 7,837</u></u>
 Fund balance:		
Non-spendable-prepaid expenses	\$ 4,353	\$ 4,353
Unassigned	<u>25,283</u>	<u>25,283</u>
Total fund balances	<u><u>\$ 29,636</u></u>	<u><u>\$ 29,636</u></u>
Total liabilities and fund balances	<u><u>\$ 1,176,909</u></u>	<u><u>\$ 1,176,909</u></u>

The accompanying notes are an integral part of these financial statements.

Southwestern Area Workforce Development Board
RECONCILIATION OF THE BALANCE SHEET-GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
June 30, 2019

Total governmental fund balances	\$	29,636
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds:

Intergovernmental grants subject to the 60 day availability period		7,837
--	--	-------

Deferred outflows and inflows or resources related to pensions are applicable to future periods and, therefore, are not reported in the funds

Deferred inflows of resources related to pensions

Deferred outflows of resources related to pensions

Long-term liabilities, including bonds payable, compensated absences, lease-purchases payable and accrued interest payable are not due and payable in the current period and therefore are not reported in the funds:

Net pension liability

Compensated absences payable

Net Position of Governmental Activities

	\$	37,473
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The accompanying notes are an integral part of these financial statements.

Southwestern Area Workforce Development Board
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2019

	<u>General Fund</u>	<u>Total Governmental Funds</u>
Revenues:		
Charges for services	\$ 92,276	\$ 92,276
Federal sources	5,428,262	5,428,262
Miscellaneous	<u>3,911</u>	<u>3,911</u>
Total revenues	<u>\$ 5,524,449</u>	<u>\$ 5,524,449</u>
Expenditures:		
Current:		
Health and welfare	\$ 5,499,944	\$ 5,499,944
Capital outlay	<u>-</u>	<u>-</u>
Total expenditures	<u>\$ 5,499,944</u>	<u>\$ 5,499,944</u>
Revenues over (under) expenditures	\$ 24,505	\$ 24,505
Other financing sources (uses):		
Transfer in	-	-
Transfer out	<u>-</u>	<u>-</u>
Net change in fund balance	\$ 24,505	\$ 24,505
Fund balance, July 1, 2018	<u>5,131</u>	<u>5,131</u>
Fund balance, June 30, 2019	<u><u>\$ 29,636</u></u>	<u><u>\$ 29,636</u></u>

The accompanying notes are an integral part of these financial statements.

Southwestern Area Workforce Development Board
**RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**
June 30, 2019

Net change in fund balances- total governmental funds	\$	24,505
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense:

- Capital outlay
- Depreciation expense

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. This is the net change during the year:

Intergovernmental grants subject to the 60 day availability period		1,025
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Governmental funds report pension contributions as expenditures. However in the Statement of Activities, the cost of pension benefits earned net of employee contributions is reported as pension expense

- Pension contributions
- Cost of benefits earned net of employee contributions

Governmental funds only report the disposal of assets to the extent proceeds are received from the sale. In the Statement of Activities, a gain or loss is reported for each disposal. This is the basis in the assets disposed of.

Some expense reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. This is the net change in compensated absences for the year.

<i>Change in Net Position of Governmental Activities</i>	\$	25,530
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The accompanying notes are an integral part of these financial statements.

Southwestern Area Workforce Development Board
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES--BUDGET AND ACTUAL (MODIFIED ACCRUAL BASIS)
For the Fiscal Year Ended June 30, 2019

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues:				
Charges for services	\$ -	\$ -	\$ 92,276	\$ 92,276
Intergovernmental	8,055,011	8,055,011	5,428,262	(2,626,749)
Miscellaneous			3,911	3,911
Total revenues	<u>\$ 8,055,011</u>	<u>\$ 8,055,011</u>	<u>\$ 5,524,449</u>	<u>\$ (2,530,562)</u>
Expenditures:				
Current:				
General government	\$ -	\$ -	\$ -	\$ -
Health and welfare	8,055,011	8,055,011	5,499,944	2,555,067
Capital outlay				-
Total expenditures	<u>\$ 8,055,011</u>	<u>\$ 8,055,011</u>	<u>\$ 5,499,944</u>	<u>\$ 2,555,067</u>
Revenues over (under) expenditures	\$ -	\$ -	\$ 24,505	\$ 24,505
Other financing sources (uses):				
Transfers out	-	-	-	-
Net change in fund balance	\$ -	\$ -	\$ 24,505	\$ 24,505
Fund balance, July 1, 2018	-	-	5,131	5,131
Fund balance, June 30, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 29,636</u>	<u>\$ 29,636</u>

The accompanying notes are an integral part of these financial statements

Southwestern Area Workforce Development Board
NOTES TO FINANCIAL STATEMENTS
June 30, 2019

Note 1 **Summary of Significant Accounting Policies**

A. DESCRIPTION OF ENTITY

The Southwestern Area Workforce Development Board (SAWDB) was organized pursuant to Section 117 of Public Law 105-220 (Workforce Investment Act of 1998) and New Mexico State Legislative Law, Chapter 260, dated April 7, 1999, to set policy for the portion of the statewide workforce investment system within the local area serviced by the Board. The SAWDB sets policy for Luna, Dona Ana, Sierra, Hidalgo, Grant, Socorro and Catron Counties in the State of New Mexico.

During the year ended June 30, 2016, the SAWDB contracted with South Central Southwestern Area Workforce Development Board, a governmental entity, to provide administrative and fiscal agent services. The SAWDB also contracted with the New Mexico Department of Workforce Solutions to manage and operate the four local area One-Stop Centers. The SAWDB also contracted with various other vendors to provide youth program services.

The basic activities authorized by the State of New Mexico (50-14-5, NMSA, 1978) to be carried out by the local board are as follows:

- a. Advise the state board on issues relating to regional and local workforce development needs;
- b. Develop and submit to the State Board and Governor a local five-year workforce plan that shall be updated and revised annually in accordance with the requirements of the federal Workforce Investment Act of 1998;
- c. Designate or certify one-stop program operators in accordance with the federal Workforce Investment Act of 1998;
- d. Terminate, for cause, the eligibility of the one-stop operator;
- e. Select and provide grants to youth activity providers in accordance with the Workforce Investment Act of 1998;
- f. Identify eligible training and intensive service providers in accordance with Workforce Investment Act of 1998;
- g. Develop a budget subject to approval of the chief elected official;
- h. Develop and negotiate local performance measurements as described in the Workforce Investment Act of 1998 with the chief elected official and the Governor;
- i. Assist in development of an employment statistics system;
- j. Ensure linkages with economic development activities;
- k. Encourage employer participation and assist employers in meeting hiring needs;
- l. In partnership with the chief elected officials, conduct oversight of local programs of youth activities authorized pursuant to the federal Workforce Investment Act of 1998 and employment and training activities authorized pursuant to that act, and conduct oversight of the one-stop delivery system in the local area;

- m. Establish as a subgroup, a youth council, appointed by the local board in cooperation with the chief elected official, and
- n. Prior to submission of the local plan, provide information regarding the following:
 - 1. The local plan
 - 2. membership
 - 3. designation and certification of one-stop operators and
 - 4. the award of grants or contracts to eligible providers of youth activities

The local board shall be appointed in accordance with criteria established by the Governor. The SAWDB's board is required to be made up of the last fifty-one percent of its members coming from the private sector and shall include representation of education, labor, government, economic development and community-based organizations, and others as appropriate and shall be appointed or ratified by the local chief public official.

B. REPORTING ENTITY

These financial statements present the Southwestern Area Workforce Development Board (the primary government). As defined by Generally Accepted Accounting Principles, component units are legally separate entities that are included in the Southwestern Area Workforce Development Board's reporting entity because of the significance of their operating or financial relationships with the Southwestern Area Workforce Development Board. Based on the criterion in Generally Accepted Accounting Principles, the Southwestern Area Workforce Development Board had no component units.

C. BASIS OF PRESENTATION

Government-wide Financial Statements:

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. The Southwestern Area Workforce Development Board has no business-type activities, nor any fiduciary funds.

Fund Financial Statements:

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditure/expenses. Funds are organized into one major category: governmental. An emphasis is placed on major funds within the governmental categories. A fund is considered major if it is the primary operating fund of the Southwestern Area Workforce Development Board or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type.
- b. Other funds management feels are significant.

The funds of the financial reporting entity are described below:

Governmental Funds

General Fund

The General Fund is the primary operating fund of the Southwestern Area Workforce Development Board and always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Southwestern Area Workforce Development Board currently has no Special Revenue Funds.

Major-Fund Description

General Fund – See the description above

D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

In the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus as defined in item “b” below.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used.

- a. All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets, deferred outflows of resources, liabilities and deferred inflows of resources are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The government-wide financial statements utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the

determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets, deferred outflows of resources, liabilities and deferred inflows of resources (whether current or noncurrent) associated with their activities are reported. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from non-exchange transactions are recognized when the earnings process is complete.

Basis of Accounting

The government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred or when the economic asset is used. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Derived taxes are recognized when the exchange takes place, and grants are recognized when all eligibility requirements are met.

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

Substantially all governmental fund revenues are accrued. In applying GASBS No. 33 to grant revenues, the provider recognizes liabilities and expenses and the recipient recognizes receivables and revenue when the applicable eligibility requirements, including time requirements, are met. Resources transmitted before the eligibility requirements are met are reported as deferred outflows of resources by the provider and deferred inflows of resources by the recipient. Grant revenues not collected within 60 days of year end are recorded as receivables and deferred inflows of resources. Such amounts are recorded net of estimated uncollectible amounts.

