

Eastern Area Workforce Development Board

Board Meeting

Clovis, NM

December 12, 2017

Approved..... March 20, 2018

**CALL TO ORDER**

J. Cooper called the meeting to order at 1:07 P.M.

**ROLL CALL**

J. Cooper stated that in lieu of roll call the sign-in sheet would be maintained as the official record of attendance. It was noted that a quorum was present to conduct business and indicated the following:

**Board Members present:** J. Cooper, T. Christesson, L. Garcia, T. Villanueva

**Board Members present via Zoom:** A. Briggs, B. Rowley

**Board Members absent:** P. Barnes, A. Buurma, B. Duryea, M. Martinez

**AE/FA Staff present:** B. Elias, V. Davis, D. Douglas, T. Roth, B. Silvers

**Guests:** J. Hemphill, J. Lindsey, M. Armstrong, , G. Pantoja, R. Zollars

**WELCOME/INTRODUCTIONS**

**APPROVAL OF AGENDA**

On a motion from T. Villanueva and seconded by T. Christesson the agenda was amended to read "Motion to Recess" and unanimously approved.

**APPROVAL OF SEPTEMBER 2017 MEETING MINUTES**

On a motion from T. Christesson and seconded by B. Rowley the meeting minutes from September 2017 were unanimously approved.

**YOUTH COMMITTEE**

On a motion by T. Christesson and seconded by B. Rowley, the board unanimously adopt the Youth Committee action to obligate \$20,000 for additional staff training.

**OPERATION & FINANCE COMMITTEE**

On a motion by T. Villanueva and seconded by B. Rowley, the board unanimously adopt the Operation & Finance committee action to obligate \$22,500.00 for training and \$20,000.00 for the Rural Outreach Program Evaluation.

**MOTION TO APPROVE THE INTERIM PERFORMANCE MEASURE POLICY**

On a motion from B. Rowley and seconded by T. Villanueva the unanimously approved the Interim Performance Measure Policy.

**MOTION TO APPROVE REVISED NAWB TRAVEL RATE**

On a motion from T. Villanueva and seconded by B. Rowley the board unanimously approved a room rate not to exceed \$305 + taxes & fees for the National Association of Workforce Boards in March 2018.

**MOTION TO ESTABLISH SOFT SKILLS COMMITTEE**

On a motion from T. Christesson and seconded by T. Villanueva the board unanimously approved the formation of the ad hoc Soft Skills committee to research “soft skills” programs for use in the eastern area.

**NEXT MEETING**

The next meeting will be held at 1:00pm on March 20, 2018 in Clovis, NM.

**MOTION TO RECESS**

On a motion from T. Villanueva and seconded by B. Rowley the meeting was recessed at 3:17pm.