

Eastern Area Workforce Development Board

Board Meeting

Clovis, NM

April 15, 2014

Approved..... June 17, 2014

CALL TO ORDER

Acting Chairman Slade Morgan called the meeting to order at 1:06 pm

ROLL CALL

Acting chairman Morgan stated that in lieu of roll call the sign-in sheet (**Attachment #1**) would be maintained as the official record of attendance. It was noted that a quorum was not present to conduct business and indicated the following:

Board Members Present: Danny Armijo, Sue Bracksieck, Terry Christesson, Judith Cooper, Gina Corliss, Terri Douglass, Bud Duryea, Van Horner, Marcos Martinez, Slade Morgan, Becky Rowley

Board Members Absent: Richard Aguilar, Paul Barnes, Dora Batista, Ray Battaglini, Angelita Buurma, Tonk Chester, Elbert Garcia, Ruth Giron, Juan Haro, Rene Hatfield, John Hemphill, Chris Herbert, Mark Lake, Linda Lewis, Gail Melpolder, Alfred Pacheco, Daniel Power, Steve Reshetar, Warren Robinson, Twila Rutter, Jimmie Shearer, Larry Smith, Allen Sparks, Judith Spillane, Linda Spooner, Richard Spragins, Patricia Tupper

AE/FA Staff Present: Victoria Davis, Beth Elias, Charles Lehman, Erick Robinson, Tiffany Roth

Guests: V. Alonzo, Laura Wyche, Reba Zollars, Noreen Teel

WELCOME/INTRODUCTIONS

Attendees introduced themselves.

APPROVAL OF THE MINUTES

On a motion from J. Cooper and seconded by S. Bracksieck the minutes from the April 2014 minutes were approved.

APPROVAL OF AGENDA

On a motion from S. Bracksieck and seconded by T. Douglass the agenda was approved.

APPROVAL OF CONSENT AGENDA ITEMS

There were no consent agenda items.

REQUEST FOR WAIVERS

CHAIRMAN'S REPORT

On a silent ballot vote of the members of the board in attendance, D. Armijo was appointed the EAWDB Vice-Chairman.

DIRECTOR'S REPORT

C. Lehman reported to the board on current AE activities. E. Robinson was introduced as the new financial manager. Audits are scheduled and will be performed by the state in May. IT improvements have been made. Polycom cameras are currently working. The electronic records initiated by B. Elias will move forward as a state project. AE staff is working with the Adult/DW provider to come as close to the 60/40 split required by the state as possible. It appears at this time we will fall about 50K short. The state board completed a survey of employers and a repeat issue on the survey was the shortage of soft skills efforts. The state board also set up a secret shopper system for the One-Stop systems. EEICNM will not be renewing after June 30, 2015. The possibility of converting the board to a 501(c)3.

PROGRAM MANAGER'S REPORT

B. Elias reported on the current quarterly performance measures.

MEMBERSHIP REPORT

T. Roth provided the attendees with a report on the current membership requirements. On a motion by J. Cooper and seconded by S. Bracksieck the board voted to reduce membership to 33 members.

OPERATIONS/FINANCE COMMITTEE

B. Rowley reported on her meeting with E. Robinson to review the financial reports. E. Robinson reviewed the financial reports with the attendees. E. Robinson reviewed the 2013 audit and presented the 2013 audit correction plan.

SYSTEMS DEVELOPMENT

Marcos Martinez reported to the board on the activities at NMDWS. The Clovis office has been selected to participate in a pilot project that concentrates on a selected group of long-term unemployed. This project will fund an additional 1 FTE in the Clovis office. Marcos also reported on the site manager training held in Albuquerque.

L. Wyche, the Clovis Site Manager, reported on the pilot project which will include working with Dr. Rowley at Clovis Community College on I-Best. V. Alonzo, Site Manager, reported on the Roswell One Stop. She reported that a successful job fair was held and has been working with J. Mulcahey of Economic Development to encourage jobseekers to prepare for the job fair. V. Alonzo reported on updates done to the Roswell office. N. Teel, Site Manager, reported on the Artesia and Carlsbad office. She reported on the profiling performed by ACT for WorkKeys. Ms. Teel also reported on new staff hires. R. Zollars, Site Manager, reported on the Hobbs office. Ms. Zollars reported on the job fair that the One Stop is working on with the Office of African American affairs. R. Zollars reported that Hobbs has grown 18% in the past three years. R. Zollars reported on the Intercontinental potash project which will take place west of Jal. Construction will have 500 workers with continued employment of 350. R. Zollars reported on the human resource services being offered by the One Stop. R. Zollars and N. Teel reported on the tight labor market with few workers looking for jobs.

QUALITY ASSURANCE COMMITTEE

J. Cooper provided a QA committee report. Program Monitoring is completed and Fiscal Monitoring is pending. State auditing will be in May and Federal this fall. There are no outstanding complaints.

YOUTH COUNCIL

G. Corliss reported on current youth program activities. She updated the board on new staff members. There is a new business manager at Region IX and invoices will be sent to the FA before the end of the week. Region IX is pursuing youth grants. G. Corliss reported her concerns about the budget once the carry-in is expended.

NEW/OLD BUSINESS

T. Douglass reported to the board on the current status of reauthorizing the WIA.

On a motion from J. Cooper and seconded by T. Douglass the meeting was adjourned at 3:34pm.

Executive Committee Meeting

Called to order at 3:35pm

Attendees: D. Armijo, S. Bracksieck, J. Cooper, T. Douglass, M. Martinez, S. Morgan, B. Rowley

On a motion from J. Cooper and seconded by B. Rowley, the Executive Committee voted unanimously to ratify the actions taken by the board.

Meeting adjourned at 3:40pm