In the government-wide Statement of Net Position, the governmental activities columns (a) are presented on a consolidated basis by column, (b) and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Southwestern Area Workforce Development Board's net position is reported in three parts – net investment in capital assets, restricted net position; and unrestricted net position. The Southwestern Area Workforce Development Board first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the Southwestern Area Workforce Development Board's functions. The functions may be supported by general government revenues (certain intergovernmental revenues, and charges, etc.) The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function, and are typically charges for services. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

The net costs (by function) are normally covered by general revenue (intergovernmental

revenues, interest income, etc.).

The Southwestern Area Workforce Development Board does not allocate indirect costs.

This government-wide focus is more on the sustainability of the Southwestern Area Workforce Development Board as an entity and the change in the Southwestern Area Workforce Development Board's net position resulting from the current year's activities.

E. Budgets

The budget for the General Fund is prepared by management and is approved by the members of the Board, and the New Mexico Department of Finance and Administration.

These budgets are prepared on the GAAP modified accrual basis, excluding encumbrances, and secure appropriation of funds for only one year. Carryover funds must be re-appropriated in the budget of the subsequent fiscal year.

Actual expenditures may not exceed the budget on a by fund basis. Budgets may be amended in two ways. If a budget transfer is necessary within a fund, this may be accomplished with only local Board approval. If a transfer between "funds" or a budget increase is required, approval must also be obtained from the Department of Finance and Administration.

The budgetary information presented in these financial statements has been amended in accordance with the above procedures.

F. Cash and Investments

Cash includes amounts in demand deposits as well as short-term investments with a maturity of six months from the date acquired by the government. State statutes authorize the government to invest in obligations of the U.S. Treasury, interest-bearing accounts with local financial institutions and the State Treasurer Pool.

New Mexico Statutes require that financial institutions with public monies on deposit pledge collateral, to the owners of such monies, in an amount not less than 50% of the public monies held on deposit. Collateral pledged is held in safekeeping by other financial institutions, with safekeeping receipts held by the Southwestern Area Workforce Development Board. The pledged securities remain in the name of the financial institution.

G. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Short-term inter-fund loans are reported as "interfund receivables and payables". Inter-fund receivables and payables between funds within governmental activities and between funds within business-type activities are eliminated in the Statement of Net Position. All inter-fund receivables and payables are eliminated in the total primary government column in the Statement of Net Position.

H. Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances for the governmental activities include grants.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as grants and other similar intergovernmental revenues since they are usually both measurable and available. Non-exchange transactions collectible but not available are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available.

I. Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000.00 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Furniture and equipment	5-10 years
Lease-hold improvements	20 years

The accounting treatment over property, plant and equipment depends on whether they are reported in the government-wide financial statements or fund financial statements. In the government-wide financial statements, fixed assets are accounted for as capital assets. In the fund financial statements, fixed assets are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

J. Compensated Absences

The Southwestern Area Workforce Development Board's policies regarding vacation time permit employees to accumulate earned but unused vacation leave. The liability for these compensated absences is recorded as long-term debt in the government-wide statements. The current portion of this debt is estimated based on historical trends. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources. Currently, the Board contracts financial services and has no employees.

K. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statements element, deferred outflows of resources, represents consumption of net position that applies to a future period, and so will be recognized as an outflow of

resources (expenses/expenditures) then. The Government has no deferred outflows of resources related to pensions as discussed in Note 6 at June 30, 2018.

In addition to liabilities, the statement of financial position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statements element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenues) until that time. The Government has deferred inflows of resources at June 30, 2019, of \$7,837, related to revenue not received within the 60 day availability period.

L. Equity Classifications

Government-wide Statements

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - all other net position that do not meet the definition of “restricted” or “net investment in capital assets, net of related debt.”

Fund Statements

The Southwestern Area Workforce Development Board has implemented GASB Statement 54 “Fund Balance Reporting and Governmental Fund Type Definitions”. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Non-spendable fund balance – amounts that are not in a spendable form (such as inventory) or are required to remain intact.
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- Committed fund balance – amounts constrained to specific purposes by the government itself, using its highest level of decision-making authority, to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change its constraints.
- Assigned fund balance – amounts a government intends to use for a

specific purpose; intent can be expressed by the governing body or by an official or body to which the government body delegates the authority.

- Unassigned fund balance – amounts that are available for any purpose; positive amounts are reported only in the general fund.

The Board of Directors establishes (and modifies or rescinds) fund balance commitments by adoption of a resolution or a vote of the Board. This is typically done through the adoption and amendment of the budget. Assigned fund balance is established by the Board of Directors through adoption or amendment of the budget as intended for a specific purpose (such as purchase of fixed assets, construction, debt service or for other purposes). Expenditures incurred are normally paid from the highest constrained fund balance.

M. Interfund Activity

Interfund activity is reported as either loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are netted as a part of the reconciliation to the government-wide financial statements. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

N. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 2 Custodial Credit Risk

Custodial credit risk is the risk in the event of a bank failure the government's deposits may not be returned to it. The government does not have a deposit policy for credit risk beyond that disclosed in Note 1. As of June 30, 2019, \$-0- of the governments bank balance of \$367,320 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ -0-
Uninsured and collateral held by pledging banks	
trust department not in Council's name	<u>-0-</u>
Total	<u>\$ -0-</u>

	<u>Bank Balance</u>	<u>Carrying Amount</u>
Deposits by custodial risk category:		
Insured	<u>\$ 367,320</u>	<u>\$ (409,559)</u>

Note 3 Capital Assets

The following is summary of capital asset activity during the fiscal year:

	<u>Balance July 1, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2019</u>
Capital Assets Being Depreciated:				
Equipment	<u>\$ 21,650</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 21,650</u>
Total capital assets being depreciated	<u>\$ 21,650</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 21,650</u>
Less accumulated depreciation For:				
Equipment	<u>\$ (21,650)</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ (21,650)</u>
Capital assets, net	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

Depreciation expense was charged to the governmental activities as follows:

General government	<u>\$ -0-</u>
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Note 4 Compensated Absences

The Board had no compensated absence liability at June 30, 2019, nor was there any activity during the year ended June 30, 2019.

Note 5 Risk Management

The Southwestern Area Workforce Development Board is exposed to various risks of loss related to torts; thefts of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Southwestern Area Workforce Development Board has purchased private insurance to mitigate these risks. No settlements have exceeded coverage in the last three years.

Limits of coverage are as follows:

\$1,000,000	Liability
\$ 27,000	Property
\$1,000,000	Auto

Note 6 Pension Plan – Public Employees Retirement Association

During the fiscal year June 30, 2019, the Southwestern Area Workforce Development Board contracted for all services, and therefore, had no employees eligible for retirement benefits and had no retirement benefit expenditures during the year.

Note 7 Post-Employment Benefits – State Retiree Health Care Plan

The Southwestern Area Workforce Development Board does not participate in the Retiree Health Care Plan.

Note 8 Contingent Liabilities

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

Note 9 Interfund Transactions

The Southwestern Area Workforce Development Board had no interfund transactions during the fiscal year.

Note 10 Deficit Fund Balances

The Southwestern Area Workforce Development Board had no fund balance deficits at June 30, 2019.

Note 11 Restricted Net Position

The Southwestern Area Workforce Development Board had no restricted net position at June 30, 2019.

Note 12 Evaluation of Subsequent Events

The Southwestern Area Workforce Development Board has evaluated subsequent events through November 22, 2019, the date which the financial statements were available to be issued.

Note 13 Tax Abatement Disclosures

The Southwestern Area Workforce Development Board has no need to make any tax abatement disclosures as required by Governmental Accounting Standards Board Statement 77, since no abatements exist.

Note 14 Cash Overdraft

The cash overdraft as shown in the financial statements is the result of the Southwestern Area Workforce Development Board writing check at June 30, 2019 to vendors to record the expenditure in the appropriate fiscal year. The checks are not issued until federal reimbursement are received

Southwestern Area Workforce Development Board
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For The Fiscal Year Ended June 30, 2019

<u>Federal Grantor/Pass-through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Grantor's Number</u>	<u>Passed Through to Subrecipients</u>	<u>Federal Expenditures</u>
<u>U. S. Department of Labor</u>				
Passed through N.M. Department of Workforce Solutions:				
WIA/WIOA Cluster:				
WIA Adult Program	17.258	17/18-004	\$ 1,223,330	\$ 3,059,791
WIA Dislocated Workers	17.278	17/18-004	300,553	419,842
WIA Youth Activities	17.259	17/18-004	<u>1,825,476</u>	<u>1,948,629</u>
Total WIA/WIOA Cluster			<u>\$ 3,349,359</u>	<u>\$ 5,428,262</u>
Total U.S. Department of Labor			<u>\$ 3,349,359</u>	<u>\$ 5,428,262</u>
Total expenditures of federal awards			<u><u>\$ 3,349,359</u></u>	<u><u>\$ 5,428,262</u></u>

See accompanying notes to Schedule of Expenditures of Federal Awards.

Southwestern Area Workforce Development Board
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Fiscal Year Ended June 30, 2019

Note 1 Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Southwestern Area Workforce Development Board, under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Southwestern Area Workforce Development Board, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Southwestern Area Workforce Development Board.

Note 2 Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance.

Note 3 Indirect Costs

The Southwestern Area Workforce Development Board has elected not to use the de Minimis indirect cost rate as allowed under the Uniform Guidance.

