

Eastern Area Workforce Development Board

Board Meeting
Roswell, NM
June 11, 2013

Approved..... October 15, 2013

CALL TO ORDER

Mayor Matt White called the meeting to order at 10:08am.

ROLL CALL

Mayor White 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:

CEOs Present: Matt White (Mayor of Eunice)

Board Members Present: Angelita Buurma, Tonk Chester, Judith Cooper, Gina Corliss, Terri Douglass, Ruth Giron, John Hemphill, Marcos Martinez, Alfred Pacheco, Steve Reshetar, Becky Rowley, Jimmie Shearer, Larry Smith, Linda Spooner.

Board Members Absent: Richard Aguilar, Danny Armijo, Paul Barnes, Dora Batista, Ray Battaglini, Sue Bracksieck, Marion "Bud" Duryea, Elbert Garcia, Clint Harden, Juan Haro, Rene Hatfield, Chris Herbert, Van Horner, Mark Lake, Linda Lewis, Gail Melpolder, Slade Morgan, Daniel Power, Warren Robinson, Twila Rutter, Allen Sparks, Judith Spillane, Richard Spragins, Patricia Tupper

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

Guests: Veronica Alonzo, Eddie Beagles, Laura Wyche, Reba Zollars

WELCOME/INTRODUCTIONS

Mayor White welcomed everyone and all in attendance introduced themselves. Mayor White indicated that once Chair Shearer arrived then he (Chair Shearer) would conduct the meeting.

APPROVAL OF THE MINUTES

On a motion from S. Reshetar, and seconded by J. Hemphill the minutes from the April 2013 minutes were approved.

APPROVAL OF AGENDA

On a motion from A. Pacheco, and seconded by B. Rowley, the agenda was approved with WIA

reauthorization added to the OLD/NEW business agenda item.

APPROVAL OF CONSENT AGENDA ITEMS

There were no consent agenda items.

REQUEST FOR WAIVERS

Waivers were requested by J. Hemphill, T. Douglas, S. Reshetar, T. Chester, and G. Corliss.

CHAIRMAN'S REPORT

Jimmie Shearer arrived at 10:30am and the following actions were taken:

On a motion by T. Douglass and seconded by M. White, the expiring board members terms were extended for one year.

On a motion from M. White, and seconded by L. Smith, the EAWDB Open Meetings Resolution was unanimously approved.

DIRECTOR'S REPORT

C. Lehman reported Administrative Entity activities for the past year and upcoming items. Contracts including IT have been generated and approved and these are in place. The transition is completed. Policies have been reviewed and re-written by B. Elias. AE staff will finish generating the new policies shortly. SESP grant is completed and we anticipate no further activity. B. Elias, E. Wolf, and J. Oylar were instrumental in making this grant a success. Closeouts for both providers will be sent shortly. The state board has sent out mystery shoppers and the visits included Clovis, Portales, and Roswell and all three locations received positive reviews. Strategic Objectives from the Board retreat are on schedule. IT support has been one of our real strengths. David Douglas has really improved the IT functions of each of the locations. Staff positions are all filled by terrific people and the AE program and admin moving forward should function really well. Current projections indicate that there is sufficient budget to proceed for the upcoming FY13. We are currently working to obtain concurrences on new members to the EAWDB. Beth Elias is pioneering the electronic records for the entire state and it is moving forward quickly. C. Lehman took questions from the board members.

WEBSITE REPORT

David Douglas presented the two new websites (EAWDB and NMWCC) to the attendees.

On a motion from T. Douglass and seconded by T. Chester, the board moved to approve the website and instructed the IT AE staff to launch the websites as shown.

OPERATIONS/FINANCE COMMITTEE

Odessa Hamilton presented the current financial reports to the attendees.

On a motion from M. White, and seconded by J. Shearer, the financials were unanimously approved.

APPROVAL OF THE EAWDB BUDGET AND CONTRACTS

On a motion by T. Douglas, and seconded by L. Smith, the board approved the Adult/DW contract amount in the amount of \$698,726.00 to ENMU – Ruidoso for the period of July 1, 2013 – June 30, 2014. J. Hemphill abstains.

