

**Chief Elected Officials & Eastern Area Workforce Dev. Board
Annual Contracts/Budget Meeting
Roswell, NM
June 9, 2009**

AS APPROVED BY EAWDB August 11, 2009
Subject to CEO APPROVAL January/February 2010

CALL TO ORDER

The annual budget/contracts meeting between the Eastern Area Workforce Development Board and its Chief Elected Officials was called to order at 10:05 a.m. by Chairman Shearer at the Roswell Job Corps Center in Roswell, New Mexico.

ROLL CALL

Shearer stated that in lieu of roll call that the sign-in sheet (**Attachment #1**) would be maintained as the official record of attendance. The sign-in sheet forms a part of these minutes and reflects that the following were in attendance and that **a quorum was present to conduct business.**

CEOs Present: Bob Hemphill (Mayor/Carrizozo), Matt White (Mayor/Eunice), Tom Battin (Lincoln County Commission Chair), Gary Watkins (Alternate for Mayor of Portales and Judy Stubbs (Alternate for Mayor of Roswell).

Directors Present: Dora Batista, Christy Beasley, Sue Bracksieck, Judith Cooper, Gina Corliss, Terri Douglass, Jim Engelhard, Ruth Giron, Rene Hatfield, John Hemphill, Chris Herbert, Van Horner, Connie Leyva, Gail Melpolder, Slade Morgan, Skip Overdier, Steve Reshetar, Warren Robinson, Twila Rutter, Eileen Sedillo, Jimmie Shearer, Larry Smith, Richard Spragins and Dan Stoddard.

Directors with Excused Absences: Ray Battaglini, Mary Lou Bloom, Bud Duryea and John Merchant.

Directors Absent: Angelita Buurma, Tonk Chester, Linda Lewis, Patrick Martinez, Brenda Miller, Jean Morrow, Alfred Pacheco, Becky Rowley, Lisa Thomassie, Patricia Tupper and Pam Zalewski.

WELCOME AND INTRODUCTIONS

Shearer expressed his appreciation to all those in attendance for their interest and requested that board members and guests introduce themselves.

APPROVAL OF APRIL 2009 BOARD MINUTES

On a motion by Douglass, seconded by Stoddard, the minutes of the April 14, 2009 board meeting were unanimously approved as written.

APPROVAL of FEBRUARY 2009 MINUTES

Shearer stated that the February 24, 2009 minutes between the Chief Elected Officials and the Executive Committee of the Eastern Board have already been approved by the EAWDB Executive Committee. He asked for a motion from the CEOs to officially approve these minutes. **A motion was made by Judy Stubbs, seconded by Gary Watkins to officially approve the February 24, 2009 minutes between the EAWDB Executive Committee and the CEOs. This motion was approved by all other CEOs in attendance and these minutes are now complete.**

APPROVAL OF AGENDA

On a motion by Mayor White, seconded by Mayor Hemphill, the agenda was approved as presented.

APPROVAL OF CONSENT AGENDA

Larry Smith requested that the recommendation from the Systems Committee regarding disposal of property, be taken off the consent agenda and placed under the Systems Committee to be discussed by the full board.

REQUEST(S) FOR WAIVERS

Shearer stated that Request for Waivers was a standing agenda item utilized by the Eastern Board to provide an opportunity for any board member to publicly state their intention to utilize WIA funds to subsidize positions within their respective office. He then asked whether there were any requests from board members. Requests were received for waivers for OJT positions by directors Christy Beasley (Carlsbad Medical Center), Dan Stoddard (Fairhaven Quality Assisted Living) and Richard Spragins

(Comfort Keepers). **A motion was made by Reshetar, seconded and adopted to approve these various requests for waivers.** Each director requesting a waivers abstained from voting.

CHAIRMAN'S REPORT

Open Meetings Resolution: Shearer called director's attention to the copy of the Open Meetings Resolution contained in the board packets and asked for a motion to approve this resolution for the upcoming year. **On a motion by Mayor White, seconded by Director Stoddard, the Open Meetings Resolution for year beginning 2009-10 was approved as presented.** Chairman Shearer asked that board members and CEOs note that the second Tuesday of each month was either an EAWDB meeting and/or Joint Committee Meeting which will be held via polycom.

One Year Extension of Board Member Terms: Shearer stated that in order to maintain continuity on the EAWDB, it had been our practice each June to extend the terms of all current board members by an additional year and requested a motion to do so. **A motion was made by Douglass, seconded by Smith and adopted that all current board member terms be extended by an additional year. The motion passed with directors Hemphill and Engelhard abstaining.**

Extension of One Stop Contracts: The CEOs were informed by Chairman Shearer that the Board had originally intended to RFP the one-stop contracts for the upcoming year. He stated with all the co-location and integration taking place all over the state, the board had felt it would be unfair to one-stop operators, who were extremely involved in this process, to have to respond to an RFP at this time. The board had recently voted to extend the one-stop contracts for at least an additional year. Mayor White requested a motion from the CEOs to approve the board's action. **On a motion by Tom Battin, seconded by Gary Watkins, the CEO's concurred with the Board's decision to extend the one-stop contracts for another year.**

One Stop Manager Change: Shearer stated that he was naming Linda Spooner as the one-stop manager for Carlsbad/Artesia NMWCC.