Southwestern Area Workforce Development Board
SCHEDULE OF DEPOSITORY COLLATERAL
June 30, 2019

	<u>Bank of the Southwest</u>
Checking	<u>\$ 367,320</u>
Total on deposit	\$ 367,320
Less: FDIC insurance	<u>(250,000)</u>
Total uninsured public funds	<u><u>\$ 117,320</u></u>
50% collateralization requirement (Section 6-10-17 NMSA)	<u>\$ 58,660</u>
Pledged securities:	
Federal Home Loan Bank letter of credit expiring June 3, 2020	\$ 100,000
Federal Home Loan Bank letter of credit expiring December 5, 2019	<u>25,000</u>
Total pledged securities	<u>\$ 125,000</u>
Pledged securities over (under) requirement	<u><u>\$ 66,340</u></u>

Southwestern Area Workforce Development Board
SCHEDULE OF INDIVIDUAL DEPOSIT ACCOUNTS AND INVESTMENTS
 June 30, 2019

	<u>Type of Account</u>	<u>Bank Balance</u>	<u>Reconciled Balance</u>
Bank of the Southwest			
Operational	Checking	<u>\$ 367,320</u>	<u>\$ (409,559)</u>
Total Bank of the Southwest		<u><u>\$ 367,320</u></u>	<u><u>\$ (409,559)</u></u>
Total cash and investments			<u><u>\$ (409,559)</u></u>

Southwestern Area Workforce Development Board
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
 For the Fiscal Year Ended June 30, 2019

Findings – Financial Statement Audit

Current Status

None

Findings and Questioned Costs – Major Federal Award programs

None

MIKE STONE, C.P.A.
LINDA STONE McGEE, C.P.A.
KAY STONE, C.P.A.
KELLEY WYATT, C.P.A.

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REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

INDEPENDENT AUDITOR'S REPORT

Brian S. Colón, ESQ., State Auditor
And
Board of Directors
Southwestern Area Workforce Development Board
Elephant Butte, New Mexico

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the budgetary comparisons for the general fund of the Southwestern Area Workforce Development Board as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Southwestern Area Workforce Development Board's basic financial statements, and have issued our report thereon dated November 22, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Southwestern Area Workforce Development Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Southwestern Area Workforce Development Board's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Southwestern Area Workforce Development Board's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Stone, McGee & Co., CPAs

Silver City, New Mexico
November 22, 2019

Stone, McGee & Co.
Certified Public Accountants

MIKE STONE, C.P.A.
LINDA STONE MCGEE, C.P.A.
KAY STONE, C.P.A.
KELLEY WYATT, C.P.A.

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**REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

INDEPENDENT AUDITOR'S REPORT

Brian S. Colón, ESQ., State Auditor
And
Board of Directors
Southwestern Area Workforce Development Board
Elephant Butte, New Mexico

Report on Compliance for Each Major Federal Program

We have audited Southwestern Area Workforce Development Board's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Southwestern Area Workforce Development Board's major federal programs for the year ended June 30, 2019. Southwestern Area Workforce Development Board's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Southwestern Area Workforce Development Board's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Southwestern Area Workforce Development Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Southwestern Area Workforce Development Board's compliance.

Opinion on Each Major Federal Program

In our opinion, Southwestern Area Workforce Development Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control over Compliance

Management of Southwestern Area Workforce Development Board is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southwestern Area Workforce Development Board's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Southwestern Area Workforce Development Board's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Stone, McGee & Co., CPAs

Silver City, New Mexico
November 22, 2019

Stone, McGee & Co.
Certified Public Accountants

Southwestern Area Workforce Development Board
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 For the Fiscal Year Ended June 30, 2019

SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on whether the financial statements of the Southwestern Area Workforce Development Board were prepared in accordance with generally accepted accounting principles.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements are reported in the *Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of the Southwestern Area Workforce Development Board, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies or material weaknesses in internal control over major federal award programs are reported in the *Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance*.
5. The auditors' report on compliance for the major federal awards programs for the Southwestern Area Workforce Development Board expresses an unmodified opinion on all major programs.
6. No audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) were noted during the audit.
7. The programs tested as major programs were: The WIA/WIOA Cluster, consisting of Adult Program, CFDA No. 17.258; Youth Activities, CFDA No. 17.259; and Dislocated Worker Formula Grants, CFDA No. 17.278
8. The threshold for distinguishing types A and B programs was \$750,000.
9. The Southwestern Area Workforce Development Board was a low-risk auditee.

FINDINGS – FINANCIAL STATEMENT AUDIT

None

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARDS PROGRAMS

None

OTHER – FINANCIAL STATEMENT PREPARATION

The financial statements were prepared by Stone, McGee & Co., C.P.A.'s with substantial assistance and approval from Southwestern Area Workforce Development Board personnel, who have accepted responsibility for the financial statements.

EXIT CONFERENCE

The contents of this report were discussed November 19, 2019. Attending this exit conference were:

<u>Name</u>	<u>Title</u>	<u>Affiliation</u>
Joshua Orosco	Board Chair	SWAWDB
Ken Miyagishima	CEO Board Chair	SWAWDB
Jay Armijo	SCCOG Executive Director	SWAWBD
Katherine Gervasio	SCCOG Fiscal Administrator	SWAWBD
Mike Stone	Shareholder	Stone, McGee & Co., CPAs

AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board Meeting	March 5, 2020
Agenda Item Resolution 19 – 40 approves the PY19 Southwestern Area Workforce Development Board Budget Amendment	
SUMMARY OF AGENDA ITEM <p>Ag Project - This item is presented for your review and consideration to approve a budget amendment to set aside 90,000.00 in a special projects fund for use in an agricultural certification program with New Mexico State University.</p> <ul style="list-style-type: none"> • The program will offer six certifications that for 30 individuals who are in or seeking to enter the agricultural industry. Individuals in the certification program can also continue their training in an occupation within the agricultural industry. • This training program is tentatively scheduled for late May or early June 2020. The training program includes campus housing, tuition, and books. • If board funding is approved, the next phase is to work with the workforce partners and services providers to complete the plan that is agreeable with all parties, begin recruitment, enrollments, and placement planning. It will also include the proposed training on the Eligible Training Provider list within the New Mexico Workforce Connections Online System. • Please view the attached project letter from NMSU. 	
RECOMMENDATION A motion to approve Resolution 19 – 40.	
BOARD'S OPTIONS ARE TO <ul style="list-style-type: none"> • Accept the recommendation • Amend the recommendation • Reject the recommendation • Table the item • Take no action on the item 	
DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO <ul style="list-style-type: none"> • Staff or committee, as directed. 	
THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S) <ul style="list-style-type: none"> • Supports all strategic plan goals 	
LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW <ul style="list-style-type: none"> • Project Letter – NMSU • Current Budget; Proposed Budget; and Differences Budget Sheet 	



College of Agricultural, Consumer and Environmental Sciences

Cooperative Extension Service
Office of the Associate Dean and Director
MSC 3AE
New Mexico State University
P.O. Box 30003
Las Cruces, NM 88003-8003
575-646-3015, fax: 575-646-7042

November 8, 2019

Bill McCamley, Secretary
New Mexico Department of Workforce Solutions
PO Box 1928
Albuquerque, NM 87102

RE: Proposal for an Agricultural Workforce Development Training

New Mexico agriculture is a deeply-rooted profession where families of all cultures have worked the land for generations. In recent decades, fewer younger operators are entering the business – resulting in an aging workforce. The average age of a New Mexico principal operator is 61, while less than 5% are under the age of 35 and nearly a third are 70 or older. The state recently experienced a slight uptick in the number of younger producers, but there are still not enough incoming agriculturists to take the place of those preparing to retire.

For agriculture to retain its economic influence in New Mexico, while providing meaningful income and employment, interventions will need to attract new individuals to the broad field of New Mexico agriculture and assist new growers. The New Mexico Cooperative Extension Service is committed to promoting and expanding agricultural education and training opportunities as pathways to successful careers in the industry.

A weeklong Agricultural Workforce Development Training is proposed that will result in 3 agricultural certifications and focus on agricultural workforce skills identified from New Mexico agricultural industries. The focus would be on New Mexico residents interested in careers in agriculture. The training would occur in late May 2020 or early June 2020. Please find below the proposed curriculum for the Agricultural Workforce Development Training. The week will conclude with a job fair for graduates of the Agricultural Workforce Development Training and will include interviews for internships by New Mexico agricultural industries and producers.

Day 1

Pesticide Applicator Training – Phillip Lujan Lead with other Specialists (Certificate and CEU's if have Pesticide License)

Day 2

- a. ½ Day Irrigation Management and Soil Health – Robert Flynn & John Idowu Lead
- b. ½ Day Rangeland Monitoring – Sara Marta, Sam Smallidge, and New Range Specialist Lead

Day 3

Produce Safety Alliance Training (include water sampling) - Bob Silver, Nancy Flores, Rossana Sallenave Lead (7 modules in a day for USDA/FDA Certificate)

Day 4

- a. Farmer Worker Safety Training (includes OSHA, employee safety) – Robert Hagevoort, Marcy Ward, and Craig Gifford
- b. Livestock Handling & Animal Husbandry – Craig Gifford, John Wenzel, and Robert Hagevoort Lead (BQA Certificate)

Day 5

Introduction to Welding – Carlos Rosencrans Lead

Day 6

Job Fair

BUDGET \$86,760

Total fees are for 30 Students @ \$2,892/student = \$86,760

Per student cost is inclusive of all curriculum, tuition, registration, supplies, and materials.

We are excited about this agricultural education and training opportunity as a pathway to successful careers in the New Mexico agricultural industry. If you have any questions, please contact me.

