

Eastern Area Workforce Development Board

Board Meeting
Portales, NM
February 12, 2013

Approved.....April 9, 2013

CALL TO ORDER

Chairman Shearer called the meeting to order at 10:11am.

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 to conduct business and indicated the following:

Board Members Present: Paul Barnes, Ray Battaglini, Sue Bracksieck, Angelita Buurma, Van Horner, Jackie Ingle, Gail Melpolder, Slade Morgan, Steve Reshetar, Jimmie Shearer, Larry Smith, Linda Spooner

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

Guests: Reba Zollars, Veronica Alonzo, Laura Wyche

WELCOME/INTRODUCTIONS

Chairman Shearer welcomed everyone. All attendees introduced themselves.

APPROVAL OF THE MINUTES

On a motion from R. Battaglini, and seconded by S. Reshetar, the Minutes from the December 2012 Board meeting were approved unanimously.

APPROVAL OF AGENDA

On a motion from Slade Morgan, and seconded by R. Battaglini, the agenda was approved unanimously.

APPROVAL OF CONSENT AGENDA ITEMS

There were no consent agenda items.

REQUEST FOR WAIVERS

There were no Request for Waivers.

CHAIRMAN'S REPORT

Chairman Shearer reported that the Executive Committee and the CEOs met in Santa Fe on January 15th. Although there were only two CEOs in attendance, the meeting went well. Secretary Bussey addressed the attendees and plans were put in place to change the CEO meetings to increase participation.

AE/FA DIRECTOR'S REPORT

C. Lehman addressed the board. Charles welcomed Chairman Shearer back and thanked Slade Morgan for the increased role he assumed during the Chairman's absence. C. Lehman reported that the computer issues in Hobbs are resolved and ongoing technical issues in Carlsbad and Clovis are being addressed. C. Lehman spoke briefly about the new agreements put before the CEOs and indicated that once CEO input has been included, draft agreements will go out to the board members for approval in April. C. Lehman additionally reported that two new board members are being nominated to the board and that they should be able to be confirmed by the CEOs prior to the April 9th meeting. He then provided an update to the board members on the policies that are being re-written to comply with new state polices. C. Lehman also provided updates on the website and brochures. He reported on the efforts of the contracted providers, program manager, and site supervisors to expend the necessary training dollars. He also provided the board an update on the outstanding financial issues. In closing, C. Lehman addressed the retirement of K. Vineyard, Program Monitor, and thanked her for her nine years of exemplary service.

PROGRAM MANAGER REPORT

Beth Elias reviewed the Quarterly reports with the attendees. All measures were met except for the literacy/numeracy measure and this is directly linked to the close out of files by HELP. This measure should be self-correcting. Responding to a question by Chairman Shearer, B. Elias explained that the measure has three components 1) Out of School; 2) Skills deficient; and 3) pre & post testing with a gain. Because HELP failed to perform the testing, none of those individuals can be counted against this measure.

SITE MANAGER REPORTS

L. Wyche, Site Manager for Clovis, reported on a joint job fair with United Way. John Hemphill reported that a significant portion of the staff time is being spent on UI inquiries at the sites. Responding, J. Ingle relayed that the Secretary is aware of the problem filling the DWS vacancies. She indicated that these issues originate in the NEOGOV system because of keyword barriers that cull otherwise qualified candidates from the interviewee list. J. Ingle also reported that the UI system is improving each day and that the call center staff and One-Stop staff are "warriors" and much appreciated.

L. Spooner, Site Manager for Carlsbad, reported that she has two new employees but they are still understaffed. She also reported that they had met with NMSU training on doing a customized program for potash mines and that there were a lot of positive things going on. She did report that bandwidth issues are adversely affecting the site's ability to provide services but that it was being

addressed by the IT Department. L. Spooner also reported that during this time they have experienced GREAT communication with DWS employees.

V. Alonzo, Site Manager for Roswell, reported on several job fairs, as well as, a VA resources event. She said they had 18 new employers generating about 300 job orders. She reported that a WorkKeys proctor was going to be made available at the site.

R. Zollars reported that her computers were working great and offers sincere thanks to Marcos Martinez, Charles Lehman, but especially David Douglas. She reports that they had 14 new employers with about 150 new positions in January. She is still down two staff but doing some special recruiting.

C. Lehman commented on L. Wyche and her handling of the fire marshall reports in Clovis. J. Ingle remarked that Innovate Educate is leading the initiative to make New Mexico a WorkKeys state. Chairman Shearer commented that the sites are the backbone of the organization and that all the staff is doing a great job. The board certainly appreciates all the hard work.

SESP WIND ENERGY REPORT

E. Wolf reported that the First Responders training has been a boost to the grant. The trainings are successful and 54 First responders are being trained plus two train-the-trainers. Beth and Esther are now pursuing self-sufficiency and exploring offering the program to volunteer fire departments. Several trainings will be offered through the next few months. C. Lehman congratulates both Esther and Beth for all their hard work. C. Lehman comments that it originally appeared that the goals set for this grant might not be met but Beth and Esther really put it back on track.

FINANCE AND OPERATIONS

R. Battaglini reported on his visit to the EEICNM offices. He stated that his goals for financial operations include forecasting and transitioning vendors to ACH for quicker payment. He also reported that the PY12 audit is finalized and at the state auditor's office. Discussion ensued and it was noted that Job Corp has pulled its' representatives from the One-Stop centers. Chairman Shearer remarked that the board needs to get more mandatory partners in the One-Stop centers to reduce costs for all partners. V. Horner commented that one of the obstacles is that there is a lot of competition among the state agencies for site partners and that they are usually directed to house in a state-owned building. R. Battaglini suggested that the board recruit non-profits to be housed in the One-Stop centers.

J. Merrett reviewed the financial reports with the attendees.

PRODUCTS AND SERVICES

L. Smith reported that Marcos Martinez is still working on the survey. L. Smith also reported that Tonk Chester has finished the new board member training and that this training will be given to all new board members as they are nominated and confirmed to the board. During discussion it was suggested that an evaluation form for new board members to evaluate the presentation be developed. L. Smith indicated that his committee would work on this.

YOUTH COUNCIL

S. Bracksieck reported on the Strategic Planning Retreat for the Youth Council and Providers that was held in Roswell in January. She stated that she was very impressed with the commitment and passion the providers bring to their jobs. She informed attendees that Youth Providers will be contacting board members to build relationships in their areas. B. Elias commented that S. Bracksieck acted as the facilitator for the retreat and did a great job.

OLD/NEW BUSINESS

J. Ingle updated the attendees on proposed legislation including SB 334 which will address employer contributions to UI.

J. Ingle also noted that M. Martinez at DWS will be appointed to replace her.

Chairman Shearer presented a plaque along with the thanks of all the board members to Kay Vineyard for her service and dedication.

Chairman Shearer presented a plaque along with the thanks of all the board members to Jackie Ingle for her service and dedication. On a motion by L. Smith, seconded by G. Melpolder, the board moved to name Jackie Ingle an Honorary Lifetime Board Member. The motion was passed unanimously.

The next committee meetings are via polycom on Tuesday, March 12, 2013.

The next board meeting is Tuesday, April 9, 2013 in Roswell.

Meeting was adjourned at 11:56am.

EXECUTIVE COMMITTEE MEETING

Called to order at 11:57am. On a motion by R. Battaglini, and seconded by L. Smith, the Executive Committee voted unanimously to ratify the motions of the board. Meeting adjourned at 11:58am.