

Eastern Area Workforce Development Board

Board Meeting Minutes  
Via ZOOM Video Conference  
March 19, 2024

Approved.....June 18, 2024

Meeting called to Order at 1:11pm by Chair T. Christesson.

**ROLL CALL**

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

**Board Members present:** D. Davis, L. Melendez, B. Gonzalez, S. Pawlyshyn, A. Jenks, T. Christesson, S. Weist, R. Martinez,

**Board Members absent:** *M. Moore, B. Gwartney, T. Villanueva, R. Kuykendall, K. Ferrell, M. Espiritu, L. Jackson*

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

**Guests present:** L. De La Cruz, B. Silvers, R. Van Leuven, V. Gandarilla, C. Cheadle, C. Kelly, A. Buurma, E. Harvey, H. Castillo, K. Melendez, M. Hopkin, K. Zuest, V. Marquardt

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

**WELCOME/INTRODUCTIONS**

T. Suarez introduced the guests attending via zoom.

**REQUEST FOR WAIVERS**

It was noted that no waivers needed to be requested for the remainder of the program year.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE DECEMBER MEETING MINUTES**

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

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

- PY23 FY24 YTD Reports

- PY23/FY24 Budget Review
- Authorization for AE staff to issue a modification, if needed, on ENMU Ruidoso's adult dislocated worker contract for additional one stop expenses, due to unemployment insurance not contributing to the IFA.
- Cell Phone Reimbursement Policy

T. Roth briefly gave an update on the items reviewed and approved by the operations and finance committee including: the Dislocated Worker transfer to Adult approved by NMDWS, review of the financial scorecard and reports, the potential need for a modification to the adult/dw contract not to exceed \$15,000, and the cell phone reimbursement policy.

On a motion by S. Pawlyshyn and seconded by L. Melendez, the motion was made to approve the Operations and Finance Committee recommendations as presented. A roll call vote was conducted, and the motion was unanimously approved.

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

V. Davis gave brief updates on sub-recipient monitoring and an update on the Local Plan. The Youth, Adult, Dislocated Worker monitoring has been completed. There were a few findings but nothing major. 5 findings that are still open are on the Youth side and M. Sosa is working with L. De La Cruz and K. Zuest on them. The OS operator monitoring has also been completed. There were two observations and one finding with a response due April 22<sup>nd</sup> with a projected close out in the first part of June.

### **YOUTH COMMITTEE**

V. Davis went over the recommended policy changes from the committee. New federal policy made it necessary to review and update local policies to be in alignment with the changes. V. Davis outlined revisions made to two youth policies: the youth service delivery policy and the work experience policy. In the service delivery policy, changes focused on updating activity codes for tracking purposes and aligning with federal policy requirements. This included replacing old activity codes with new ones, adding missing language related to follow-up services, and incorporating codes for easier staff processes. Additionally, language regarding the expenditure of funds for mental health assessments was included to align with the new guidance. The work experience policy saw the inclusion of new items that can be counted toward the work experience expenditure calculations, such as pre-apprenticeships, registered apprenticeships, and certain supportive services for participants. The policies and procedures were revised to reflect those recent updates.

On a motion by A. Jenks and seconded by S. Weist, the motion was made to approve the policy revisions. A roll call vote was conducted, and the motion was unanimously approved.

### **INDIVIDUALS WITH DISABILITY COMMITTEE (IWDC)**

L. Melendez, committee chair, provided a quick update on DVR, noting the achievement of full staffing across all offices in area four, which is significant for the organization. L. Melendez expressed a desire to enhance involvement with schools on transition planning, particularly focusing on high school

students starting at age 14. With being almost fully staffed he anticipates that occurring in the upcoming school year. Additionally, Mr. Melendez requested input from the board on what specific information or data they would like to receive regarding DVR and IWDC updates. He is relatively new to his position and wants to better meet the board's needs.

Mr. Melendez shared information about Project Search, a program aimed at assisting individuals with developmental disabilities during their transition from school to the next phase of their lives. Founded by Erin Riley at Cincinnati hospitals, the program offers internship training opportunities tailored for students in life skills classrooms, emphasizing independent living and employment readiness. Mr. Melendez highlighted the collaborative nature of Project Search, involving multiple agencies to support participants throughout their one-year internship, with the ultimate goal of securing long-term employment. Mr. Melendez expressed excitement about the program's potential and shared a PowerPoint presentation of a success story from the Project Search program.

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

**Next Meeting**

June 18<sup>th</sup>, 2024.

**Motion to Adjourn**

Meeting adjourned at 3:00 pm.