

**Eastern Area Workforce Development Board**  
**ENMU-Portales, NM**  
**April 14, 2009**

**As Approved ..... June 9, 2009**

**CALL TO ORDER**

Chairman Shearer called the April meeting of the Eastern Area Workforce Development Board to order at 10:00 a.m. in the Zia Room of the Campus Union Building at Eastern New Mexico University in Portales, NM.

**ROLL CALL**

In lieu of roll call, Chairman Shearer stated that the sign in sheet (**Attachment #1**) would be maintained as the official record of attendance. The sign-in sheet reflects that a quorum was present and that the following individuals were present:

**Directors Present**” Sue Bracksieck, Gina Corliss, Terri Douglass, Marion Duryea, Jim Engelhard, Ruth Giron, John Hemphill, Gail Melpolder, John Merchant, Brenda Miller, Slade Morgan, Jean Morrow, Alfred Pacheco, Steve Reshetar, Warren Robinson, Becky Rowley, Twila Rutter, Jimmie Shearer, Larry Smith, Patricia Tupper and Pam Zalewski.

**Directors with Excused Absences:** Ray Battaglini, Christy Beasley, Rene Hatfield, Van Horner, Connie Leyva, Patrick Martinez, Skip Overdier and Richard Spragins.

**Directors Absent:** Dora Batista, Mary Lou Bloom, Angelita Buurma, Tonk Chester, Judith Cooper Chris Herbert, Linda Lewis, Eileen Sedillo, Dan Stoddard and Lisa Thomassie.

**Staff Present:** Nick Brady, David Brown, Gloria Christian, Shawn Cordaro, Beth Elias, Glennis Erramouspe, Ruby Witt and Laura Wyche.

**WELCOME AND INTRODUCTIONS**

At the request of Chairman Shearer, members and guests introduced themselves.

**APPROVAL OF FEBRUARY 2009 BOARD MINUTES**

On a motion by Pacheco, seconded by Hemphill, the minutes of the February 10, 2009 board meeting held in Roswell were unanimously approved as written.

### **APPROVAL OF FEBRUARY 2009 CEO/EXECUTIVE COMMITTEE MINUTES**

On a motion by Bracksieck, seconded by Smith, the minutes of the February 24, 2009 meeting between the Chief Elected Officials and the EAWDB Executive Committee held in Santa Fe, NM were approved as written.

### **APPROVAL OF AGENDA**

On a motion by Pacheco, seconded by Reshetar, the agenda was approved as submitted.

### **APPROVAL OF CONSENT AGENDA ITEMS**

On a motion by Morgan, seconded by Duryea, the following consent agenda items recommended by Committee were unanimously approved:

#### **Products/services Committee**

1. Allocation of unobligated training funds shall be 50% individual training accounts and 50% on the job training, subject to removal of funds to intensive training based upon need of the provider.
2. Customized training shall have no "success parameters" for program year 2010.

#### **Operations/Finance**

That the EAWDB establish an official policy to continue with its current per diem of \$95/day plus a reimbursement of 32 cents per mile for travel for all Board members who attend Board meetings.

That any board member who attends a polycom meeting in a town in which they live or work will not be paid per diem or mileage reimbursement. Those board members who have to travel from out of town to a polycom committee meeting will receive per diem of \$12/day if their time to travel to the meeting, attend the polycom meeting and then travel back is (6) six hours or less. If their time spent is over (6) six hours or more they would receive \$20/day in per diem. Also, if their round trip mileage traveled is 25 miles or less there would be no mileage

reimbursement. For any round trip travel that is over 25 miles the 32 cent per mile reimbursement for their total miles traveled would be paid.

## **REQUESTS FOR WAIVERS**

Shearer stated that Requests for Waivers was a standing agenda item for the EAWDB which allowed for any board member to publicly state their intent to utilize WIA funding to subsidize positions within their respective offices. Shearer then asked whether anyone wished to request a waiver. Steve Reshetar asked that The Hope Center be granted a waiver for an OJT position. **On a motion by Smith, seconded by Robinson, it was requested that The Hope Center be granted a waiver for an OJT position.** The motion passed with Reshetar abstaining.

