

Eastern Area Workforce Development Board
Portales, NM
December 8, 2009

As Approved February 9, 2010

CALL TO ORDER

The meeting was called to order by Dr. Becky Rowley at 10:25 a.m. in the Zia Room of the Campus Union Building at ENMU-Portales.

ROLL CALL

Dr. Rowley informed the board that Chairman Shearer would arrive shortly. She expressed her appreciation to those who had braved the elements to attend today's meeting. She stated that an official roll call would not be taken, but that the sign-in sheet (**Attachment #1**) would be maintained as the official record of attendance. She requested that those who might not have signed in to please do so. It is to be noted that the sign-in sheet reflects that the following individuals were in attendance and that a quorum was not present to conduct business.

Directors Present: Danny Armijo, Sue Bracksieck, Terri Douglass, Marion Duryea, Jim Engelhard, John Hemphill, Chris Herbert, Van Horner, Patrick Martinez, Gail Melpolder, John Merchant, Brenda Miller, Alfred Pacheco, Steve Reshetar, Becky Rowley, Jimmie Shearer (late) Larry Smith and Dan Stoddard.

Directors with Excused Absences: Dora Batista, Tonk Chester, Connie Leyva, Slade Morgan, Twila Rutter, Eileen Sedillo and Patricia Tupper.

Directors Absent: Juan Haro, Linda Lewis, Jean Morrow, Warren Robinson and Richard Spragins and Lisa Thomassie.

Weather Related Absences (Excused): Ray Battaglini, Christy Beasley, Angelita Buurma, Judith Cooper, Gina Corliss and Rene Hatfield.

Staff Present: David Brown, Gloria Christian, Beth Elias, Glennis Erramouspe, Scott Stanfield, Kay Vineyard, Ruby Witt and Laura Wyche.

WELCOME AND INTRODUCTIONS

Rowley requested those in attendance to introduce themselves and asked that the new directors tell the board about themselves.

APPROVAL OF OCTOBER 2009 MINUTES

On a motion by Horner, seconded by Reshetar, the minutes of the October Board meeting of the EAWDB were unanimously approved as submitted.

APPROVAL OF EXECUTIVE COMMITTEE MINUTES OF 10/27/09

Rowley explained that a conference call meeting of the EAWDB Executive Committee had been held in late October because there was not a quorum at the October meeting. The Executive Committee, who has authority to act on behalf of the board between meeting, met by conference call to consider suggestions/recommendations from the October Board meeting. Rowley asked for a motion from a member of the Executive Committee to approve the minutes of the October 27th meeting. **A motion was made by Merchant, seconded by Melpolder to approve these minutes as written. The motion passed.**

APPROVAL OF AGENDA

On a motion by Herbert, seconded by Duryea, the agenda was approved as submitted.

APPROVAL OF CONSENT AGENDA ITEMS

There were no consent agenda items resulting from the November Committee meeting.

REQUEST FOR WAIVERS

For the benefit of new board members, Rowley explained that "Request for Waivers" was a standing agenda item at each board meeting which provided an opportunity for employers on the board to publicly state their intent to utilize public funds to help fund positions within their respective office. No requests for waivers were received.

CHAIRMAN'S ARRIVAL

At this point, Chairman Shearer joined the meeting and expressed his sincere apologies for his lateness.

CHAIRMAN'S REPORT

Carlsbad Contract(s) Update: Hemphill reported ENMU-Ruidso assumed responsibility for the WIA & TANF contracts in Eddy County on November 14, 2009. He said things were moving along, but there was lots of work still ahead. He still needs to hire two additional staff. Elias said that the atmosphere in the Carlsbad office had greatly improved and could be felt by all personnel.

Welcome New Directors: Shearer said that new Director Juan Haro from Alamogordo was not with us today. Juan is the Deputy Director at the Commission for the Blind and had been appointed to replace Gail Melpolder who had opened her own business. He then welcomed Gail Melpolder as a new "private" sector member from Otero County who was replacing Jerry Ingram on the Board. Danny Armijo who is a new private sector member from Chaves County was then introduced.

HSD UPDATE

Van Horner reported that the state has experienced a severe budget crisis and as a result, all state employees will be furloughed for five days.

DWS UPDATE

Matt Barela, sitting in for Director Connie Leyva, reported that New Mexico would be getting a new 800 number for UI and an additional 900+ lines to add to the 158 lines currently in place statewide.

STAFF REPORT(S)

TANF Challenge: It was reported by Wyche that three counties are recipients of ISP funds namely Chaves, Curry and Eddy. She said the first graduate from the ISP project in Curry County had been placed in a job this week.

Monitoring Report: Vineyard said that 50% of the monitoring for the year had been completed and it is the goal of the monitoring team to complete monitoring of all programs at all locations by the end of March 2010.

One Stop News: **News:** Hemphill told the board that DWS had at long last placed a new Wagner Peyser employee in the Ruidoso One Stop. This will help reduce the workload of other staff located in the center..

