

Eastern Area Workforce Development Board
Board Meeting Minutes
Via ZOOM Video Conference
March 21, 2023

Approved..... June 20, 2023

Meeting called to Order at 1:06pm 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, S. Wiest, M. Mock

Board Members absent: *B. Gomez, K. Ferrell, T. Villanueva, M. Moore, R. Martinez, L. Jackson, K. Damron*

Chief Elected Officials present: **C. Keisling**

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

Guests present: A. David, A. Nelson, B. Silvers, C. Kelly, C. Gallegos, D. Urban, F. Juarez, I. Farkas, J. Casado, K. Wilson, K. Zuest, L. De La Cruz, M. Anaya, M. Martinez, M. Ribeiro, M. Hopkins, R. Van Leuven, V. Alonzo, V. Gandarilla

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

WELCOME/INTRODUCTIONS

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

REQUEST FOR WAIVERS

B. Gonzales and A. Jenks requested a waiver.

AGENDA

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

DECEMBER BOARD MEETING MINUTES

On a motion by D. Davis and seconded by P. Vanderpool the motion was made to approve the meeting minutes. The motion was unanimously approved by a roll call vote with M. Mock abstaining as she was not in attendance at the December meeting.

PROPOSED BYLAWS UPDATE

The board's bylaws were updated for consistency and to better align with the CFRs regarding responsibilities of the board.

On a motion by R. Kuykendall and seconded by D. Davis the motion was made to approve the proposed update to the bylaws. The motion was unanimously approved by a roll call vote.

OFFICER ELECTION

A motion was made by R. Kuykendall to elect T. Christesson as Board Chair and D. Davis as Vice Chair. The motion was seconded by B. Gonzales and was unanimously approved by a roll call vote.

AUTHORITY TO CHAIR TO APPROVE LOCAL AREA RE-DESIGNATION

On a motion by M. Espiritu and seconded by P. Vanderpool the motion was made to give authority to the Board Chair to approve the local area Re-Designation Request for submission to NM Department of Workforce Solutions. The motion was unanimously approved by a roll call vote.

OPERATIONS AND FINANCE COMMITTEE

- A new format for the financial scorecard was developed utilizing committee input, to provide more relevant information to board members in a more readable format. This was introduced and the financial reports reviewed by T. Roth.
- T. Roth gave an update on the financial audit, REDW has completed all but a few adjusting entries for reasonableness. We have finished uploading on our end. We anticipate closing the audit the last week of March.
- T. Roth provided an update on Sub-recipient Fiscal Monitoring, having completed the review of PY21 for ENMU-Ruidoso and did not have any findings. Documentation for PY22 monitoring has been requested and plan to begin toward the end of March and the beginning of April.

REALIGNMENT OF DUTIES FOR THE BOARD CHAIR AND VICE CHAIR

The Committee reviewed a potential realignment of duties for the Chair and Vice Chair. The new alignment would have the vice chair role overseeing the financial aspects of the board and acting as the Wells Fargo checking account interested party and the signatory, the Board Chair would oversee the board's staff and operations and act as the signatory for those items. This would allow for development of the vice chair role to better prepare for potential chair duties in the future and provide for a separation between the operations and administration of the board and the financial operations.

A motion was made by R. Kuykendall to realign chair and vice chair roles to include adding the vice chair as the interested party and signatory to the checking account and the chair as the oversight role for the administrative and operational aspects of the board and to be the signatory for those items. The motion was 2nd by A. Jenks and unanimously approved by roll call vote.

FINANCIAL REPORTS

On a motion by P. Vanderpool and seconded by M. Espiritu the motion was made to approve the

Financial Reports. The motion was unanimously approved by a roll call vote.

ONE STOP DELIVERY SERVICE COMMITTEE RECOMMENDED ACTIONS

- Data Validation and Supplemental Wage Data Policies
An overview was provided of the policies to include the purpose of data validation, the need for the policies, and that the procedures and processes would be treated as attachments to the policies. A motion was made by B. Gonzales, seconded by A. Jenks to approve the policies as submitted and unanimously approved by roll call vote.

- One Stop Operator RFP Discussion:

R. Kuykendall provided an update and overview of the RFP submission and that only 1 proposal was received from ENMU Ruidoso. The proposal was reviewed for minimum requirements and scored by the evaluation team and considered to be a good and valid proposal. The committee recommended that ENMU Ruidoso be awarded the OSO contract based on the proposal.

D. Davis moved to award ENMU Ruidoso the OSO contract. This was seconded by P. Vanderpool and unanimously approved by roll call vote. B. Gonzales left the meeting at 1:55 pm, since he was no longer in the meeting he did not abstain from the vote. A quorum of the board was still present.

YOUTH COMMITTEE

- P. Vanderpool briefly updated the board on the upcoming Youth Conference and B. Elias shared the dates and venue. M. Espiritu spoke on how the event was successful last year.

INDIVIDUALS WITH DISABILITIES COMMITTEE

- No updates at this time.

STAFF, PROVIDER AND PARTNER REPORTS ARE INCLUDED AS ATTACHMENT

Next Meeting

June 20, 2023.

Motion to Adjourn

D. Davis motioned and P. Vanderpool seconded.

Meeting adjourned at 2:49pm