Sincerely,



Jon Boren
Associate Dean and Director
Cooperative Extension Service

Southwestern Area Workforce Development Board
Workforce Innovation and Opportunity Act
 Program Year 2019 / Fiscal Year 2020 Budget
 Proposed Budget Amendment No. 2

Program Revenue	Total	Administration	Adult	Dislocated Worker	Youth	Percent of Total
Administration	\$ 545,585	\$ 545,585				7%
Adult	\$ 1,186,024		\$ 1,186,024			15%
Dislocated Worker	\$ 2,003,131			\$ 2,003,131		25%
Youth	\$ 1,721,110				\$ 1,721,110	22%
Sub-total	\$ 5,455,850	\$ 545,585	\$ 1,186,024	\$ 2,003,131	\$ 1,721,110	68%
Prior Year Balances	\$ 2,548,291	\$ 378,038	\$ 1,008,968	\$ 567,059	\$ 594,226	32%
Transfer from Dislocated Worker to Adult	\$ -		\$ 1,150,000	\$ (1,150,000)		0%
*2nd Transfer from Dislocated Worker to Adult	\$ -	\$ -	\$ 63,205	\$ (63,205)	\$ -	
Total	\$ 8,004,141	\$ 923,623	\$ 3,408,197	\$ 1,356,985	\$ 2,315,336	100%

Program Allocations	Total	Administration	Adult	Dislocated Worker	Youth	Percent of Total
Adult & Dislocated Worker Provider	\$ 3,717,000	\$ -	\$ 2,900,642	\$ 816,358		46%
Youth Service Provider	\$ 1,962,000				\$ 1,962,000	25%
Youth Service Providers (Alamo Navajo)	\$ 145,000				\$ 145,000	2%
Administrative Entity	\$ 488,000	\$ 175,345	\$ 135,350	\$ 55,000	\$ 122,305	6%
One Stop Operator	\$ 270,000		\$ 135,000	\$ 85,000	\$ 50,000	3%
Fiscal Agent	\$ 175,000	\$ 175,000				2%
Board & CEO	\$ 464,161	\$ 464,161				6%
Special Projects	\$ -	\$ -	\$ -			0%
Reserves (July 1, 2019 - June 30, 2020)	\$ -	\$ -			\$ -	0.00%
Reserves (July 1, 2020 - Sept. 30, 2020)	\$ 782,980	\$ 109,117	\$ 237,205	\$ 400,627	\$ 36,031	9.78%
Total	\$ 8,004,141	\$ 923,623	\$ 3,408,197	\$ 1,356,985	\$ 2,315,336	100%
Unobligated Balance	\$ -	\$ -	\$ -	\$ -	\$ -	

*Transfer request will be sent to the State of NM upon budget approval

Southwestern Area Workforce Development Board
Workforce Innovation and Opportunity Act
 Program Year 2019 / Fiscal Year 2020 Budget
 Proposed Budget Amendment No. 3

Program Revenue	Total	Administration	Adult	Dislocated Worker	Youth	Percent of Total
Administration	\$ 545,585	\$ 545,585				7%
Adult	\$ 1,186,024		\$ 1,186,024			15%
Dislocated Worker	\$ 2,003,131			\$ 2,003,131		25%
Youth	\$ 1,721,110				\$ 1,721,110	22%
Sub-total	\$ 5,455,850	\$ 545,585	\$ 1,186,024	\$ 2,003,131	\$ 1,721,110	68%
Prior Year Balances	\$ 2,548,291	\$ 378,038	\$ 1,008,968	\$ 567,059	\$ 594,226	32%
Transfer from Dislocated Worker to Adult	\$ -		\$ 1,150,000	\$ (1,150,000)		0%
*2nd Transfer from Dislocated Worker to Adult	\$ -	\$ -	\$ 63,205	\$ (63,205)	\$ -	
Total	\$ 8,004,141	\$ 923,623	\$ 3,408,197	\$ 1,356,985	\$ 2,315,336	100%

Program Allocations	Total	Administration	Adult	Dislocated Worker	Youth	Percent of Total
Adult & Dislocated Worker Provider	\$ 3,717,000	\$ -	\$ 2,900,642	\$ 816,358		46%
Youth Service Provider	\$ 1,962,000				\$ 1,962,000	25%
Youth Service Providers (Alamo Navajo)	\$ 145,000				\$ 145,000	2%
Administrative Entity	\$ 488,000	\$ 175,345	\$ 135,350	\$ 55,000	\$ 122,305	6%
One Stop Operator	\$ 270,000		\$ 135,000	\$ 85,000	\$ 50,000	3%
Fiscal Agent	\$ 175,000	\$ 175,000				2%
Board & CEO	\$ 464,161	\$ 464,161				6%
Special Projects	\$ 90,000		\$ 90,000			1%
Reserves (July 1, 2019 - June 30, 2020)	\$ -	\$ -			\$ -	0.00%
Reserves (July 1, 2020 - Sept. 30, 2020)	\$ 692,980	\$ 109,117	\$ 147,205	\$ 400,627	\$ 36,031	8.66%
Total	\$ 8,004,141	\$ 923,623	\$ 3,408,197	\$ 1,356,985	\$ 2,315,336	100%
Unobligated Balance	\$ -	\$ -	\$ -	\$ -	\$ -	

*Transfer request will be sent to the State of NM upon budget approval

Southwestern Area Workforce Development Board
Workforce Innovation and Opportunity Act
 Program Year 2019 / Fiscal Year 2020 Budget
 Differences Between Current and Proposed Budget

Program Revenue	Total	Administration	Adult	Dislocated Worker	Youth
Administration	\$ -	\$ -			
Adult	\$ -	\$ -			
Dislocated Worker	\$ -		\$ -		
Youth	\$ -			\$ -	
Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Year Balances	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Dislocated Worker to Adult	\$ -	\$ -	\$ -	\$ -	\$ -
2nd Transfer from Dislocated Worker to Adult	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Program Allocations	Total	Administration	Adult	Dislocated Worker	Youth
Adult & Dislocated Worker Provider	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Service Providers (Alamo Navajo)	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Entity	\$ -	\$ -	\$ -	\$ -	\$ -
One Stop Operator	\$ -	\$ -	\$ -	\$ -	\$ -
Fiscal Agent	\$ -	\$ -	\$ -	\$ -	\$ -
Board & CEO	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects	\$ (90,000)	\$ -	\$ (90,000)	\$ -	\$ -
Reserves (July 1, 2019 - June 30, 2020)	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves (July 1, 2020 - Sept. 30, 2020)	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -
Unobligated Balance	\$ -	\$ -	\$ -	\$ -	\$ -

AGENDA ITEM SUMMARY

Southwestern Area Workforce Development Board Meeting	March 5, 2020
Agenda Item Resolution 19 – 41 approves an amendment to Contract No. PY19-WIOA-02 between ResCare Workforce Services and the Southwestern Area Workforce Development Board for WIOA Adult & Dislocated Worker Services, and authorizes the Board Chair or Vice Chair to sign the contract amendment	
SUMMARY OF AGENDA ITEM <ul style="list-style-type: none"> This item is presented for your review and consideration to approve a contract amendment with ResCare Workforce Services that reduces the Small Community Participant Training Expenditures in their profit incentive schedules. These are the only sections that are changed in the two profit schedules – one for the Adult program and one for the Dislocated Worker program. It establishes an equitable level of participant training expenditures among the counties based on population, a modifier, and number of unemployed individuals. The Small Community Participant Training Expenditure amounts are reduced from \$808,484.00 to \$545,000.00 for the WIOA Adult program; and from \$231,000.00 to \$168,000.00 for the WIOA Dislocated Worker program. Chairman Orozco will explain the attached spreadsheet illustrating the changes and the factors used to arrive at the minimum expenditure levels. The Board authorizes the Chair and Vice Chair to sign the amendment. 	
RECOMMENDATION A motion to approve Resolution 19 – 41.	
BOARD'S OPTIONS ARE TO <ul style="list-style-type: none"> Accept the recommendation Amend the recommendation Reject the recommendation Table the item Take no action on the item 	
DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO <ul style="list-style-type: none"> Staff or committee, as directed. 	
THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S) <ul style="list-style-type: none"> Supports all strategic plan goals 	
LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW <ul style="list-style-type: none"> Contract; Profit Incentive Worksheets 	

CURRENT AND PROPOSED PIS - PY19 ADULT / DW PROFIT INCENTIVE

Data Source: Year to Date, as of February 28, 2020, per ResCare Report

* No minimum expenditure
required and not a part of the
PIS; for illustration purposes

ADULT**Small Community Participant Training Expenditures (Prorated)**

	Current Target	Proposed Target	Difference	% Change	Year to Date	Percentage of Current Goal Met	Percentage of Proposed Goal Met
Catron	\$ 40,424	\$ 22,000	\$ 18,424	-46%	\$ 49,779	123.1%	226%
Grant	\$ 258,715	\$ 173,000	\$ 85,715	-33%	\$ 122,085	47.2%	71%
Hidalgo	\$ 40,424	\$ 27,000	\$ 13,424	-33%	\$ 21,785	53.9%	81%
Luna	\$ 202,121	\$ 150,000	\$ 52,121	-26%	\$ 181,106	89.6%	121%
Sierra	\$ 113,188	\$ 69,000	\$ 44,188	-39%	\$ 106,103	93.7%	154%
Socorro	\$ 153,612	\$ 104,000	\$ 49,612	-32%	\$ 99,954	65.1%	96%
Total	\$ 808,484	\$ 545,000	\$ 263,484	-33%	\$ 580,810	71.8%	107%
*Dona Ana	\$ 730,616	\$ 994,100	\$ (263,484)	36%	\$ 583,607		

DISLOCATED WORKER**Small Community Participant Training Expenditures (Prorated)**

	Current Target	Proposed Target	Difference	% Change	Year to Date	Percentage of Current Goal Met	Percentage of Proposed Goal Met
Catron	\$ 11,555	\$ 5,000	\$ 6,555	-57%	\$ 9,360	81.0%	187%
Grant	\$ 73,954	\$ 35,000	\$ 38,954	-53%	\$ 58,848	79.6%	168%
Hidalgo	\$ 11,555	\$ 6,000	\$ 5,555	-48%	\$ 1,936	16.8%	32%
Luna	\$ 57,777	\$ 88,000	\$ (30,223)	52%	\$ 48,652	84.2%	55%
Sierra	\$ 38,355	\$ 14,000	\$ 24,355	-63%	\$ 6,874	17.9%	49%
Socorro	\$ 43,910	\$ 20,000	\$ 23,910	-54%	\$ 9,612	21.9%	48%
Total	\$ 237,106	\$ 168,000	\$ 69,106	-29%	\$ 135,282	57.1%	81%
*Dona Ana	\$ 161,095	\$ 230,201	\$ 94,078	43%	\$ 119,072		

