

Eastern Area Workforce Development Board

Board Meeting
October 9, 2012

Approved.....December 11, 2012

CALL TO ORDER

The Eastern Area Workforce Development Board (EAWDB) board meeting was called to order at 10:13am by Vice-Chairman, Slade Morgan, in the Zia Room of the ENMU-Campus Union Building in Portales, 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: Danny Armijo, Sue Bracksieck, Gina Corliss, Terri Douglass, Ruth Giron, John Hemphill, Slade Morgan, Steve Reshetar, Becky Rowley, Twila Rutter, Larry Smith, Judith Spillane.

Board Members Excused: Dora Batista, Ray Battaglini, Angelita Buurma, Tonk Chester, Bud Duryea, Jackie Ingle, Gail Melpolder, Alfred Pacheco, Jimmie Shearer

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

WELCOME AND INTRODUCTIONS

Slade Morgan welcomed attendees and members, staff and visitors introduced themselves

APPROVAL OF THE MINUTES FROM AUGUST 2012

On a motion by S. Reshetar, and seconded by L. Smith, the minutes for the board meeting held August 28, 2012 in Portales, NM were approved unanimously.

APPROVAL OF THE BOARD AGENDA

C. Lehman requests that a new business item be added regarding chair status. On a motion by B. Rowley, and seconded by S. Bracksieck, the agenda with change was approved unanimously.

APPROVAL OF THE CONSENT AGENDA ITEMS

There are no Consent Agenda items.

REQUEST FOR WAIVERS

There are no Requests for Waivers.

CHAIRMAN'S REPORT

Slade Morgan requested that T. Roth read the email from Chair Shearer which indicated that he may need to resign.

STAFF REPORT(s)

Director's Report: C. Lehman reported to the board that the new state policies have been issued and that currently B. Elias and T. Roth are working on re-writing the local board policies to reflect any changes. Dolores Haley has agreed to certain deadlines for these policies and a large number of them should be completed by December 31, 2012. The Strategic Planning Retreat was excellent and the initiatives will be addressed later. Tonk Chester has been working on board training. A draft brochure is being developed between the AE and Joy Foreman at DWS and should be presented to the board at a later date. The website software has been acquired and design plans are moving forward. At the next meeting the committee structure and members should be addressed. At a later point, social media and electronic records will be addressed. T. Roth and C. Lehman have provided a draft version of the by-laws to S. Morgan and J. Ingle so that new by-laws can be approved by the board. Meeting attendance needs to be approved. The board should consider moving the location around, add individuals who have benefitted from One-Stop services, and/or a tour of a local employer. Performance measures to determine improving employer services and job seekers. B. Elias is working with J. Hemphill and Marcos Martinez of DWS to establish criteria. Two locations, Roswell and Las Cruces, are currently participating in a pilot of the performance measures. Financial reporting is critical. We have changed staff in the finance area. John Merrett is the new financial manager. We continue to work with DWS and get trained in MIP to get everything working. IT Support is continuing to work at the one-stops to improve computer access and phone systems. Future projects include: VOSS, labor market reports, and visiting the One-Stop centers.

T. Douglass responded that the strategic planning retreat was successful and participants felt as if the pieces were beginning to fall into place.

Site Manager Reports: John Hemphill reported as the Ruidoso/Alamogordo site manager that the most recent activity included a Big 5 Sporting Goods career fair that resulted in 15 hires with another 10 position pending. Ruidoso has also repurposed the functional units and have identified team leads for those functions. Alamogordo has also identified team leads for functional units and is moving to unit plans. Veronica Alonzo, Roswell site manager, reported that staff meetings are being held every other Friday and implementing new measurements based on conversations with Marcos and Deanna Wall. Roswell has also worked diligently to clean out excess equipment and supplies. There is a job fair on the 24th and 25th of October. Additionally, leaking and air conditioning issues at the Roswell site need to be addressed and the landlord is working on it. Reba Zollars, Hobbs site manager, reported that new staff has been hired and another staff member will be hired once DFA has approved. Staff attended the "Find it in Hobbs" event along with 35 employers but because of Thursday date the attendance was low. Congressman Pearce will host a job fair on October 18th. The Hobbs office is helping promote that

event. Employers seem very enthusiastic about the format. The most pressing issue is the current DSL line is very slow. Testing is very slow. IT is addressing the issue along with updating equipment. Two employer recruiters have been coming in and doing recruiting for the LAS project. Laura Wyche, Clovis site manager, reported that Cardel has been interviewing in the offices and will hire 35 employees. Family Dollar is hiring 15 individuals. Spencer's is using the One-Stop for interviews and screening. The Clovis One-Stop is also working with SL Start setting up a job fair within the next few months. The One-Stop is also holding its own job fair in the next few months. Two positions currently open and a new case manager has joined the team. Clovis will be identifying the team leads for their functional units on Friday. Linda Spooner, Carlsbad site manager, reported that they are currently rebuilding staff in Artesia and there is an opening in Carlsbad. Gina Corliss and Veronica Alonzo have been sending staff over once a week and help train staff. Staff worked a business fair that went really well. Staff has been really committed and working well together.

