

Eastern Area Workforce Development Board
Roswell Job Corps Center
February 9, 2010

AS APPROVED April 13, 2010

CALL TO ORDER

Vice Chair Christy Beasley called the February meeting of the Eastern Area Workforce Development Board to order at 10:10 a.m. at the Roswell Job Corps Center. She informed the board that Chairman Shearer had recently undergone knee surgery and was now home from the hospital and wished him a speedy recovery.

ROLL CALL

In lieu of roll call, Beasley announced that the sign-in sheet (**Attachment #1**) would be maintained as the official record of directors participating in the meeting. The record reflects that the following were present:

Directors Present: Danny Armijo, Paul Barnes, Dora Batista, Christy Beasley, Angelita Buurma, Gina Corliss, Terri Douglass, Marion Duryea, Rene Hatfield, Van Horner, Jackie Ingle, Gail Melpolder, John Merchant, Slade Morgan, Jean Morrow, Alfred Pacheco, Steve Reshetar, Warren Robinson, Becky Rowley, Twila Rutter, Larry Smith, Richard Spragins and Dan Stoddard.

Directors with Excused Absences: Ray Battaglini, Sue Bracksieck, Judith Cooper, Clint Harden, John Hemphill, Brenda Miller, Jimmie Shearer and Patricia Tupper.

Directors Absent: Tonk Chester, Ruth Giron, Juan Haro, Chris Herbert, Linda Lewis, Patrick Martinez, Eileen Sedillo and Lisa Thomassie.

Staff Present: David Brown, Sandy Chancey, Beth Elias, Glennis Erramouspe, Kay Vineyard and Ruby Witt.

WELCOME AND INTRODUCTIONS

Board members and guests introduced themselves and Beasley expressed her appreciation to everyone for their participation.

APPROVAL OF BOARD MINUTES

On a motion by Douglass, seconded by Duryea, the minutes of the December 8, 2009 board meeting held in Portales, New Mexico were approved as submitted.

APPROVAL OF AGENDA

On motion by Stoddard, seconded by Merchant the agenda was approved as presented.

APPROVAL OF CONSENT AGENDA ITEMS

Beasley stated there were no consent agenda items to be voted on which would have resulted from the January Committee meeting(s).

REQUESTS FOR WAIVERS

For the benefit of new board members in attendance, Beasley reported that Requests for Waivers has been a long-standing agenda item for the Eastern Board. This allows board members the opportunity to state, in a public forum, the intent of their respective organizations to utilize federal funding to subsidize positions in their offices. Waivers were then requested by Directors Beasley, Armijo and Stoddard. **On a motion by Pacheco, seconded and adopted the waivers were granted with those directors requesting the waivers abstaining.**

PRESENTATION BY DWS/ER&A DIVISION

Ashley Leach, principal researcher with the DWS Economic Research & Analysis Division, had prepared a 2009 Workforce Snapshot (**Attachment #2**) for the twelve counties in Eastern New Mexico. This research and subsequent publication and presentation was made possible through funds provided through the American Recovery & Reinvestment Act to the Department of Workforce Solutions. Beasley thanked Ms. Leach for being with us and providing the board with this most useful information.

CHAIRMAN'S REPORT

CEO Meeting: With the absence of Chairman Shearer, Larry Smith told board members that the mid winter meeting between the Chief Elected Officials and the Executive Committee of the Eastern Area Workforce Board had been held in Santa Fe on January

18th. New DWS Cabinet Secretary Ken Ortiz was in attendance and gave an update on the ever-increasing number of UI claimants and the dwindling UI trust fund. The CEOs then shared with the Secretary what was going on in their individual communities. The next meeting with the Chief Elected Officials will be our June 2010 budget/contracts meeting which will be held in Roswell.

Training Proposal from Sandra Hastings: Directors were provided a copy of the training proposal submitted by Sandra Hastings (**Attachment #3**) in advance of the board meeting in order for them to become familiar with its contents. The proposal was discussed in general terms and Smith questioned the board agreeing to pay for webinar development which could then be used by the consultant. Additionally, Witt said use of polycom equipment currently being used in the Eastern Area seemed to be a large part of the proposal. She asked whether or not it would be prudent to approve a proposal in its present form when it was uncertain at this time whether or not the EAWDB would have use of all the polycom equipment in the event the Eastern Board was not the successful bidder on the current TANF RFP. Elias responded that webinar development and use of polycom could be worked out at a later date. **On a motion by Douglass, seconded by Stoddard, the board approved the training proposal submitted by Sandra Hastings. Directors Horner and Corliss abstained.**

Welcome New Directors: Beasley then recognized Paul Barnes, new private sector board member who had been appointed by the CEOs from Curry County to replace Pam Zalewski. Barnes said he had been in public service for 26 years was glad to be asked to serve on the workforce board. Jackie Ingle, nominated by Secretary Ortiz to represent the Department of Workforce Solutions as a “partner agency” was also present and expressed her appreciation as well. She stated she was happy to be back on the east side of the state. Beasley informed the board that Clint Harden had also been appointed by the CEOs from Curry County as a new private sector member to replace Tracy Belcher but was unable to be in attendance because of his Senate duties.

USDOL Review: Board members were notified as a matter of information that the USDOL would be monitoring the Eastern Area the week of March 22-26, 2010. The AE staff is currently in the process of gathering requested material to send to the Dallas Regional Office for a desk review prior to the actual on-site review.

