

Eastern Area Workforce Development Board  
One Stop Service Delivery Committee  
ZOOM  
January 16, 2018 – 10:00am  
Notes

**Call to Order**

Marcos Martinez called the meeting to order at 10:07 A.M.

**Attendees**

Terri Christensen, Ben Silvers, John Hemphill, Beth Elias, Vicki Davis, Marcos Martinez, Tonk Chester

**Welcome/Introductions**

Eric Collier with economic development introduced himself and stated that he was attending to gather information on behalf of John Mulcahy.

**Motion to Adopt the Agenda**

Beth Elias requested that the Board's eligibility TAG be added to the agenda. Board member Chester motioned to approve the agenda as amended. The motion was seconded by Christesson and approved.

**Items:**

*Report Format:           One Stop Site Manager  
                                  One Stop Operator  
                                  Sub-Recipient Service Providers*

The committee discussed items for the above to report on in the board meetings. Chair Martinez stated that he felt verbal reports were fine but that the committee needed to establish what was going to be reported on for uniformity.

He said that he liked to see information on new employers coming to the area, hiring events that have taken place and information on upcoming layoffs. It was recommended by staff Elias that the committee move forward with establishing report items across partner programs that provide an opportunity for the site managers to be more involved with the partners in the centers. The committee agreed and stated they would begin looking at items for reporting.

*\*Performance Measure Policy for recommendation to the full board*

Staff Elias presented the performance measure Technical assistance guide (TAG) drafted by staff to provide guidance to field staff on data entry requirements for the various WIOA performance criterion. For the measurable skills gain measure it is required that for individuals enrolled in the program for an insufficient time

to meet the federal guidelines for skills gain the local board must define the parameters for documentation of "Satisfactory Progress". The definition drafted by staff to establish criterion for satisfactory progress toward measurable skills gains that was temporarily adopted at the board meeting in December pending committee review. The definition was reviewed by the committee. A motion was made by Chester and seconded by Christesson to adopt the policy as written. The Committee approved the following to establish satisfactory progress:

There are five measures of documented progress:

- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- Documented attainment of a secondary school diploma or its recognized equivalent;
- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is achieving the State unit's academic standards;
- Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of 1 year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

#### *Training for Business Services Representatives*

Staff Elias reviewed the training gaps that were identified when Elias and the One Stop Operator (Silvers) were meeting with Roswell staff to determine ways and options available to assist a struggling start up employer in Chaves County. It was identified that staff were unaware of appropriate information to gather from employers regarding their needs to develop a good job description and referral screening process. Chair Martinez of DWS stated that he would meet with the state training staff to gather information on what type of training was currently provided and work with the committee to identify and develop the additional training materials needed.

#### *\*Sub Committees: One Stop Performance Measures*

The board discussed at the December meeting the establishment of a subcommittee of the board to develop/establish One stop System performance measures. The measures would be applied to the offices and the system to help ensure progress and appropriate goals are being pursued by the offices and system. There were individuals that volunteered to participate in this at the board meeting. Staff Elias indicated she would look at the board notes and provide that information. It will be chaired by Marcos. Tonk Chester, John Hemphill, Jeanette Lyndsey and Ben Silvers agreed to participate. Chairperson Martinez state he would like to get as much employer input/participation on this as possible.

#### *Criterion for Establishing Premiere Employers*

Staff Elias stated that this agenda item was a result of the level of service provided to the meat processor in Chaves County. The level of staff involvement that resulted from the meeting with that employer to assist them in obtaining a qualified applicant pool and to identify training possibilities far exceeded the standard employer services. She stated that at this time we do not have enough employers utilizing the system for this level of service to present a problem but that as the offices are doing a better job serving employers the board/committee may need to consider a way to prioritize which employers receive the highest levels of services. The committee said that for the time being they would prefer the offices to provide the highest level of services to all employers that utilize our offices and that if it begins to be cumbersome down the road the committee will revisit prioritization plans.

#### *Testing Processes – WorkKeys – Basic Skills Deficient Definition*

The recent changes with ACT and Workkeys testing prompted the question on whether the board needed to re-define the basic skills deficient definition utilized to identify individuals that are unable to read, write or solve problems at a level necessary to meet the needs of the workforce. Staff Elias and Prog Mgr Hemphill stated that the current level is established as anything below a gold level CRC on the Workkeys test or its cross-walked equivalent. Hemphill asked Martinez to clarify the current status of the testing contract and it was stated that ACT would no longer allow NM to have an unlimited testing contract. Over the last 3 years NM had tested approximately 40,000 individuals and the level of funding provided in the contract is only going to allow for testing of 30,000 individuals so boards needed to prioritize who will receive WK testing. It was determined that individuals receiving title 1 services would be priority as would employer requests for testing. For high schools and other high volume testers alternative funding methods need to be reviewed.

#### *Think Tank*

Staff person Elias stated that at the state conference a conversation had been had with the DWS training manager Lynn Throope about having a 3 day think tank to identify the training needs and best next steps for the system. Elias stated that this committee needed to oversee that process. Hemphill, Lyndsey, Martinez, Chester, Silvers, Christesson, Elias and Davis agreed to participate. A zoom meeting is scheduled at 8:30 Jan 17, 2018 to identify potential dates.

#### *Greg Newton Training*

Staff Elias let the committee know that dates had been established for the training that the board approved setting money aside for in December. The training will be held Feb. 25-Mar 2 and will consist of a board/partner day, 2 one stop staff days to allow for travel, a youth day and a strategic planning day.

For the one stop staff training days, the offices will close early the day before and all day the day of training. A conference call will be scheduled with all management staff to ensure a uniform message is sent out to the field. Chair Martinez asked if board staff could reserve and pay for the rooms for state field

staff and then bill DWS to reduce the paperwork on their side. Elias said she would work to coordinate a meeting with Tiffany Roth the board's operation manager to discuss the possibilities for this. The meeting is scheduled for 4:30 Jan 17, 2018.

#### NEW BUSINESS

##### *\*Eligibility TAG*

This item was added to the agenda this morning. Staff Elias stated that a couple of questions had been brought forward by front line staff regarding eligibility definitions. Elias stated that the definition for a displaced homemaker included that the individual must be unemployed or under employed. The definition for underemployed was not included in the TAG. The definition for underemployed was drafted and included in the TAG glossary of terms for adults and dislocated workers as follows:

##### **UNDER-EMPLOYED**

An individual is considered under-employed if:

- The individual is employed less than full-time and is seeking full-time employment;
- The individual is employed in a position that is inadequate with respect to their skills and training;
- The individual is employed and meets the definition of a low-income individual; or
- If the individual is employed but whose current job earnings are not sufficient compared to their previous job's earnings from their previous employment.

Also, the youth RFP and contract was written for provision of services to youth 16 and older however the federal definition for in school youth included in the eligibility TAG defines them as 14-21. It was requested that clarification be added to the TAG that indicates the board's choice to restrict services provided to youth to individuals 16 and older. The language below was included under the Limitations section of the TAG as a bullet item on page 19.

- The Eastern area WDB has determined that services to in-school youth will be limited to youth at least 16 years of age;

#### OLD BUSINESS (if any)

Chair Martinez asked if there was any Old Business to address. There was not.

#### ADJOURNMENT

The meeting was adjourned at 11:40 A.M.

\*Denotes action items