

Eastern Area Workforce Development Board

Board Meeting Minutes
Via ZOOM Video Conference
June 22, 2022

Approved.....September 27, 2022

Meeting called to Order at 1:03pm by Chair J. Cooper.

ROLL CALL

Roll call was taken. Below is the record of attendance based on that roll call:

Board Members present: J. Cooper, B. Gonzales, B. Gwartney, D. Davis, K. Ferrell, M. Espiritu, N. Teel, R. Kuykendall, T. Villanueva

Board Members absent: *B. Gomez, E. Hollon, M. Moore, T. Christesson, P. Vanderpool, R. Martinez, L. Jackson, S. Wiest*

Chief Elected Officials present: **C. Keisling, J. Crunk, M. Morris, V. Villareal**

AE/FA Staff present: B. Elias, V. Davis, T. Roth, G. Windle, T. Suarez, C. Carrasco, A. Torres, M. Sosa

Guests present: A. David, A. Jenks, F. Juarez, J. Cordasco, J. Van Pelt, M. Cordova, M. Anaya, M. Saenz, T. Stewart, M. Ribeiro, M. Martinez

It was noted that a quorum was present to conduct business.

WELCOME/INTRODUCTIONS

B. Elias introduced the Chief Elected Officials and other guests attending via zoom. T. Suarez introduced the guests physically present in the room.

REQUEST FOR WAIVERS

Chair Cooper asked if there were any waiver requests at this time. B. Gonzales requested a waiver.

APPROVAL OF THE AGENDA

On a motion by N. Teel and seconded by M. Espiritu the motion was made to approve the agenda. The motion was unanimously approved by a roll call vote.

APPROVAL OF THE CONSENT AGENDA

J. Cooper stated the Consent Agenda included:

- 1. March 2022 Meeting Minutes
- 2. Renewing Membership – 2 year terms
- 3. Open Meetings Act Resolution for 2022-23
- 4. PY22 Meeting Schedule

5. Acceptance of the PY22 Grant Agreement

B. Gonzales motioned to approve the Consent Agenda, B. Gwartney seconded and a roll call vote determined the Consent Agenda to be unanimously approved.

ONE STOP DELIVERY SERVICE COMMITTEE RECOMMENDED ACTIONS

- Policy Revision(s):

B. Elias reported on the modification to the Adult/Dislocated Worker eligibility policy revisions to align with NM DWS issued policy. There were language clarifications, additional citations including the addition of language on lawful presence applicants. Details of changes are included in the packet.
- PY 2022 Monitoring Schedule:

B. Elias presented the proposed Program Monitoring schedule for the board's subrecipients. Fiscal Monitoring dates are expected to be determined and shared at the next board meeting. The approved schedule is included in the board packet.
- Title I Service Provider contract:

The committee recommended the board extend the existing Adult/Dislocated Worker and Youth service provider contracts as they stand for the PY 22 year.
- One Stop Operator Service Provider contract :

The committee recommended extending the One Stop Operator contract as it stands for this final year.
- One Stop Operator Contract – RFP:

The committee recommended being given the authority to begin reviewing the RFP language and Scoring Rubric, and begin working on the timeline for release to provide to the board at the September meeting. They are anticipating an RFP release date in December 2022 to allow ample time for review, negotiations, and if applicable contract transition for a July 1, 2023 start date. R. Kuykendall stated the One Stop Operator contract was in its final year and will be required to be put out for RFP.

A motion to approve the committee recommendations was made by N. Teel, seconded by K. Ferrell and approved by roll call vote with B. Gonzales abstaining.

YOUTH COMMITTEE RECOMMENDED ACTIONS

- Title I Service Provider contract recommendation:

This committee is currently seeking a chair, therefore B. Elias provided the report due to a potential conflict with B. Gonzales. She reported that the Youth Committee met and recommended extending the current provider contract as was put forward by the One Stop Delivery Service Committee.
- Approval of PY22 Youth Conference:

The committee is recommending the youth provider be given authority to begin planning for another youth conference in PY 22 and that \$100,000 be included in the youth contract budget for that (contingent upon funding close out figures) while additional funding sources are

sought to support the effort.

K. Ferrell motioned to approve the Title 1 Service Provider contract and the PY22 Youth Conference. B. Gwartney seconded, and a roll call vote determined the Youth recommendations to be approved with B. Gonzales abstaining.

APPROVAL OF THE OPERATIONS AND FINANCE COMMITTEE RECOMMENDED ACTIONS

- PY21/FY22 YTD Financials
 - G. Windle reported on the YTD Financials.

- PY22/FY23 Proposed budget
 - G. Windle and T. Roth reported on the more detailed information presented in the Proposed budget. B. Elias explained in response to an inquiry on how percentages are determined, that typically cost allocation plans are based on federal definitions on what falls under Admin and what must be charged under Admin, and what gets charged under Program. Once they have met what must be charged under Admin they use a cost allocation to determine what gets charged against program dollars.

- Cost Allocation Plan
 - T. Roth explained that the Cost Allocation Plan is based on Uniformed Guidance that is required each year to review it.

- Fiscal Agent Agreement
 - T. Roth explained that there have not been any substantive changes other than dates.

- NM DWS 60/40 Waiver Request
 - The committee recommended approval be granted to submit a waiver request as was done for PY 21 to return to the 40% requirement. B. Elias reported the grant agreement reflects a requirement that 60% of Title I Adult/DW funding be spent directly on paid participant services e.g. ITA, OJT and supportive services.

