

Eastern Area Workforce Development Board
Chief Elected Official Meeting Minutes
Via ZOOM Video Conference
December 23, 2024

To Be Approved.....TBD

A quorum of the Chief Elected Officials was not present. B. Elias stated that two Chief Elected Officials terms were ending by January and that new CEO's would need to take their place. The next Chief Elected Official Meeting will be scheduled for March 2025, the date is to be determined. The CEO Packet for this meeting is attached.

DRAFT

Chief Elected Officials Meeting



Packet

Date: December 23, 2024

Time: 10:00 am

Via: Zoom Video Conference

Eastern Area Workforce Development Board

Chief Elected Officials Meeting via
ZOOM Video Conference

Time: December 23, 2024 10:00 AM Mountain Time (US and
Canada)

[Join Zoom Meeting](#)

AGENDA

Call to Order

Roll Call – CEO’s only

Welcome/Introductions

Approval of the Agenda

Approval of the July CEO Meeting Minutes,

Approval of the September CEO Meeting Minutes

Presentation of Financial Report:

- PY24/FY25 Amended Budget

DWG Update

County Representative update

Lead CEO

EAWDB Chairmanship

Old Business (if any)

New Business (if any)

Next Meeting

Motion to Adjourn

Eastern Area Workforce Development Board

CEO Meeting Minutes
Via ZOOM Video Conference
July 18, 2024

To Be Approved..... December 18, 2024

Meeting called to Order at 1:03 pm by Lead CEO Jon Crunk.

ROLL CALL

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

CEO’s present: C. Kiesling, S. Martin, J. Crunk, T. Dixon, V. Marquardt, M. Burns

CEO’s absent: B. Bowen, R. Lopez, S. Martin

Board Members present: T. Christesson, J. Martinez, S. Pawlyshyn, B. Gwartney, K. Ferrell, L. Melendez, 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, M. Hopkin, A. David, M. Martinez, K. Zuest, D. Batista, V. Gandarilla

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

WELCOME/INTRODUCTIONS

T. Suarez introduced the guests attending via zoom.

APPROVAL OF THE AGENDA

On a motion by C. Kiesling and seconded by T. Dixon a motion was made to approve the agenda. A roll call vote was conducted, and the motion was unanimously approved.

APPROVAL OF THE PY24 FISCAL AGENT AGREEMENT

On a motion by C. Kiesling and seconded by V. Marquardt, a motion was made to approve the consent agenda. A roll call vote was conducted, and the motion was unanimously approved.

APPROVAL OF THE PY24 EAWDB ANNUAL BUDGET

J. Crunk asked if admin costs have stayed the same and B. Elias noted that admin costs have remained static with no significant changes. J. Crunk asked about audits and bookkeeping and B. Elias stated that the audit was still behind but very close to closing. T. Roth stated that the PY21 FY22 audit was successfully submitted with an unmodified opinion. The PY23 FY 23 audit is expected to close by September 30. All necessary documents, including those from the CFO, will be provided by the 26th of

July, allowing auditors 60 days to complete their work. The PY23 FY24 audit is on track to be submitted by the December 1 deadline which will bring the board current.

B. Elias highlighted a historical change in state funding requirements. Previously, local boards were required to allocate a minimum of 40% of total funding directly to participants through supportive services or training. This has increased to 60% over the past two years. Due to being the lowest funded board in the state, a waiver request to adjust this requirement has been submitted and is under review. The current financial performance reflects these changes, with a 51% to 49% allocation noted, pending waiver approval. No issues are anticipated with the waiver.

On a motion by C. Kiesling and seconded by T. Dixon, the motion was made to approve the PY24 EAWDB Annual Budget. A roll call vote was conducted, and the motion was unanimously approved.

APPROVAL OF BOARD MEMBER TERM EXTENSIONS

B. Elias went over how the state requires board member terms to be two years, with renewals necessary. Terms are staggered to avoid total board simultaneous expirations. Half of the board's terms expire on June 30, 2024, and the other half in 2025. M. Moore resigned recently; his seat will be filled soon as we are actively seeking a replacement. But the term for his seat is included in this extension request.

On a motion by C. Kiesling and seconded by T. Dixon the motion was made to approve the Board Member Term Extensions. A roll call vote was conducted, and the motion was unanimously approved.