DWS UPDATE

DWS Deputy Secretary Teresa Casados was in attendance and stated she was pleased to be attending the EAWDB Board meeting for the first time. She said an 800 number is being implemented for UI calls and the Department is hopeful of going live on February 22nd. The Department has hired an additional 36 call center reps to handle the increased call volume. Jackie Ingle reported that UI claimants can now receive UI benefits for a total of 84 weeks providing they meet certain guidelines. Board members expressed

their concerns with the lack of sufficient UI lines and stated employers were frustrated as well. Board members were encouraged that additional UI lines and call center representatives will help solve some of the difficulties experienced by job seekers and employers.

HSD UPDATE

Van Horner reported that the TANF RFP had been released on January 29, 2010 and that the pre-bid conference will be held later in the day. Only the HSD Procurement Officers can be contacted with questions relating to the RFP. Proposals from respective bidders are due back on March 1st.

Replacement for Jim Engelhard: Horner then asked what had been done to replace Jim Engelhard with ENMU-Roswell, who resigned his position as TANF Program Director over six counties. Missy Pugh an ENMU employee in the Chaves County Workforce Connection Center said it was her understanding the college would be utilizing current staff to fill this position.

STAFF REPORTS

TANF RFP Sequence of Events: As a matter of information for the Board a table (**Attachment #4**) pulled from the TANF RFP was provided which outlines the entire sequence of events in the TANF RFP process.

Review of ARRA Files by State: Elias told the Board that the State would coming to review ARRA Summer Youth Employment program files in the Eastern Area prior to the USDOL review in late March. The DWS review of our area will take place in Clovis in the office of the Administrative Entity/Fiscal Agent during the week of February 22-26th. All subcontractors will be asked to bring their ARRA SYEP client files to the Clovis office for review by the State's monitoring team headed by Sarah Lucero.

PRODUCTS/SERVICES COMMITTEE

AE/FA Contracts: Douglass stated how pleased the Eastern board was with the services provided by those individuals who have been delivering Administrative Entity and Fiscal Agent services for the EAWDB. There was discussion about EPCOG's operation in recent months. **After discussion, a motion was made by Duryea, seconded and adopted to extend the AE and FA contracts beyond June 30, 2010 and not issue an RFP for these services providing sufficient appropriations are made available. Horner abstained.**

One Stop Contract: Douglass questioned whether or not it would be appropriate at this time to require the community colleges to respond to an RFP for one-stop services beginning July 1, 2010 and asked whether we would be hurting ourselves if we required providers to submit proposals rather than carrying out the work of the board. After discussion **a motion was made by Smith, seconded by Pacheco and adopted to extend the one stop contract for an additional year for the period beginning July 1, 2010-June 30, 2011 provided sufficient appropriations are made. Directors Rowley and Morrow abstained.**

TANF RFP: Discussion regarding the TANF RFP resulted in **a motion by Smith, seconded and adopted that the EAWDB submit a proposal in response to the TANF RFP. Directors Horner, Morrow and Rowley abstained.**

Premier Employer EAGL: This Eastern Area Guidance Letter (EAGL) (**Attachment #5**) was developed to define the various levels of services which can be obtained by employers at the Workforce Connection Centers in Eastern New Mexico. Level of services are based on number of criteria which are met by various employers. **On a motion by Melpolder, seconded by Morgan this EAGL was adopted as presented. The AE staff will circulate this guidance letter to the one stop staff.**

Green Jobs: Douglass reiterated her request that the EAWDB have a representative on the Industry Council. DWS Deputy Secretary Casados said the board would be contacted to name their representative.

County Meetings: Smith again reminded board members of the need for county meetings with employers and all stakeholders.

OPERATIONS/FINANCE COMMITTEE

WIA/TANF Financial Reports: WIA and TANF Financial Reports as of December 31, 2009 (**Attachments 6 and 7**) were accepted as presented.

ARRA Financial Report: The financial for the ARRA funding stream as of December 31, 2009 (**Attachment #8**) was accepted as presented.

WIA/ARRA Obligation: Obligation Reports for WIA and ARRA as of January 31, 2010 were presented (**Attachments 9 and 10**).

Revenue/Expense Statements: Reports as of December 31, 2009 for the Clovis and

Roswell One Stops (**Attachment #11**) were provided to the board for their information. These reports were accepted as submitted.

SYSTEMS DEVELOPMENT

Activity Report Discussion: After discussion about what should be included in future Activity Reports, this issue was referred back to the systems committee to develop a meaningful report to present to the board.

Access to Keys in State Owned Buildings: Corliss brought to the attention of the board a situation where non-management employees were asked to return their keys to all state owned building. This has created a severe hardship on the youth case manager who routinely meeting with kids and/or parents after hours. Jackie Ingle will work with DWS management to rectify this situation.

Best Practices Meetings: WIA adult CDS will begin having meetings to discuss best practices.

YOUTH COUNCIL

Customer Services Training for Youth: Vice Chair Merchant told the board that the Youth Council had recently met via polycom to decide how to best utilize the \$23,000 in unexpended ARRA youth funding. It was the Youth Council's recommendation to try to secure the services of Judy Moreno, well-know consultant to deliver customer service training to youth at as many sites as possible. **The committee's recommendation was accepted by the board with Corliss abstaining.**

OLD/NEW BUSINESS

Committee Meeting: Beasley stated that the next committee meetings were scheduled to be held via polycom on March 9, 2010.

Next Board Meeting: The next meeting of the Eastern Area Workforce Development Board is scheduled for 10:00 a.m. on Tuesday, April 13, 2010 and will be held in the Zia Room of the Campus Union Building at ENMU-Portales.

ADJOURNMENT

There being no further business to come before the board, the meeting was adjourned at 2:15 p.m. by Vice Chair Beasley.

AS APPROVED

Christy Beasley
Vice Chair-EAWDB