

Eastern Area Workforce Development Board

Roswell, NM
October 12, 2010

AS APPROVED 12/14/10

CALL TO ORDER

The October meeting of the EAWDB was called to order at 10:05 a.m. by Chairman Jimmie Shearer in the Multi-Purpose Room of the Campus Union Building at Eastern New Mexico University in Roswell, New Mexico.

ROLL CALL

Shearer stated that the sign-in sheet (Attachment #1) would be maintained as the official record of attendance. He noted that a quorum was not currently present, but was hopeful one could be obtained. He said should a quorum not be met, then the EAWDB Executive Committee, who has authority to act between meetings, would meet immediately following the board meeting to ratify any actions taken. The sign-in sheet reflects that the following were in attendance:

Directors Present: Danny Armijo, Dora Batista, Ray Battaglini, Angelita Buurma, Gina Corliss, Terri Douglass, Marion Duryea, Rene Hatfield, John Hemphill, Van Horner, Jackie Ingle, Mark Lake, Gail Melpolder, John Merchant, Slade Morgan, Twila Rutter, Jimmie Shearer and Richard Spragins.

Directors with Excused Absences: Paul Barnes, Ruth Giron, Jean Morrow, Steve Reshetar, Warren Robinson and Patricia Tupper.

Directors Absent: Christy Beasley, Sue Bracksieck, Judith Cooper, Clint Harden, Juan Haro, Chris Herbert, Linda Lewis, Patrick Martinez, Alfred Pacheco, Becky Rowley and Larry Smith.

Directors Needing Replaced/Removed: Margie Barnett, Mary Lou Bloom, Sonia Gomez, Jerry Ingram, Brenda Miller, Skip Overdier, Lynetta Richards, Eileen Sedillo, Dan Stoddard, Lisa Thomassie, Jim Townsend and Mercedes Fernandes-Wells.

Staff Present: Richard Arguello, David Brown, Sandy Chancey, Beth Elias, Carlos Molina, Kay Vineyard and Ruby Witt.

APPROVAL OF AUGUST BOARD MINUTES

On a motion by Spragins, seconded by Armijo, the minutes of the August 10, 2010 meeting of the EAWDB were unanimously approved as submitted.

APPROVAL OF EXECUTIVE COMMITTEE MEETING

On a motion by Battaglini, seconded by Merchant, the minutes of the Executive Committee Meeting of August 18, 2010 were unanimously approved as written.

APPROVAL OF AGENDA

On a motion by Corliss seconded Ingle the agenda was approved.

APPROVAL OF CONSENT AGENDA ITEMS

On a request from Spragins, the “ Premier Employer EAGL” was removed from the consent agenda and placed under the Systems Committee for further discussion. The following consent agenda items were then approved with the following correction:

Youth Council: (1) Recommends board approval to release an RFP for an area-wide single youth provider with an option to exercise the one-year extension remaining in current contracts if the Youth Council should determine that responses received are inadequate. (2) Recommends board approval of revised Policy 6-03 Youth Eligibility Barriers and Documentation.

Corliss called the board's attention that on Page 3-Item 4, wording should be “non-low income.” Policy 6-03 was approved with this amendment.

Products/Services: Recommends discussion be held at next board meeting regarding how future committee meetings will be conducted.

REQUEST FOR WAIVERS

Shearer explained that Requests for Waivers was a standing agenda item for the Eastern Board. This provides an opportunity for any board member to publicly state their intention to utilize WIA funds for OJT positions within their respective workplaces. He then asked whether or not, there were any request for waivers that needed to be made. Mark Lake requested a waiver. On a motion by Merchant, duly seconded and adopted, the waiver was granted.

DWS/HSD UPDATES

Jackie Ingle with DWS and Van Horner with ISD briefed the board about current activities at the Department of Workforce Solutions and the Human Services Department.

CHAIRMAN'S REPORT

New Director: Chairman Shearer acknowledged new director Mark Lake and officially welcomed him to the Eastern Board.

LFC Meeting: Shearer briefed the board about the LFC Meeting he participated in on September 29, 2010. Each of the local boards were asked to make a presentation and his presentation focused on consolidation of functions in a one stop environment. He mentioned in particular that any number of agencies employ "job developers" and that multiple agencies were utilizing their limited funding to cover this position when it could be handled by one agency and cost shared among the various funding streams. The directors requested that Shearer's presentation to the LFC be sent to them electronically.

STAFF REPORT

EPCOG's Interim Director Richard Arguello called the board's attention to the letter he had written under the date of October 8, 2010 (Attachment #2) outlined EPCOG's actions to address and resolve the deficiencies noted in the USDOL fiscal audit that was conducted in March 2010.

OPERATIONS/FINANCE COMMITTEE

WIA/ARRA Financials: The WIA and ARRA financials as of August 31, 2010 were presented by Battaglini (Attachments #3 and #4).

One Stop Obligation Reports: Obligation reports (Attachment #5 and #6) for month ending September 2010 were presented.

