

Eastern Area Workforce Development Board

Board Meeting
August 28, 2012

Approved.....October 9, 2012

CALL TO ORDER

The Eastern Area Workforce Development Board (EAWDB) board meeting was called to order at 10:15am by Chairman Shearer in the Zia Room of the ENMU-Campus Union Building in Portales, New Mexico.

ROLL CALL

Chairman Shearer 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. The sign-in sheet indicated the following:

Directors present: Danny Armjio, Paul Barnes, Ray Battaglini, Sue Bracksieck, Angelita Buurma, Judith Cooper, Gina Corliss, John Hemphill, Jackie Ingle, Gail Melpolder, Steve Reshetar, Becky Rowley, Larry Smith, Judith Spillane, and Linda Spooner

Directors with excused absences: Dora Batista, Tonk Chester, Bud Duryea, and Mark Lake

Directors absent: Terri Douglass, Ruth Giron, Rene Hatfield, Van Horner, Slade Morgan, Warren Robinson, and Twila Rutter

Directors who need to be replaced: Richard Aguilar, Elbert Garcia, Clint Harden, Juan Haro, Chris Herbert, Alfred Pacheco, Daniel Power, Richard Spragins, and Patricia Tupper

AE/FA Staff Present: Beth Elias, Charles Lehman, Tiffany Roth, Kay Vineyard, and Esther Wolf

Guests Present: Marco Martinez of NMDWS, Deanna Wall of NMDWS, and Laura Wyche of NMWCC-Clovis

WELCOME AND INTRODUCTIONS

Chairman Shearer welcomed everyone to the meeting and thanked them for their interest and participation. Chairman Shearer spoke briefly about the excitement and energy going forward for the board. Chairman Shearer spoke about the board being on the right tract and called for Directors to call and email the absentee members that the board is doing well and to participate in the Strategic Planning Retreat. Directors, AE/FA staff, and guests introduced themselves.

APPROVAL OF THE MINUTES FROM JUNE 2012

On a motion by R. Battaglini, and seconded by S. Reshetar, the minutes for the board meeting held June 12, 2012 in Portales, NM were approved unanimously.

APPROVAL OF THE BOARD AGENDA

FA Staff, Judy Jojola, requested an additional board item to add "Transfer of funds between Adult and Dislocated Worker programs."

On a motion by S. Reshetar, and seconded by J. Ingle, the agenda with the above added request was approved unanimously.

APPROVAL OF THE CONSENT AGENDA ITEMS

There are no consent agenda items.

REQUEST FOR WAIVERS

J. Hemphill and G. Corliss request a waiver.

On a motion by G. Melpolder, and seconded by A. Buurma, the waiver was approved.

CHAIRMAN'S REPORT

Chairman Shearer reports that the Administrative Entity has investigated obtaining an Employer Identification Number (EIN) on behalf of the board. The EIN will allow the board to file audits, etc. The board originally thought to file as a 501(3)c or like entity but C. Lehman reports that the board qualifies as a government entity and the process is much simpler. Brief discussion about the necessary reasons for an EIN and the current compliance issues of the board ensued.

On a motion by J. Ingle, seconded by G. Melpolder, the board unanimously authorized the administrative entity to proceed with obtaining an EIN number on the board's behalf.

STAFF REPORT(S)

Director's Report: C. Lehman reported on the state of the transition. He conveyed to the board the staff and their positions, the cooperation received from the employees at EPCOG, and the agreements and licenses in place. C. Lehman reported that the budget will require transfers at some point in the future. C. Lehman informed the board of pending issues with the board remote cameras and the delays in obtaining funds from the state.

C. Lehman & J. Jojola met with the federal auditor, C. Watts. To ensure compliance and avoid repeat findings, EEICNM staff has met to review both the federal report and the private audit. Procedures are in place to ensure compliance.

NM Dept. of Workforce Solutions (NMDWS) held training on the new state policies. This training was intensive and informative. It will require re-writes on most board policies. B. Elias is taking the lead on policies. T. Roth will be handling the local governance policy and the agreements that are included.

C. Lehman briefly discussed initiatives that he feels the board will need to look at. These include:

- Board training procedures
- Develop a new website
- Identifying the job needs in specific areas
- Performance requirements
- WorkKeys
- Oil and Gas recruiting from Albuquerque
- Choices-Career Information System and soft skills
- Social Media

Program Manager: B. Elias addressed the board on performance reports. In reviewing the handout, B. Elias pointed out that we are exceeding the measures except in literacy/numeracy measurement. Because of a lag time in providing services from the past providers, this measure should be met once the fourth quarter is reported. It is important to note that this is the only “real time” measure and there is no lag in reporting. B. Elias also reported that the annual report is being prepared at this time. B. Elias reviewed the DSRV-Federal reporting with the board members. She provided a graph from Mags at DWS to the board. J. Ingle stated that these reports are what US Dept of Labor uses these reports to determine allocation. B. Elias briefly discussed the upcoming OIG audit in regards to the ARRA funds. This is a nationwide audit and the East and Northern boards are included. B. Elias addressed the new policies. These are the first policies since 2000. These will require the board to adopt new policies. Target completion is 12/2012.