Adult Small Community Participant Training Expenditures											
	Population	Current Goal	Current dollars per person	% of Region Pop	1.2 Small County Adjustment (from cell above)	Adult Dollar Share ("% of Region Pop" * "Small County Adjust")	Calculated Adult Dollars ("Adult Dollar Share" * Total Adult Dollars)	New Goal for Adult Dollars	Effective Share % of Adult Dollar Total	New dollars per person	
Catron	3,508	\$ 40,424	\$ 11.52	1.2%	1.2	1.39%	\$ 21,385.29	\$ 22,000	1.4%	\$ 6.27	
Grant	28,280	\$ 258,715	\$ 9.15	9.3%	1.2	11.20%	\$ 172,399.11	\$ 173,000	11.2%	\$ 6.12	
Hidalgo	4,302	\$ 40,424	\$ 9.40	1.4%	1.2	1.70%	\$ 26,225.64	\$ 27,000	1.8%	\$ 6.28	
Luna	24,450	\$ 202,121	\$ 8.27	8.1%	1.2	9.68%	\$ 149,050.86	\$ 150,000	9.7%	\$ 6.13	
Sierra	11,191	\$ 113,188	\$ 10.11	3.7%	1.2	4.43%	\$ 68,222.01	\$ 69,000	4.5%	\$ 6.17	
Socorro	17,027	\$ 153,612	\$ 9.02	5.6%	1.2	6.74%	\$ 103,799.14	\$ 104,000	6.8%	\$ 6.11	
Total Small County	88,758	\$ 808,484	\$ 9.11	29.3%	1.2	35.16%	\$ 541,082.06	\$ 545,000	35.4%	\$ 6.14	
Dona Ana	214,207	\$ 730,616	\$ 3.41	70.7%	0.92	64.84%	\$ 998,017.94	\$ 994,100	64.6%	\$ 4.64	
Region	302,965	1,539,100	\$ 5.08	100.0%		100%	\$ 1,539,100.00	\$ 1,539,100	100.0%	\$ 5.08	

Dislocated Worker

Small Community Participant Training Expenditures

Small Community Participant Training Expenditures					1.2						
	Unemployed	Current Goal	Current dollars per DW	% of Total Region Unemployed	Small County Adjustment (from cell above)	DW Dollar Share ("%" of Region Unem" * "Small County Adjust")	Calculated DW Dollars ("DW Dollar Share" * Total DW Dollars)	New Goal for DW Dollars (\$5K min)	Effective Share % of DW Dollar Total	New dollars per DW	
Catron	81	\$ 11,555	\$ 142.65	1.0%	120%	1.22%	\$ 4,839.35	\$ 5,000	1.3%	\$ 61.73	
Grant	572	\$ 73,954	\$ 129.29	7.2%	120%	8.58%	\$ 34,174.19	\$ 35,000	8.8%	\$ 61.19	
Hidalgo	88	\$ 11,555	\$ 131.31	1.1%	120%	1.32%	\$ 5,257.57	\$ 6,000	1.5%	\$ 68.18	
Luna	1,463	\$ 57,777	\$ 39.49	18.3%	120%	21.95%	\$ 87,407.06	\$ 88,000	22.1%	\$ 60.15	
Sierra	231	\$ 32,355	\$ 140.06	2.9%	120%	3.47%	\$ 13,801.11	\$ 14,000	3.5%	\$ 60.61	
Socorro	332	\$ 43,910	\$ 132.26	4.2%	120%	4.98%	\$ 19,835.37	\$ 20,000	5.0%	\$ 60.24	
Total Small County	2,767	\$ 231,106	\$ 83.52	34.6%	120%	41.52%	\$ 165,314.65	\$ 168,000	42.2%	\$ 60.72	
Dona Ana	5,231	\$ 167,095	\$ 31.94	65.4%	89%	58.48%	\$ 232,886.35	\$ 230,201	57.8%	\$ 44.01	
Region	7,998	\$ 398,201	\$ 49.79	100.0%		100%	\$ 398,201.00	\$ 398,201	100.0%	\$ 49.79	



Reports & Information Items



Committee Reports



Technical Assistance & Trainings

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
 Adult & Dislocated Worker Services and Youth Services
Technical Assistance and Trainings
 for the period of July 1, 2019 –January 31, 2019

TECHNICAL ASSISTANCE

<u>Program</u>	<u>Sessions</u>	<u>Hours</u>
Adult & Dislocated Worker	1137	284.25
Youth	174	43.5
Alamo Youth	41	10.25

TRAININGS

<u>Program</u>	<u>Dates of Trainings</u>	<u>Training Topics</u>
WIOA Adult & Dislocated Worker	August 14, 2019	State provided Supportive Service Training
Youth	August 15, 2019	State provided Supportive Service Training
WIOA Adult, DW and Youth	October 10, 2019	Customer Relationship Management

ResCare Workforce Service

Amount of Funds Spent for Participant Training

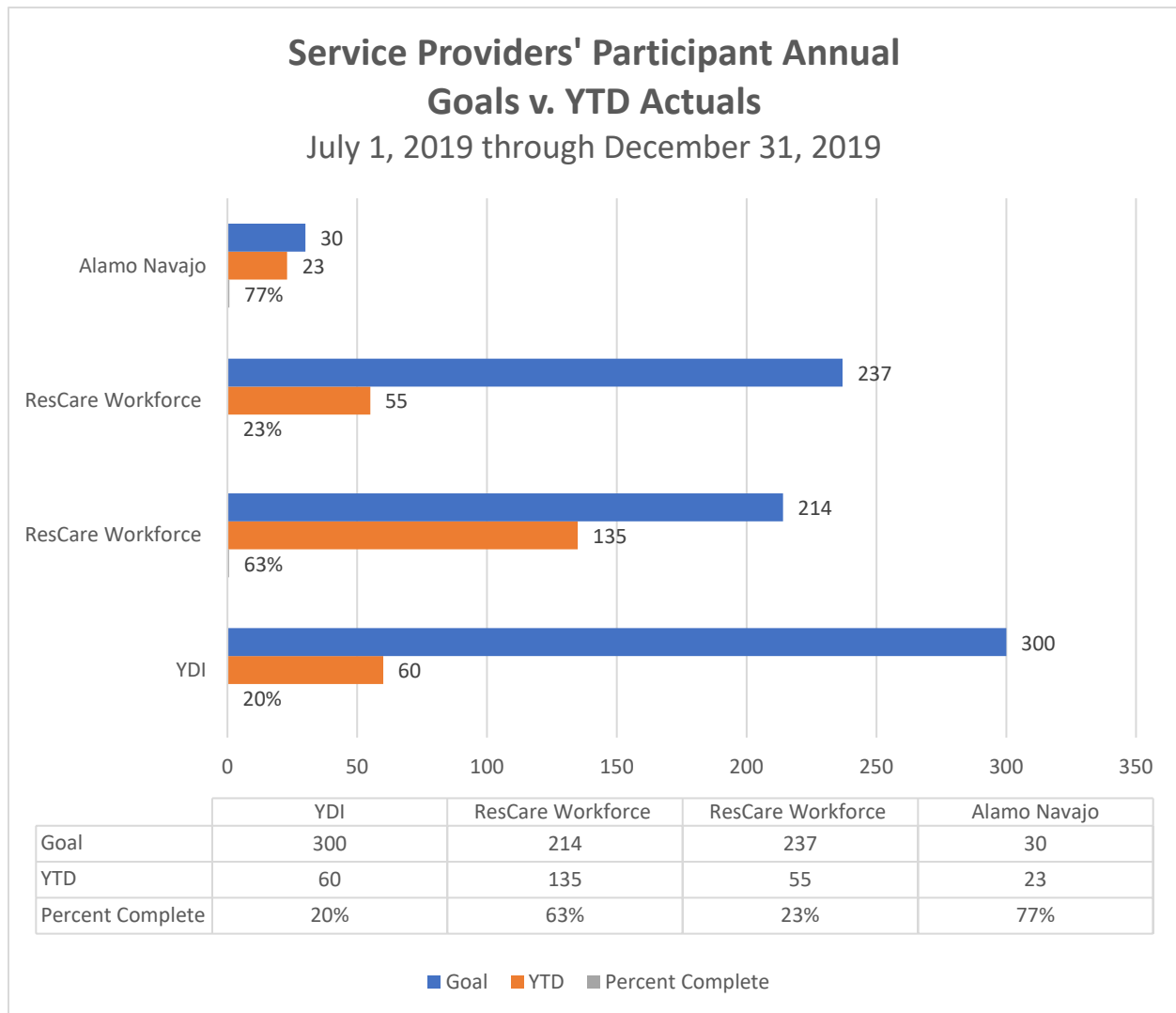
PY19 - July 1, 2019 - January 31, 2020

Participant Training	Adult	Dislocated Worker	Total
On-the-Job Training	\$ 466,261.15	\$ 53,892.09	\$ 520,153.24
Incumbent/Customized Training			
Individual Training Accounts	\$ 198,690.00	\$ 30,810.82	\$ 229,500.82
Career Services			
Supportive Services	\$ 38,034.86	\$ 11,949.87	\$ 49,984.73

Service Provider Reports

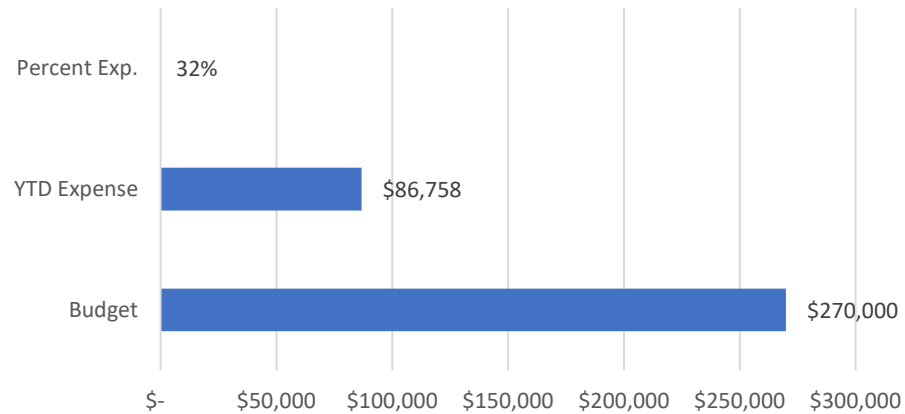
for the period ending December 31, 2019

The following graph shows the number of new participants enrolled in training by service provider from July 1, 2019 through December 31, 2019.



