

Eastern Area Workforce Development Board

Board Meeting Minutes
Via ZOOM Video Conference
December 20, 2022

Approved..... March 21, 2023

Meeting called to Order at 1:05pm by Interim Chair T. Christesson

ROLL CALL

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

Board Members present: T. Christesson, B. Gonzales, B. Gwartney, D. Davis, M. Espiritu, R. Kuykendall, P. Vanderpool, A. Jenks, R. Martinez, S. Wiest, L. Jackson, K. Damron

Board Members absent: *B. Gomez, K. Ferrell, T. Villanueva, M. Moore*

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

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

Guests present: A. David, B. Silvers, C. Beasley, C. Comien, F. Juarez, I. Farkas, J. Cooper, J. Lopez, J. Casado, K. Zuest, L. De La Cruz, M. Cordova, M. Hopkins, M. Anaya, M. Aragorn, M. Martinez, V. Alonzo, V. Gandarilla

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

WELCOME/INTRODUCTIONS

T. Suarez introduced the Board Members, Board Staff, Chief Elected Officials and other guests attending via zoom.

REQUEST FOR WAIVERS

Interim Chair Christesson asked if there were any waiver requests at this time. B. Gonzales requested a waiver and A. Jenks requested a waiver.

APPROVAL OF THE AGENDA

On a motion by R. Kuykendall and seconded by P. Vanderpool the motion was made to approve the agenda. The motion was unanimously approved by a roll call vote.

APPROVAL OF THE SEPTEMBER BOARD MEETING MINUTES

On a motion by B. Gonzalez and seconded by P. Vanderpool the motion was made to approve the meeting minutes. The motion was unanimously approved by a roll call vote.

UPDATE ON THE AUDIT

T. Roth spoke briefly on the financial audit being turned in late while some issues were resolved surrounding accounting and trial balances at the program level. PY20 Audit was exited on October 31, and was submitted and approved on November 1, 2022. It is now a public document and available to read.

ADHOC COMMITTEE TO REVIEW AND UPDATE CEO PARTNERSHIP AGREEMENT

M. Espiritu, P. Vanderpool, and B. Gonzales will work with the CEO's to review and update the Partnership Agreement.

APPROVAL OF THE YOUTH COMMITTEE CHAIR RECOMMENDATION

On a motion by R. Kuykendall and seconded by D. Davis the motion was made to approve the Youth Committee Chair Recommendation of P. Vanderpool. The motion was approved by a roll call vote with P. Vanderpool abstaining.

APPROVAL OF THE OPERATIONS AND FINANCE COMMITTEE RECOMMENDED ACTIONS

- Updated Financials as of 11/30/22
T. Roth reported on the Updated Financials, pointing out the Admin line item that adjustments are being made to alleviate some strain on that line. Good spending is visible through participants, service provider contracts, and board operations.
- Bar & Budget Update
T. Roth reported on the more detailed information presented in the brand new budget document. Real budget to actuals figures were able to be pulled after inputting the budget into the accounting software.
- Sub-Recipient Monitoring Status Discussion
T. Roth gave an update on the PY20 sub-recipient fiscal monitoring for ENMU-Ruidoso being completed. The report has been issued. For PY21 fiscal monitoring, documents will be requested on January 15th. Monitoring will open up on the 1st of March. Board will be current on it's sub-recipient monitoring.
- PY20 Audit Status
T. Roth explained that it is just a repeat of the update she gave on the audit.

On a motion by B. Gwartney and seconded by R. Martinez the motion was made to approve the Updated Financials and the BAR as presented. The motion was unanimously approved by a roll call vote.

ONE STOP DELIVERY COMMITTEE RECOMMENDED ACTIONS

- One Stop Operator RFP Discussion:
R. Kuykendall went over how the One Stop Operator is up for RFP. She shared the timeline of the RFP. They have almost a complete review committee and are looking for one more member. Contract negotiations would begin in March.

A motion to approve the timeline of the RFP as recommended by the One Stop Service Delivery Committee was made by M. Espiritu, seconded by B. Gwartney and approved by roll call vote.

INDIVIDUALS WITH DISABILITIES COMMITTEE

- B. Elias gave an update on E. Hollon vacating his position as the chair and A. Torres requested any board members not currently serving on a board to reach out to B. Elias or A. Torres to serve on the Committee.

REPORTS

NM Department of Workforce Solutions

No report from NMDWS at this time.

Administrative Entity

B. Elias wanted to acknowledge J. Cooper's resignation, her work serving as chair and her work serving on the board as a member. B. Elias gave an update on training opportunities such as the Google Certificates and deployment to the One Stops starting January. B. Elias attended a meeting in Carlsbad in November. Career pathways curriculum for the energy sector is being developed in the community. It will be forwarded to PED in March and anyone that is interested is welcome to attend in person or via zoom. B. Elias spoke on the Youth Systems Building Academy and who she believes should be nominated by January 15, 2023. B. Elias stated the Central Board monitoring is almost complete and will be reported on at the next Operations and Finance Committee meeting. B. Elias gave an update on DWS that the boards were only temporary reauthorized a few years ago and have not been fully reauthorized. The board is currently not authorized. Board vacancies are actively looking to be filled.