TANF/ISP: Shearer reported that the TANF Challenge project had fallen short of expectations. As a result, the board will only be receiving \$150,000 in ISP funding for the next year instead of the current \$400,000. The AE will monitor the ISP project, when implemented on a monthly basis, and if providers perform, we have been told there is an additional \$150,000 in ISP funding we could possibly receive.

STAFF REPORT(S)

TANF Challenge Update: Laura Wyche, TANF Challenge Coordinator, echoed Chairman Shearer's comments about the TANF Challenge project. She was asked by board members to provide a status report by office and she reported as follows:

Clovis Community College: Fifteen individuals completed class room training and were enrolled in OJT contracts but only 3 are expected to complete their OJT.

ENMU-Roswell: Contracted late with lady to provide classroom training. Expect to have 3 complete their OJT.

NMSU-Alamogordo: Rough start initially, but now have three individuals currently enrolled in training.

ENMU-Ruidoso: Individuals went through the classroom training but all have fallen out. All guidelines were followed but couldn't get local employer's on-board.

NMSU-Carlsbad: No classroom training and no OJT's.

Wyche stated that it was expected that 8 out of the 23 individuals enrolled in an OJT should successfully complete.

AE Monitoring Update:

It was reported that during this program year, that the AE staff is simultaneously conducting a monitoring for all programs, which includes file reviews, site evaluation, staff interviews and fiscal information. Upon completion of the in-depth review, a 20 – 30 page exit summary is being given to the Director, CDSS and any staff the Director wishes. This exit summary contains all findings, corrective actions, observations and recommendations from discoveries through the monitoring process. There have been consistent areas of concern in program files which indicates a strong need for case management training, data base training and more integration training. In several instances, there were "repeat findings" which had not been corrected from previous monitoring visits.

3rd Quarter Performance Reports: EAWDB Area PY08 3rd Quarter Performance Reports (**Attachment 2A**) for all programs by office location was presented and briefly discussed. The area as whole are exceeding all WIA measures for Adults and Dislocated workers. All measures, with the exception of the Literacy/Numeracy measure, on the youth side are being met as well.

DWS UPDATE

Connie Leyva reported that there had been some reorganization at DWS. She indicated that seven new people would be hired with ARRA funds to staff DWS positions in the one stops of the Eastern Region. She said the Eastern area is very pro-active in serving UI claimants. The state expects to serve 45,000 claimants.

OPERATIONS/FINANCE

Proposed 2009–10 WIA Budget: Skip Overdier presented the proposed WIA budget (**Attachment #3**) for the year beginning July 1, 2009. **After discussion, a motion was made by CEO Watkins, seconded by CEO Hemphill and adopted to approve the WIA budget as presented and authorized the Administrative Entity to enter into the following contracts on behalf of the board for the following WIA services:**

| ONE STOP OPERATOR CONTRACTS | | |
|------------------------------------|---|------------------------|
| Name of Provider | Counties Served | Contract Amount |
| Clovis Comm. College | Curry/Harding/Union | \$142,621.00 |
| ENMU-Ruidoso | Lincoln County | \$ 65,731.00 |
| ENMU-Roswell | Chaves/DeBaca/Lea/Quay Roosevelt/Guadalupe | \$279,979.00 |
| NMSU-Alamogordo | Otero | \$ 95,620.00 |
| NMSU-Carlsbad | Eddy | \$162,293.00 |
| Total | | \$746,244.00 |

| YOUTH CONTRACTS | | | |
|------------------------|---------------------------------|----------------------|-------------------|
| Provider | Counties Served | Formula Funds | ARRA Funds |
| HELP - Zone 1 | Union/Harding Quay/Guadalupe | \$137,587.00 | \$101,231.00 |
| HELP - Zone 4 | Chaves | \$ 93,386.00 | \$125,613.00 |

| | | | |
|--------------------|---------------------------|---------------------|---------------------|
| HELP - Zone 5 | Eddy | \$ 83,220.00 | \$108,198.00 |
| HELP - Zone 6 | Lea | \$ 87,248.00 | \$115,099.00 |
| HPCDC - Zone 2 | Curry/DeBaca Roosevelt | \$155,918.00 | \$166,002.00 |
| Region IX - Zone 3 | Lincoln/Otero | \$143,852.00 | \$178,700.00 |
| Total | | \$701,211.00 | \$794,843.00 |

| ADMINISTRATIVE ENTITY & FISCAL AGENT CONTRACTS | | |
|---|-----------------------|---------------------------|
| Provider | Type Contract | Amount of Contract |
| EPCOG | Administrative Entity | \$276,447.00 |
| EPCOG | Fiscal Agent | \$129,517.00 |

