

Eastern Area Workforce Development Board

Board Meeting

Via ZOOM Video Conference

December 21, 2021

Approved..... March 22, 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: B. Gonzales, E. Hollon, J. Cooper, N. Teel, L. Jackson, M. Moore, M. Espiritu, T. Christesson, D. Davis, R. Kuykendall, B. Gomez, R. Martinez, P. Vanderpool

Board Members absent: K. Ferrell, T. Villanueva

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

Guests present: G. Gabaldon, B. Gutierrez, D. Ojeda, T. Davis, V. Alonzo, C. Garcia-Tenorio, J. Lopez, L. De La Cruz, R. Van Leuven, B. Silvers, S. Evans, M. Burns, J. VanPelt, V. Gandarilla, S. Evans

A quorum was present to conduct business.

WELCOME/INTRODUCTIONS

Board staff and some of the guests introduced themselves

REQUEST FOR WAIVERS

Chair Cooper asked if there were any waiver requests at this time. Mr. Gonzales asked a question regarding the timeframe for waiver requests and if ENMU needed to request a new one. It was explained that waivers were approved for the program year. Based on that there were no additional waiver requests at this time.

APPROVAL OF THE AGENDA

Chair Cooper identified that the agenda read Approval of the October 2021 meeting rather than October 2021 meeting minutes and requested that be amended.

She also requested that the roll call vote for both action items be taken together.

APPROVAL OF THE MEETING MINUTES OF THE OCTOBER 2021 BOARD MEETING

On a motion by T. Christesson and seconded by R. Kuykendall the motion was made to approve the agenda as amended and to approve the meeting minutes from the October 2021 meeting. The motions were unanimously approved by a roll call vote.

REPORTS

NM Department of Workforce Solutions

C. Tenorio-Garcia gave a brief update on waivers being approved by US DOL to allow for 50% expenditures for in school youth and up to 90% reimbursement for small employers for OJTs. She stated the amended grant agreements reflecting the waivers are with their legal department and will be issued soon. She also stated that the boards could begin utilizing the waivers prior to the issuance of the modified grant agreements.

Service Provider

Luis De La Cruz updated the board on staffing for all Title I field positions. Currently there are only 2 openings. One opening in Carlsbad and one opening in the Roswell office which has a recommendation pending. Current obligations include \$716,000 in combined Adult/DW. Currently the Title I program has 41 On-the-Job training participants. There has been extensive collaboration with the EAWDB board staff, ENMU Ru, and training providers to develop a list of short-term trainings to be made available to dislocated workers. The provider has expended almost 500,000 and allocated approximately 600,000 in youth funds and have 4 youth on-the-job training participants which represents a milestone for the youth program.

Administrative Entity

V. Davis gave brief updates on sub-recipient monitoring (Adult/DW/Youth) which is scheduled to begin on January 18th, and the One Stop Operator monitoring is projected to begin in March. She also reported fall cohort of the youth/AEL entrepreneurial program ended and offered board members the link to view the project pitches that were performed last week and stated the upcoming spring training cohort is slated for January. She reported on the status of program activities including the dislocated worker outreach flyer that has been converted to a magazine style format by staff. This will be utilized as outreach campaign for the short term-trainings being offered and to recruit dislocated workers to be trained under the dislocated worker grant. Py 21 Quarter 1 performance measures were reviewed with the board and performance improvement initiatives were shared.

B. Elias gave an update on the upcoming National Association of Workforce Boards that was previously canceled last year due to covid-restrictions. The forum has been scheduled for April 11-14th, 2022. The training topics will focus on innovative ideas of best practices post-covid. There are 3 training tracks that will be offered: Strategic planning, Board governance, and program and service delivery strategies. This information will be provided to board members to identify board members interested in attending. Chair Cooper stated she felt it would be good to take a few board members. B. Elias also provided an update on the Dislocated Worker Grant to USDOL, receipt of the state's monitoring report for the PY20 program year and how the findings have dropped significantly from last year and explained how the occurrences in the single audit can carry-over to the next year. She also provided an update to the board on where the Eastern area compares to the other local boards on individuals served within the one stop system.

One Stop Operator and Site Manager Reports

B. Silvers updated the board on the status of opening the One Stop offices. He further stated that security was no longer needed and in January we will not have security guards in the centers any longer. He reported the community partner meetings will be resuming in January or February and an ADHOC committee met to establish expected goals for the next several meetings. He

also informed the board members of plans for an employer summit in the spring and asked for input for content areas that would be beneficial to employers. R. Van Leuven reported on unemployment claimant numbers in the eastern area decreasing and compared to other regions.

