

Eastern Area Workforce Development Board

Board Meeting

Clovis, NM

February 18, 2014

Approved.....April 15, 2014

CALL TO ORDER

Acting Chairman Slade Morgan called the meeting to order at 1:37pm.

ROLL CALL

Acting chairman Morgan 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: Danny Armijo, Dora Batista, Sue Bracksieck, Tonk Chester, Judith Cooper, John Hemphill, Van Horner, Marcos Martinez, Slade Morgan, Becky Rowley, Jimmie Shearer, Larry Smith, Judith Spillane

Board Members Absent: Richard Aguilar, Paul Barnes, Ray Battaglini, Angelita Buurma, Gina Corliss, Terri Douglass, Bud Duryea, Elbert Garcia, Ruth Giron, Clint Harden, Juan Haro, Rene Hatfield, Chris Herbert, Mark Lake, Linda Lewis, Gail Melpolder, Alfred Pacheco, Daniel Power, Steve Reshetar, Warren Robinson, Twila Rutter, Allen Sparks, Richard Spragins, Patricia Tupper

AE/FA Staff Present: Victoria Davis, Beth Elias, Charles Lehman, Tiffany Roth

Guests: Ruby Witt, Laura Wyche, Reba Zollars, Noreen Teel

WELCOME/INTRODUCTIONS

Acting chairman Morgan welcomed everyone.

Acting chairman Morgan presented plaques to Jimmie Shearer, Larry Smith, and Linda Spooner expressing the appreciation of the board members, the AE/FA staff, and the One-Stop staff for their service and dedication.

Attendees introduced themselves.

APPROVAL OF THE MINUTES

On a motion from J. Cooper and seconded by D. Armijo the minutes from the October 2013 minutes were approved.

APPROVAL OF AGENDA

On a motion from J. Cooper and seconded by T. Chester the agenda was approved.

APPROVAL OF CONSENT AGENDA ITEMS

There were no consent agenda items.

REQUEST FOR WAIVERS

S. Morgan requested a waiver for Dean Baldwin Painting. On a motion by J. Cooper and seconded by B. Rowley the request for waiver was unanimously approved. S. Morgan abstained.

APPROVAL OF THE CHAIRMAN

On a motion by J. Cooper and seconded by S. Bracksieck, Slade Morgan was unanimously approved as the chairman.

CHAIRMAN'S REPORT

Chairman Morgan reported on the CEO/Executive committee meeting. J. Cooper, S. Bracksieck, and J. Hemphill all offered insights into the meeting. The purchase and installation of 25 new computers in the resource rooms for Roswell and Alamogordo have been completed. The AE/FA at the direction of the Executive Committee on behalf of the board will draw down program funds and will then bill the partners for the expense. The Executive Committee on behalf of the board amended the ITA policy to accommodate increased allowable expenses in the presence of Pell Grant funds.

APPROVAL OF THE AUDIT

On a motion by S. Bracksieck and seconded by J. Cooper the approval of the audit was tabled for future action in April 2014. AE/FA staff is to provide a corrective action plan for findings to the entire board.

DIRECTOR'S REPORT

C. Lehman reported on the tour of the eastern region offices. He reported that the site managers and their staff are running the programs very well. C. Lehman spoke about the worker shortage in most cities in the area. C. Lehman encouraged the board members to visit the One-Stop offices in their area. All the sites, except Alamogordo, report improved internet connectivity. The IT Specialist, David Douglas, is doing a great job. Computer systems are still being improved. The electronic records project is still underway. B. Elias is running lead on this and she can report on it. O. Hamilton has been replaced by a contract financial manager, Erick Robinson. He has both audit and WIA funding experience. We are working diligently to make sure that the budget and other financial issues will be completed shortly. Federal funding looks to be returning to pre-sequester levels. Training expenditures are being closely monitored in order to comply with the 60/40 training split required by the state. C. Lehman updated the attendees on the WorkKeys program and recent related activities in the area. C. Lehman addressed the issue of continuing employability skills training needs. WIA reauthorization is significantly overdue. Legislation has been brought forward but it isn't clear whether it will be passed.

PROGRAM MANAGER'S REPORT

B. Elias updated the board on the electronic records initiative. The project is currently being vetted by the state IT staff. B. Elias reviewed the white sheet on the measure definitions. B. Elias went over the performance measures with the attendees. Currently we have met or exceeded all measures.

OPERATIONS/FINANCE COMMITTEE

B. Rowley asked T. Roth to present the current financial reports.

SYSTEMS DEVELOPMENT

M. Martinez updated the board on current UI extensions. The current UI coverage is 26 weeks. The Cabinet Secretary, Celina Bussey, is working on a pilot program that will fund a single staff member to an assigned set of UI recipients. The staff members only focus will be to find those UI recipients a job. The Clovis Site Manager, Laura Wyche, will be in Albuquerque to present to the Secretary a plan for Clovis to be included in the pilot program. Marcos introduced Katrina Vigil and Tanya Lopez of the State Apprenticeship Office and they covered key aspects of the program with the attendees. J. Hemphill reported the staff situation to the members and outlined the difficulties of keeping fully trained staff. J. Hemphill also endorsed C. Lehman's recommendation that the members visit the one-stop in their area. He said that follow-up has already started on the Clayton services. New training options are being explored. L. Wyche reported on the current initiatives in the Clovis office including working with Clovis Community College and putting together a Labor Market task force to more accurately reflect the in demand jobs in the area. Noreen Teel, the new site manager for Artesia and Carlsbad, reported on new employment opportunities in the area including several new hotels which will require staff and an increased need for CDL drivers. The Carlsbad office in conjunction with an area partner will be providing beginning internet job search, resume, and application workshops. N. Teel reported on the eight positions being profiled by the WorkKeys program. R. Zollars reported on the current employment opportunities in the Hobbs area. There will be a hiring event the week of 2/24. Overall the building is doing well, computer activities are going well. No new problems to report.

QUALITY ASSURANCE COMMITTEE

J. Cooper provided a QA committee report. There are no outstanding monitoring items and there are no outstanding complaints.

YOUTH COUNCIL

S. Bracksieck thanked those who sent her information on grant money. There has not been a viable grant identified yet but the council is still pursuing additional incentive opportunities. S. Bracksieck also noted two recent successful youth stories. The first was a youth with physical handicaps that made employment opportunities difficult who was mentored and eventually hired by the Boys and Girls club. The second was a young woman who was able to remain in high school, obtain employment to help support her family, graduate on time and is, subsequently, enrolled in college.

NEW/OLD BUSINESS

J. Hemphill informed the members of the change in statute that will allow multiple vendors, not just Pearson, to provide assessments for high school equivalency testing.

S. Morgan raised the issue that the committees will be re-structured due to several leadership losses and there will be a concerted effort to re-focus and re-direct the committees. Members should expect inquiries regarding committee membership and reminders of the action items. Committees should expect a polycom meeting sometime in March.

AE/FA staff will provide a board membership to the members.

Meeting was adjourned at 3:50pm.

Executive Committee Meeting

Called to order at 3:51pm

Attendees: S. Bracksieck, J. Cooper, J. Hemphill, M. Martinez, S. Morgan, B. Rowley, and J. Spillane

On a motion from S. Morgan and seconded by J. Spillane, the Executive Committee voted unanimously to ratify the actions taken by the board.

Meeting adjourned at 3:52pm