V. Alonzo responded to a question from S. Morgan that job orders are increasing and there was some confusion with the new cinemas and Family Dollar about posting job opportunities.

Several board members appreciated the new area information and requested that VOSS be used to provide updated reports.

SESP Coordinator: E. Wolf reported that there has been a little bit of shutdown on the wind energy side. Focus has shifted to gas/oil energy. Basic Energy is a potential solar technician training. Also, she is working with Luke at SFCC to train for bio mass. Art Scott, a large dairyman in the area, is definitely interested. Dee Swartz is also working to complete the paperwork. E. Wolf said that Rick at Mitsubishi doesn't look very positive. The wind energy transmission lines are still stalled. Once she receives an update she will get it to the board.

Strategic Planning Retreat: The report was distributed to the attendees. C. Lehman reported that the initiatives that came out of the retreat were already tied to ongoing work already in progress. There will be a new committee, Quality Assurance, established. Board members request that AE staff report on the progress on the initiatives. Discussion ensued regarding meaningful progress.

On a motion by J. Cooper, and seconded by S. Reshetar, the initiatives generated from the Strategic Planning Retreat were adopted unanimously.

Discussion including the establishment of the Quality Assurance committee occurred. Members of the initial QA committee meeting: Judith Cooper as Chair, Judith Spillane as Co-Chair, Danny Armijo, John Hemphill, Slade Morgan, Terri Douglass.

Discussion progressed to include planning for "face-to-face" committee meetings. Board members want to have at least "face-to-face" committee meetings per year. J. Hemphill called the question to discontinue discussion.

On a motion by L. Smith, and seconded by J. Cooper, the board agreed to direct committees to meet "in person" at least once a year unanimously.

Discussion including the establishment of the Quality Assurance committee occurred. Members of the initial QA committee meeting: Judith Cooper as Chair, Judith Spillane as Co-Chair, Danny Armijo, John Hemphill, Slade Morgan, Terri Douglass.

OPERATIONS/FINANCE COMMITTEE:

John Merrett reported the current financial reports and the monthly accounting checklist. John Merrett also reported the current One-Stop center administration status. Board members asked about the status of accounts payable. J. Hemphill indicated that because of the pending modifications they would be submitting invoices shortly for reimbursement. J. Hemphill gave figures for obligated funds:

Adult ITA's obligated \$52,000 to 57 participants

Adult OJT obligated \$40,000 to 13 participants

Dislocated workers obligated \$23,000 to 25 participants.

J. Hemphill will give reports to Tiffany to send out.

G. Corliss will go over the MOU's for Roswell and Clovis and then submit payments and reimbursements for those offices.

V. Horner asks, is there a mandated federal/state target? J. Hemphill says they have a target % of 75% by third quarter. J. Hemphill and G. Corliss said they were confident billing would start to reflect current status.

PRODUCTS/SERVICES

No report necessary because it was addressed in the Strategic Planning Retreat report.

SYSTEMS DEVELOPMENT

S. Morgan indicates that the Strategic Planning Retreat addressed outstanding issue.

YOUTH COUNCIL

Youth Council has no actions at this time. G. Corliss gave a brief update to the board. G. Corliss reports that a 100% file review has taken place. A new employee has been hired. G. Corliss said they are ready for monitoring and things are going well.

OLD/NEW BUSINESS:

Committee meetings to be held November 13, 2012

Next board meeting to be held December 11, 2012

Location of the next board meeting to be determined with Roswell suggested as the next meeting site.

Board members discussed the status of Chair Shearer. Chairman Shearer will be granted an excused absence. Per the by-laws, Slade Morgan will be acting chair at this time.

MOTION TO ADJOURN: On a motion by J. Hemphill and seconded by B. Rowley, meeting adjourned at 12:11pm.

Executive Committee

Committee called to order at 12:12pm.

Attendees: Sue Bracksieck, Terri Douglass, John Hemphill, Slade Morgan, Becky Rowley, Larry Smith

On a motion from S. Bracksieck and seconded by L. Smith, the executive committee unanimously ratifies the actions of the board.

Committee adjourns at 12:14pm.