CHIEF ELECTED OFFICIALS – COUNTIES WITHOUT DESIGNEES

B. Elias emphasized the importance of strong relationships the chief elected officials and the board in effectively addressing issues in the region and used in the disaster response for Lincoln and Otero counties, following recent fires as an example. The collaboration with J. Crunk has facilitated faster coordination and a better response. The one-stop system has been crucial in assisting local citizens. Effective communication and existing relationships ensure a smoother and more impactful response. S. Pawlyshyn emphasized the importance of strong communication, agreeing with B. Elias. S. Pawlyshyn recently reached out to B. Elias to arrange a meeting with key members to ensure accurate messaging for those who might be denied assistance. J. Crunk highlighted confusion and misdirection during disasters involving multiple agencies, emphasizing the need for proactive leadership and improved communication, he noted that counties must take responsibility for their constituents. J. Crunk praised the workforce for effective delivery and stressed that participation in the organization is crucial for addressing various disasters.

Counties without designees are Chaves County, Harding County, Guadalupe County, and De Baca County. V. Marquardt and D. Batista stated they would both reach out to County Commissioners in Chaves County. T. Dixon stated she would reach out to County Commissioners in De Baca County, Guadalupe County, and Harding County.

UPDATES ON ACTIONS REGARDING WILDFIRES

J. Crunk provided updates on recent wildfires, highlighting community frustration over a fire on Apache

Mountain. The fire damaged 1400 dwellings, impacting the county budget by \$25-\$30 million. Business closures and displaced workers exacerbate the situation. Floods have also caused significant damage, similar to the wildfires. Workforce efforts are crucial, requiring manpower and funding for recovery. J. Crunk stressed the need for accurate information and resources, noting that FEMA's delays in payments add to challenges. He acknowledged B. Elias' assistance in addressing these issues.

DWG DISCUSSION

B. Elias shared that a \$2 million Dislocated Worker Grant (DWG) has been submitted to the USDOL to fund labor for disaster-related tasks such as operating equipment, hauling dirt, and supporting forestry and wildlife efforts. Although a response was expected by the end of last week, USDOL now has until August 5 to decide. B. Elias is optimistic about receiving the funds and requested that, if necessary, the CEOs approve budget adjustments to accommodate this funding and grant Mr. Crunk authority to proceed with the grant's implementation. B. Elias noted that it could not be voted on at this time but did need to know that the CEO's present were on board with it. Each CEO present was in agreement with it.

APPROVAL OF THE PY24 Extension of One Stop Operator Contract

On a motion by C. Kiesling and seconded by T. Dixon, the motion was made to approve the PY24 Extension of One Stop Operator Contract. A roll call vote was conducted, and the motion was unanimously approved.

Next Meeting

December 18, 2024 at 1:00 pm.

Motion to Adjourn

Meeting adjourned at 2:03 pm.

Eastern Area Workforce Development Board

CEO Meeting Minutes
Via ZOOM Video Conference
September 18, 2024

Meeting called to Order at 1:03 pm by Lead CEO Jon Crunk.

ROLL CALL

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

CEO's present: C. Kiesling, S. Martin, J. Crunk

CEO's absent: B. Bowen, R. Lopez, T. Dixon, V. Marquardt, M. Burns

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

Board Members present: D. Davis, J. Martinez, K. Ferrell, L. Melendez, S. Pawlyshyn

Guests present: L. De La Cruz, B. Silvers, C. Kirlin, C. Hollon, M. Walsh, R. Pazos

It was noted that there was not a quorum present, however, the agenda only contained two voting items that will be addressed at the December meeting.

WELCOME/INTRODUCTIONS

T. Suarez introduced the guests attending via zoom.

APPROVAL OF THE AGENDA

In the absence of a quorum the Agenda was not approved. This will occur at the December meeting.

APPROVAL OF THE JULY CEO MEETING MINUTES

In the absence of a quorum the CEO Meeting Minutes were not approved and will be presented at the CEO Meeting in December.

PRESENTATION OF FINANCIAL REPORTS

T. Roth provided an update on the financials for the period ending June 30, 2024. She explained that the previous set of financials sent out was based on year-end projections. The revised year-end financials were adjusted after the closeout process. These figures outline the PY 23 expenditures and the actual carry-in budget will be for the upcoming year. These adjustments also modified the year-end financial performance measures as well.

T. Roth presented the CEOs with the funding balances by program, detailing opening balances in the

Title I funded and the local admin budget. She discussed how the funds were spent, highlighting the amounts spent on individual training accounts, on the job training, and supportive services.

