

**Eastern Area Workforce Development Board  
Roswell Job Corps Center  
February 10, 2009**

**AS APPROVED     April 14, 2009**

**CALL TO ORDER**

Vice Chair Christy Beasley called the February meeting on the Eastern Area Workforce Development Board to order at 8:10 a.m. at Roswell Job Corps Center.

**ROLL CALL**

Beasley stated that in lieu of roll call that the sign-in sheet (**Attachment #1**) would be maintained as the official record of attendance and requested those who had not signed to please do so. **A quorum was present to conduct business** and the following were in attendance:

**Directors Present:** Dora Batista, Ray Battaglini, Christy Beasley, Sue Bracksieck, Angelita Buurma, Judith Cooper, Gina Corliss, Terri Douglass, Bud Duryea, Jim Engelhard, Ruth Giron, Rene Hatfield, Van Horner, Patrick Martinez, Gail Melpolder, Slade Morgan, Jean Morrow, Skip Overdier, Alfred Pacheco, Steve Reshetar, Warren Robinson, Larry Smith, Richard Spragins and Patricia Tupper.

**Directors with Excused Absences:** Tonk Chester, John Hemphill, John Merchant, Jimmie Shearer and Dan Stoddard.

**Director Absent:** Mary Lou Bloom, Chris Herbert, Brenda Miller, Becky Rowley, Lisa Thomassie, Alex Urquides and Pam Zalewski.

**AE Staff Present:** Nick Brady, David Brown, Shawn Cordaro, Beth Elias, Josie Guzman, Kay Vineyard, Ruby Witt and Laura Wyche.

**WELCOME AND INTRODUCTIONS**

Vice Chair Beasley welcomed everyone to the meeting on behalf of Chairman Shearer and expressed her appreciation for their attendance and interest in the affairs of the Eastern Board. Individuals present then introduced themselves.

## APPROVAL OF DECEMBER 2008 MINUTES

On a motion by Battaglini, seconded by Smith, the minutes of the December 2008 board minutes were unanimously approved as written.

## APPROVAL OF AGENDA

On a motion by Cooper, seconded by Pacheco, the agenda was approved.

## REQUESTS FOR WAIVERS

Beasley stated that "Request for Waivers" was a standing agenda item which allowed board members to publicly announce their intention to utilize WIA monies to subsidize positions within their organizations. Waivers were requested by Steve Reshetar, Christy Beasley and Richard Spragins. Beth Elias stated that Sue Bracksieck had not arrived at the meeting but wanted to request a waiver on her behalf for a possible customized training contract she might receive from the City of Portales. **On a motion by Douglass, duly seconded and adopted, the waivers were granted with those directors requesting the waivers abstaining.**

## CHAIRMAN'S REPORT

The following new board members were recognized by Vice Chair Beasley and welcomed to their first official meeting of the EAWDB.

New Director	Sector Represented	County	Replacing
Warren Robinson	Community Based Org.	Otero	Becky Lane
Van Horner	Partner	Chaves	Mary Pat Miles
Rene Hatfield	Private	Otero	Chris Roberts
Ruth Giron	Private	Lea	Ann Dean
Slade Morgan	Private	Chaves	Carolyn Mitchell
Richard Spragins	Private	Chaves	Stan Crosby

## DWS UPDATE

Linda Bew, Eastern Board liaison with the New Mexico Department of Workforce Solutions, told the group that the second session of Orientation 2.0 for NMWCC staff had been scheduled for May 5-6 at ENMU-Roswell in the Multi-Purpose Room. She invited staff from all partner agencies to attend on May 5th, but stated it was mandatory for all merit staff to attend this training on both days. Staff from all centers had attended an earlier session of this training which was held in Clovis. Department heads from DWS will be traveling to Roswell to meet everyone in the local field offices. All merit staff who did not attend the previous training must attend on this date.

## **HSD UPDATE**

Van Horner, new board member representing the Income Support Division of the Human Services Department informed the board as follows:

- He had been instructed to follow his predecessor's example of abstaining from any vote that dealt with the allocation of funds to avoid a potential conflict of interest. Being new to the board, he requested that if the executive board perceived any potential conflict of interest for any upcoming vote that involved him or his position with HSD that it be brought to his attention
- He briefly described the YES-NM project and shared that we believe that this on-line portal to services would be available 6/14/09 - if the current development schedule held. The initial services that could be screened/applied for were all those provided by ISD, WIC from the DOH and Day Care from CYFD.
- The proposed (at the time) stimulus package will suppress the ABAWD (Able Bodied Adults Without Dependents) policy for the Food Stamp program for some 16 - 30 months. This should run us through 2010. ABAWD policy mandates a minimum number of work hours (20 per week) for this type of household after they have received benefits for three months.
- New Mexico experienced a 20% increase in Food Stamp Participation for FY 08.
- Shared some of the findings of the 6 month ME follow up for the Clovis NMW/ISD work participation review.
- Discussed concerns about the need to develop cost share methods as One Stop shops cross train and have staff administer multiple programs. He stated that Nicole Taylor had been in close discussion with Nick Brady and that it was his understanding that a person had been hired to act as a financial auditor to construct the means of implementing a cost share system for the programs currently administered. A budget review of funding streams was also needed to better assess the issue. Nicole Taylor also provided a web-link to Nick Brady for a

site that provides information on how to set up a system to properly do cost sharing.

