

Eastern Area Workforce Development Board

Board Meeting
December 11, 2012

Approved.....February 12, 2012

CALL TO ORDER

The Eastern Area Workforce Development Board (EAWDB) board meeting was called to order at 10:10am by Vice-Chairman, Slade Morgan, in room #110 of the ENMU-Campus Union Building in Roswell, New Mexico.

ROLL CALL

Vice-Chairman 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.

Board Members Present: Paul Barnes, Dora Batista, Ray Battaglini, Sue Bracksieck, Angelita Buurma, Tonk Chester, Gina Corliss, Ruth Giron, John Hemphill, Van Horner, Slade Morgan, Alfred Pacheco, Warren Robinson, Larry Smith

Board Members Excused: Danny Armijo, Judith Cooper, Terri Douglass, Bud Duryea, Jackie Ingle, Mark Lake, Steve Reshetar, Becky Rowley, Twila Rutter, Jimmie Shearer, Judith Spillane, Linda Spooner

AE/FA Staff Present: Beth Elias, Charles Lehman, John Merrett, Tiffany Roth, Kay Vineyard

Guests: Veronica Alonzo, Marcos Martinez, Laura Wyche, Reba Zollars

WELCOME AND INTRODUCTIONS

Slade Morgan welcomed attendees.

APPROVAL OF THE MINUTES FROM October 2012

On a motion by L. Smith, and seconded by D. Batista, the minutes for the board meeting held October 9, 2012 in Portales, NM were approved unanimously.

APPROVAL OF THE BOARD AGENDA

On a motion by P. Barnes, and seconded by R. Battaglini, the agenda was approved unanimously.

APPROVAL OF THE CONSENT AGENDA ITEMS

On a motion by R. Battaglini, and seconded by S. Bracksieck the two consent agenda items were approved.

Board member J. Hemphill and G. Corliss abstained.

REQUEST FOR WAIVERS

There are no Requests for Waivers.

CHAIRMAN'S REPORT

S. Morgan reported to the board that the previous week he had met with Dolores Haley at NM DWS to sign paperwork transferring the board's lease purchase option on the Clovis One-Stop to the state. He anticipates that the board's involvement in this matter will be concluded by no later than December 20, 2012. S. Morgan reported that the 2012 audit for the board is underway and should be completed and an exit conference scheduled by the end of next week (December 21, 2012.) It was determined that S. Morgan and C. Lehman will request and arrange to attend the exit conference along with any other staff or board members the auditors request. S. Morgan reported that he met with the AE/FA staff and toured the AE/FA offices on Friday, December 7th and that there was significant discussion regarding reporting and communication and the underlying procedures at the staff level.

COMMITTEE MEMBER AND THE BY-LAWS COMMITTEE

A hand-out was provided to the board members showing current committee membership and also a form was provided should a board member seek to be reassigned to a different committee. It was determined that the By-laws Ad Hoc committee will consist of the four committee chairs as originally requested by Chair Shearer in the June 2012 meeting. L. Smith will incorporate the working draft provided by AE staff into his existing by-laws document and the committee will next meet after the CEO/Executive committee meeting on January 15, 2013.

STAFF REPORT(s)

Director's Report: C. Lehman reported on the improving IT services and the ongoing IT work to bring computer requirements up to date at the One-Stop centers. C. Lehman spoke about the new required local board policies and training that will go along with those policies. He reported that the local board policies are scheduled to be written and adopted over the next several months with completion to be mid-April. Along with the policies, new partnership and official agreements between the EAWDB and the CEOs will need to be approved. The AE staff is currently working on those agreements. The Clovis One-Stop received two separate Fire Marshall inspections. All issues have been identified and are being addressed and a response to those reports has been prepared. The AE staff met with the NM DWS Public Information Officer, Joy Forehand. She and her staff will be preparing an employer brochure for use by the One-Stop Centers. AE staff will provide content by January 15th for the brochure with a draft edition for the board's review at the February board meeting. AE staff has purchased and installed the design software but has not begun the actual re-design of the website. This should begin within the next few weeks with at least a short demo to the board at the February meeting. Financial reporting

continues to improve but there are still some items that need to be caught up. EPCOG has provided a copy of their financial operations procedures and staff is currently working to adapt and update those procedures. C. Lehman continues to work with the state to implement RSA's that are still pending. The proposed EEICNM budget will need to be revised. Current estimates indicate that the AE/FA operations will be within budget but will require a few transfer requests.

C. Lehman asked T. Roth to address the board regarding committee membership and board membership. T. Roth briefly reviewed the committee membership assignments and the change form with the attendees. T. Roth then reviewed the board membership packet. This included a copy of the policy outlining the mandated partners, a map of the eastern area showing board representation by county, a map of the eastern area showing private sector representation by county, and a listing of the current members with those members needing replacement noted. The board discussed aggressively moving forward with those replacements. AE staff was directed to contact the CEO's, Economic Development, and Chamber of Commerce to solicit nominations. A draft letter from the board to the CEO's to refresh their memories about their representation is to be sent to S. Morgan for review by the AE staff as soon as possible. Board members are encouraged to recruit members and nominations should be referred to T. Roth for the proper nomination process.