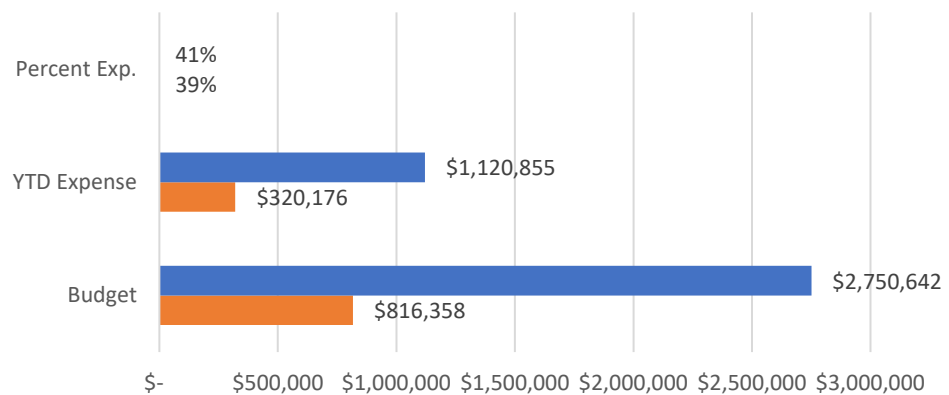
The following graphs show the service providers annual budget and expenditures from July 1, 2019 through December 31, 2019.

ResCare Workforce Services - One Stop Operator PY19 - YTD December 2019



	Budget	YTD Expense	Percent Exp.
ResCare Workforce One Stop Operator	\$270,000	\$86,758	32%

ResCare Workforce Service Adult/DW Programs PY19 - YTD December 2019

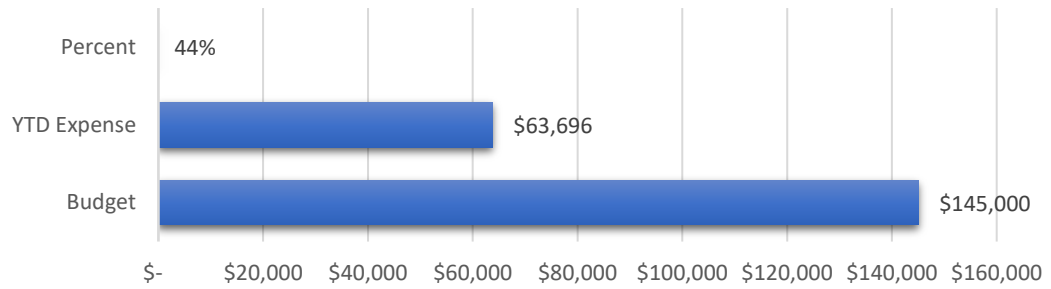


	Budget	YTD Expense	Percent Exp.
ResCare Workforce Adult	\$2,750,642	\$1,120,855	41%
ResCare Workforce Dislocated Worker	\$816,358	\$320,176	39%

■ ResCare Workforce Adult ■ ResCare Workforce Dislocated Worker

Alamo Navajo Youth Program

PY19 - YTD December 2019

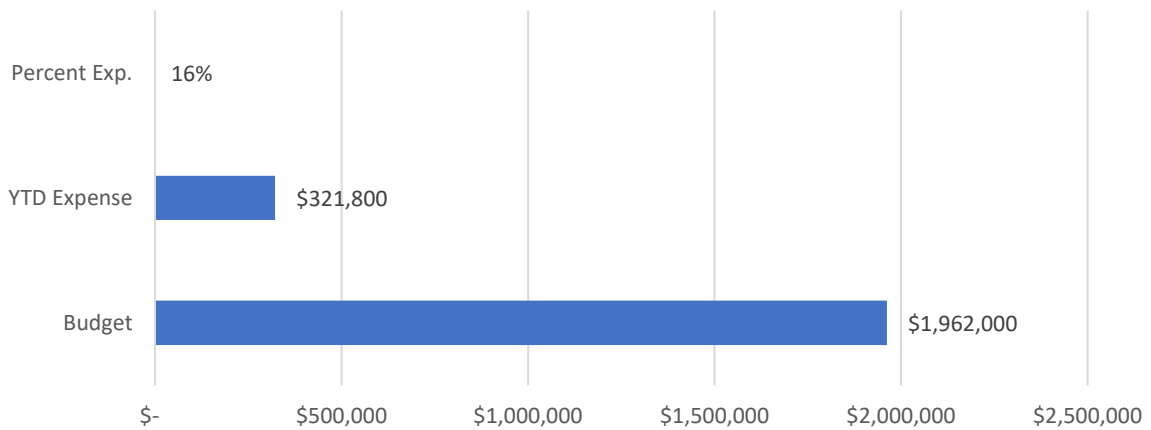


	Budget	YTD Expense	Percent
Alamo Navajo Youth Program	\$145,000	\$63,696	44%

■ Alamo Navajo Youth Program

YDI Youth Program

PY19 - YTD December 2019



	Budget	YTD Expense	Percent Exp.
YDI Youth Program	\$1,962,000	\$321,800	16%

PY19 Performance Measures

On Exited Participants - Through 2nd Qtr of PY19

90% to 100% of LWDB Achieved meets the measure; 100%+ exceeds the measure

These measure are based on participants who exited their last activity in the PY18 program year.

	Measure	Actual	LWDB Plan	% LWDB Achieved	Status
RESCARE WORKFORCE SERVICES	num Employment Q2 Adult	45			
	den Employment Q2 Adult	63			
	Employment Q2 Adult	71.4%	77.0%	92.8%	MET
	num Employment Q4 Adult	73			
	den Employment Q4 Adult	98			
	Employment Q4 Adult	74.5%	78.0%	95.5%	MET
	num Credential Adult	22			
	den Credential Adult	43			
	Credential Adult	51.2%	60.0%	85.3%	NOT MET
RESCARE WORKFORCE SERVICES	num Employment Q2 DW	6			
	den Employment Q2 DW	10			
	Employment Q2 DW	60.0%	72.0%	83.3%	NOT MET
	num Employment Q4 DW	19			
	den Employment Q4 DW	23			
	Employment Q4 DW	82.6%	59.0%	140.0%	EXCEEDED
	num Credential DW	8			
	den Credential DW	14			
	Credential DW	57.1%	67.0%	85.3%	NOT MET
ALAMO NAVAJO & HELP-NM, INC.	num Employment Q2 Youth	30			
	den Employment Q2 Youth	48			
	Employment Q2 Youth	62.5%	65.0%	96.2%	MET
	num Employment Q4 Youth	54			
	den Employment Q4 Youth	85			
	Employment Q4 Youth	63.5%	81.0%	78.4%	NOT MET
	num Credential Youth	12			
	den Credential Youth	31			
	Credential Youth	38.7%	58.3%	66.4%	NOT MET

Primary Indicators of Performance

Under section 116(b)(2)(A) of WIOA, there are six primary indicators of performance:

A. Employment Rate – 2nd Quarter After Exit: The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit);

B. Employment Rate – 4th Quarter After Exit: The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit);

C. Median Earnings – 2nd Quarter After Exit: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program;

D. Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program;

[illegible]



Fiscal Agent Report

Southwestern Area Workforce Development Board
Workforce Innovation and Opportunity Act
Balance Sheet
January 31, 2020

WIOA

ASSETS:

Cash and cash equivalents	\$ 47,929
Accounts Receivable-Grants	104,932
Total assets	<u>\$ 152,861</u>

LIABILITIES AND FUND BALANCE:

Accounts payable	\$ 152,861
Deferred Revenue	-
Total liabilities	<u>152,861</u>

Fund Balance

Unreserved and designated for future expenditures	-
Total fund balance	-
Total liabilities and fund balance	<u>\$ 152,861</u>