Revenue & Expense Statements Clovis/Roswell: The revenue and expense statements (Attachment #7) for the Clovis and Roswell one-stops as of September 30, 2010 were presented and discussed. From July through September partners in the Clovis One Stop had been billed \$32,385.02 and revenue in the amount of \$2,844.02 had been received. The partners in Chaves County had been billed \$41,355.81 and revenue in the amount of \$3,118.10 had been received. It was noted that EPCOG had

loaned the Chaves County One Stop \$10,000 to cover some of their expenses. It was further noted that the Gold Mentors would be moving out of both locations the end of October because their funding had been rescinded and costs would be going up for other partner agencies.

Discussions ensued regarding the necessity of prompt payment by partner agencies so that EPCOG could pay invoices timely. Ways to lower costs in these two facilities which would allow partners to remain in these locations was also discussed. Various suggestions were made, i.e. to find other agencies to lease footage vacated by prior tenants. It was noted that the landlord in Roswell has agreed to cut lease payments in half, from \$5,000 to \$2,500 per month, provided everyone moved to one side of the building and he will wall up the other side to save on heating and cooling costs.

PRODUCTS/SERVICES COMMITTEE

Discussion on Future Committee Meetings: Douglass asked the board whether they felt committee meetings as currently being conducted by were effective or if the board should consider returning to face-to-face meetings every other month. After discussion it was decided to continue with current meeting arrangements as it saved travel time and board members were free to attend all committee meetings, rather than just their individual meetings, if time permitted them to do so.

Chairman Shearer appointed an Ad-Hoc By-Laws Committee consisting of Jackie Ingle, Terri Douglass, Renee Hatfield, John Merchant and John Spragins to review the By-Laws to determine what could be done to help with the lack of a quorum at regular board meetings which has been a problem for the last few meetings. They were asked to meet prior to the next board meeting and report back to the full board on their suggestions.

County Meetings: Board members were reminded of the importance of arranging for yearly county meetings to bring stakeholders together in their respective areas.

RFP for Administrative Entity and Fiscal Agent:

Douglass stated that the RFPs for administrative entity and fiscal agent were near completion. She expected the RFP to be released in early January for service beginning July 1, 2011. After discussion by the board it was recommended that the RFPs be released on October 25, 2010 for services beginning January 1, 2011.

YOUTH COUNCIL

Youth RFP Timeline: Sue Bracksieck, Youth Council Chair, informed the board the RFP

for a single area-wide youth provider would be released at a mandatory pre-bid conference scheduled to be held in Clovis, NM on October 20, 2010. Board members were provided a copy of the time-line (**Attachment #8**) for their information. Members were informed that if adequate proposals were not received, then the one year extension remaining on current contracts would be implemented.

PUBLIC HEARING ON POLICY 6-03: There were no members from the general public in attendance to propose changes in the Youth Eligibility Barrier and Documentation policy as advertised. The Eastern Board had approved this policy under the consent agenda earlier in the day.

SYSTEMS DEVELOPMENT COMMITTEE

Premier Employer EAGL: Spragins had requested earlier in the meeting that this item be removed from the consent agenda and placed under the Systems Development Committee for further consideration. He was particularly concerned with the \$8.50 per hour to be considered for an OJT since his business started slightly under this amount. There was a Discussion ensued and questions were raised as to whether or not funds could be used for credit checks, drug screens, etc. After discussion, this EAGL was referred back to the Products/Services Committee for further deliberation at the November Committee Meetings.

Service Delivery in Closed Offices: John Hemphill of ENMU-Ruidoso, the one stop provider in the Eastern Area, was asked to bring a written plan to the Systems Committee for their November meeting, as to how service delivery will be handled in offices which have been closed. Hemphill responded that he would have this information available.

OLD BUSINESS/NEW BUSINESS

Next Committee Meeting: The next committee meetings are scheduled for Tuesday, November 9, 2010 via polycom.

EAWDB Board Meeting: The December Board meeting will be held at ENMU in Portales on December 14, 2010.

Mid Winter Meeting of Executive Committee with CEOs: Shearer informed that board that the mid-winter board meeting with the Chief Elected Officials had been set for 1:00 p.m. on January 18, 2011 at the Hotel Santa Fe. This meeting coincides with opening day of the legislative session.

ADJOURNMENT: There being no further business, the October board meeting was adjourned at 2:30 p.m. by Chairman Shearer.

AS APPROVED

Jimmie Shearer
Chairman

EXECUTIVE COMMITTEE MEETING October 12, 2010
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At 2:35 p.m., immediately after adjournment of the October Board Meeting, Chairman Shearer convened members of the Executive Committee to ratify the actions of the Board and it was determined that a quorum of the Executive Committee was present.

Members Present: Ray Battaglini, Terri Douglass, John Hemphill, Jackie Ingle, Gail Melpolder, John Merchant, Slade Morgan and Jimmie Shearer.

Members Absent: Sue Bracksieck, Becky Rowley and Larry Smith

The following actions were ratified by members of the Executive Committee:

1. Approved Minutes of the August 2010 Board Meeting
2. Approved Minutes of Executive Committee of August 18,2010
3. Approved Consent Agenda
4. Approved waiver for OJT to Mark Lake
5. Approved Consent Agenda Items
6. Approved release of RFPs for Fiscal Agent and Administrative Entity on October 25,2010 for services beginning January 1, 2011.

There being no further business to come before the Executive Committee, the meeting was adjourned at 2:45 p.m.

AS APPROVED

Jimmie Shearer
Chairman