

Eastern Area Workforce Development Board

Board Meeting Minutes  
Via ZOOM Video Conference  
December 19, 2023

To Be Approved.....March 19, 2023

Meeting called to Order at 1:04pm by Chair T. Christesson.

**ROLL CALL**

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

**Board Members present:** D. Davis, B. Gwartney, L. Melendez, B. Gonzalez, S. Pawlyshyn, A. Jenks, T. Christesson, R. Kuykendall, K. Ferrell, S. Weist, M. Espiritu, L. Jackson, S. Weist, L. Jackson

**Board Members absent:** *M. Moore, M. Mock, T. Villanueva*

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

**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, M. Cordova, M. Anaya, C. Gallegos, V. Gandarilla, C. Cheadle, C. Kelly, V. Alonzo, Roswell Daily Record

*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 A. Jenks had requested a waiver at the June meeting and will not need to request again for the remainder of the program 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 JUNE MEETING MINUTES**

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

**APPROVAL OF THE SEPTEMBER MEETING MINUTES**

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

**AFFIRMATION OF THE FISCAL AGENT AGREEMENT**

B. Elias gave a brief explanation regarding an item that was discussed in the Operations and Finance committee and included in the June board packet. Due to challenges in convening the CEOs for approval, the agreement's formal acceptance by the board was not documented in meeting minutes. The current effort involves reaffirming the previously discussed language and seeking documented approval of the agreement by the board.

On a motion by S. Weist and seconded by B. Gonzales the motion was made to affirm the Fiscal Agent Agreement. A roll call vote was conducted, and the motion was unanimously approved.

**APPROVAL OF THE PARTNERSHIP AGREEMENT**

On a motion by A. Jenks and seconded by L. Melendez the motion was made to approve the Partnership Agreement. A roll call vote was conducted, and the motion was unanimously approved.

**ACCEPTANCE OF THE GRANT AGREEMENT MODIFICATIONS 1 & 2**

B. Elias explained that the Operations and Finance Committee had discussed and were expecting the two grant agreement modifications for additional funding. First for an Apprenticeship Coordinator and second for additional funding for the Youth Conference. T. Roth had noted during the Operations and Finance Committee meeting the lack of a formal vote to accept these funds. B. Elias provided an overview for the board for both modifications for additional funding and stated the funding would be included in service provider contracts.

On a motion by D. Davis and seconded by S. Pawlyshyn, the motion was made to accept Grant Agreement 1 and Grant Agreement 2. A roll call vote was conducted with B. Gonzales abstaining and the motion was approved.

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

- PY23 FY24 YTD Reports
  - PY23/FY24 Budget
  - Trial Balance
  - Financial Scorecard

T. Roth presented the Operations and Finance Committee's recommendation to accept the year-to-date financials, referencing a \$5.7 million budget for PY23 FY24, with the majority expended or obligated and a planned carry-in of \$286,000. Notably, the report highlighted potential changes in One-Stop Memorandum of Understanding (MOU) billing. In the Financial Scorecard, expenditures for programs such as Dislocated Worker and Youth were detailed. Local Admin expenses and participant expenditures were outlined, reflecting the program was performing well overall.

The line item expenses, budget projections and financial scorecard included in the board packet were reviewed. It was noted that direct participant expenditures for the Title I Adult/DW program were approximately 58% of the total expenditures. This almost meets the state's goal of 60% but does not meet the requested waiver amount. The obligation and expenditure rate requirements are met for the year as well.

Local Admin expenses, particularly GL code 5216 for REDW accounting services and GL code 5310 for software licenses, were discussed. Title I training dollars reflected a 52% obligation rate which financial staff felt was about right for this time of year. Overall, the Financial Scorecard highlighted the service provider's success in continued enrollments for OJT's and ITAs.

R. Kuykendall motioned to approve the PY23 FY24 YTD Reports, K. Ferrell seconded the motion. A roll call vote was conducted, and the motion was unanimously approved.

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

R. Kuykendall reported on proposed changes to the OJT, ITA, and Supportive Service policies recommended by the One Stop Service Delivery Committee. The first change focused on adjusting the reimbursement amount for on-the-job training (OJT) from 75% to a reduced reimbursement percentage and overall limit. Employers with 50 or fewer employees would receive a 50% reimbursement, while those with 51 or more employees would receive a 25% reimbursement, with both capped at a maximum of \$7,500 total. The second change in that policy introduced a time limit for OJT payment request submissions to the fiscal department. The modifications requires paperwork to be submitted for payment within 60 days of the invoice period to ensure timely payments to employers and to assist with improved program expenditure reporting.

Individual Training Accounts (ITAs) policy proposed modifications included, reducing the funding limit from \$5,000 to \$4,000 per semester for long term training and a cap of \$5000 for trainings lasting ten weeks or less.

V. Davis provided information on the requested modification to the language in the supportive service policy that reflected the inclusion of a 60-day time period limit for payment requests submitted to the fiscal department in the supportive services policy. She emphasized that a 90-day period was previously added to the Individual Training Account (ITA) policy at the board's last meeting, aiming for streamlined processes across policies. V. Davis explained that the decision to implement pay period caps across reimbursement and payment policies was driven by the observation of a high spending rate by the Title I team. To address increasing obligation rates and maintain support for current participants while enrolling new ones, the team felt it was crucial to proactively implement caps and reimbursement rate limits. This adjustment was seen as a strategic measure to balance program resources effectively.

Time limit requirements across all policies resulted from late Financial Claims for Payment (FCPs) by some of the training providers which crossed program years. Some of these were large amounts and could negatively impact the budget process, potentially cause an overrun for participant expenditures.

The time limits require Career Coaches to manage training and supportive service contracts more actively and timely or the service provider could be held responsible for the payment of those obligations.

A. Jenks motioned to approve the policy revisions as presented to the board, K. Ferrell seconded the motion. A roll call vote was conducted, and the motion was unanimously approved.

### **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, the Service Provider will have his own update on that.

### **INDIVIDUALS WITH DISABILITY COMMITTEE**

No updates at this time.

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

#### **Next Meeting**

March 19<sup>th</sup>, 2024.

#### **Motion to Adjourn**

R. Kuykendall motioned to adjourn and M. Espiritu seconded. Meeting adjourned at 2:46pm.