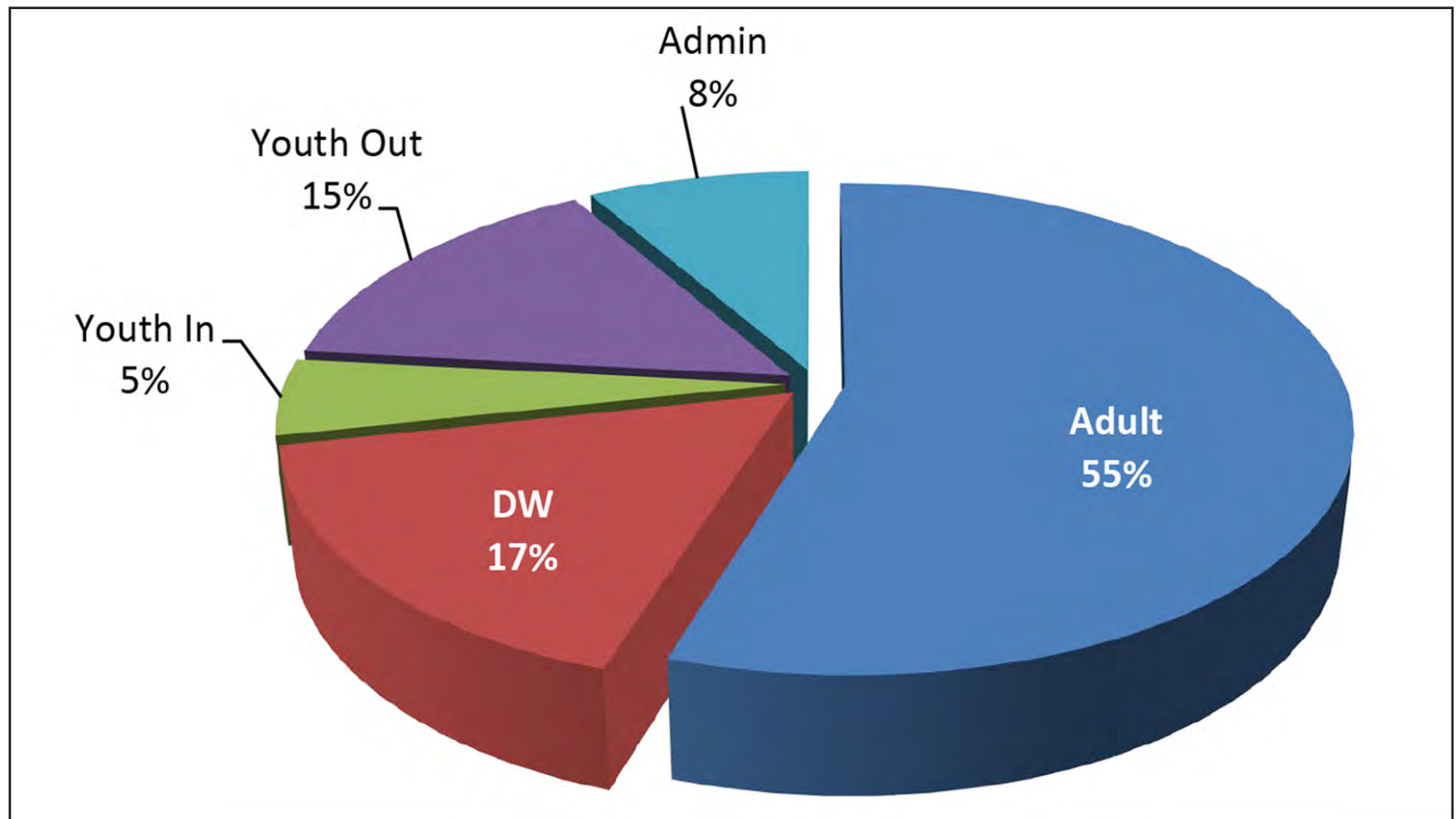
Southwestern Area Workforce Development Board
Workforce Innovation and Opportunity Act
Statement of Revenues, Expenditures, and
Changes in Fund Balances - Budget (GAAP Basis) and Actual
For the Fiscal Year Ended January 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:			
Federal grants	\$ 8,004,141	2,649,367	5,354,774
Expenditures:			
Employment services:			
Program Year 19/Fiscal Year 20			
Adult	1,226,247	691,762	534,485
Dislocated Worker	1,854,307	-	1,854,307
Youth	1,721,110	-	1,721,110
Administration	545,585	-	545,585
Program Year 18/Fiscal Year 19			
Adult	1,126,492	763,352	363,140
Dislocated Worker	558,135	443,150	114,986
Youth	594,226	527,395	66,831
Administration	378,038	223,708	154,330
Total general governmental	<u>8,004,141</u>	<u>2,649,367</u>	<u>5,354,774</u>
Excess (deficiency) of revenues over expenditures	-	-	-
Fund balance, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance, end of year	<u>\$ -</u>	<u>-</u>	<u>-</u>

**Southwestern Area Workforce Development Board
Workforce Innovation and Opportunity Act
January 31, 2020**

Expenditures by Fund

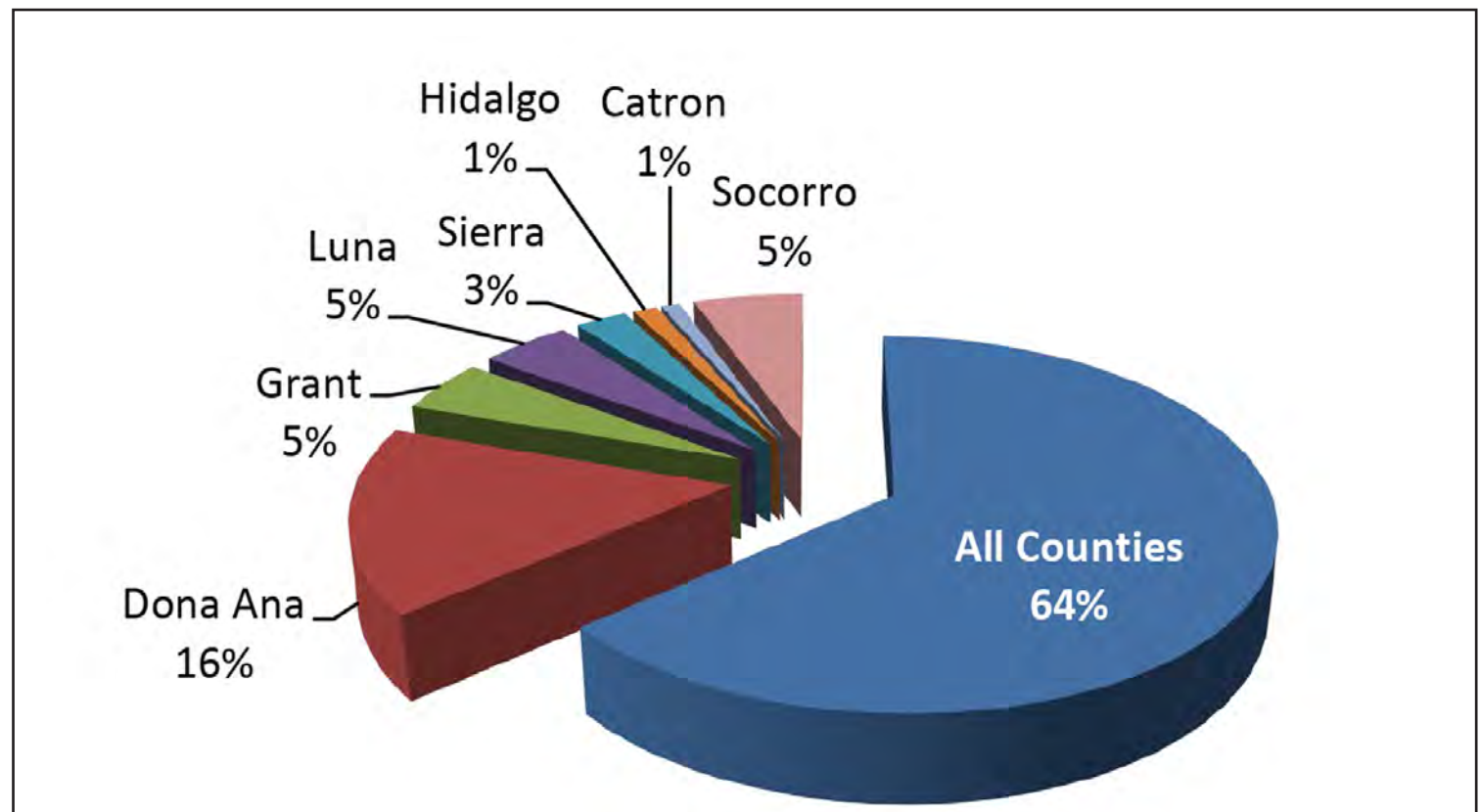
<u>Adult</u>	<u>DW</u>	<u>Youth In</u>	<u>Youth Out</u>	<u>Admin</u>
\$ 1,455,114	\$ 443,150	\$ 133,514	\$ 393,881	\$ 223,708



**Southwestern Area Workforce Development Board
Workforce Innovation and Opportunity Act
January 31, 2020**

Expenditures by County

<u>All Counties</u>	<u>Doña Ana</u>	<u>Grant</u>	<u>Luna</u>	<u>Sierra</u>	<u>Hidalgo</u>	<u>Catron</u>	<u>Socorro</u>
\$ 1,691,657	\$ 432,230	\$ 125,543	\$ 122,907	\$ 70,600	\$ 32,978	\$ 25,496	\$ 147,957





One-Stop Operator Report

One Stop Recap



Maher & Maher
Investment Advisors for Talent Development.

RICHMOND
ASSISTANCE

Key take
away's:

1. Great gold standard strategies.
2. Step 1 is assembling a data team



New Mexico
Workforce Connection

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Sunland Park



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Now Serving
Customers

Almost
There!

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY) FUNDED BY THE U.S. DEPARTMENT OF LABOR

New Mexico
Workforce Connection

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Workforce Partner Meetings



- Newly participating partners.
- The vision: Eventually be an all encompassing group that has the ability to serve every need of our customers TOGETHER!

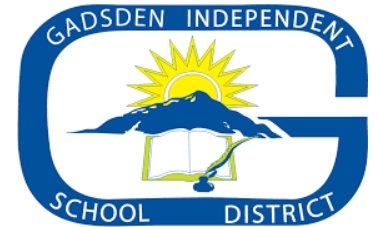


Highlights



1. Mock Interview Day

Deming Public Schools 



2. Youth/Adult Job Fair April 2 1-6pm



-City of Las Cruces and Workforce are linking arms to put on our first ever Youth/Adult combined Job fair.

-Another Novelty is Labor & Industrial Joining us to help educate local businesses and individuals.

**New Mexico
Workforce Connection**



Highlights



3. Branigan Library/Workforce Collaboration

We have an agreement with the library to allow us to infiltrate their existing job search area. We will:

- *Have Career Development staff 1x per week.
- *Have pop up signs w/ our number on the computers.