Proposed 2009-10 TANF Budget: The proposed/estimated TANF budget for year beginning July 1, 2009 was presented (**Attachment #4**). This proposed budget was based on a verbal amount provided to EPCOG by HSD and did not include funding for ISP (TANF Challenge). Subsequent contract the EAWDB received from HSD included additional ISP funding (**Attachment 4A**). **A motion was made by Smith, seconded by Robinson and adopted to approve the TANF budget. Directors Hemphill and Engelhard abstained from voting.**

On a motion by CEO Battin, seconded by CEO Hemphill and adopted the CEOs concurred by approving the TANF budget and authorized that TANF contracts for the ensuing year, be written to the following providers in the amounts indicated which include TANF/E&T/ and transportation allocations only:

| TANF CONTRACTS (does not include ISP funding) | | |
|---|---|------------------------|
| Name of Provider | Counties Served | Contract Amount |
| Clovis Comm. College | Curry/Harding/Union | \$ 388,879.00 |
| ENMU-Ruidoso | Lincoln County | \$ 106,586.00 |
| ENMU-Roswell | Chaves/DeBaca/Lea/Quay Roosevelt/Guadalupe | \$ 898,042.00 |

| | | |
|-----------------|-------|----------------|
| NMSU-Alamogordo | Otero | \$ 210,210.00 |
| NMSU-Carlsbad | Eddy | \$ 462,998.00 |
| Total | | \$2,066,715.00 |

WIA/TANF Financials: Overdier called the board's attention to the WIA and TANF financials as of April 30, 2009 (**Attachments 5 and 6**) which were briefly discussed.

One Stop Obligation Report: The one-stop obligation report ending May 31, 2009 was presented (**Attachment #7**). It was pointed out that a couple of providers had moved money from ITA's into OJTs. It was noted that NMSU-Carlsbad had spent nothing on customized training or OJT's.

May Activity Report: The one stop activity report for May 2009 (**Attachment #8**) was presented for the board's information.

Revenue/Expense Statements for Clovis/Roswell: The R/E Statements for the Clovis and Roswell one stops (**Attachment #9**) were provided as a matter information.

PRODUCTS/SERVICES COMMITTEE

Committee Chair Smith tabled the first two agenda items "Re-Employment Grant" and "One-Stop Plans for Enhanced Re-Employment Services.

Train the Trainer Proposal: Douglass reported that since most of the ARRA funds were put into participant services that the "Train the Trainer" which had been submitted by Alan Anderson was not able to be funded this year.

Board Training Prior to 12/1/09: Members were presented with a proposal from Sandra Hasting which (**Attachment #10**) would provide for three days of trainin – two days for board members and one day training for staff of the one-stops. The AE staff was instructed to contact Ms. Hastings and secure her dates of availability. Board members would then be sent an email which offered several dates to choose from. The date receiving the most votes would be selected and board members notified.

County Meetings: Smith reminded board members that board members in each county were responsible for holding individual county meetings with various stakeholders to determine workforce needs in their respective areas. He pointed out that only a few counties and taken this initiative and asked that board members be proactive in arranging meetings in their respective communities.

Prove-It Software Purchase: We have been informed that this will be purchased by the State and available to the local boards.

NM Technet Proposal for In-Service Training: This subject was presented by Terry Boulanger and Charles Lehman during lunch.

SYSTEMS COMMITTEE

Equipment Disposal: Earlier in the meeting, Smith had removed this item from the consent agenda. Since the board already had Policy 2-01 "Accountability and Inventory Control of Property" policy, it was determined that an addendum should be added to that policy to handle disposal of equipment that was no longer useful.

Smith stated that he wanted a three-person equipment committee to make that decision and felt it should not be left to the administrative entity to make such determination as reflected in the draft addendum. Accordingly, Chairman Shearer asked for volunteers and directors Rene Hatfield, Christy Bourgeois and Dan Stoddard agreed to serve in this capacity. Addendum #1 will be modified to reflect the three-person committee rather than the administrative entity.

YOUTH COUNCIL

ARRA/SYEP: Bracksieck reported that youth providers in the Eastern Region had done an outstanding job in a very short time-frame of getting the ARRA Summer Youth Employment Program up and running.

OLD/NEW BUSINESS

Committee Meetings: Shearer stated that the next committee meetings were scheduled for Tuesday, July 14, 2009 and would be held via polycom.

EAWDB Board: The next meeting of the Eastern Area Board will be held on August 11, 2009 at ENMU-Portales.

ADJOURNMENT

There being no further business to come before the board, the meeting was adjourned by Chairman Shearer at 1:30 p.m.

AS APPROVED

Jimie Shearer, Chairman