She also reported on service provider contract spending. Most contracts closed at close to 100% of their contracts, except for the youth, which was slightly under due to staff vacancies/savings during the year.

T. Roth highlighted two key grant measures: the 60/40 participant expenditure requirement, and the obligation expenditure rate. For the 60/40 requirement, T. Roth reviewed the grant agreement requirement, the board's waiver request to allow for 40% of the expenditures to be direct and that the East met the requirement at 45.16%. It was explained to the CEOs that there is a requirement that all boards must obligate 80% and expend 40% of their funds by March 30th. The EAWDB was obligated at 93% and expended at 68.28%.

T. Roth mentioned that the updated beginning budget includes the additional funding from the DWG grant and the revised carry-in figures. She stated that a transfer request would be submitted on October 1 when the funds become available and this is reflected in the budget.

She explained there will be \$50,000 contract modification to the ENMU adult/dw contract from DWG program funds for DWG case management. This modification was approved by the board on September 17th and will be reflected in the budget figures and financials for the next CEO meeting.

DWG UPDATE

B. Elias provided an update regarding the emergency dislocated worker grant application, which aims to assist individuals impacted in Lincoln and Otero counties. In July, she applied for the grant to secure additional funding for services and specialized assistance to help affected individuals regain employment and to provide labor for clean up and debris removal to help the community fully re-open and help stabilize the local economy.

B. Elias shared that the grant request was for \$2 million. \$800,000 has been conditionally awarded upfront and is available now, with the remaining \$1.2 million contingent upon the approval of the fully detailed application, referred to as the "full packet." These positions come with specific federal caveats and requirements, making the application process more detailed and time-consuming. B. Elias expects to have the full submission completed by the 27th, though she noted that some corrections may be required after the submission before the remaining funds are released.

B. Elias stated that while participation is still low for disaster relief employment (DRE), they have begun enrolling individuals. The enrollment process was delayed slightly due to the time it took to receive the contract and purchase order from the Department of Workforce Solutions, which had to go through various procurement and legal processes. Now that everything is in place they have individuals that have begun working to help clean up Ski Apache, a vital part of the local economy.

B. Elias concluded by encouraging local county managers (Lincoln and Otero) to consider participating as disaster relief employers, which would allow them to be reimbursed for wages related to community

cleanup efforts that aren't covered by FEMA or other emergency services. She expressed a strong interest in involving the county in this initiative.

J. Crunk expressed concerns about delayed payments affecting contractors and businesses. He mentioned that although funds were received from Homeland Security and the state, they primarily covered current employees. Many businesses would be willing to hire more staff if payments were processed faster. He noted that some entities, like NRCS subcontractors, have not yet begun their projects despite discussions. J. Crunk expects progress in the coming weeks and mentioned that the governor is scheduled to visit, which could bring more clarity.

B. Elias shared that the governor, along with the entire cabinet, would be visiting for two days, which is unusual compared to other communities. This extended visit is likely due to the significant impact of recent events in Ruidoso. There will be an event on Friday at the Inn of the Mountain Gods and another on Saturday at Ruidoso High School.

CHIEF ELECTED OFFICIALS – COUNTIES REPRESENTATIVE

B. Elias reported that there was no new update on county representation. She mentioned that Dora had been in contact with several counties, and while fewer commissions remain without an appointed official representative, a couple still have not done so. Additionally, some counties have participated, but they do not yet have an official CEO of record.

EAWDB CHAIRMANSHIP

B. Elias informed the board that T. Christesson, who has served as the board chair for several years, is stepping down due to health concerns. Although he is making efforts to remain on the board, he has requested to be replaced as chair, as he feels his health will not allow him to dedicate the necessary attention and effort to the role. In response, the board has temporarily appointed S. Pawlyshyn as the acting chair while nominations are being sought for a permanent replacement.

B. Elias explained that the responsibilities of the chair and vice chair have been divided to manage the board's workload effectively. Since the board does not have a contract for administrative services and acts as its own employer, the chair handles the HR and administrative duties, while the vice chair, D. Davis, focuses on financial oversight and reporting tasks, such as reviewing financials and participating in performance negotiations, as demonstrated in the recent discussions on the PY 2024-2025 performance negotiations.

J. Crunk mentioned that he has 90 more days working as the county commissioner in Lincoln and will step down after December 31. He expects to be unavailable after that date.