New Mexico Workforce Connection
A Proud Partner of the American Job Center Network

www.employnm.com
www.facebook.com/employnm
www.instagram.com/employnm

Connecting EMPLOYERS with JOB SEEKERS

NEED HELP LOGGING IN?
GIVE US A CALL!

New Mexico Workforce Connection
226 S. Alameda, Las Cruces, NM
575-524-6250
Monday through Thursday - 8:00am to 7:00pm
Friday - 8:00am to 5:00pm

EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES. RELAY NEW MEXICO: 711 (VOICE) OR 1-800-659-8331 (TTY). FUNDED BY THE U.S. DEPARTMENT OF LABOR





Highlights



4. Full Partner Training 1/31/2020

Topics: Customer Service vs Customer experience, protocols for de-escalation, branding and collaboration.

5. Child Support Division and Workforce Collaboration

*Workforce Staff will be spending every Tuesday at the local CSD at Human Services Dept.

*Divert non-custodial parents from non-payment penalties by assisting with Job Search and career advancement.





Highlights



6. Farmworker Resource Fair in Hatch.



Migrant &
Seasonal
Farmworkers
Annual
Resource
Fair

Friday,
February 21st
9:00-11:30 a.m.

Our Lord of the
Mercy Catholic
Church
117 Hartman Street
Hatch, NM



New Mexico
Workforce Connection

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Service Providers Reports

WIOA Youth Services

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WIOA Youth Services

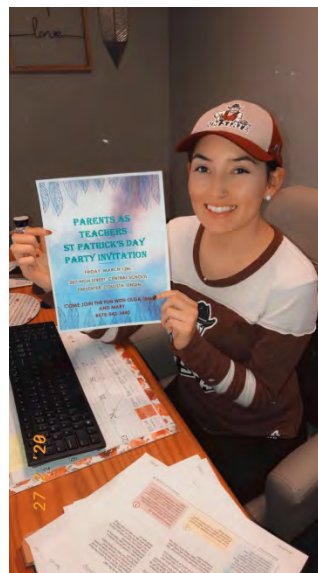
Provider: YDI (Youth Development, Inc.)

Presentation to Southwestern Region Workforce Development Board

March 5, 2020



Josh, 21
Out-of-School
Worksite: Cruces Creative
Interest: Engineering &
Forensic Science
Dona Ana County



Selina, 18
Out-of-School
Worksite: Parents as Teachers
Interest: Social Work
Hidalgo County



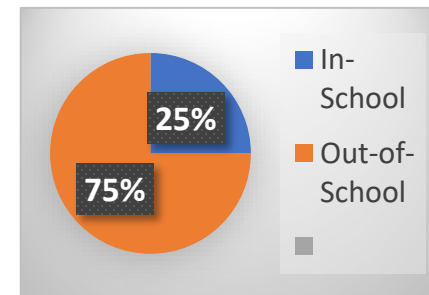
Antonio, 18
Senior, Silver HS
Worksite: Bayard
Elementary
Interest: Social Work
Grant County

WIOA Youth Services

105

WIOA YOUTH – PY19 –

	CARRY-IN	NEW	TOTAL
IN-SCHOOL	77	78	155
OUT-OF-SCHOOL	152	222	374
TOTAL	229	300	529



New Enrollments	1 st Q	2 nd Q	Jan/Feb	TOTAL
Catron	1	0	0	1
Dona Ana	12	26	11	49
Grant	5	0	6	11
Hidalgo	0	5	2	7
Luna	1	6	1	8
Sierra	0	7	2	9
Socorro	5	6	2	13
TOTAL	24	50	24	98

*Pending approvals = 10

New Mexico
Workforce Connection

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WIOA Youth Services

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Work Experience Placements:

County	In-School	Out-of-School	Total
Catron	1	0	1
Dona Ana	4	11	15
Grant	1	5	6
Hidalgo	0	3	3
Luna	2	1	3
Sierra	0	4	4
Socorro	3	5	8
Total	6	8	40

*50 in process

Grass Root Wellness Center
 Roots Counseling Center
 Apple Tree Educational Center
 Rio Grande Guide Services
 El Camino Real Housing Authority
 Socorro County Detention Center
 Solaro Energy

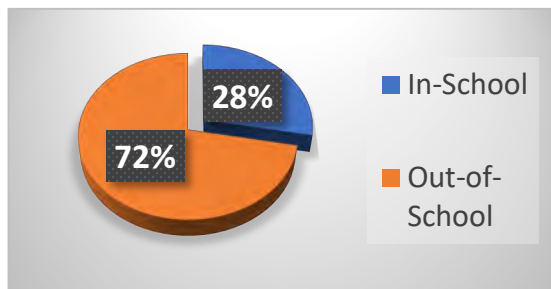
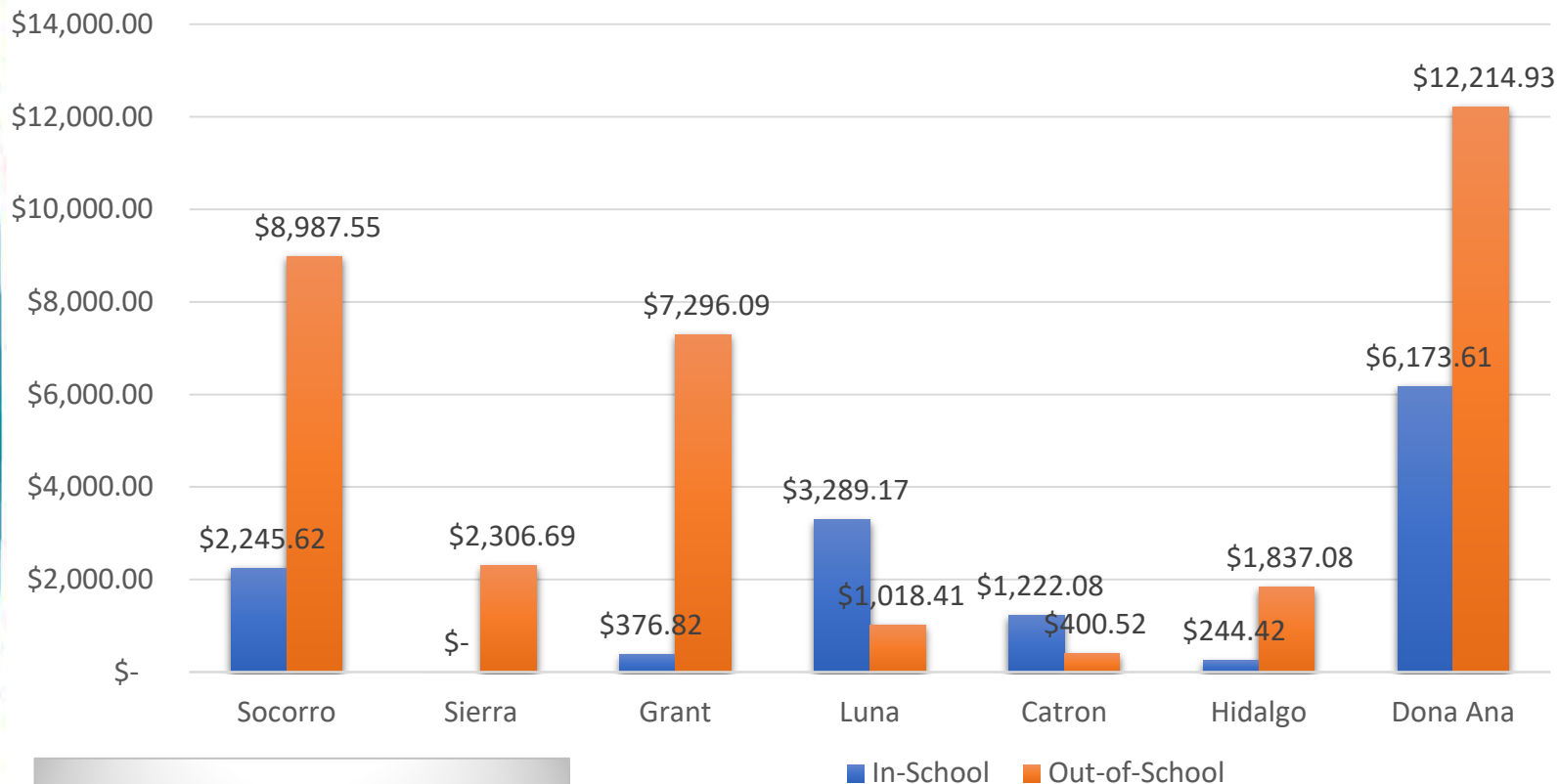
Air Mix Welding Supply
 Little Amigos Child Development
 Infinity Greens Landscaping
 Silver Consolidated Schools
 El Grito Headstart
 Bayard Elementary
 Village of Santa Clara Library

City of Hidalgo
 Parents as Teachers
 Hampton Inn
 Farmers Insurance
 Willow Manor
 Columbus Library

New Mexico
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Participant Expenditures through 2/14/2020



WIOA Youth Services

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Challenges

- Staff turnover
- Low referrals from partners
- Participants lacking eligibility documentation
- No shows to appointments or participants not qualifying
- Re-engagement of participants
- Educating partners/community of YDI methods and role as youth provider
- Some partners hesitant from previous experience

Action Steps

- Lowered initial skill requirements that participants are not completing
- Arranged visit from 2 Central staff to train/mentor Career Advisors
- Developed outreach plans for each county/staff
- Hired Business Practitioner to assist with business and partner recruitment
- Weekly monitoring

Plans

- Ongoing supervision/training by Central YDP
- Enrollments
- Partnerships
- Worksites
- Staff training and support
- QA of program and participants
- Tracking
- Placements
- Supportive Services

2020

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	