

Eastern Area Workforce Development Board

Board Meeting  
Roswell, NM  
December 17, 2019

To Be Approved ..... March 17, 2020

**CALL TO ORDER**

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

**ROLL CALL**

J. Cooper stated that in lieu of roll call the sign-in sheet and ZOOM conference information would be maintained as the official record of attendance. It indicated the following:

**Board Members present:** K. Byrnes, T. DeKay, B. Gonzales, R. Hatfield, L. Kite, M. Martinez, R. Martinez

**Board Members present via Zoom:** T. Chester, T. Christesson, J. Cooper, R. Kuykendall, P. Stevens, P. Vanderpool, T. Villanueva

**Board Members absent:** E. Hollon, L. Jackson, J. Jaramillo, T. Jones, N. Wyatt

**CEOs present:** Mayor G. Williams, Mayor M. Burns

**AE/FA Staff present:** V. Davis, D. Douglas, E. Elias, T. Roth, M. Sosa, T. Suarez,

**Guest(s):** J. VanPelt, B. Aragon, J. Romero, M. Velarde, S. Kenned, J. Hemphill, B. Silvers, M. Hopkin, M. Rincon, V. Thomas, C. Fisher, S. Duran, A. King (via ZOOM), V. Garcia (via ZOOM)

**It was noted that a quorum was present.**

**WELCOME/INTRODUCTIONS**

**REQUEST FOR WIAVERS**

None.

**APPROVAL OF AGENDA**

On a motion by K. Byrnes and seconded by M. Martinez the agenda was unanimously approved.

**APPROVAL OF THE SEPTEMBER 2019 MINUTES**

On a motion by K. Byrnes and seconded by B. Gonzales the September 2019 meeting minutes were unanimously approved.

**REPORTS**

## **NM Department of Workforce Solutions**

A. King of the NM DWS reported on activities at the state level including the sector strategy initiatives with Maher & Maher, the report by Secretary McCamley on the state of unemployment to the state board, and the approval of the state board to seat a committee to review the current configuration of the local workforce boards.

### **Administrative Entity (A/E)**

B. Elias and T. Roth reported on:

- current performance reporting
- advised the board of the upcoming sector strategy meeting on January 8 in Roswell,
- asked the board to review the revised monitoring schedule which moves the youth monitoring to January 20-24 and adult/dw monitoring to January 27-31,
- provided the board with a copy of the NM DWS monitoring report and briefly went over the findings of the report which are relatively simple improvements and compliance issues along with the previously identified service provider issues which were addressed.
- informed the board that the US Department of Labor would be conducting a monitoring visit on February 3-7<sup>th</sup> in Roswell,
- advised the board that because of current building conditions and anticipated partner participation that A/E staff along with the One Stop operator are exploring site options for both Roswell and Clovis One Stops.
- reviewed the new A/E employees and the revised organizational chart,
- reviewed the board membership and requested mentor volunteers for the new members,
- advised the board that new board member emails with their name and eawdb.org would be established for each of them.

### **Financial Reports**

T. Roth reported that O. Hamilton has resigned effective January 3, 2020 and a new financial manager, G. Windle, will start on Monday, January 6, 2020. Ms. Windle will office remotely out of Clayton, NM. T. Roth presented the current financial reports which indicate steady but lower than expected expenditures. The service provider requested billings for the Infrastructure Funding Agreements on the One Stops.

### **One Stop Operator**

B. Silvers reported on current partner activities and system development including training and staff engagement at the One Stops.

### **Service Provider**

J. Hemphill reported on staffing and support activities for all three contracts. J. Van Pelt reported on youth activities and enrollments. M. Hopkin reported on adult/dw activities and enrollments.

### **Site Manager(s)**

M. Hopkin reported on activities at Alamogordo.

### **Chairman's Presentation**

M. Martinez recognized David Douglas, the EAWDB IT Specialist, who has been with the board since 2012 and is retiring effective January 3, 2020.

## **APPROVAL OF THE UPDATED POLICIES:**

B. Elias provided a brief overview of minor changes made to the policies listed:

- 11-12 ITA
- Eligibility Technical assistance guide.

On a motion by M. Martinez and seconded by T. Chester, the board unanimously approved the policy changes.

## **APPROVAL OF THE NAWB ROOM RATE**

On a motion by K. Byrnes and seconded by T. DeKay, the board unanimously approved paying for room rates in excess of the state limit as allowed by the travel and per diem regulations.

## **APPROVAL TO PROCURE IT SERVICES**

On a motion by T. Chester and seconded by T. Christesson, the board unanimously approved procuring IT services through the appropriate procurement mechanism i.e. employee hire, issuance of an RFP, etc prior to the next board meeting provided the services or employee hire is approved by the board chair.

## **COMMITTEE REPORTS**

Youth Committee – L. Kite, the new Youth committee chair, reported on the youth contract transition and current state of youth services.

**NEW BUSINESS (if any)** – None

**OLD BUSINESS (if any)** – None

**NEXT MEETING** – March 17, 2020 in Clovis, New Mexico

## **MOTION TO ADJOURN**

On a motion by R. Hatfield and seconded by T. Christesson, the board voted unanimously to adjourn at 3:16pm.