## **DWS AND HSD UPDATE(S)**

This is a standing agenda item which allows an opportunity for the Department of Workforce Solutions and the Department of Human Services to update the board on a variety of issues. Board members Connie Leyva (DWS) and Van Horner (HSD) were not present to provide these updates.

## **STAFF REPORT(S)**

**TANF Challenge:** Coordinator Laura Wyche deferred to the providers who gave a brief overview to the board of the current status of their respective programs and reported as follows:

**Clovis Community College:** Class room training complete and out of 15 enrolled in OJT, 13 are currently working

**ENMU-Roswell:** Has contracted with lady to provide classroom training.

**NMSU-Alamogordo:** Rough start initially, but now have four individuals enrolled in training.

**ENMU-Ruidoso:** Even though individuals went through the classroom training, all have fallen out.

**NAWB Conference:** Nick Brady informed the board about the NAWB Conference held in Washington, DC which he attended. He stated the conference was very informative and was primarily focused on the American Recovery & Reinvestment Act of 2009.

**AE Chairs Meeting:** Brady stated discussions at the recent AE Chairs meeting centered around the stimulus funding. While the ARRA funding will be spent

during the same time as regular WIA funding, everything will have to be tracked separately.

**MOU/RSA for State Owned Building:** The DWS recently submitted the MOU/RSA for the state-owned buildings in Carlsbad/Artesia/Alamogordo and Hobbs to the Administrative Entity to distribute to all partner for signatures. These have been sent to all partner agencies and we are currently missing one signature from each location.

## **PRODUCTS/SERVICES COMMITTEE**

**Partnerships with Community Colleges:** Smith stated that the EAWDB and community colleges were uniquely linked with the current contracts between them. These partnerships are already in place to provide training with Recovery Act funding.

**Expansion of TANF Challenge to non-TANF Participants:** Committee would like to see program expanded to included non-TANF participants. Shearer stated HSD wants entire TANF Challenge funds expended.

**Waiver Update:** The state currently has in place five of the eight most requested waivers which are set to expire on June 30<sup>th</sup>. It is expected that the State will request an extension of these waivers. It is further anticipated that additional waivers will be requested by the state which would allow for quicker implementation of Recovery Act funding. Shearer stated he thinks that full utilization of ARRA funds in a timely manner will determine whether or not WIA is re-authorized.

**County Meetings:** Board members were again reminded that county meetings should be scheduled with all stakeholders within their respective county. These county meetings provide an opportunity for employers and one stop staff and others to come together to meet for a couple of hours to discuss problems and opportunities within their communities.

## **OPERATIONS/FINANCE COMMITTEE**

**Approval to Purchase Key Trains and Prove-It Skill Assessment Software:** There was much discussion regarding the renewal of the current key trains license which expires on June 30, 2009. It is primarily used as a pre-test to the work keys and to raise customer's potential Work Keys scores in order for them to receive a Career Readiness Certificate. Additionally, it is currently being utilized by youth providers to measure work readiness skills and increases in skill levels of summer youth as required under ARRA. Brady stated the AE had received a quote of approximately \$16,000 to

renew for another year for all locations. It was been mentioned that there is a possibility of DWS obtaining a state-wide license and the four local boards would share in its cost which should lower the board's cost.

Prove-It a skill assessment software geared towards measuring skills in specific occupations was also discussed. Questions were raised as to how to purchase the Key Trains and Prove-It software. It was suggested that maybe TANF Challenge Funds and/or Intensive Services funds could be utilized.

After discussion, **a motion was made by Robinson, seconded by Merchant and adopted that the Key Trains license be renewed and Prove-It software be purchased for use in the one-stops.** Directors Corliss, Hemphill, Engelhard, Morrow and Rowley abstained.

