

Eastern Area Workforce Development Board

Board Meeting Minutes  
Via ZOOM Video Conference  
September 19, 2023

Approved.....December 19, 2023

Meeting called to Order at 1:04pm by Vice Chair D. Davis.

**ROLL CALL**

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

**Board Members present:** D. Davis, B. Gwartney, M. Mock, N. Sisneros, B. Gonzalez, S. Pawlyshyn, K. Ferrell, S. Weist, M. Espiritu

**Board Members absent:** *M. Moore, L. Jackson, R. Martinez, A. Jenks, R. Kuykendall, T. Christesson, T. Villanueva*

**Chief Elected Officials present:** C. Kiesling, B. Bowen, 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, K. Zuest, C. Gallegos, V. Gandarilla, C. Clough, D. Garcia, E. Harvey, F. Madrid, J. Cordasco, L. Melendez, M. Cano, R. Cobos

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

**WELCOME/INTRODUCTIONS**

T. Suarez introduced the Board Members on Zoom. T. Suarez introduced the Chief Elected Official and other guests attending via zoom.

**REQUEST FOR WAIVERS**

It was noted that B. Gonzales and S. Pawlyshyn had requested waivers at the June meeting and will not need to request any for a year.

**APPROVAL OF THE AGENDA**

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

## **APPROVAL OF THE OPERATIONS AND FINANCE COMMITTEE RECOMMENDED ACTIONS**

- PY22/FY23 Final Financials
- PY23/FY24 Budget Adjustment Request (BAR)
- Performance Waiver
- Transfer Request
- Organizational Chart
- Travel Policy
- Credit Card Policy
- Fiscal Policies and Procedure revisions
- EAWDB Policy 11-12 ITA revision
- Conflict of Interest Policy

T. Roth reported on the PY22/FY23 Final Financials, explaining the dashboard report and highlighting participant expenditures by program for prior year. Grant performance required a 60/40 split, operating under a waiver we were able to get to 50/50 noting that is a very good measure for a rural area.

T. Roth reported on the budget that had been reviewed by the board in June as well as the revised recommendations from the Operations and Finance Committee. This includes an update on the funds out budgeted in board operations to reflect the change in payroll and professional services. There was one staff reduction: the financial manager position. Without the financial manager position on staff the payroll figure is about 630,000. Since there will be some functionality lost there is a need to fill in that gap with professional services, increasing the professional services line item to 59,000. A proposed change to increase the transfer amount from 600,000 to 700,000 to more closely align adult and dislocated worker with what had been budgeted. It has been noted that there is a potential for additional dislocated worker funds.

T. Roth presented several policies for review and approval as recommended by the Operations and Finance Committee: Travel Policy, Credit Card policy, Fiscal Policies and Procedure revisions, and the Conflict of Interest Policy. The updated revision to the EAWDB staff Organizational Chart is that the financial manager position no longer exists and now the Organizational Chart is reflecting that update.

T. Roth reviewed the Policy 11-12 ITA revision. Due to the fiscal nature of the policy change it was presented to the Operations and Finance committee instead of the One Stop Service Delivery committee. The primary change in this policy is to address any submitting of late contracted participant payments. This affects effective dates for accounting methods from a program perspective. V. Davis spoke on how it is to have an accountability structure laid out in this policy. B. Elias explained one of the events that triggered this policy revision was a claim for payment that was submitted outside of the program year. The late FCP caused problems with the budget for participant enrollment.

S. Pawlyshyn motioned to approve the PY22/FY23 Final Financials, PY23/FY24 Budget Adjustment Request (BAR), Performance Waiver, Transfer Request, Organizational Chart, Travel Policy, Credit Card Policy, Fiscal Policies and Procedure revisions, EAWDB Policy 11-12 ITA revision, Conflict of

Interest Policy as presented to the board by recommendation of the Operations and Finance Committee that reviewed these items in detail. B. Gonzales seconded. Vice Chair D. Davis asked if there was any further discussion needed on these items. With no other questions or discussion, a roll call vote was conducted, and the motion was unanimously approved.

### **ONE STOP SERVICE DELIVERY COMMITTEE**

B. Elias reported how a significant focus of the committee's attention will be directed towards local planning. The New Mexico Department of Workforce Solutions has been conducting local input sessions across various regions, including the ongoing session in Albuquerque. These sessions are integral to the development of the state plan, with the local planning phase slated to commence in January.

Notably, the committee has proactively scheduled partner meetings for November and December, well ahead of the official kickoff in January. These meetings will serve as a starting point for reviewing the current plan, aligning it with the state's vision, and sparking discussions on the path forward. The primary goal is to establish local area goals that are not only ambitious but also measurable and attainable.

B. Elias commended Secretary Nair's commitment to seeking input and feedback on the goals and strategies proposed in the state's plan. B. Elias emphasized the need for the committee and the entire system to adopt a more strategic and purposeful approach in tracking progress throughout the four-year planning cycle. Secretary Nair's stance is clear: she expects local entities to be accountable for achieving the objectives outlined in the plan or, at the very least, demonstrating significant progress.

B. Elias noted that the One Stop Committee will prioritize the monitoring and achievement of these objectives, setting the tone for their future endeavors.

### **YOUTH COMMITTEE**

M. Sosa gave an update on the committee. They are actively searching for and working diligently to fill the Youth Committee Chair position. Each committee meeting includes discussions being held on youth reporting, with the service provider responsible for submitting monthly reports detailing enrollments, services rendered, and the overall status of youth-related activities. An essential part of these discussions involves updates on the upcoming youth conference, which is slated to take place again this year. The planning process is gearing up, and teams are assembling to coordinate this significant event.

### **INDIVIDUALS WITH DISABILITY COMMITTEE**

N. Sisneros introduced L. Melendez, the new program manager at DVR. In L. Melendez's report, the primary focus was on Project Search, a global program that supports individuals with intellectual disabilities. This program involves a partnership between agencies, business hosts, DVR, Workforce Solutions, and transportation services. They support a select group of seniors aged 18 to 22 who qualify for the program by placing them in host business sites, where they work as student interns, receiving the same treatment as regular employees.

The program's key components include providing a teacher and instructional assistant to oversee the students throughout their workday, stipends and support from the Division of Vocational Rehabilitation, assistance with uniforms and transportation, job development support from provider agencies, and on-site skills training. This results in three staff members working with a group of eight to ten students for an entire school year. Students undergo training in three different rotations over ten weeks each, aligning with their career aspirations. The goal is to prepare them for suitable employment upon graduation. He expressed the desire to expand this program to other areas in Region IV, namely Roswell, Hobbs, Carlsbad, and Clovis.

The challenges they anticipate include securing teacher and instructional assistant positions from local schools and identifying suitable large host business sites. Host business sites work closely with the program, assigning mentors to students and overseeing their progress. The main goal is to have at least 80% of the students employed within a year of completing the program, following the Project Search model. The program has already demonstrated its success by providing a sense of purpose and employment opportunities for students, some have been hired by their local school districts.

## **STAFF, PROVIDER AND PARTNER REPORTS ARE PROVIDED AS AN ATTACHMENT**

### **Old Business**

B. Elias noted that the June Meeting Minutes Draft was not included in the Agenda or Meeting Packet, since it was accidentally left off the agenda it could not be a voting item. It will be presented at the next meeting with the September Meeting Minutes Draft to the board.

### **Next Meeting**

December 19<sup>th</sup>, 2023.

### **Motion to Adjourn**

S. Pawlyshyn motioned to adjourn and M. Espiritu seconded. Meeting adjourned at 2:42pm.