- DW to Adult Transfer Request
 - The committee recommended approval to submit a transfer request from dislocated worker to Adult funds in the amount of \$1,008,697.

- In-Person Meetings
 - The committee recommended holding the Joint Board/CEO June meeting in a hybrid model, which includes in person and virtual attendance options. J. Cooper and B. Elias went over how the committee worked to determine the number of in-person meetings the budget would support. It was determined that the current budget would support 1 in person meeting per year.

- Receipt for additional funds approval to Board Chair
 - The committee recommended authority be granted to Chair Cooper to receive any additional funds that may become available to the Eastern region from NM DWS.
 - B. Elias reported there was a possibility that there will be another redistribution of Title I funds from other boards. This could occur as early as July and August before the September

board meeting. There would be no modifications to contracts and it would be reviewed and ratified at the next board meeting.

Proposed Budget and Fiscal Agent Agreement adoption put to vote for the CEO's present. C. Kiesling motioned, J. Crunk seconded, a roll call vote determined that the motion was unanimously approved.

D. Davis motioned to approve the Operations and Finance Committee Recommendations: PY21/FY22 YTD Financials, PY22/FY23 Proposed Budget, Cost Allocation Plan, Fiscal Agent Agreement, the NM DWS 60/40 Waiver Request, the DW to Adult Transfer Request, In- Person Meetings, and permission for Receipt for Additional funds approval to board chair. M. Espiritu seconded, and a roll call vote determined it to be unanimously approved.

REPORTS

NM Department of Workforce Solutions

No report from NMDWS at this time.

Administrative Entity

B. Elias provided an update on behalf of V. Davis, the Programs Manager. B. Elias gave an in-depth report on the Program Year 2021 Quarter 3 Performance Measures with the report included in the packet. She stated that the employment in Q2/Q4 and credential measures for the end of this year are starting to fall in the COVID 19 shutdown timeframe and that the region will likely see a significant impact to those measures in the upcoming year.

B. Elias provided update on WIOA reauthorization; it is not expected that there will be any formal update until after the November elections.

The newly approved NM Opportunity Scholarship will have a direct impact on our Title I Adult and DW service providers, in that it will pick up tuition costs for the majority of the students. Final rules have not been issued and the full impact is undetermined.

AE staff will be working to obtain additional grant funding to support new initiatives and enhancing/expanding services.

The EAWDB is currently designated as the quasi-governmental entity under instrumentality. It does limit some of the funding that we can pursue in those grants. It is a recommendation to start pursuing a 501(c)(3) status. Paperwork will be gathered and brought to next board meeting. B. Elias reported on a successful NAWB conference and a role-up of what attendees learned that can be implemented and shared with the committees.

One-Stop Operator and Site Manager Reports

B. Silvers gave an update on the Roswell One Stop move that occurred in March, the Grand Opening in May. The opening was attended by over 50 people from the community, including students and teachers from the college. They are saving money in the budget by being on ENMU-Roswell campus and the building is in excellent condition. DWS received funding to help students prepare for their first job. They hosted a Youth Workforce Strong event in Carlsbad, 36 Youth completed training. This was followed by a hiring event with 20 employers and 36 students. Over a 100 students came for the job

fair event and 52 received job offers. A second Youth Workforce Strong event is happening in Ruidoso this week.

R. Van Leuven gave an update on each One Stop office location. The population of each county and the current unemployment rates.

Service Provider Report

L. De La Cruz updated the board on Title I expenditures. They have expended a little under 1.6 million for Adult services and 410,000 for Dislocated Workers. Currently, they are serving over 374 Dislocated Worker participants and over 421 Adult participants. They have expended 1.2 million in Youth services and served 301 participants.

He spoke on a project between ENMU-Ruidoso and Lincoln County Detention Center to increase employability for incarcerated individuals by training them while incarcerated so that they have employment available to them when exiting back into their communities. They are hoping to use this model across the East in order to provide better opportunities to those that are incarcerated and also improve the workforce available to the community and the businesses.

The Youth Conference was from June 1-3, 2022 in Roswell, NM, but served the entire eastern area, by bringing Youth from across the region. They had different professionals present to inspire youth with their career stories, giving youth an idea of opportunities of different professions and overcoming challenges to accomplish goals. They had 30 sessions that talked about different professions; they provided a variety of speakers to help provide insight for career exploration for the participants with a focus on motivation, self-care, and self-advocacy. They averaged 100 participants per day; partners from DVR, Higher Ed, and Title III were onsite.

B. Gonzales commended the staff and everyone involved in the Youth Conference, he witnessed so much excitement with the Youth, how receptive students were to the speakers. M. Espiritu also commended the joint effort of the work that staff did for the event and hopes that it continues next year.

Audit Status Report

B. Elias and T. Roth gave a brief update on the status of the audit. Currently, the audit work papers have been submitted to Jaramillo Accounting Group, they have asked for clarifying information and Chris Henderson at REDW is preparing that information. This is the second year the audit has been submitted late, last year when it was submitted late resulted in a finding for financial close and reporting but we did not have any questioned costs. REDW has gone through all of our records and our primary issue is processes regarding effective dates and the nuances of doing government fund accounting with the lack of MIP experience. Some areas identified as internal, for a corrective action plan are: monthly trial closes with REDW for the upcoming year, engaging in MIP training and the identification of extensive training on effective dates.

Next Meeting

September 20th, 2022.

Motion to Adjourn

M. Espiritu motioned and B. Gonzales seconded. Meeting adjourned at 3:20pm.