REVIEW AND APPROVAL OF THE FOLLOWING ONE STOP DELIVERY COMMITTEE POLICY RECOMMENDATIONS:

The One Stop Service Delivery committee met on December 7th at 1:30pm and discussed modification to several policies to align with the recently approved state waiver requests, increase the minimum wage requirement for OJTs and to remove the cap for Adult ITAs to ensure the service provider would be able to adequately meet the needs of customers and spending requirements.

12-12 ON-THE-JOB TRAINING (OJT)

Increased the minimum wage requirement within the policy to \$12.50 to align with upcoming increases to minimum wage. An addendum was created to allow for the approved state waiver request to increase allowable reimbursement levels to 90% for small employers.

11-12 INDIVIDUAL TRAINING ACCOUNTS (ITAs)

Removed the funding caps for adult/dislocated worker training levels.

01-18 YOUTH SERVICE DELIVERY

An addendum was created to support any state waivers that may amend service delivery. This waiver allows for 50% expenditures toward in school youth rather than the 25% maximum written within the federal regulations. This was addressed in both the One Stop Services Delivery Committee as well as the Youth Services Committee.

A motion by B. Gonzales was put forward to accept and move forward with the 50% waiver for in school youth. The motion was seconded by E. Hollon and was unanimously approved by a roll call vote.

YOUTH SERVICES COMMITTEE

The youth services committee confirmed that they had also discussed the youth waiver and were in favor of it. It was also discussed that the committee needed additional members as well as a chair for the committee. The committee will be recruiting additional board members for participation in the near future.

INDIVIDUALS WITH DISABILITIES COMMITTEE

The committee requested to provide a presentation to the board on the success of the collaboration with the VR program to better serve individuals with disabilities. The Hobbs WIOA and Vocational Rehabilitation coaches, work experience employer and youth participant all presented to the board to showcase the success of the partnership between the programs and local business partners and to highlight the strengths of the participant and the training received. Feedback from the board members was favorable.

OPERATIONS AND FINANCE COMMITTEE:

The Operations and Finance Committee reported on the status of the audit and the letter to the

state auditors office. The single audit will be late again this year as a result of the financial manager not being able to catch up from the late audit last year. The financial manager reported that she was to submit all final documents to the audit firm no later than January 10, 2022 and that the audit firm will then have our audit completed by January 31, 2022 for submission to the state auditors office. Chair Cooper reported that the Chair, Financial Manager, and Executive Director had met with the SAE to make them aware of the status and informed the board that there is a plan in place to catch the data entry up, provide additional MIP training, develop additional reporting/oversight tools and complete quarterly closes to ensure that the PY 22 audit is on time.

Action items presented by the committee to the board for approval are detailed below:

APPROVAL OF THE RELOCATION OF THE ROSWELL ONE STOP OFFICE

There is an opportunity to move the one stop location from the current location to the college campus. The current lease has a 90-day notification clause. The AE requested permission from the board to move forward with relocation plans and the submission of the notification to the landlord.

A motion was put forward by T. Christesson to approve the relocation of the Roswell One Stop office and seconded by M. Moore the motion was approved by a roll call vote with B. Gonzales abstaining.

APPROVAL OF CUSTODIAN OF RECORDS ASSIGNMENT

There is a requirement for recipients of federal funds to appoint a records custodian who is responsible for responding to and executing all public record requests received. AE staff T. Suarez is being recommended to be assigned that responsibility by the board.

On a motion by E. Hollon and seconded by T. Christesson the motion was unanimously approved by a roll call to designate T. Suarez as the records custodian.

APPROVAL OF THE FINANCIAL STATUS REPORT AS OF NOVEMBER 30, 2021 AS PRESENTED

Financial Manager, G. Windle, presented the current financial status as of the November 30, 2021 report period. The report included projections based on current spending patterns.

A motion was made by T. Christesson and seconded by N. Teel to accept the financial reports as presented. The motion was unanimously approved by a roll call vote.

NEW BUSINESS (if any) – None

OLD BUSINESS (if any) – None

NEXT MEETING – March 15, 2021 at 1:00pm

MOTION TO ADJOURN

On a motion by T. Christesson and seconded by M. Espiritu, the board voted unanimously by a roll call of board members present to adjourn at 2:38pm.