**WIA/TANF Financials:** Brady presented the WIA/TANF financials (**Attachments 2 and 3**) as of February 28<sup>th</sup>.

**Proposed WIA/ARRA Budget 2009-2010:** The estimated budget for contract period beginning July 1-2009-June 30, 2010 (**Attachment #4**) was presented by Brady. He explained that the WIA budget was based on 90% of prior year's funding. The ARRA budget is based on funding letter received from DWS. Brady stated that ARRA youth funds would be written into contracts and that all ARRA funding would be for Adult and Dislocated Worker participant services. Brady stated these estimated budgets would change because of projected "estimated carry-in" which would become final after the closeout of current year's contracts.

**Activity Report:** John Hemphill explained the new format for the Activity Report (**Attachment #5**) currently being utilized now captures co-enrollment. It was pointed out that the numbers reported for Otero County are not accurate.

**One Stop Obligation Report:** The Report for Month ending March 31, 2009 was presented as a matter of information (**Attachment #6**).

**Revenue/Expenditure Report-Clovis & Roswell:** Reports for Clovis and Roswell as of March 31, 2009 were presented as a matter of information (**Attachment #7**).

## **MONITORING UPDATE**

Elias reported that all programs had been monitored I Carlsbad. Evaluated ADA, EEO, Minimum wage posters, program's management, cost allocation, inventory. Interviews were conducted with participant's employers and staff. There were two questionable costs under dislocated workers. AE staff is working with NMSU to tighten up eligibility

documentation. One file was totally disallowed as client was laid off from temporary job and the individual went to nursing school. Chairman Shearer stated he had spoken with the college president to resolve these issues.

**Performance Reports:** The 2<sup>nd</sup> quarter Summary of Outcomes by Office was presented by Elias (**Attachment #8**). She stated co-enrollments need to be ramped up.

## **SYSTEMS COMMITTEE**

**Employment Network:** Hemphill stated that Ruidoso had filed to be an Employer Network for Ticket-to-Work (**Attachment #9**) and has received approval. Ticket to Work is a voluntary program that offers beneficiaries ages 18 to 64, who are receiving social security disability insurance (SSDI) and/or supplemental security income (SSI) based on disability, expanded opportunities to obtain services and support they need to work and achieve their employment goals. The ultimate goal of this program is to reduce reliance on SSDI benefits and to provide increased self-sufficiency for beneficiaries with disabilities through work.

**On a motion by Smith, seconded by Duryea and adopted the board agreed that beginning July 1<sup>st</sup> as part of the intake procedures, it should be determined if client is receiving SSDI/SSI in order to implement the Employer Network program.**

## **YOUTH COUNCIL**

Youth provider Diana Herrington gave a brief overview of the Summer Youth Employment Program under the American Recovery and Responsibility Act. She explained that it was the intent of Congress that the majority of the funds allocated for this program were to be spent on participant services. It was further expected that the majority of these funds would be spent by September 30, 2009, even though local have until June 30, 2010 to fully utilize these funds.

Shearer complimented the Youth Council and stated that DWS had said the Eastern Area was way ahead of the rest of the state in implementation of their plan to provide services.

## **OLD BUSINESS/NEW BUSINESS**

**Board Training:** It was requested that training for new board members be provided as soon as possible. The AE stated they would provide a universal long in for basic training modules to all board members. Arrangements will be made to provide a basic training for new board members as soon as humanly possible.

**Next Committee Meeting:** The next committee meetings are scheduled for May 12, 2009 via polycom. Details regarding the times for these various committee meetings will be sent at a later date.

**Annual Budget-Contracts Meeting with CEOs:** The Annual Budget/ Contracts meeting with the Chief Elected officials in the Eastern Area has been scheduled to be held beginning at 10:00 a.m. at the Roswell Job Corps Center on Tuesday, June 9, 2009.

## **ADJOURNMENT**

There being no further business to come before the board, the meeting was adjourned at 12:50 pm.

## **AS APPROVED**

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Jimmie Shearer

EAWDB Chairman