- FY08 All Family State = 37.4% YTD - This is the participation rate for NM reported to the Feds
- FY08 2-Parent State = 55.8% YTD - This is the participation rate for NM reported to the Feds
- FY08 All Family SE = 35.9% YTD - This is the participation rate for the ISD Region I cover based on the Federal Report
- FY08 2-Parent SE = 37.5% YTD - This is the participation rate for the ISD Region I cover based on the Federal Report
- He reported that new Federal Regulations for TANF were made final October 1, 2008 and under these new rules 50% of all adults (All Family) and 90% of all two parent households (2-Parent) must be participating in a set of work activities defined in the law. The new DRA laws along with a slow-down in the economy and rising unemployment present a challenge to all states to increase work participation rates quickly and avoid financial penalties. If states fail to meet work rate requirements, they are potentially subject to financial penalties for each year they are not in compliance. New Mexico is currently one of the states facing this type of challenge.

## STAFF REPORTS

**TANF Challenge Update:** Providers briefly described the status of their TANF Challenge project as follows:

**Clovis Community College:** Jan Bradburn said CCC was in the middle of their training program. There are 15 participants who will move into a two-week work experience with employers and then transition into an OJT.

**ENMU-Roswell:** Jim Engelhard reported ENMU had started their TANF Challenge project approximately three weeks ago. They are currently working with employers and the project continues to evolve.

**NMSU-Carlsbad:** Daniel Contreras said Carlsbad had identified health care as their targeted industry. Five participants have been placed at the local hospital and six individuals are currently enrolled in CNA classes.

**NMSU-Alamogordo:** Donna Cook said Alamogordo had gotten off to a rather rocky start as their original seven participants had all taken jobs prior to training. Other participants have been identified and she is confident the report will be brighter next month.

**ENMU-Ruidoso:** There was no report on the TANF Challenge project in Ruidoso as the program director was not in attendance.

**TANF Performance Reports:** Performance reports for All Families and 2-Parent Meeting for each county, regional totals, state and combined regional totals year-to-date for the months of October and November were presented (**Attachment #2**). Discussion ensued with Elias explaining how these totals were pulled by random sampling. She said T-Report training had already been provided to a number of offices by David Brown in order to improve these figures. Many questions were directed to Van Horner, HSD representative on the Eastern Board.

**NM Senate Bills:** Brady called the board's attention to workforce bills which had been introduced by Senator Howie Morales from Silver City (**Attachment #3**) requesting appropriations from the State general fund for the state's four local workforce boards as follows:

Senate Bill 417 - \$2,000,000 for summer employment for youth ages 14-19  
Senate Bill 418 - \$3,000,000 for dislocated workers; declaring an emergency  
Senate Bill 422 - \$2,000,000 training for dislocated workers

Brady stated that with the shortfall in the general fund he was not optimistic any of these bills would be enacted. Directors were provided with a list of legislators which contained their mailing and email addresses (**Attachment #4**) and urged all board members to contact their legislators and ask that they support these Senate Bills.

**Workforce Funding/Stimulus Bill:** The board was provided with an excerpt from the NWA Workforce Times of January 22, 2009 (**Attachment #5**) which contained both the House and Senate proposals for workforce funding in the current Stimulus Bill proposed by the Obama administration.

**New AE Staff:** Brady informed the board that Josie Guzman would be leaving EPCOG at the end of this month. He complimented Josie on the job she had done as the TANF Challenge Coordinator. Brady introduced Laura Wyche as the individual who would be

replacing Josie and Shawn Cordaro who would be performing fiscal monitoring of our WIA and TANF providers. Douglass asked if the current AE contracts would allow for the addition of extra personnel . Brady responded that between our WIA and TANF budgets this was feasible and that we previously had monitoring personnel who had recently resigned.

**EAWDB Website Development:** While currently a work in progress, the Eastern Board's website is now available for review by the board. The directors were advised to use EAWDB.org in order to review the site and provide any feedback for the site's improvement to the administrative entity.

### **PRODUCTS/SERVICES & SYSTEMS COMMITTEE(S)**

**Training Funds:** The committee recommended and the board approved the following actions relating to training funds which were approved by the board:

- For the current fiscal year, providers shall be able to move unobligated funds from "ITA or OJT" to "intensive" within their current budgets. Director Horner abstained from voting
- The per hour wage requirement for OJT results shall be \$8.00.
- There shall be no percentage "success parameters" for customized training at this time.

