

# Eastern Area Workforce Development Board

Board Meeting  
Clovis, NM  
October 15, 2013

To Be Approved .....February 18, 2014

## CALL TO ORDER

Acting Chairman Slade Morgan called the meeting to order at 12:15pm.

## 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:

**CEOs Present:** Matt White (Mayor of Eunice), Marilyn Burns (Mayor of Tatum)

**Board Members Present:** Danny Armijo, Ray Battaglini, Sue Bracksieck, Gina Corliss, Terri Douglass, John Hemphill (unsigned), Marcos Martinez, Slade Morgan, Becky Rowley, Larry Smith, Judith Spillane, Linda Spooner

**Board Members Absent:** Richard Aguilar, Paul Barnes, Dora Batista, Angelita Buurma, Tonk Chester, Judith Cooper, Marion "Bud" Duryea, Elbert Garcia, Clint Harden, Juan Haro, Rene Hatfield, Chris Herbert, Van Horner, Mark Lake, Linda Lewis, Gail Melpolder, Alfred Pacheco, Daniel Power, Steve Reshetar, Warren Robinson, Twila Rutter, Jimmie Shearer, Allen Sparks, Richard Spragins, Patricia Tupper

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

**Guests:** Veronica Alonzo, Laura Wyche, Reba Zollars

## WELCOME/INTRODUCTIONS

Acting chairman Morgan welcomed everyone and noted Mayor White and Mayor Burns in attendance.

## APPROVAL OF THE MINUTES

On a motion from T. Douglass, and seconded by L. Smith the minutes from the June 2013 minutes were approved.

## APPROVAL OF AGENDA

On a motion from Mayor White, and seconded by L. Smith, the agenda was approved with naming a new chair added to the OLD/NEW business agenda item.

## APPROVAL OF CONSENT AGENDA ITEMS

There were no consent agenda items.

## **REQUEST FOR WAIVERS**

There were no requests for waivers.

## **CHAIRMAN'S REPORT**

Acting Chair Morgan informed the board that Chairman Shearer has relinquished his role as chairman and will vacate his seat once a replacement is named. Discussion ensued regarding the board recognizing members who are leaving in February.

## **APPROVAL OF THE PARTNERSHIP AGREEMENT**

On a motion by R. Battaglini and seconded by J. Hemphill the board unanimously approved the signing of the Partnership Agreement. On a motion by Mayor White and seconded by Mayor Burns, Mayor White signed the agreement on behalf of the CEOs.

## **DIRECTOR'S REPORT**

C. Lehman reported Administrative Entity activities for the past year and upcoming items. The government sequestration does not significantly impact operations because of the carryover funds. The AE program staff and the contracted providers are working diligently to increase the training dollars obligated. IT needs have stabilized and the sites are functioning well. Alamogordo is still waiting for a new service line for bandwidth. There will be new computers ordered for a few sites. The PY2013 audit is currently underway and will be submitted on time. Hinkle + Landers is conducting the audit. Charles is working with the legislative jobs council and their consultant, Mark Lautman, on identifying several occupational areas and the factors that the legislature needs to consider to help improve the jobs in those occupational areas. The legislative jobs council will send recommendations to the legislature for consideration. The state board is conducting an employer survey. It will be completed before the end of the year. The electronic records project is moving forward and Beth Elias is acting as the lead for the state. The Clovis building is now under a new lease and the Roswell location lease will be re-negotiated in the coming year. The WIA reauthorization is still pending at the federal level.

## **PROGRAM MANAGER'S REPORT**

B. Elias presented the monitoring plan and procedure for informational purposes. B. Elias reviewed the quarterly performance measures with the board.

## **OPERATIONS/FINANCE COMMITTEE**

R. Battaglini presented the financial reports to the board. R. Battaglini also took a moment to thank the board for the opportunity to serve.

## **SYSTEMS DEVELOPMENT**

M. Martinez updated the board on current activities at NMDWS and activities in the eastern area offices. J. Hemphill updated the board on site manager training and streamlining services. Site Managers L. Spooner, R. Zollars, V. Alonzo, and L. Wyche updated the board on site activities including building issues, staffing, and employer/job seeker activities.

## **QUALITY ASSURANCE COMMITTEE**

J. Spillane gave a brief update on the Quality Assurance checklist and the status of the audits and findings.

## **YOUTH COUNCIL**

G. Corliss updated the board on the new Executive Director for Region IX, Mary Reeve. G. Corliss also updated the board on current youth provider staffing. S. Bracksieck brought a Youth Council suggestion that the board reduce the Region IX contract by \$30,000.00. On a motion by R. Battaglini, and a second by L. Smith, the contract reduction was approved. S. Bracksieck asked all board members to search out grant opportunities that in any youth related activities. Region IX is a 501(c)3 organization and has a grant writer on staff to address these grant opportunities.

## **PRODUCTS & SERVICES**

L. Smith took a brief moment to thank the board for the opportunity to serve.

## **NEW/OLD BUSINESS**

Naming a New Chair-T. Douglass, M. Martinez, and J. Hemphill form the nominating committee they will seek nominees for chair and vice-chair and biographies will be sent to the board members prior to the next meeting.

State Board Activities-B. Rowley reported on the restructured committees at the State board level.

Meeting was adjourned at 1:50pm.

### **Executive Committee Meeting**

Called to order at 1:51pm

Attendees: R. Battaglini, T. Douglass, J. Hemphill, M. Martinez, S. Morgan, B. Rowley, L. Smith, and J. Spillane

On a motion from R. Battaglini and seconded by T. Douglass, the Executive Committee voted unanimously to ratify the actions taken by the board.

Meeting adjourned at 1:52pm