

Eastern Area Workforce Development Board

Board Meeting Minutes
Via ZOOM Video Conference
June 20, 2023

Approved.....December 19, 2023

Meeting called to Order at 1:01pm by 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, P. Vanderpool, R. Martinez, B. Gonzales, D. Davis, M. Espiritu, R. Kuykendall, A. Jenks, S. Pawlyshyn, N. Sisneros

Board Members absent: *M. Mock, B. Gwartney, M. Moore, L. Jackson, S. Wiest, K. Ferrell, T. Villanueva*

Chief Elected Officials present: S. Martin

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

Guests present: L. De La Cruz, B. Silvers, R. Van Leuven, A. David, F. Juarez, M. Cordova, M. Anaya, M. Martinez, C. Clough, C. Kelly, K. Zuest, C. Gallegos, M. Diaz, A. Nelson, R. Gonzales, V. Guandarilla, S.Moffitt, M. Hopkins

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

WELCOME/INTRODUCTIONS

T. Suarez introduced the Board Members on Zoom and physically present in the room. T. Suarez introduced the Chief Elected Official and other guests attending via zoom. Guests physically attending in the room introduced themselves.

REQUEST FOR WAIVERS

B. Gonzales, A. Jenks, and S. Pawlyshyn requested waivers on behalf of their organizations.

APPROVAL OF THE AGENDA

On a motion by B. Gonzales and seconded by D. Davis the motion was made to approve the agenda. A roll call vote was conducted and the motion was unanimously approved.

APPROVAL OF THE CONSENT AGENDA

Chair Christesson stated the Consent Agenda included:

1. March 2023 Meeting Minutes
2. Renewing Membership – 2-year terms
3. Open Meetings Act Resolution for 2023-24
4. PY23 Meeting Schedule
5. Acceptance of the PY23 Grant Agreement
6. PY23 Monitoring Schedule

On a motion by M. Espiritu, seconded by D. Davis a roll call vote was conducted and the motion was unanimously approved.

APPROVAL OF THE OPERATIONS AND FINANCE COMMITTEE RECOMMENDED ACTIONS

- PY22/FY23 YTD Financials
- PY22/FY23 Budget to Actuals
- PY22/FY23 Budget Adjustment Request (BAR)
- PY23/FY24 Proposed Budget including the Administrative Line-Item Budget

T. Roth reported on the Proposed budget that had been reviewed by the Operations and Finance Committee. Carry-In has been projected and actuals will be finalized as the year is closed out. For the upcoming year a total budget of 6,111,965, including a request of DW to Adults transfer of 600,000. The Operations and Finance committee is recommending contract award amounts of: 1.2 million for Adult/DW Contract, 1.1 million Youth Contract, 231,000 for the One Stop Operator contract.

D. Davis motioned to approve the YTD Financials, Budget to Actuals, Budget Adjustment Request, and Proposed Budget including the Administrative Line Budget as presented to the board by recommendation of the Operations and Finance Committee that reviewed these items in detail. R. Kuykendall seconded. Chair Christesson asked if there was any discussion needed on these items. M. Espiritu asked what the impact of not meeting the 60/40 participant training expenditures is. B. Elias explained that it was a state goal in our grant agreement last year but that the board has not received this year's grant agreement yet. B. Elias intends to schedule a meeting with the new Secretary of NM DWS to discuss the metric. Prior years before it was a 40/60 split that was flipped without any impact analysis. The year that the flip enacted a waiver was received. Last year a waiver was requested but not approved. It would be difficult to meet this measure without laying off field staff or shutting down offices. M. Espiritu asked if the other boards across the state are experiencing the same thing, B. Elias explained that the Central Board was the exception, because they are more centralized, less spread out, and have more funding. With no other questions or discussion, a roll call vote was conducted and the motion was unanimously approved.

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

Curry County Commissioner Seth Martin approved the adoption of the Fiscal Agent Agreement.

- Cost Allocation Plan

T. Roth briefly explained that the Cost Allocation Plan is based on Uniform Guidance that requires it be reviewed each year.

B. Gonzales motioned to approve the Cost Allocation Plan as presented to the board by recommendation of the Operations and Finance Committee. A. Jenks seconded; a roll call vote was conducted and the motion was unanimously approved.

- Credit Card Policy

B. Elias reported that a generic credit card policy has been reviewed by the Operations and Finance Committee. S. Pawlyshyn had valuable input. As of right now, only T. Suarez will use the card for subscriptions and material purchases. S. Pawlyshyn added that he will be providing additional legal language for the policy to be more robust shortly.

M. Espiritu motioned to adopt the Credit Card Policy as presented to the board by recommendation of the Operations and Finance Committee. S. Pawlyshyn seconded, a roll call vote was conducted and the motion was unanimously approved.

- Audit Status

T. Roth gave an update on the PY21 Audit Status. It is in the final stages. There are concerns with subsequent disbursements and receipts. T. Roth believes they have reached an agreement on those and anticipates closing by June 30th. Procurement has been completed for the final two years on the audits. Once the audit has closed a new audit contract with the FAO for program years 23 and 24. That will carry the audits with Jaramillo Accounting Group through June 30, 2025.

- ENMU Ruidoso Monitoring Status

B. Elias reported that Program Monitoring has been completed and the Fiscal Monitoring will be completed in July or August. Requested documents have been received and are being reviewed to complete the monitoring.

- LMI Subscriptions

The board has several LMI subscriptions. One of them has available seats that are not being utilized and we have the minimum number of seats. B. Elias requested authorization to share that information with regional economic planning regions that are represented by the Councils of Governments (COGs), Eastern Plains Council of Governments and Southeast New Mexico Economic Development. M. Espiritu added that the COG tracks a lot of the same data we do and felt it would be very useful to them to have access to the additional information.

M. Espiritu motioned to approve the sharing of the LMI Subscriptions seats with the COG's and as presented to the board by recommendation of the Operations and Finance Committee. D. Davis seconded; a roll call vote was conducted and the motion was unanimously approved.

ONE STOP DELIVERY SERVICE COMMITTEE RECOMMENDED ACTIONS

- Title I Service Provider and One Stop (OSO) contracts:
R. Kuykendall and V. Davis reported that the OSO contract award recommendation was based on the of the review and scoring of the RFP evaluation team. The Adult/Dislocated Worker and youth contracts were already in place. Language has been updated for current dates and to include platforms and databases being used. The committee recommended the board approve the new OSO contract and to extend the existing Adult/Dislocated Worker and Youth service provider contracts for PY 23.

A motion to approve the committee recommendations was made by M. Espiritu, seconded by A. Jenks and a roll call vote was conducted and the motion was unanimously approved with B. Gonzales abstaining. N. Sisneros abstained, but as she has no conflicts with the contracts, she withdrew her abstention and voted in favor.

YOUTH COMMITTEE RECOMMENDED ACTIONS

P. Vanderpool commended the Youth team on a successful Youth Conference. K. Zuest added that L. De La Cruz would include all the specifics and numbers in his provider presentation.

INDIVIDUAL WITH DISABILITIES COMMITTEE RECOMMENDED ACTIONS

It was reported that there had been turnover in the committee. N. Sisneros is the new chair of the committee and has only had one meeting. Therefore, they had nothing to report.

STAFF, PROVIDER AND PARTNER REPORTS ARE INCLUDED AS ATTACHMENT

Next Meeting

September 19th, 2023.

Motion to Adjourn

M. Espiritu motioned and B. Gonzales seconded. Meeting adjourned at 2:49pm.