The committee recommended and the board approved the following action item relating to the meetings of the board and joint committees:

**"Beginning in April 2009, the Board Meetings shall be from 10:00 a.m. until 3:00 a.m. or later, if necessary, on the second Tuesday of every other month. Beginning in the month of March, committee meetings shall be held via polycom on the second Tuesday of every other month on a time schedule staggered to accommodate polycom capabilities. Consent agenda action items shall be sent to the Administrative Entity within seven (7) days after the committee meetings. The Board meeting agenda, including consent agenda items, shall be sent via email to board members no later than seven (7) days prior to the board meeting. Directors Melpolder and Smith spoke against this motion and voted "no" and Director Martinez abstained.**

The committee requested that the Operations/Finance Committee consider a revision of

the board's per diem guidelines and write an official policy relating to mileage and per diem for the board's consideration. The committee said it specifically had in mind that "per diem would not be paid for committee meetings conducted by polycom or telephone except in extraordinary circumstances. Other issues relating to "per diem" should also be considered.

The Committee tabled the following action item(s) to the March committee meeting in order to review various documents:

- A. "What shall be the percentages of allocation of unobligated training funds among the three categories (1) intensive (2) OJTs and (3) ITAs?
- B. "There shall be no percentage of "success parameters" for customized training at this time."
- C. For OJT accountability, for up to four people on a rolling twelve month basis, no percentage of success will be required. After four people, once a fifth person has been enrolled, the required success rate shall be seventy-five percent (75%).

**Priority of Services:** The Committee reviewed the "revised" Priority of Services Policy (**Attachment #6**) which had been revised by Beth Elias to bring the board into compliance with federal law and recommended its approval. **The board approved the updated Priority of Services Policy.**

**Integration Team Update:** Elias reported that the Welcome Team held a polycom meeting yesterday. Revisions will be made to the Welcome Manual and four (4) locations will test within the next two weeks.

**Waiver Update:** The Committee reported that at the board's direction, a letter had been written to the Department of Workforce Solutions by the Administrative Entity requesting that the State apply for various waivers. Linda Bew reported that the Secretary would be reviewing this request and stated that the state currently had five of the eight most requested waivers which are currently set to expire on June 30<sup>th</sup>. It is expected that an extension will be requested.

**County Meetings:** Board members were reminded that county meetings should be scheduled with all stakeholders within their respective county.

**YOUTH COUNCIL**

**Region IX Equipment Request:** Former board member Gary Cozzens was present and requested that an additional \$10,000 from “unobligated youth funds” be added to the current youth contract for Zone 3 to add purchase partitions for a “confidentiality zone” for the case manager in Otero County. The former case manager had worked out of a home office and the new case manager has co-located in the one-stop facility.

Youth Council Chair Bracksieck said the Youth Council recommended approval of this request. **On a motion by Battaglini, seconded by Tupper, the board approved the addition of \$10,000 from “unobligated youth funds” to be added to Region IX’s current youth contract with the understanding that any funds not expended on this purchase would revert to the EAWDB.** Directors Horner and Corliss abstained.

**Youth Activity Report:** The Youth Activity Report (**Attachment #7**) was provided to the board as a matter of information. This report reflects various activities for the Month of January and year-to-date in each of the youth offices in our region.

**OPERATIONS/FINANCE**

The following reports were presented by Finance Chair Overdier with no questions being raised:

**WIA/TANF Financial Reports:** Monthly financials as of December 31, 2008 for WIA and TANF (**Attachments 8 and 9**)

**Co-Located One Stops:** Revenue/Expense statements as of December 31, 2008 for the both Clovis and Roswell One Stops (**Attachment #10**).

**Obligation Report:** The one-stop obligation report as of January 31, 2009 reflecting ITA/OJT for adults and dislocated workers (**Attachment #11**).

**One Stop Activity Report:** The one-stop report for the Month of January 2009 and year-to-date reflecting various activities within the local centers (**Attachment #12**).

**NEW BUSINESS**

**Next Joint Meeting:** As decided earlier, the next Committee meetings will be held on March 10, 2009 via polycom. These meetings will be staggered beginning at 8:30a.m. with the Youth Council followed by Operations Committee meeting at 10:30 a.m. The



Products and Systems Committee(s) will meet jointly beginning at 1:30 p.m. A meeting schedule and agenda will be provided.

**EAWDB Board Meeting:** The next meeting of board will be held at ENMU-Portales in the Zia Room beginning at 10:00 a.m. on April 14, 2009.

**CEO/EAWDB Executive Committee:** The Executive Committee's meeting with the Chief Elected officials has been scheduled at the Hotel Santa Fe at 1:00 p.m. on Tuesday, February 24<sup>th</sup>.

**ADJOURNMENT**

There being no further business to come before the board, the meeting was adjourned by Vice Chair Bourgeois.

AS APPROVED:

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Jimmie Shearer, Chairman