

**Eastern Area Workforce Development Board**  
Chief Elected Officials Meeting Minutes  
Via ZOOM Video Conference  
December 17, 2024

To Be Approved.....March 18, 2025

Meeting called to Order at 1:02 pm by Acting Chair S. Pawlyshyn.

**ROLL CALL**

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

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

**Board Members absent:** *T. Christesson, R. Kuykendall, M. Mock, M. Moore*

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

**Guests present:** F. Juarez, M. Burns, B. Silvers, V. Gandarilla, M. Hopkin, M. Cordova, L. De La Cruz, D. Garcia, A. Gallup, M. Anaya, C. O'Rourke, B. Vega, R. Pazos, A. David

*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 there were none.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE SEPTEMBER MEETING MINUTES**

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

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

- PY24/FY25 YTD Financials

- Amended Budget

T. Roth spoke on the financial packet, explaining that it is provided in full for transparency but reviewed in detail by the Operations and Finance Committee. She noted that the packet includes the WIOA grant trial balance, a financial scorecard outlining performance goals and contract measurements, and the overall program year budget, which shows available funds, expenditures, and budgeted amounts. T. Roth highlighted that the Operations and Finance Committee recommended approval of a \$1.125 million transfer, an increase from the amount approved in June. This adjustment reflects additional funding received through the Dislocated Worker Grant (DWG) program, enabling a transfer of funds from dislocated worker to adult categories. She clarified that no other budget changes were submitted.

B. Elias explained that one of the financial performance metrics is ensuring that 80% of current year funding is obligated and 40% expended by March 31 of the program year. There is also a requirement to allocate a specific percentage of funding to direct participant services, which is detailed in the financial scorecard, along with a breakdown of how participant dollars are spent, i.e. on training through ITAs, OJT, and supportive services. B. Elias reminded members that during the June budget presentation, the Ruidoso fires had just started, which led to the submission of a dislocated worker grant application in collaboration with the Department of Workforce Solutions. That grant has since been awarded, prompting an amended dislocated worker to adult transfer request initially budgeted at \$900,000. With the additional grant funding, it was deemed prudent to reallocate more money to the adult category to ensure proper expenditure levels. Therefore, the staff is recommending a \$1,125,000 transfer.

On a motion by D. Jennings and seconded by A. Jenks, the motion was made to accept the Operations and Finance Committee recommendation of approval of the YTD financials and revised transfer request. A roll call vote was conducted, and the motion was unanimously approved.

*The Agenda items listed below were actually addressed out of order when it was recognized they were overlooked. These actions actually occurred following the One Stop Services Policy approval but are being recorded at this location in the document for ease of record keeping and connecting the minutes to the published agenda.*

- Board Chairmanship Nominations

B. Elias shared that T. Christesson wants to remain involved with the board as soon as his health allows for full participation. However, he does not feel confident that his health is stable enough to resume the chairmanship and has requested a permanent replacement for that role. B. Elias reminded the board that, as discussed in the previous meeting, official nominations for a new chair would be needed at this meeting, and the new chair must be a private sector member, providing an example that A. Jenks would not be eligible for the position.

B. Gonzales nominated D. Davis for board chairmanship, A. Jenks seconded. D. Davis stated he was willing to accept the position, and a roll call vote was conducted. The motion for D.

Davis to be the board chair was unanimously approved.

- Cost Allocation Plan (CAP) Revisions

B. Elias reminded the board that during the September meeting, the cost allocation plan for contracts, staff salaries, and other related budget components had been submitted for review and approved by both the board and the Operations and Finance Committee. There was a plan approved at the June meeting however, the receipt of the DWG required a modified CAP to charge actuals for staff time charged to the DWG. Unlike the previous cost allocation method, the DWG requires actual timesheet support for any staff charges against the grant. As a result, the cost allocation plan was temporarily suspended to implement actual time and effort reporting for the grant. Moving forward, the DWG will be reported based on actual hours worked, and the balance of time apportioned according to the original CAP.

On a motion by D. Jennings and seconded by S. Pawlyshyn, a motion was made to approve the Cost Allocation Plan revisions. A roll call vote was conducted, and the motion was unanimously approved.

## **ONE STOP SERVICE DELIVERY COMMITTEE**

- Policy 05-18 Eligible Training Providers

It was noted that the committee chair was not available due to a family medical situation and A. Jenks would be presenting the committee's recommendations on her behalf. The committee is recommending approval of EAWDB policy 5-18 Eligible Training Providers. He provided an overview of the policy and invited V. Davis to provide more detail and address any questions that may arise.

The State's eligible training provider policy was recently modified which triggered a requirement for the board to update its policy. A. Jenks and V. Davis identified for the board that most of the modifications were formatting and sectioning so that the local board policy would flow in a manner consistent with the state's. USDOL is requiring states to add specific accountability metrics for training providers. The state has added two metrics: attainment of credential and completion rate. Both goals are set at around 50%.

V. Davis further stated that after reviewing the active programs in the eastern area, she confirmed that none of the current programs are failing to meet these accountability measures, indicating that the programs are performing well in the region. On a motion by B. Gonzales and seconded by D. Davis, the board moved to accept the OS Delivery Committee recommended updates to policy 05-18. A roll call vote was conducted, and the motion was unanimously approved.

V. Davis provided one more update regarding the One Stop Committee. She mentioned that, in R. Kuykendall absence, the Individual with Disability Committee would be asking to transition to

an ad hoc committee. Larry Melendez, the former chair of that committee, will assist in co-chairing the One Stop Service Delivery Committee until Robin is able to return fully.

B. Elias clarified for the board that the transition would not be immediate due to the necessary bylaw work and board approval to support it. She explained that the committee had been struggling to maintain a robust level of engagement, and it seemed more beneficial to involve additional One Stop partners in the discussion. As a result, it was viewed as most effective to combine the work under the One Stop Systems Committee. For any specific targets, projects, needs, or issues related to a particular population, an ad hoc group would be formed to address those needs.

### **YOUTH COMMITTEE – Update only no action items**

D. Jennings provided an update on the Youth Committee's activities, noting that the committee has been focused on addressing some backlog issues and inputting all necessary data. To support these efforts, three new coaches have been hired and are currently undergoing training. D. Jennings mentioned that the committee is also working on a set of questions created by M. Esperitu for B. Elias and the rest of the team. These questions focus on how the committee is engaging with employers and youth, and what additional metrics, aside from the ones already in place, can be used to measure success, particularly in areas like youth leadership and soft skills development. This is being developed as a committee project to brainstorm potential community initiatives and to help share the workload from staff. The committee kicked off this project in the last meeting and plans to continue it into the new year. B. Elias noted that the conversation about engaging with employers and youth is also being carried into the One Stop Service Delivery Committee. She explained that this issue is not limited to youth alone but involves standardizing the message from the board to local communities regarding the services offered. The discussion also focuses on how outreach is conducted, how the program is presented, and how the board's role and function within the system are communicated to help recruit participants into these programs.

L. Jackson exited the meeting at 1:40 pm, there was no change to quorum. D. Jennings exited the meeting at 2:01 pm, there was no change to quorum. All voting items were voted on prior to these exits.

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

#### **Next Meeting**

March 18, 2025.

#### **Motion to Adjourn**

M. Esperitu motioned to adjourn the meeting S. Pawlyshyn 2<sup>nd</sup> and Meeting adjourned at 2:51 pm.