V. Davis updated on the Central Boards monitoring projected wrap up and when the next monitoring is supposed to begin. V. Davis gave an in-depth report on the Program Year 2022 Quarter 2 Performance Measures with the report included in the packet. She also shared the YTD Program Year Performance Measures and will be meeting with L. De La Cruz to determine why some of the measures are lower than they usually are at this time. Wagner-Peyser performance measures were highlighted as they did exceed the measures. It is a direct reflection of co-enrollments in the east. A. Jenks stated the east has the highest Wagner-Peyser performance measure at this moment.

One-Stop Operator and Site Manager Reports

B. Silvers gave an update on the Partner Meetings in early December at each office. They saw increased attendance and the topic was Veteran's services. A good discussion was had on how to get more Veterans into the office, how to find them, how to match services to veterans. B. Silvers talked about the "Welcome Letter" that is being sent to new UI applicants encouraging them to contact the Hobbs office for services, the goal is to drive people experiencing a break in their employment to come and receive services before they are required to if approved for UI. There has been more foot traffic into the Hobbs office since the letters started going out. B. Silvers team is working on outreach for cities and towns that are on the outside of the One Stop city locations. M. Morris from Clovis reached out to do a Hiring Event and now everyone is getting involved.

R. Van Leuven gave an update on each One Stop office location. The population of each county and the current unemployment rates. Staffing locations are at 90%. Lea County is the highest visited at this time.

B. Elias asked A. David how the staff is responding to the results of the new "Welcome Letter", A.

David said she hadn't seen an increase in the attendance of the workshop but had seen an increase in the foot traffic into the office since the letters started 3 weeks ago. B. Elias asked B. Silvers and A. Jenks when they would like to roll the welcome letter out to additional offices. B. Silvers and A. Jenks are still trying to determine if there is more developmental work needed to finalize as far as getting other office staff prepared for it.

B. Elias asked to circle back to V. Alonzo in regards to a complaint filed against Clovis Community College alleging discrimination within the nursing program. The state is issuing a letter to Clovis Community College, V. Alonzo spoke on the Alternative Dispute Letter giving Clovis Community College 60 days to reply on a plan on how to address the current complaints and any future complaints. V. Davis provided clarification that the claim is on two individuals that work at the college. V. Alonzo said that the state is still figuring out if Higher Education Department needs to be notified and that it may be another action that takes place. B. Elias said this is the first time a complaint like this has been made. V. Davis said that field staff handled the complaint and documented it well as the complainant is a Title I participant.

Service Provider Report

L. De La Cruz updated the board on open positions. There are four open positions. Two are on the Adult/Dislocated Worker, one in Roswell will begin in January, one in Clovis that they are still trying to fill. On the Youth/UFO side they have vacancies in Roswell and Ruidoso. They hope to fill in January. Title I expenditures. They have currently allocated 600,000 for Adult participant expenditures and 53,000 allocated for Dislocated Workers participant expenditures. Currently, they are serving over 132 Dislocated Worker participants and over 351 Adult participants. They have currently allocated 173,000 in Youth services expenditures and served 238 participants. M. Hopkins asked if the Dislocated Worker participants and expenditures are lower due to the DWG Grant. L. De La Cruz said that is correct and should see stabilized numbers in the early part of the new year.

He spoke on a project between ENMU-Ruidoso and Lincoln County Detention Center to increase employability for incarcerated individuals by training them while incarcerated in construction training. so that they have employment available to them when exiting back into their communities. They started one in Curry County with female inmates and it began this month. They are in discussions with Roswell Correctional facility to start a cohort in January.

A CDL-heavy equipment cohort with businesses is in development to upskill existing staff.

They visited Santa Rosa High School and are trying to place 12-15 students in childcare and healthcare for work experience. They enrolled over 60 cadets from the Youth Challenge Academy earlier this year. The next cohort will begin in January.

On January 24th, the Unearthing Future Opportunities Name Change Event will be in Ruidoso. The Youth Conference will be on April 5th and 6th at the Inn of the Mountain Gods and they hope to bring over 200 participants and up to 30 speakers.

Next Meeting

March 21, 2023

New Business

J. Cooper has resigned from the Board and T. Christesson is serving as Interim Chair, with D. Davis serving as Interim Vice Chair, nominations, and volunteers are collected for officer's election being held at the March Board Meeting.

Motion to Adjourn

B. Gonzales motioned and R. Kuykendall seconded. Meeting adjourned at 2:49pm.