On a motion by L. Smith, and seconded by S. Reshetar, the board approved the Youth contract amount in the amount of \$650,000.00 to Region IX Educational Cooperative for the period of July 1, 2013 – June 30, 2014. G. Corliss abstains.

On a motion A. Pacheco, and seconded by J. Cooper, the board unanimously approved the Administrative Entity/Fiscal Agent contract in the amount of \$287,644.00 to Employment and Economic Information Center of New Mexico for the period of July 1, 2013 – June 30, 2014.

Discussion regarding the board operating budget and the schedule for upcoming meetings ensued. It was determined that the board would meet quarterly for the next year on the third Tuesday of each month. The schedule for 2013-14 is October 15, 2013; February 18, April 15, and June 17, 2014 starting at 12:00pm. Committee meetings will generally be held in the morning before the board meeting but can be called by the Committee Chair at any time.

On a motion by L. Smith and seconded by B. Rowley, the board unanimously approved four meetings to be scheduled quarterly and one CEO meeting.

On a motion by A. Pacheco, and seconded by T. Chester, the board unanimously approved board meetings to be held the third Tuesday on the following months October 2013, February 2014, April 2014, and June 2014.

On a motion by A. Pacheco, and seconded by B. Rowley, the board unanimously approved the expenditure by Employment and Economic Information Center of New Mexico to purchase liability insurance with funds from the Administrative Entity contract.

On a motion by T. Douglass, and seconded by L. Smith, the board unanimously approved the Employment and Economic Information Center of New Mexico LLC contract for the period of July 1, 2012 – June 30, 2013 to be reduced by the amount of \$18,800 to move the audit expense from the administrative entity contract back to the board operating fund.

SYSTEMS DEVELOPMENT

John Hemphill reported on the site manager positions in Roswell and Clovis. He outlined for the board the changes being implemented to improve operations area-wide and reported that the pieces were in place to improve overall operations. John also reported on site operations at Ruidoso.

Linda Spooner reported on the Carlsbad and Artesia offices. Two critical positions are open and then the offices will be fully staffed.

Eddie Beagles reported on the Alamogordo offices. He reported on the participants served and the meetings held to support the participants and the community outreach performed by him and his

staff.

Reba Zollars reported on the Hobbs office. She reported that two new staff have started and there is only one open position left to be filled.

Veronica Alonzo reported on the Roswell office. The office is fully staffed. Job Corp has rehired the Job Corp recruiter and they are taking students but there are limited openings. The electrical issues have been fixed and there are no more extension cords. There are only four functional computers in the computer lab.

Laura Wyche reported on the Clovis office. She gave the attendees a report on how integration is moving forward in that office. She reported on the area employers who are using the 1-stop services.

Chairman Shearer commented on the overall improvement in operations and the positive nature of the reports from all the sites.

QUALITY ASSURANCE COMMITTEE

J. Cooper had Beth Elias report on the monitoring reports that are currently active. Beth Elias reported on the SESP, Adult/DW, and Youth monitoring.

J. Cooper reported on developing an administrative entity checklist. C. Lehman reported on the six items for the administrative entity checklist.

YOUTH COUNCIL

L. Spooner reported on the Youth Council. G. Corliss reported on the state monitoring. Youth Training was held June 10th. Training went really well. The new procedures show demonstrated accountability and the upcoming should be great.

NEW/OLD BUSINESS

WIA Reauthorization: Terri Douglass reported on the status of WIA Reauthorization.

Local Plan Committee: The new state policies require that the local plan be updated. Committee members will be Gina Corliss, Terri Douglass, John Hemphill, Beth Elias, and Marcos Martinez. C. Lehman will review the Local Plan and prep a draft for the committee.

Meeting was adjourned at 1:38pm.

Executive Committee Meeting

Called to order at 1:39pm

Attendees: L. Smith, T. Douglass, J. Hemphill, and J. Shearer

On a motion from T. Douglass and seconded by L. Smith, the Executive Committee voted unanimously to ratify the actions taken by the board. J. Hemphill abstained.

Meeting adjourned at 1:41pm