LOCAL PLAN

B. Elias provided an update on the local plan, which has been posted for its 30-day comment period. She highlighted that the development of the plan involved discussions with various officials and feedback sessions conducted by the secretary to align with the state plan. The plan is about 127 pages, but she encouraged the board to at least review the goals section within the first 60 pages. She emphasized that locally identified goals were established to align with state goals, including expanding

sector strategies and partnerships in healthcare and energy (both renewable and oil and gas). She also noted that New Mexico is receiving significant national infrastructure funding, particularly for broadband expansion, and the board will be partnering with the state to roll out training programs in those areas.

As part of that discussion, she addressed the growing need for training in electric vehicle (EV) technology. She acknowledged the sensitivity around oil and gas, pointing out that electric cars are becoming more common, and the region lacks enough qualified technicians to service or repair them or the charging stations. This will be a focus for future training initiatives.

Another key goal of the local plan is to increase co-enrollment across partner programs such as vocational rehabilitation, Department of Workforce Solutions, TANF, adult education, and literacy programs. By co-enrolling individuals in multiple programs, they aim to provide more comprehensive services and improve outcomes for individuals and the state. Lastly, B. Elias noted concerns over the declining population in New Mexico and the importance of finding ways to retain talent in the region.

Next Meeting

December 18, 2024 at 1:00 pm.

Motion to Adjourn

Meeting adjourned at 1:50 pm.

EASTERN AREA WORKFORCE DEVELOPMENT BOARD
PY24/FY25 Budget
As of 08/31/2024

Funds In		Admin	Youth	Adult	DW	DWG Admin	JWG Program	1-Stop Ops	Apprentice	Total	Received	Expires
1-Stop MOU Billing		-	-	-	-	-	-	342,203.15	-	342,203.15	-	-
OSO Billing		-	-	-	-	-	-	69,300.00	-	69,300.00	-	-
24-631-9001-00004	PY23	-	452,066.42	-	-	-	-	-	-	452,066.42	Available	6/30/2025
24-631-9001-0004	FY24	134,619.74	-	382,673.91	441,169.91	-	-	-	-	958,463.56	Available	6/30/2025
Apprenticeship		-	-	-	-	-	-	-	87,500.00	87,500.00	-	-
		-	-	-	-	80,000.00	720,000.00	-	-	800,000.00	-	-
PY24		164,798.00	955,581.00	197,599.00	329,995.00	-	-	-	-	1,647,973.00	Available	6/30/2026
FY25		223,151.00	-	807,529.00	1,200,826.00	-	-	-	-	2,231,506.00	Pending	6/30/2026
		522,568.74	1,407,647.42	1,387,801.91	1,971,990.91	80,000.00	720,000.00	411,503.15	-	6,589,012.13	-	-
Proposed DW to Adult Transfer-FY24											-	Pending
Adjusted Totals		522,568.74	1,407,647.42	2,512,801.91	846,990.91	80,000.00	720,000.00	411,503.15	87,500.00	6,589,012.13	-	-
Funds Out - Budgeted		Admin	Youth	Adult	DW	DWG Admin	JWG Program	1-Stop Ops	Apprentice	Total		
1-Stop MOU Billing		-	-	-	-	-	-	342,203.15	-	342,203.15	-	-
ENMU Ruidoso Adult DW		-	-	671,000.00	429,000.00	-	50,000.00	-	-	1,150,000.00	-	-
ENMU Ruidoso Apprenticeship		-	-	-	-	-	-	-	87,500.00	87,500.00	-	-
ENMU Ruidoso Youth		-	950,000.00	50,000.00	-	-	-	-	-	1,000,000.00	-	-
ENMU Ruidoso One Stop		-	46,200.00	57,750.00	57,750.00	-	-	69,300.00	-	231,000.00	-	-
Board Operations Admin		413,900.20	176,087.45	200,124.20	75,502.93	-	-	-	-	865,614.78	1,491,127.13	53.91%
Participant		-	-	1,125,000.00	150,000.00	-	-	-	-	1,275,000.00	1,275,000.00	46.09%
Totals		413,900.20	1,172,287.45	2,103,874.20	712,252.93	-	50,000.00	411,503.15	87,500.00	4,951,317.93	2,766,127.13	
Remaining Fund Balance		108,668.54	235,359.97	408,927.71	134,737.98	80,000.00	670,000.00	-	-	1,637,694.20	-	-
										6,589,012.13	-	-

Adult & DW ENMU-
Participant Expenditures