SESP Coordinator: E. Wolf reported the current status of the SESP grant to the board members. She has caught up on participants in the grant and what needs to take place. Attending the conferences is helpful and what adjustments need to be made to successfully work the grant. E. Wolf states that bringing renewable together with oil & gas seems to be a solution to bridging the gap that the slowdown in wind energy has caused. E. Wolf is working with both Albuquerque & Santa Fe to broaden the effectiveness of the grant. B. Elias stated that we anticipate training 150 individuals for Mitsubishi. L. Smith asked about individuals already trained. B. Elias reported that two initiatives didn't work as anticipated because of layoffs and background checks.

Fiscal Manager: J. Jojola presented the monthly financial reports to the board members. Cash draws are being completed on a timely basis. Complete segregation of duties has been established. J. Jojola indicated that the reporting to the board will be improved over the next few meetings with comprehensive budget-to-actual reporting. Additionally, audits are moving forward. Reports were discussed and corrected reports will be emailed to attendees. J. Shearer asked for a brief timeline on payables. J. Jojola indicated that in a best case scenario it takes about 11-14 days once a payable is received to input, request the drawdown, and reimburse. Sometimes it takes a little longer for SESP

funds to come through. J. Shearer indicated that it is important that the payables are processed in a timely fashion.

TRANSFER REQUEST: J. Jojola requested a board approval to transfer 50% of Dislocated Worker funds to Adult program. On a motion by S. Reshetar and seconded by R. Battaglini, the board unanimously approved the transfer.

STATE/LOCAL PLAN: B. Elias reported on the status of the State Plan. The local plan will be a derivative of the state plan in order to be in compliance. The state plan has some interesting new initiatives including targeting training toward: healthcare, Elementary & Middle School teachers, truck driving, and oil and gas. B. Rowley discussed the issues surrounding higher education as a one-stop partner. C. Lehman reported that the state board indicated that their key initiatives would be business-driven, employability skills, soft skills, and career information. B. Rowley also reported that Dolores Haley did a great job on the state plan.

SYSTEMS DEVELOPMENT

J. Ingle updated the board on the Secretary's changes at DWS. Due to reorganization, Marcos Martinez has been assigned to the Eastern area. Additionally, Deanna Wall is in charge of business services. D. Wall addressed the board on providing improved business services including WorkKeys. D. Wall spoke about integration and core services to get the participant in the door and on the right track. M. Martinez addressed the board on the performance measures and the importance of goals in keeping staff informed and motivated. J. Ingle reported on the Secretary's report before the LFC.

J. Shearer asked M. Martinez and D. Wall what the board could do to help them do their jobs. D. Wall asked that the board use their services, hold a board meeting at a one-stop, assign secret shoppers and work to help DWS improve services. The state has an unlimited license for WorkKeys and encourages participants and businesses to use it frequently. D. Wall says that they can come to businesses and do the testing. M. Martinez agrees and encourages the board to obtain and give feedback. Use word-of-mouth to get info about services out to businesses and participants. D. Wall suggests using the DWS marketing department.

One-Stop Contact List: J. Hemphill issued an updated contact list to the board members.

Waiver Request: J. Hemphill requests a waiver to allow a one-time OJT contract for \$8.00/hour. The board had set a previous minimum of \$8.50/hour. On a motion from S. Reshetar and seconded by R. Battaglini, the motion was passed unanimously.

Staffing/Office locations: J. Hemphill and J. Ingle discussed the current status and staffing of the Tucumcari office. Portales office is one individual 50% adult and 50% youth with no Wagner-Peyser representation. J. Shearer states that the locations need to be in the best interest of the participants and J. Ingle said that research is ongoing regarding the Portales location.

YOUTH COUNCIL

Youth Council has no actions at this time. G. Corliss gave a brief update to the board. The program is getting busy and close-out should be turned in shortly.

OLD/NEW BUSINESS: Strategic Planning Retreat is September 11, 2012 and everyone is encouraged to attend. Next board meeting is October 9, 2012.

MOTION TO ADJOURN: On a motion by J. Ingle and seconded by R. Battaglini, meeting adjourned at 12:41pm

Executive Committee

Committee called to order at 12:42pm.

Attendees: R. Battaglini, S. Bracksieck, J. Ingle, G. Melpolder, B. Rowley, J. Shearer, L. Smith

Abstainee: J. Hemphill abstains.

On a motion from R. Battaglini and seconded by G. Melpolder, the executive committee unanimously ratifies the actions of the board.

Committee adjourns at 12:44pm.