Engelhard reported that the youth case manager in Ft. Sumner would be handling youth, adult and dislocated worker programs in De Baca County. He also reported that there were problems with the new phone system which had been recently installed at the Chaves County One-Stop. He said the Roswell one stop had been extremely busy and filled 40 positions for Dean Baldwin. Additionally, the one stop is testing twice weekly to meet Baldwin's demand for additional employees.

PRODUCTS/SERVICES COMMITTEE

Premier Employer-Including Pay Scale: Smith provided a brief history regarding how the "Premier Employer" list came to be in the Eastern Area. He stated this list had been updated on a couple of occasions and that firms which were considered "premier employers" were allowed to receive a higher level of services from the one-stops. After discussion, **a motion was made seconded and adopted that the AE staff prepare a guidance letter which contains the criteria for premier employer which included "minimum wage" and that this criteria be circulated to board members. The motion passed.**

Business Services Flow Chart: The business services flow chart (**Attachment #2**) had been brought before the board previously with the recommendation that it be returned to the AE staff for revisions which would reflect the various levels of business services. **On a motion by Smith, seconded by Resheter, the revised Business Services Flow Chart was unanimously adopted as presented.**

Enhanced Re-employment Services: Elias reported that this plan for service delivery had been submitted and was currently being held up at the state level.

Green Jobs/Training: There was lengthy discussion surrounding green jobs and exactly what they were. There is a need to locate a green jobs Guidebook. Douglass stated she had learned that the Local Industry Advisory Council on Green Jobs had been established and was wondering if the EAWDB could nominate anyone to serve on said Council. Douglass also mentioned the shortage of available technicians for wind farms and questioned whether or not training funds should be prioritized for "green jobs". Smith indicated there was a need to distinguish between a green "event" and a green "industry."

County Meetings: Smith again reminded board members regarding their responsibility to help arrange meetings with stakeholders in their various counties to discuss workforce issues. Smith stated that if a county had a Economic Development Organization, that organization should be familiar with green jobs

Caseworker Handbook: Smith reported that the TANF Caseworker handbook should be ready by the end of January or early February.

OPERATIONS/FINANCE

WIA/TANF/ARRA Financial Reports: The financials on the WIA/TANF & ARRA funding streams were presented (**Attachments #3-5**) as of October 31, 2009. These financials were accepted as presented.

Obligation Reports WIA/ARRA: The obligation reports for WIA and TANF (**Attachments #6 and #7**) as of November 30, 2009 were presented as a matter of information. These reports reflect funds awarded to each provider and how such funds are being expended.

One Stop Activity Report: The Activity Report for November 2009 (**Attachment #8**) was discussed. It was the consensus of providers in attendance that this report was not as helpful as it should be and that it took way too long for this report to be put together by their individual staffs. Providers felt a new report should be developed which would provide the board with a more meaningful picture of the number of individuals being served. After much discussion a **motion was made by Smith, seconded by Engelhard to refer the One Stop Activity Report to the Systems Committee to develop a more meaningful report which was more "outcome" based.**

Revenue/Expenditure Statements Clovis & Roswell: This report (**Attachment #9**) as of November 30, 2009 was presented. It was pointed out that all agencies located within these two NMWC Centers were current in the remittance to the EPCOG.

SYSTEMS DEVELOPMENT

EAGL for On the Job Training: A draft Eastern Area Guidance Letter (EAGL) regarding on the job training (OJT) contracts (**Attachment #10**) was presented. It was stated that the an OJT was to be utilized for training individuals in high demand occupations according to current labor market information.

Director Stoddard expressed his concern about the sliding scale regarding the number of OJTs a particular establishment could have based on the number of actual employees

and referred to a new business he had started in Guadalupe. There was a great deal of discussion among the directors regarding this proposed Guidance letter. **After discussion a motion was made by Hemphill, seconded by Reshetar and adopted that the OJT EAGL be adopted with an effective date of December 8, 2009 and that the administrative staff circulate the EAGL to the one-stops for internal distribution to their respective staffs. The motion passed with Stoddard objecting.**

YOUTH COUNCIL

Youth Council Chair Sue Bracksieck had nothing formal to present to the Board, but gave accolades to the youth providers who ran a stand alone summer youth program with ARRA youth funds.

OLD BUSINESS/NEW BUSINESS

Next Committee Meeting(s): Chairman Shearer stated that the next polycom committee meetings would be held on January 12, 2010.

CEO/Executive Committee Meeting: Shearer announced that the mid-winter meeting of the Executive Committee with the Chief Elected Officials in our 12-county area would be held at The Hotel Santa Fe on January 18, 2010. This meeting is scheduled to coincide with opening day of the 30-day legislative session. Shearer invited other board members to attend if they so desired and were in a position to do so.

Next Eastern Area Board Meeting: The next scheduled meeting of the Eastern Area Workforce Development Board has been set for February 9, 2010 beginning at 10:00 a.m. at the Roswell Job Corps Center.

Adjournment: There being no further business, the meeting was adjourned at 2:15 p.m.

AS ADOPTED

Jimmie Shearer
Chairman EAWDB