Site Manager Reports: Four of the five One-Stop Center site managers were present. R. Zollars, the Hobbs site manager, reported that the new DSL will allow for greater services especially testing and should greatly improve the office function. While it was reported that one staff member had been hired, that person ended up resigning and the Hobbs office is currently looking to fill two positions. Key Energy has been a great employer partner and is using the one-stop services extensively. V. Alonzo, the Roswell site manager, reported that the new phone system is working great and that small issues are being resolved. They are continuing to do employer outreach and email blasts to the Chamber of Commerce and Economic Development. L. Wyche, the Clovis site manager, reported that the Fire Marshall issues have been addressed and that it allowed for a great clean up at the office. She reported that they continue to work with Cardel and keep in contact with Tres Amigas. The Clovis One-Stop has also established a partnership with Tom & Thomas Martin of Taco Box who will be using WorkKeys to test all their employees for promotion. The Clovis One-Stop along with several partners will be hosting a Job Fair on January 21, 2013 and they anticipate between 50-100 employers. J. Hemphill reported that Big 5 sporting goods has hired several people in the Ruidoso area using One-Stop services. They are also working with Alto Lakes Water District which will need to hire a few people. The Ruidoso site was also inspected by the Fire Marshall and there were no issues except for current fire extinguisher inspection which has been addressed. T. Chester spoke briefly about the work he and L. Spooner, the Carlsbad site manager, are doing with the new NMSU President and local employers. They are focusing on work skills and see a real need for WorkKeys. T. Chester will be pursuing a WorkKeys presentation with Marcos Martinez of the NM DWS.

SESP Coordinator: B. Elias reported on the SESP grant on behalf of E. Wolf. She reported that with the slowdown in Wind and Solar energy that they have identified a great partnership between the grant services and First Responder training. B. Elias reports that the solar technology is significantly different than traditional power and presents a life-threatening risk to first responders who have not been

trained. Efforts are currently underway between grant staff and fire and rescue staff to establish a training platform with national potential. B. Elias and E. Wolf will keep the board updated.

OPERATIONS/FINANCE COMMITTEE:

R. Battaglini reported that financial reporting continues to improve and the committee is looking to improve upon the information and establish trends for the board's review. He requested that J. Merrett present the current financial reports and the monthly accounting checklist. Upon review of the reports discussion ensued regarding the target percentages and the accurate reflection of the obligations incurred. FA staff will continue to work specifically with the Operations/Finance committee and with the board members in general to provide meaningful financial reporting.

PRODUCTS/SERVICES

L. Smith reported that the face-to-face Products/Services committee meeting went very well. He reviewed the business survey that they are currently working on. L. Smith reported that they are incorporating the committee's survey needs with the survey that is helmed by NM DWS. Next steps include establishing a tracking procedure and site personnel requirements look to be minimal.

SYSTEMS DEVELOPMENT

S. Morgan reported that the Systems Development committee met via polycom and that they are going to be concentrating on performance measures. J. Hemphill gave a brief outline of the performance measures that are currently being tested at Roswell and Las Cruces. S. Morgan requested that T. Chester present the Powerpoint slideshow he has developed for New Board Member Training. T. Chester reviewed the presentation with the attendees and spoke about the need to pair each new board member a mentor who will act as a prime contact for new members. Discussed ensued with all attendees feeling that this was a great presentation. AE staff was directed to send out the most updated slideshow in color to all board members for review and comment due directly to T. Chester within two weeks. Next steps include using this information as a springboard to develop committee member training specific to each committee.

YOUTH COUNCIL

G. Corliss gave a brief update to the board. G. Corliss reports that a 100% file review has taken place. A brief discussion on the significant paperwork especially in the Youth programs ensued. On a recommendation from the committee, the board approved unanimously with G. Corliss and J. Hemphill abstaining, the purchase of the VOSS Electronic Records module with proportionate cost sharing across program and AE budgets. This purchase will be subject to state approval.

OLD/NEW BUSINESS:

R. Battaglini reported that over 400 National guardsmen have returned to New Mexico and that efforts are underway for many who have never held a job outside the guard to find employment. A website has been established and he encouraged board members to go to h2h.jobs.

Committee meetings, except Youth Council will be held via polycom on January 8, 2013.

Youth Council will hold a face-to-face meeting on January 14, 2013 in Roswell. Time to be determined.

The next board meeting will be held February 12, 2013. Location to be determined.

MOTION TO ADJOURN: On a motion by R. Battaglini and seconded by L. Smith, meeting adjourned at 12:45pm.

Executive Committee

Committee called to order at 12:46pm.

Attendees: R. Battaglini, S. Bracksieck, J. Hemphill, S. Morgan, L. Smith

On a motion from L. Smith and seconded by R. Battaglini, the executive committee unanimously ratifies the actions of the board. J. Hemphill abstains.

Committee adjourns at 12:47pm.